



*Regular
Board Meeting*

Board Room

September 21, 2026



Fruitport Community Schools
BOARD OF EDUCATION MEETING
Board Room
3255 E. Pontaluna Rd, Fruitport 49415
Monday, September 21, 2026 - 6:00 p.m.

I. CALL to ORDER

II. PLEDGE of ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. PRESENTATIONS

VI. COMMUNICATIONS

VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS

1. Bond Update: Construction Documents Review (60%)
 - i. Application and Permit for Road Improvements
2. State Assessment Results: SAT, PSAT, M-STEP
3. Annual Attendance Trend and State Released Attendance Data
4. Comprehensive Needs Assessment Process: District Improvement Plan
5. Athletic Trainer and Strength and Conditioning Agreement with Trinity Health
6. Filter First Drinking Water Certification – All Buildings Certified

VIII. REMARKS FROM THE PUBLIC*

IX. CONSENT AGENDA

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

<u>Fund</u>	<u>Amount</u>
General Fund:	\$726,424.31
Other Funds:	
Early Childhood Center	\$449.41
Food Service	\$720.00
Cooperative Education (ISD) – Tech Millage	\$15,738.36
Building & Site	\$87.50
Capital Projects – Bond (2026)	\$4,190.00
Credit Cards (All Funds)	\$103,366.88
Total Bill List:	\$850,976.46

2. Acceptance of August 2026 General Fund Financial Report (attachment IX-2)
3. Acceptance of August 2026 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 Regular Meeting Minutes from August 18, 2026 (attachment IX-5)

X. GENERAL BOARD BUSINESS

XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

JB Meeuwenberg, Chairperson

1. Report of Committee Meeting held September 14, 2026 (attachment XI-1)
2. Payment of Bond Stipends for Construction Project Management (attachment XI-2)
3. School Resource Officer Agreement with Fruitport Township (attachment XI-3)
4. Purchase and Installation of New Boilers at Beach Elementary School (XI-4)

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS

Steve Kelly, Chairperson

1. Report of Committee Meeting held September 14, 2026 (attachment XII-1)
2. Tentative Contract Agreement with the Fruitport Instructional Assistants Association (attachment XII-2)

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

Tim Burgess, Chairperson

1. Report of Committee Meeting held September 14, 2026 (attachment XIII-1)
2. Overnight Field Trip Request: MHSAA Cross Country State Finals (attachment XIII-2)
3. Discussion on District Goals for Superintendent's Evaluation; No action

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: October 12, 2026 at 5:00 p.m.
2. Personnel Committee Meeting: October 12, 2026 at 5:30 p.m.
3. Student Affairs Committee Meeting: October 12, 2026 at 4:30 p.m.
4. Board of Education Regular Meeting: October 19, 2026 at 6:00 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.



FRUITPORT COMMUNITY SCHOOLS

EDGEWOOD ELEMENTARY - 2025 BOND

September 2, 2026

Agenda

Site + Playground + Civil

01

Site + Playground + Civil

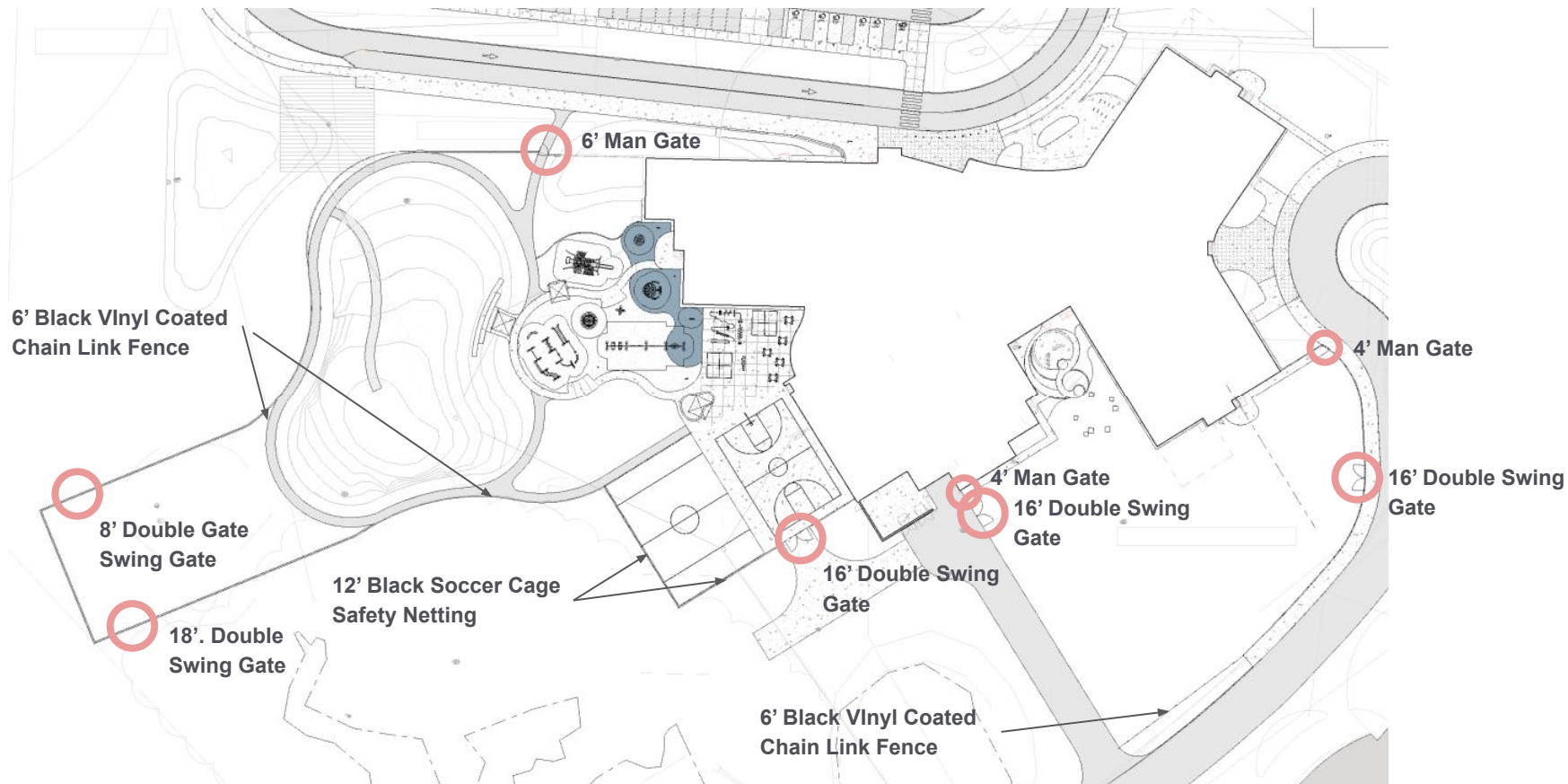


No Mow Seed Mix

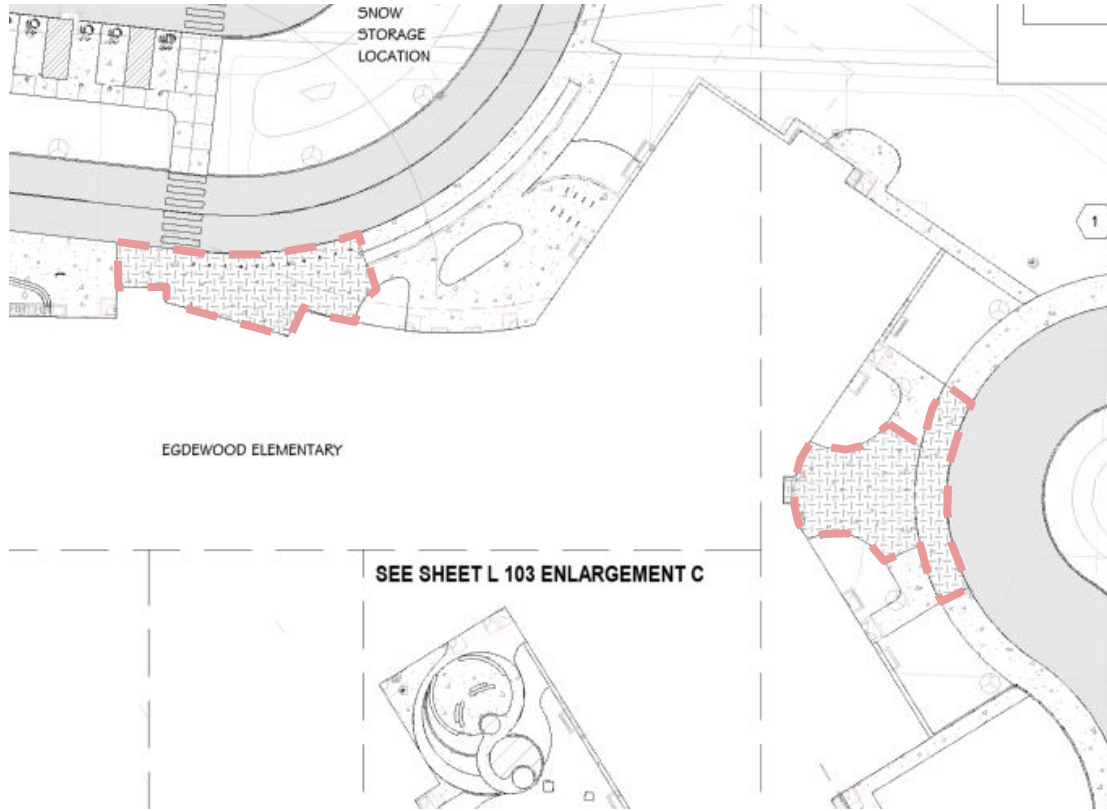


Low Growing Meadow Mix

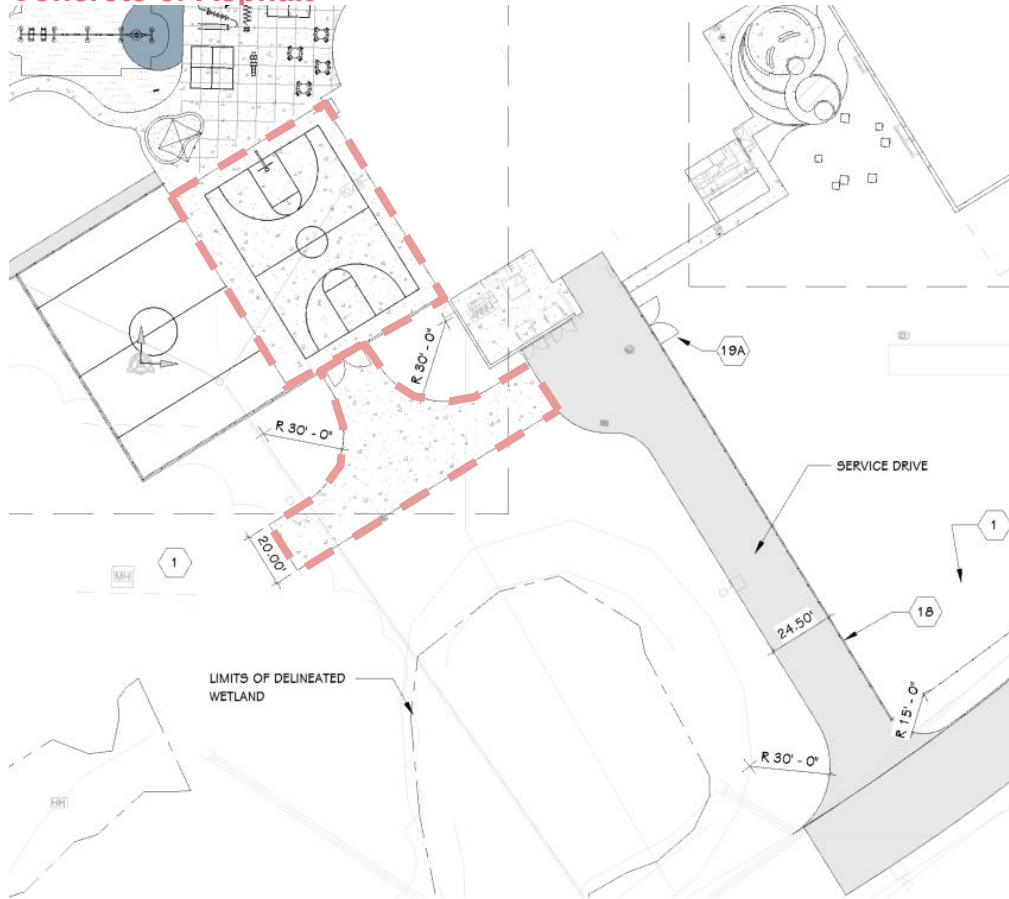
Gate Locations



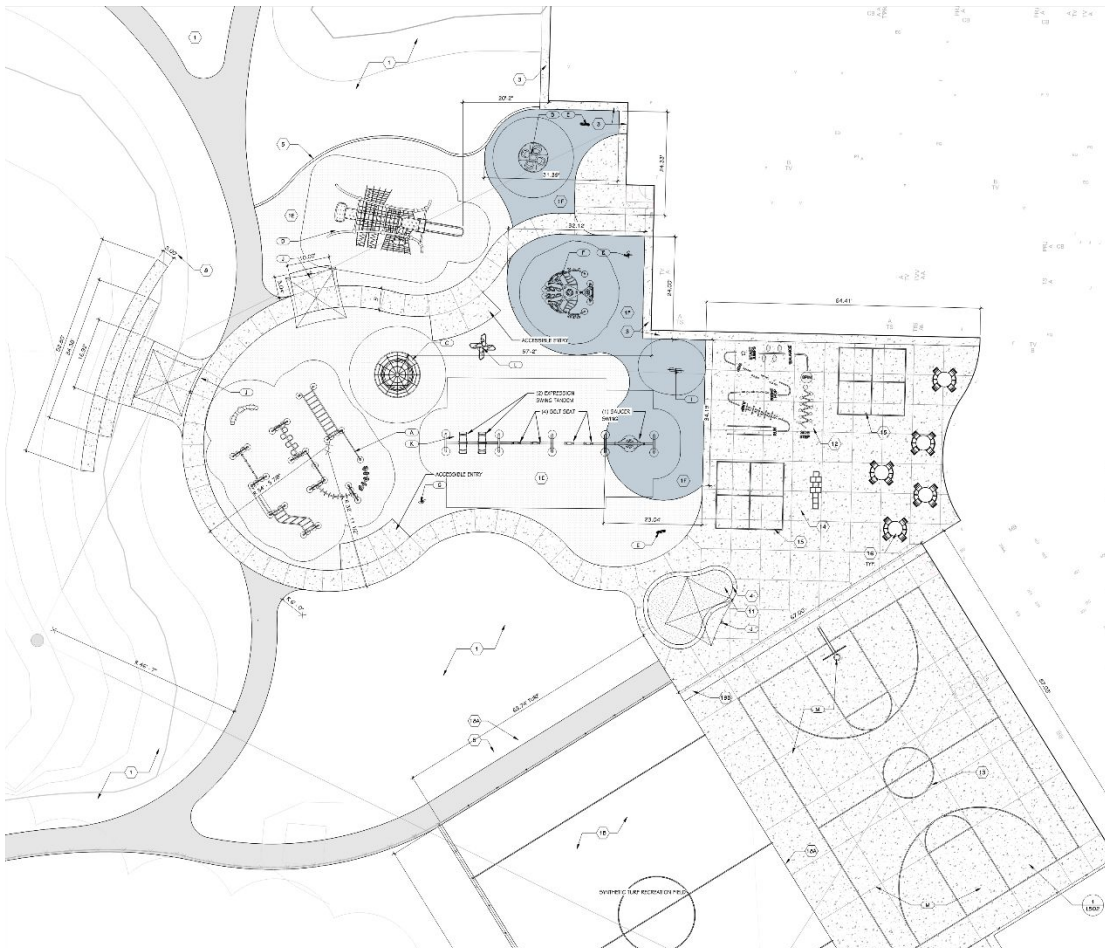
Snowmelt Location



Concrete or Asphalt



Playground Breakdown

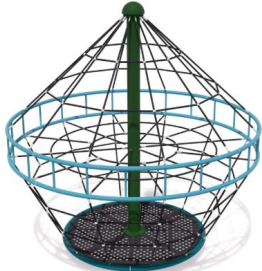


Equipment

- Relocated KidCourse
- Relocated Merry-Go-All
- VistaTree Top 5
- Shadow Play Flower
- Vista Loop 3
- 4 Bay Swings with Seats
- Sensory Rings x 2
- Sensory Dome
- Imagination Art Center
- Indigo Butterfly
- Turquoise Butterfly
- Basketball hoops x 6
- Pavement obstacle course
- 4 square court x 2



SENSORY RING



VISTA TREE
TOP



SHADOW PLAY
FLOWER



SENSORY DOME

Playground Breakdown



Equipment

- Relocated KidCourse
- Relocated Merry-Go-All
- VistaTree Top 5
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- Pavement obstacle course
- 4 square court x 2



GT SPLASH



VISTA LOOP



IMAGINATION ART
CENTER



MUSICAL
BUTTERFLIES

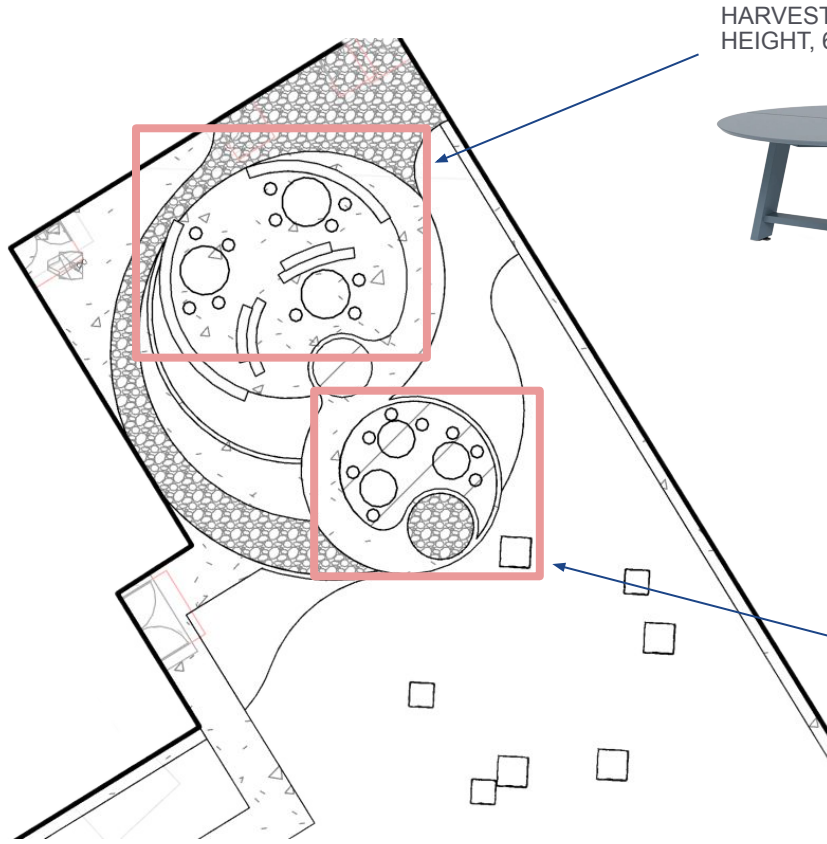


RELOCATED MERRY GO ALL



RELOCATED KID COURSE





HARVEST TABLE - DINING
HEIGHT, 60" DIA.



HARVEST STOOL -
DINING HEIGHT



HARVEST TABLE - STANDING
HEIGHT, 47.27" DIA.



HARVEST STOOL -
STANDING HEIGHT



LANDSCAPE FORMS - HARVEST LINE



THE CHARLIE TABLE
(ADA COMPLIANT)



FGP BENCH - 70" ARMLED AND ARMLESS



FGP LITTER
RECEPTACLE



RIDE BIKE RACK



NORTHPORT
BOLLARD

Schedule + Next Steps

FCS Edgewood Elementary - CD Owner PageTurn Review (90%)

Wednesday, September 30

8:00am – 3:00pm

Muskegon County Road Commission
 7700 E. Apple Ave.
 Muskegon, MI 49442
 Phone 231.788.2381 / Fax 231.788.5793

Application No. _____
 Permit No. _____
 Issue Date _____

**APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN
 WITHIN THE RIGHT-OF-WAY OF; OR TO CLOSE, A COUNTY ROAD.**

APPLICATION

An applicant is defined as an owner of property adjacent to the right-of-way, the property owner's authorized representative; or an authorized representative of a private or public utility who applies for a permit to construct, operate, use, and/or maintain a facility within the right-of-way for the purpose outlined within the application. A contractor who makes application on behalf of a property owner or utility must provide documentation of authority to apply for a permit.

APPLICANT	Name: Fruitport Community Schools (Attn: Jason Kennedy)	CONTRACTOR	Company: Owen Ames Kimball (Attn: Matt Hulswit)
	Address: 3255 E. Pontaluna Rd.		Address: 126 Ottawa Ave. NW, Suite 600
	Fruitport, MI 49415		Grand Rapids, MI 49503
	Phone No: (231) 865-3154 Cell No:		Phone No: Cell No: (616) 450-6635
	Fax No: (231) 865-3393		Fax No:
	Email Address: jkennedy@fruitportschools.net		Email Address: matth@oakmi.com

Applicant/Contractor request a permit for the following work within the right of way of a county road: Construct a right-turn lane into the Fruitport Community Schools (FCS) New Edgewood Elementary School driveway and intersection improvements to the E. Pontaluna Rd. / N. 6th Avenue / Cottonwood Rd. intersection.

LOCATION: County Road E. Pontaluna Rd. Between North Point Drive And N. 6th Avenue
 Township Fruitport Section 36 T 9N R 16W Side of Road N S E W Property ID 61-41-150-007-0001-00
 DATE: Work to begin on TBD; Work to be completed by TBD

I certify and acknowledge that (1) the information contained in this application is true and correct, (2) the commencement of the work described in this application shall constitute acceptance of the permit as issued, including all terms and conditions thereof and, (3) if this permit is for commercial or residential driveway work, I am the legal owner of the property that this driveway will serve, or I am the authorized representative.

Applicant's Signature: _____	Contractor's Signature: _____
Title: _____ Date: _____	Title: _____ Date: _____

PERMIT

The term "Permit Holder" in the terms and conditions set forth on the reverse side hereof, refers to the applicant and the contractor, where applicable. By performing work under this permit, the Permit Holder acknowledges and agrees that this permit is subject to all the rules, regulations, terms and conditions set forth herein, including on the reverse side hereof. Failure to comply with any of said rules, regulations, terms and conditions shall render this permit NULL AND VOID.

REQUIREMENTS	FEE TYPE	AMOUNT	RECEIPT NO	DATE	Letter of Credit \$ _____	☐ Y	☐ N
	Application Fee				Surety Bond \$ _____	☐ Y	☐ N
	Permit Fee				Retainer Letter	☐ Y	☐ N
	Inspection Fee				Approved Plans on File	☐ Y	☐ N
	Bond				Certificate of Insurance	☐ Y	☐ N
	Deposit				Attachments/Supplemental Specifications	☐ Y	☐ N
	Other						
	To Be Billed						

OTHER REQUIREMENTS: _____

Recommended For Issuance By: _____

Approved By: _____

Title: _____ Date: _____

TERMS AND CONDITIONS

1. **Specifications.** All work performed under this permit must be done in accordance with the application, plans, specifications, maps and statements filed with the County Road Commission ("Road Commission") and must comply with the Road Commission's current procedures and regulations on file at its offices and the current MDOT Standard Specifications for Construction, if applicable.
2. **Fees and Costs.** The Permit Holder shall be responsible for all costs incurred by the Road Commission in connection with this permit and shall deposit estimated fees and costs as determined by the Road Commission, at the time the permit is issued.
3. **Bond.** The Permit Holder shall provide a cash deposit, irrevocable letter of credit or bond in a form and amount acceptable to the Road Commission at the time permit is issued.
4. **Insurance.** The Permit Holder shall furnish proof of general liability insurance in amounts not less than \$1,000,000 each occurrence and general aggregate, proof of automobile liability in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$500,000 for bodily injury per person. Such proof of insurance shall include a valid certificate of insurance demonstrating that the Road Commission is an additional insured party on the policy. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without 30 days advance written notice to the Road Commission, by certified mail, first-class, return receipt requested. This permit is invalid if insurance expires during the authorized period of work described herein.
5. **Indemnification.** In addition to any liability or obligation of the Permit Holder that may otherwise exist, Permit Holder shall, to the fullest extent permitted by law, indemnify and hold harmless the Road Commission and its commissioners, officers, agents, and employees from and against any and all claims, actions, proceedings, liabilities, losses, and damages thereof, and any and all costs and expenses, including legal fees, associated therewith which the Road Commission may sustain by reason of claims for or allegations of the negligence or violation of the terms and conditions of this permit by the Permit Holder, its officers, agents, or employees, arising out of the work which is the subject of this permit, or arising out of work not authorized by this permit, or arising out of the continued existence of the operation or facility, which is the subject of this permit.
6. **Miss Dig.** The Permit Holder must comply with the requirements of Act 53 of Public Acts of 1974, as amended. CALL MISS DIG AT (800) 482-7171 or www.missdig.org AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN FOURTEEN (14) CALENDAR DAYS, BEFORE YOU START WORK. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. **Notification of Start and Completion of Work.** The Permit Holder must notify the Road Commission at least 48 hours before starting work, when work is completed, and additionally as directed by the Road Commission.
8. **Time Restrictions.** All work shall be performed Mondays through Fridays between 8:00 a.m. and 5:00 p.m. unless written approval is obtained from the Road Commission, and work shall be performed only during the period set forth in this permit. Perform no work except emergency work, unless authorized by the Road Commission on Saturdays, Sundays, or from 3:00 p.m. on the day proceeding until the normal starting time the day after the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
9. **Safety.** Furnish, install and maintain all necessary traffic controls and protection during Permit Holder's operations in accordance with the *Michigan Manual of Uniform Traffic Control Devices, Part 6* and any supplemental specifications set forth herein.
10. **Restoration and Repair of Road.** The construction, operation and maintenance of the activity covered by this permit shall be performed by the Permit Holder without cost to the Road Commission unless specified herein. The Permit Holder shall also be responsible for the cost of restoration and repair of the right-of-way determined by the Road Commission to be damaged as a result of the activity which is the subject of this permit. Restoration shall meet or exceed conditions when work is commenced and be in accordance with specifications. The Permit Holder shall be responsible for costs incurred by the Road Commission for emergency repairs performed by or on behalf of the Road Commission for the safety of the motoring public. Said repairs shall be performed with or without notice to the Permit Holder if immediate action is required. This determination shall be in the sole and reasonable opinion of the Road Commission.
11. **Limitation of Permit.** Issuance of this permit does not relieve Permit Holder from meeting any and all requirements of law, or of other public bodies or agencies. The Permit Holder shall be responsible for securing and shall secure any other permits or permission necessary or required by law from cities, villages, townships, corporations, property owners, or individuals for the activities hereby permitted. Any work not described by the application, including the time and place thereof, is strictly prohibited in the absence of the application for and issuance of an additional permit or amendment to this permit.
12. **Revocation of Permit.** This permit may be suspended or revoked at will, and the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the Road Commission. It is understood that the rights granted herein are revocable at the will of the Road Commission and that the Permit Holder acquires no rights in the right-of-way and expressly waives any right to claim damages or compensation in case this permit is revoked.
13. **Assignability.** This permit is not assignable and not transferable unless specifically agreed to by the Road Commission.
14. **Authority.** The statutory authority of the Road Commission to require compliance with permit requirements is predicated upon its jurisdictional authority and is set forth in various statutes including, without limitation and in no particular order, MCL §247.321 et seq; MCL §224.19b; MCL §560.101 et seq; and MCL §247.171 et seq.



Fruitport Community Schools
Superintendent's Office
3255 E. Pontaluna Road
Fruitport, MI 49415
Phone: (231) 865-3154
www.fruitportschools.net

September 11, 2026

Dear Fruitport Community,

We are pleased to share encouraging news about the continued academic progress of Fruitport Community Schools. The results reflected in the accompanying five-year SAT total composite score trend chart demonstrate a positive trajectory in student achievement and are a testament to the collective commitment of our students, staff, families, and community.

In 2025–2026, Fruitport High School earned a score of 953.8, placing the District 8.7 points above the statewide average and 46.2 points above the MAISD average. Among districts in that county comparison, Fruitport ranked third overall.

Perhaps even more important than this result is the positive five-year trendline. The overall direction of Fruitport's achievement demonstrates sustained progress over time. This long-term growth provides important context for understanding where we are today and reinforces that our improvement is not the result of a single year, but rather the cumulative impact of consistent effort and a shared focus on student success.

The latest results reinforce this trend. Fruitport's score increased 13.7 points from 2024–2025 to 2025–2026, while the statewide average declined by 8.9 points. This combination of strong achievement and continued growth is an important indicator that the strategies and practices being implemented across our schools are moving us in the right direction. While true, please know that we are focused on year over year growth and continuous improvement.

We recognize that behind every data point is a student, a teacher, a support professional, a family, or a community member who has contributed to this progress. We are grateful to our staff for their dedication to providing high-quality instruction and support, and to our families and community for their continued partnership.

We should be proud of the progress reflected in these results, while also recognizing that our work is not finished. Our responsibility is to sustain this positive trajectory, continue to identify opportunities for improvement, and ensure that every Fruitport student has the opportunity to achieve at high levels.

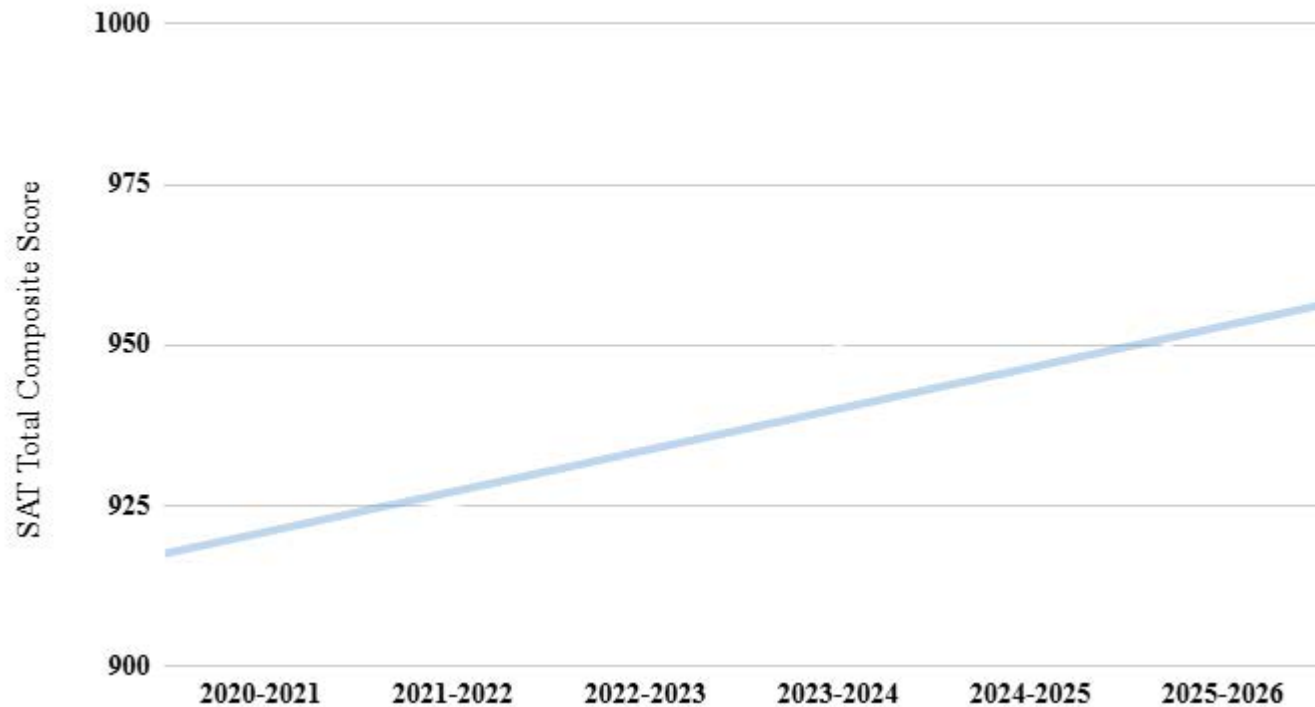
Thank you for your continued trust and support of Fruitport Community Schools. Together, we are building on a strong foundation and creating continued opportunities for our students to learn, grow, and thrive. Go Trojans!

Respectfully,

A handwritten signature in blue ink, reading "Jason J. Kennedy". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jason J. Kennedy
Superintendent

5 Year SAT Total Composite Score Trendline



	2025-2026	2024-2025	Trend
North Muskegon	993.7	1024.3	-30.6
Mona Shores	962.5	991.5	-29.0
Fruitport	953.8	940.1	13.7
Whitehall	946.8	905.3	41.5
Statewide Average	945.1	954.0	-8.9
Ravenna	921.8	936.3	-14.5
Montague	914.6	937.7	-23.1
MAISD Average	907.6	910.7	-3.1
Orchard View	906.8	863.1	43.7
Holton	898.1	891.6	6.5
Reeths-Puffer	893.2	921.5	-28.3
Oakridge	882.2	909.1	-26.9
Muskegon	786.1	773.0	13.1
Muskegon Heights	687.8	627.5	60.3



Fruitport Community Schools
Superintendent's Office
3255 E. Pontaluna Road
Fruitport, MI 49415
Phone: (231) 865-3154
www.fruitportschools.net

September 17, 2026

Dear Fruitport Community,

We have another reason to celebrate at Fruitport Community Schools! Our annual attendance rate is 93.82%, which is well above Michigan's statewide average of 91.5% and the MAISD average of 90.74%. Fruitport also has one of the strongest attendance rates among Muskegon County school districts.

Even more encouraging is the strong upward trend in attendance over time. This progress reflects the commitment of our students, families, teachers, support staff, and administrators to ensuring students are in school, engaged, and ready to learn. Michigan defines chronic absenteeism as a student missing 10% or more of the school year for any reason. Michigan has used this definition since 2017, when it adopted the U.S. Department of Education's definition.

At Fruitport Community Schools, we have been intentional about addressing attendance and academic achievement together. Through Michigan's Multi-Tiered System of Supports (MTSS), our district uses research based strategies to identify and respond to the individual needs of students at all achievement levels. This includes using data to identify students who may need additional support, understanding barriers to attendance, and connecting students and families with appropriate academic, behavioral, social-emotional, and other supports. Michigan specifically identifies MTSS as an effective framework for addressing individual student needs and improving attendance.

Every day in school provides another opportunity to learn, build relationships, and receive the support needed to succeed. While attendance is only one factor in academic achievement, greater access to instruction and learning opportunities helps create the conditions for continued academic growth. Thank you for your continued partnership in helping us improve attendance and achievement outcomes for students.

We are proud of the progress our students and staff are making and grateful to our families and community for making attendance and student success a priority. Every day counts, and every student matters. Together, we are moving Fruitport Community Schools forward, and I am thankful for your continued support. Go Trojans!

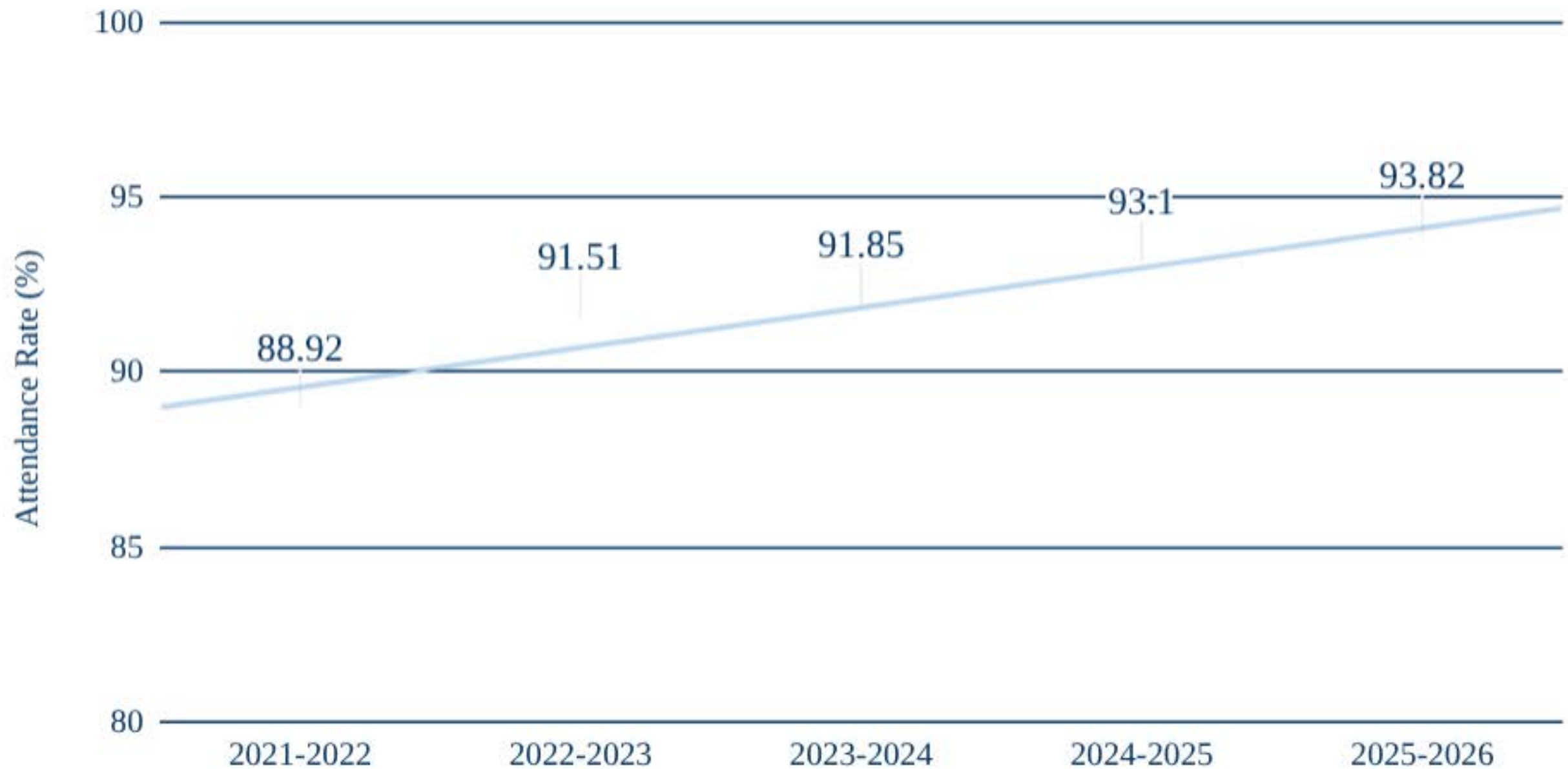
Respectfully,

A handwritten signature in blue ink, appearing to read "Jason J. Kennedy".

Jason J. Kennedy
Superintendent

Annual Attendance Rate Trendline

2025-2026 Attendance Rate $R^2 = 0.917$



	Attendance Rate		Percent of Students Chronically Absent	Percent of Students Not Chronically Absent
North Muskegon	94.67	North Muskegon	12.7	87.3
Mona Shores	94.03	Mona Shores	16.8	83.3
Fruitport	93.82	Fruitport	17.4	82.6
Montague	92.53	Montague	22.2	77.9
Oakridge	92.36	Reeths-Puffer	25.7	74.3
Reeths-Puffer	92.33	Ravenna	27	73.3
Ravenna	92.02	Statewide Average	27.2	72.8
Statewide Average	91.5	Oakridge	27.4	72.6
Holton	91.23	Whitehall	27.7	72.3
Whitehall	90.89	MAISD Average	29.7	70.4
MAISD Average	90.74	Holton	30.9	69.1
Orchard View	89.67	Orchard View	34.3	65.7
Muskegon	84.66	Muskegon	50.8	49.2
Muskegon Heights	79.36	Muskegon Heights	68.9	31.2



Kennedy, Jason <jkennedy@fruitportschools.net>

Trinity Health Athletic Training & Strength Coach Service Agreement Update

Jaclyn L. Kane <Jaclyn.Kane@trinity-health.org>
To: "Jaclyn L. Kane" <Jaclyn.Kane@trinity-health.org>

Mon, Sep 14, 2026 at 4:40 PM

I am reaching out to acknowledge and apologize for a communication gap regarding the renewal of Trinity Health's Athletic Training and Strength Coach services agreements for the 2026-2031 contract term.

As many of you know, our previous five-year agreement expired at the end of July 2026. That contract included a graduated rate increase structure that began at \$10 per hour and increased to \$12.50 per hour over the life of the agreement. The proposed renewal contract also utilizes a graduated approach; however, the increases are more substantial, beginning at \$14 per hour and reaching \$25 per hour by the end of the contract term.

Throughout our renewal planning process, Trinity Health had ongoing discussions regarding the need for future rate adjustments. It was our understanding that these conversations had been communicated through the appropriate leadership channels. Unfortunately, it has become clear that we did not effectively communicate the specifics of these changes directly to all school decision-makers prior to issuing the contracts. For that oversight, I sincerely apologize.

This adjustment reflects Trinity Health's ongoing investment in our Athletic Training and Strength & Conditioning programs and our commitment to the schools and communities we serve. As healthcare and workforce costs continue to evolve, these rate changes help ensure we can attract and retain the highly qualified professionals needed to provide exceptional care, injury prevention, and performance support for student-athletes. We believe these services play a vital role in the health and safety of our students, and we remain committed to maintaining the high level of support our school partners expect and deserve.

We also recognize the financial realities and budget constraints schools face. We understand that a change of this magnitude may create challenges within your planning processes, and we regret the burden that the timing of this communication may cause.

Our goal is to continue building strong partnerships with each of your organizations. If you have questions, concerns, or would like to discuss any aspect of the agreement, including proposed revisions, I welcome the opportunity to speak with you directly.

Thank you for your partnership, understanding, and continued trust in Trinity Health.

Sincerely,

Jaclyn Kane, AT, ATC

Director of Rehabilitation
Trinity Health Muskegon

Jaclyn.Kane@trinity-health.org

o 231-672-2299

C 231-638-7991

1400 Mercy Dr. Suite 50
Muskegon, MI 49444

Learn more at TrinityHealthMichigan.org



Please don't feel compelled to answer my emails on weekends or during off hours. I work at various times to optimize my efficiency and work life balance. I honor your priority to do the same.

Confidentiality Notice:

This e-mail, including any attachments is the property of Trinity Health and is intended for the sole use of the intended recipient(s). It may contain information that is privileged and confidential. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please delete this message, and reply to the sender regarding the error in a separate email.

INDEPENDENT CONTRACTOR ATHLETIC TRAINER AND STRENGTH COACH SERVICES AGREEMENT

This Services Agreement ("Agreement") is entered into by and between Fruitport Community Schools ("School") and Mercy Health Partners d/b/a Trinity Health Muskegon Hospital, a licensed Michigan hospital ("Hospital") for services ("Services") of Athletic Trainer(s) and/or Strength Coach(s).

I. EXCLUSIVE CONTRACT RIGHTS AND RESPONSIBILITIES

- A. Grant of Exclusivity. School grants Hospital the exclusive right to provide Services to School, its entities and affiliates. Additionally, School shall grant Hospital the exclusive right to provide such Services for any event held on School's property or in School's district, regardless of sponsor of such event. School agrees to extend this contractual requirement for exclusive Services to any organizer of any athletic event held on School's property or district. This exclusivity applies to the Services described in the Exhibit entitled "Services."

II. HOSPITAL DUTIES

- A. Delivery of Services. Hospital will provide the School with an Athletic Trainer and/or Strength Coach who shall be responsible for providing Services ("Services") described in this Agreement, including those in the exhibit entitled "Services."
- B. The dates and times of such services shall be as requested and agreed upon between Hospital and the School but are subject to the availability of Hospital's Athletic Trainer and/or Strength Coach. The Athletic Trainer(s)/Strength Coach(s) providing Services under this Agreement may be replaced by alternative qualified Athletic Trainer/Strength Coach at Hospital's discretion.
- C. If an Athletic Trainer/Strength Coach is unable to serve, or upon reasonable request of School, Hospital shall appoint a replacement acceptable to the School.
- D. In providing Services, Hospital shall:
 - 1. Expend reasonable efforts for the benefit of School by engaging in activities to maintain and improve School's image in the community; and
 - 2. Cooperate in good faith with School (during and after the term of this Agreement or any renewal or extension) to the extent allowable by law, in the defense of any litigation arising from or related to Athletic Trainer/Strength Coach's Services; and

Hospital shall act in good faith and in the best interests of School and its School members.

III. SCHOOL DUTIES

- A. School Duties. School shall provide Hospital and Athletic Trainer/Strength Coach with such space, supplies, equipment, and furniture as School and Hospital deem are reasonably required to perform the Services under this Agreement, within approved operating and capital budgets. However, nothing in this Agreement shall be construed to require School to provide or arrange for personnel, equipment, goods and supplies in support of Hospital's private practice or other affairs.
- B. Hospital shall be considered a named sponsor of any School sponsored event in which sponsors are recognized or permitted to advertise, at no cost to Hospital. As such, Hospital shall be entitled to substantially the same recognition and right to advertise as other named sponsors. This shall include PA announcement of Hospital's sponsorship at all athletic events and the right to hang a banner or other signage at all sporting venues in the district.

IV. COMPENSATION

- A. Services Hourly Fee. School shall owe Hospital Twenty-five and 00/00 Dollars (\$25.00) per hour for Services performed in accordance with this Agreement. In an ongoing effort to improve health and access to care in the community, and promote the School's mission and best interests, Hospital hereby agrees to suspend its hourly fee that shall be accrued and donated as a donation-in-kind as follows: Eleven and 00/100 Dollars (\$11.00) during year one (1), Eight and 00/100 Dollars (\$8.00) during year two (2), Six and 00/100 Dollars (\$6.00) during year three (3), and Three and 00/100 Dollars (\$3.00) during year four (4) of the Agreement upon expiration of the full Term. Hospital shall invoice School for the non-suspended portion of its hourly fee as follows: During year one (1) Fourteen and 00/100 Dollars (\$14.00) per hour, during year two (2) Seventeen and 00/100 Dollars (\$17.00) per hour, during year three (3) Nineteen and 00/100 Dollars (\$19.00) per hour, and during year four (4) Twenty-two and 00/100 Dollars (\$22.00) per hour.
- B. School will be billed Forty-five and 00/100 Dollars (\$45.00) per hour for any hours provided in excess of forty (40) hours per week. Fees will be invoiced within thirty (30) days of the end of the month within which Services are provided. School shall provide Hospital payment within thirty (30) days of receipt of Hospital's invoice.
- C. Reimbursable Expenses. Hospital will be reimbursed for reasonable out of pocket expenses approved by School in advance and related to the delivery of Services.

V. RELATIONSHIP OF THE PARTIES

- A. Hospital Status. This Agreement is not intended to establish a partnership, joint venture, or employer-employee relationship. Hospital is responsible for all tax payments, withholdings and other obligations of an employer in connection with the provision of Services. Neither Hospital nor any Athletic Trainer/Strength Coach providing Services

on behalf of Hospital shall have any power or authority to bind School to contractual or other obligations.

VI. PERFORMANCE STANDARDS

- A. Compliance with Laws, Accreditation and Other Requirements. Hospital shall assure that Services conform to all applicable laws, rules, regulations and standards and the School's policies and procedures.
- B. Athletic Trainer's Qualifications. Hospital shall provide Services through Athletic Trainer that continuously meet the following qualifications:
 - 1. Athletic Trainer Licensure. State of Michigan licensed Athletic Trainers.
 - 2. Athletic Training services shall follow the National Athletic Trainer's Association five core practice domains of training as described in the exhibit entitled ("Services").
- C. Strength Coach's Qualifications. Strength Coach Certification through nationally accredited certification program.
 - 1. Strength Coach Certification. National Strength and Conditioning Association certification.
 - 2. Strength Coach services shall follow the National Strength and Conditioning Association five core practices of strengthening and conditioning as described in the exhibit entitled ("Services").
- D. Ethical and Religious Directives. Hospital shall provide Services only in a manner consistent with The Ethical and Religious Directives for Catholic Health Care Services, as approved by the United States Conference of Catholic Bishops.

VII. TERM AND TERMINATION

- A. Term and Extension Period. This Agreement shall commence on August 1, 2026 ("Effective Date") and shall remain in effect for a term of five (5) years expiring on July 31, 2031 ("Expiration Date"). This is the Term. At the end of the Term, the parties may, by mutual written agreement, agree to extend this Agreement for a period of no more than one year. This is the Extension Period.
- B. Holdover Services. If Hospital continues to provide Services after the Expiration Date of this Agreement, this Agreement will continue on the same terms and conditions for a holdover period of not greater than six months.
- C. Termination.
 - 1. Termination Without Cause. The Agreement may be terminated without cause by either party on ninety (90) day(s) written notice. If School terminates Agreement

pursuant to this provision of the Agreement, the suspended portion of Hospital's hourly fees shall be due in full within thirty (30) days of termination for all months in which Services have been provided. If Hospital terminates Agreement pursuant to this provision of the Agreement, it agrees to waive all suspended portions of its hourly fees.

2. Termination For Cause. Either party may terminate this Agreement immediately if the other party has failed to perform any material obligations required under this Agreement. If School terminates Agreement pursuant to this provision of the Agreement, Hospital shall not be entitled to the suspended portion of its hourly fees, which amount will be deemed by the parties to be liquidated damages and not a penalty. If Hospital terminates this Agreement immediately because School has failed to perform any material obligations required under this Agreement the suspended portion of Hospital's hourly fees shall be invoiced and due in full within thirty (30) days of termination for all months in which Services have been provided.
 3. Termination by Mutual Agreement. This Agreement may be terminated at any time by mutual agreement of the parties.
- D. Effect of Termination or Expiration. Upon and following the expiration of this Agreement any School equipment in Hospital or Athletic Trainer/Strength Coach's possession shall be returned to School.

VIII. COVENANTS

- A. Employee Inducement. During the term of this Agreement and for one (1) year thereafter, School will not directly or indirectly, whether as an individual, advisor, employee, agent, or otherwise take any action to induce any employee to cease his or her employment with Hospital, unless agreed upon in writing by the Parties.
- B. Survival. The covenants in this section shall survive termination of this Agreement.

IX. INDEMNIFICATION AND INSURANCE

- A. Indemnification. School shall indemnify, defend and hold harmless the Hospital, including, but not limited to, its' Athletic Trainers, officers, employees, directors and agents, from and against all liability, claims, losses, damages and expenses, including reasonable legal fees and expenses, arising solely from their acts and omissions in the performance of their duties and obligations under this Agreement. In such an event, the Hospital shall have the option either of providing its own defense for which School shall promptly pay the Hospital its reasonable cost and expenses or the Hospital may tender the defense to the School, which shall assume it.
- B. Liability Insurance.

- a. Hospital Professional Liability Coverage. Hospital shall provide and maintain professional liability insurance, covering Hospital's services during the term of this Agreement. Hospital shall provide School with certificates evidencing the coverage upon School's request.
- b. School Insurance: School shall obtain and maintain, without gaps in coverage, at its sole expense:
 - i. Worker's Compensation. School agrees to carry Worker's Compensation insurance covering Schools' Employees in accordance with statutory requirements.
 - ii. Automobile Liability Insurance. School shall carry primary automobile liability insurance with a combined single limit of \$1,000,000.00.
 - iii. Comprehensive General Public Liability Insurance. School shall carry primary commercial general liability insurance in minimum coverage limits of \$1,000,000.00 each occurrence and \$2,000,000.00 general aggregate, combined single limit on \$1,000,000.00 bodily injury and \$1,000,000.00 property damage and \$3,000,000.00 general aggregate.
 - iv. Professional Liability Insurance. School agrees to obtain and maintain at all times during the term of this Agreement, professional liability insurance for its own Employees covering professional and other negligence with coverage's, in any event not less than with shared limits of not less than \$1,000,000/\$3,000,000.
- C. Notification. Each party shall notify the other within ten days of receipt of any lawsuits, claims or notices of intent to file a lawsuit based in any manner on Services rendered or performed under this Agreement.

X. MISCELLANEOUS

- A. Governing Law. The laws of the State where the services are to be performed govern this Agreement.
- B. Venue. Venue shall be proper only in the jurisdiction where the Services were performed or delivered.
- C. Amendment. An amendment of this Agreement is not effective unless it is in writing and signed by each of the parties.
- D. Waiver. Waiver of any provision(s) of this Agreement is not effective unless the waiver is in writing and signed by the party against whom enforcement of the waiver is sought. Failure to enforce any provision does not constitute a waiver.

- E. Reformation. The provisions of this Agreement will be deemed severable and if any part of any provision is determined to be unenforceable, the provision may be changed to the extent reasonably necessary to make the provision, as so changed, enforceable.
- F. Severability. If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement will not in any way be affected or impaired, but will remain binding in accordance with their terms.
- G. Notices. Notice shall be given in writing and shall be effective upon depositing the notice in first-class mail or certified mail, return receipt requested, to School or Athletic Trainer at the addresses below or upon actual receipt by the other party. Facsimile notices shall be delivered during the receiving party's normal business hours and shall be effective only if the sending party maintains written confirmation of facsimile receipt. Either party may change the address to which notices are to be sent by notice given in accordance with the provisions of this Section.

School: Fruitport Community Schools
Address: 3255 E. Pontaluna Rd
Contact: Jason Kennedy, Superintendent

Hospital: Mercy Health Partners d/b/a Trinity Health Muskegon Hospital
Address: 1500 W. Sherman Blvd, Muskegon Michigan 49444
Contact: President

- H. Enforceability. This Agreement is intended for the benefit of the parties only. There are no other intended third-party beneficiaries.
- I. Assignment. This Agreement may not be assigned, except by School to a parent, subsidiary, successor, or affiliated entity, without the written consent of the parties. Subject to the foregoing limitation upon assignment, this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties.
- J. Authority to Sign. The agent of the parties signing this Agreement or other document has the authority to sign and bind the parties.
- K. Entire Agreement. This Agreement, including all Exhibits referenced herein, constitutes the entire agreement between the parties concerning the subject matter herein. This Agreement supersedes all prior and concurrent negotiations, agreements and understandings between the parties, whether oral or in writing, concerning the subject matter hereof.

The signature page follows.

Mercy Health Partners d/b/a Trinity Health Muskegon Hospital

Signature: 
Name: Gary Allore
Title: President
Date: _____

School: Fruitport Community Schools

Signature: _____
Name: Jason Kennedy
Title: Superintendent
Date: _____

Exhibit - Services

Hospital shall provide School with Athletic Trainer and/or Strength Coach to provide Services, as defined in this Agreement, at such times and dates mutually agreed upon by the parties, in advance. Notwithstanding the foregoing, Hospital shall have the right of first refusal to provide all services at any school event that would be provided by any organization or group that provides healthcare, sports training, rehabilitation, athletic training or similar services. This right is exclusive and no other organization would be permitted to provide the same or similar services at any school sanctioned event without prior written consent from Hospital.

Athletic Training Services. Hospital shall provide School with athletic training services through a State of Michigan licensed Athletic Trainers for hours necessitated per week. Athletic training services shall follow the National Athletic Trainer's Association five core practice domains of athletic training:

- a. Risk Reduction, Wellness and Health Literacy
 - Promoting healthy lifestyles and wellness strategies
 - Reducing risks of injury and illness
 - Educating athletes/students/staff on safe physical performance
 - Assist with minimization of playing field/court hazards
- b. Assessment, Evaluation and Diagnosis
 - Performing evaluations and exams and clinical tests
 - Determining clinical impressions or clinical diagnoses
 - Referring athletes/students/staff to other medical professionals when necessary
 - Advice as to athletes/students biomechanical performance
- c. Critical Incident Management
 - Executing emergency action plans (EAPs)
 - Providing immediate and life-saving care (CPR, AED, spine stabilization)
 - Managing acute trauma and medical crises
 - Administration of first aid
- d. Therapeutic Intervention
 - Designing and implementing rehabilitation programs
 - Using therapeutic modalities and reconditioning protocols
 - Evaluating athletes/students/staff recovery and readiness to return to activity
- e. Health Care Administration and Professional Responsibility
 - Maintaining proper documentation and patient records
 - Adhering to ethical, legal, and regulatory standards
 - Managing athletic training facility operations, budgets, and interprofessional communication
 - Guidance and recommendations regarding obtaining and maintaining appropriate equipment and supplies

Strength and Conditioning Coach Services. Hospital shall provide School with strength and conditioning services through a nationally certified strength and conditioning coach for hours necessitated per week. Strength and conditioning services shall follow the National Strength and Conditioning Association five core practices of strength and conditioning:

- a. Apply scientific knowledge to train athletes to improve performance

- b. Conduct sport-specific testing
- c. Design safe and effective strength and conditioning training programs
- d. Provide guidance on nutrition
- e. Provide guidance on injury prevention

Special Event Coverage. Subject to the availability of athletic trainers and strength coaches, Hospital shall provide an athletic trainer or strength coach for special events as requested, in advance, by the School and shall include, without limitation, the following events:

- a. Athletic event, games home and away;
- b. Practice sessions;
- c. Summer workouts;
- d. Weight room workouts;

Special Services. Upon the request of the School and subject to the availability of athletic trainers and/or strength coaches, Hospital shall provide seminars and/or clinics on topics related to athletic injuries and strength training and conditioning techniques, education, athletic counseling, preseason/school year morning and afternoon coverage. Hospital's athletic trainers and/or strength coaches respectively will supervise athletic training rooms, supplies, equipment, and any student athletic trainers. Hospital's athletic trainers will assume responsibility for completing the necessary forms, reports, and documentation as required for performing Sports Medicine services.

Additional Services. As Mutually agreed to by both parties, and subject to availability, Hospital shall provide pre-concussion computer-based neurocognitive baseline testing, strength, agility, and conditioning training, and sport's specific training as well as all other services as appropriate.

BOARD ACTION REQUEST FORM

Meeting Date: September 21, 2026

To: Board of Education

Attachments # IX-1 through IX-5

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

- Bill Listing
- August 2026 General Fund Report
- August 2026 Investments Report
- Personnel Report
- Approval of Regular Meeting Minutes from August 18, 2026

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 August 2026**

<u>FUND</u>	<u>AMOUNT</u>
GENERAL FUND	\$726,424.31
EARLY CHILDHOOD CENTER	\$449.41
FOOD SERVICE	\$720.00
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$15,738.36
BUILDING & SITE	\$87.50
CAPITAL PROJECTS (BOND)2026	\$4,190.00
CREDIT CARDS (ALL FUNDS)	\$103,366.88
GRAND TOTAL	<u><u>\$850,976.46</u></u>



AUGUST 2026 GENERAL FUND FINANCIAL REPORT

Revenues:

	2027 ORIGINAL BUDGET	2026 YTD ACTUAL	JULY MTD FY26	% YTD SPENT	2026 ACTUAL	2025 ACTUAL	2024 ACTUAL
100 LOCAL	4,791,324.00	431,990.41	429,230.11	9.02%	5,173,112.39	5,287,821.24	4,525,220.72
300 STATE	32,985,964.00	-	-	0.00%	33,209,375.53	32,259,997.33	32,141,457.37
400 FEDERAL	1,355,578.00	265.16	265.16	0.02%	1,653,985.61	2,437,457.95	4,165,108.39
500 TRANSFERS	2,704,847.00	7,000.00	7,000.00	0.26%	2,713,410.50	2,021,832.00	1,814,526.38
TOTAL	41,837,713.00	439,255.57	436,495.27	1.05%	42,749,884.03	42,007,108.52	42,646,312.86

Expenses:

111 ELEMENTARY	(7,161,418.00)	(303,867.61)	(303,600.20)	4.24%	(7,242,400.72)	(6,939,529.00)	(6,628,979.05)
112 MIDDLE SCHOOL/JUNIOR HIGH	(3,809,988.00)	(131,881.33)	(131,081.33)	3.46%	(3,537,235.46)	(3,435,412.55)	(3,342,477.12)
113 HIGH SCHOOL	(5,201,257.00)	(203,199.52)	(203,199.52)	3.91%	(5,227,735.26)	(4,965,245.29)	(4,882,023.05)
122 SPECIAL EDUCATION	(6,220,559.00)	(188,597.38)	(180,171.81)	3.03%	(6,193,405.74)	(5,684,311.84)	(5,190,619.12)
125 COMPENSATORY EDUCATION	(1,784,703.00)	(273,223.62)	(254,325.18)	15.31%	(1,718,291.29)	(1,221,907.78)	(1,306,919.86)
127 VOCATIONAL EDUCATION	(169,750.00)	(6,664.64)	(6,664.64)	3.93%	(178,360.16)	(173,908.35)	(175,641.27)
131 BASIC ADULT/CONTINUING ED	-	-	-	100.00%	(23,276.07)	(26,380.72)	(17,275.19)
132 SECONDARY ADLT/CONTINUING EDUC	-	-	-	100.00%	(154,310.03)	(142,021.11)	(138,228.24)
135 OCCUPA TRAIN/UPGRADING RETRAIN	-	-	-	100.00%	(96,013.50)	(75,773.00)	-
211 TRUANCY/ABSENTEEISM SERVICES	-	-	-	100.00%	(6,469.07)	(5,302.47)	(5,000.00)
212 GUIDANCE SERVICES	(576,102.00)	(28,019.88)	(24,641.28)	4.86%	(571,984.21)	(635,024.58)	(480,291.92)
213 HEALTH SERVICES	(922,170.00)	(50,148.28)	(33,724.07)	5.44%	(947,513.24)	(861,727.54)	(715,911.85)
214 PSYCHOLOGICAL SERVICES	(409,150.00)	(15,595.09)	(15,595.09)	3.81%	(379,351.39)	(391,367.96)	(409,836.78)
215 SPEECH PATHOLOGY/AUDIOLOG SERV	(1,297,894.00)	(48,406.07)	(48,147.44)	3.73%	(1,215,164.82)	(1,202,838.80)	(884,438.60)
216 SOCIAL WORK SERVICES	(1,010,502.00)	(35,623.67)	(35,403.13)	3.53%	(883,064.22)	(798,895.47)	(698,603.07)
218 TEACHER CONSULTANT	-	-	-	100.00%	(784.85)	(779.84)	(385.92)
219 OTHER PUPIL SUPPORT SERVICES	(787,561.00)	(22,666.74)	(16,990.96)	2.88%	(863,440.91)	(873,825.71)	(734,571.16)
221 IMPROVEMENT OF INSTRUCTION	(382,395.00)	(68,901.76)	(42,387.65)	18.02%	(671,991.43)	(549,622.99)	(383,452.14)
222 EDUCATIONAL MEDIA SERVICES	(296,741.00)	(14,768.32)	(10,355.36)	4.98%	(266,172.41)	(249,921.16)	(249,951.16)
225 TECHNOLOGY ASSISTED INSTRUCTED	(6,450.00)	(5,708.60)	-	88.51%	(50,957.96)	(39,873.72)	(120,771.93)
226 SUPERVIS/DIR OF INSTRUCT STAFF	(1,014,748.00)	(129,989.14)	(61,843.28)	12.81%	(969,467.52)	(1,097,300.11)	(835,956.53)
227 ACADEMIC STUDENT ASSESSMENT	(57,500.00)	-	-	0.00%	(12,583.77)	(19,894.77)	(16,745.82)
231 BOARD OF EDUCATION	(53,193.00)	(33,549.38)	(21,240.00)	63.07%	(73,886.69)	(68,395.98)	(49,451.70)
232 EXECUTIVE ADMINISTRATION	(631,866.00)	(116,275.94)	(43,027.25)	18.40%	(630,413.07)	(606,101.11)	(557,252.05)
241 OFFICE OF THE PRINCIPAL	(2,260,308.00)	(127,524.68)	(99,377.15)	5.64%	(2,290,432.51)	(2,172,868.08)	(2,072,447.16)
249 OTHER SCHOOL ADMINISTRATION	-	-	-	100.00%	(5,764.58)	(7,824.03)	(8,579.09)
252 FISCAL SERVICES	(590,758.00)	(111,137.11)	(48,829.37)	18.81%	(670,436.02)	(551,956.00)	(504,255.70)
257 INTERNAL SERVICES	(8,353.00)	(4,819.51)	(2,498.89)	57.70%	(18,697.00)	(14,432.14)	(23,163.99)
259 OTHER BUSINESS SERVICES	(89,956.00)	(13,332.50)	(13,332.50)	14.82%	(99,862.36)	(65,702.09)	(91,049.69)
261 OPERATING BUILDING SERVICES	(3,746,749.00)	(626,669.98)	(290,302.26)	16.73%	(3,826,252.56)	(4,312,637.96)	(3,612,688.13)
266 SECURITY SERVICES	(90,000.00)	-	-	0.00%	(89,773.00)	(86,320.00)	(95,217.50)
271 PUPIL TRANSPORTATION SERVICES	(2,871,630.00)	(258,971.74)	(116,627.36)	9.02%	(2,972,236.86)	(2,685,846.79)	(2,642,233.02)
282 COMMUNICATION SERVICES	(17,000.00)	-	-	0.00%	(14,222.62)	(8,202.90)	(9,251.54)
283 STAFF/PERSONNEL SERVICES	(14,000.00)	-	-	0.00%	(10,587.79)	(25,233.32)	(33,739.12)
284 SUPPORT SERVICES TECHNOLOGY	(551,748.00)	(92,545.73)	(36,676.02)	16.77%	(529,844.84)	(683,356.72)	(664,717.13)
285 PUPIL ACCOUNTING	-	-	-	100.00%	(5,429.00)	(5,437.20)	(5,703.19)
293 ATHLETIC ACTIVITIES	(900,788.00)	(73,890.61)	(37,422.87)	8.20%	(887,986.70)	(816,575.07)	(783,501.61)
299 OTHER SUPPORT SERVICES	(13,815.00)	-	-	0.00%	(7,658.28)	(10,345.33)	(13,434.69)
311 COMMUNITY SERVICES DIRECTION	(70,848.00)	(10,571.69)	(3,249.77)	14.92%	(58,056.29)	(100,782.73)	(99,562.95)
331 COMMUNITY ACTIVITIES	(2,300.00)	-	-	0.00%	(603.20)	(1,532.10)	(1,263.78)
371 NON-PUBIC SCHOOL PUPILS	(27,275.00)	-	-	0.00%	(27,159.39)	(24,051.72)	(28,986.69)
411 PAYMENTS TO OTHER PS IN MICH	-	-	-	100.00%	(3,232.86)	-	(9,600.00)
456 BUILDING IMPROVEMENT SERVICES	(7,000.00)	-	-	0.00%	(9,300.24)	(5,367.50)	(8,217.50)
511 DEBT SERV-S LONG TERM-PRINCIPAL	(40,416.00)	-	-	0.00%	(40,416.72)	(40,416.72)	(40,416.72)
611 FUND MODIFICATIONS (GF)	(24,100.00)	-	-	0.00%	(2,933.63)	(43,988.90)	-
642 FUND MODIFICATIONS (B&S)	(50,000.00)	-	-	0.00%	(75,000.00)	(345,239.37)	(735,000.00)
TOTAL	(43,170,991.00)	(2,996,550.52)	(2,080,714.38)	6.94%	(43,560,160.24)	(42,073,478.52)	(39,313,695.44)
SURPLUS (DEFECIT)	(1,333,278.00)	(2,557,294.95)			(810,276.21)	(66,370.00)	3,332,617.42
FUND BALANCE	6,490,967.79	5,266,950.84			7,824,245.79	8,634,522.00	8,700,893.00



AUGUST 2026 INVESTMENTS

General Fund

Liquid Investments

Amount	Interest Rates
\$ 9,264,516.61	Variable

Long Term Investments

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

Total General Fund Investments	<u>\$ 9,264,516.61</u>
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Building & Site

Liquid Investments

Amount	Interest Rates
\$ 2,328,909.24	Variable

Long Term Investments

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

Total Building & Site Investments	<u>\$ 2,328,909.24</u>
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Trust & Agency

Liquid Investments

Amount	Interest Rates
\$ 442,619.36	Variable

Long Term Investments

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

Total Building & Site Investments	<u>\$ 442,619.36</u>
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Bond 2026

Liquid Investments

Amount	Interest Rates
\$ 11,199,711.03	Variable

Long Term Investments

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

Total Building & Site Investments	<u>\$ 11,199,711.03</u>
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Personnel Report – September 21, 2026

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

Dawn Enders – ECSE / LRE Teacher
Livingston Garland– ELA Teacher (Middle School)
Reaghan Wheeler – 5th Grade Teacher (Edgewood)
Allison Morton – 4th Grade Teacher (Edgewood)
Makaila Wilson – Instructional Assistant (Edgewood)
Jamie Fortin-West – Instructional Assistant MOCI (High School)
Suzanne Lavin – Instructional Assistant (High School)
Kristy Johnson – Instructional Assistant MOCI (Beach)
Hailey TerMolen – Instructional Assistant (Beach)
Ava Retlewski – Instructional Assistant (Shettler)
Kara Brandel – Instructional Assistant (Edgewood)
Emily Pilarski – Instructional Assistant (Edgewood)
Ashley Noble – Instructional Assistant (High School)
Lindsey Hoefakker – Instructional Assistant (Shettler)
Alexis Courtland – Instructional Assistant (Edgewood)
Carina Hoyt – Noon Supervisor (Middle School)
Stephanie Skodack – Noon Supervisor (Beach)
Robert Overkamp – Bus Aide
Sarina Marez – Bus Aide
Kelsie Farkas – Accountant
September Foisy – Certified Occupational Therapist Assistant (COTA)
Brynleigh Tenhove – MS Competitive Cheer Coach
Savanna Anderson – MS Competitive Cheer Coach
Richard Sykes – Varsity Wrestling Head Coach

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

Jennifer Mayorga – Bus Aide

The following positions are currently posted:

Early Childhood Center School Age Teacher
General Education Instructional Assistant
Instructional Assistant – Multiple Positions
Temporary Extra-Curricular Instructional Assistant – High School
Maintenance / Grounds / Central Receiving
Noon Supervisor – Beach, Middle School, Shettler
Premier Substitute Teacher
School Bus Driver
SFSP- Server/Dishwasher
Year Round Childcare Assistant
Boys Basketball Coach – Middle School
Varsity Girls Wrestling Head Coach

DAWN ENDERS

2520 E ELLIS RD, MUSKEGON MI 49444 (231) 730-2938

OBJECTIVE

To obtain a position as Early Childhood Special Education/Resource Room Teacher where I can impact the lives of children.

EXPERIENCE

Holton Public Schools	Holton, MI	9/2015-present
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Elementary Special Education Teacher

- Work primarily with TK-3 students with disabilities.
- Implemented UFLI for explicit, systematic phonics instruction and saw great growth in student ability.
- Work closely with special education team to ensure that focus of instruction meets student needs.
- Collaborated with MAISD specialists in communication, behavior, and ASD to implement and track progress with strategies.
- Communicate regularly with HealthWest to support student mental health needs.
- Write IEPs and monitor student progress in regards to IEP goals.
- Participate in FBAs and PBSPs to ensure that behavior is improved in a positive way.
- Member of PBIS Leadership Teams (Tier 2 and Tier 3) to support students with behavioral issues.
- Member of Literacy Leadership Team
- START training completed and member of WestMAC coaches group.

Michigan Virtual Charter Academy	Grand Rapids, MI	12/2014-9/2015
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Special Education Teacher/ Case Manager

- Developed lessons for individuals and small groups in grades 1-4 requiring remedial instruction.
- Co-taught 4th grade.
- Monitored progress of students in the areas of reading, writing, and math.
- Maintained contact with the Learning Coach/parent to ensure that the student is progressing.
- Wrote IEPs and made referrals for related services, working closely with providers to ensure students are getting the services needed.

Fruitport Community Schools	Fruitport, MI	10/2006-12/2014
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GSRP Teacher

- Developed lesson plans for individual, small group, and classroom instructional activities which stimulate growth, social and motor skills of children.
- Assessed using both formal and informal methods and document progress through TS Gold.
- Trained and used Evidence Based Literacy Instruction in the classroom.
- Organized and maintained records regarding the development of children.
- Collaborated with special education services to obtain services for children, if needed.
- Offered parents resources for help with financial, social service, or mental health needs.
- Supervised an associate teacher as well as parent and high school volunteers.

EDUCATION

- | | | |
|-------------------------------|---------------|-----------|
| Grand Valley State University | Allendale, MI | 2001-2007 |
|-------------------------------|---------------|-----------|
- Bachelor's in Science in Biology with Elementary Teacher Certification
 - Added endorsements in Learning Disabilities(SA) K-12 and Early Childhood Education (ZA)
 - 12 additional credits in Cognitive Impairment

VOLUNTEER EXPERIENCE

- | | | |
|------------------------|---------------|-----------|
| Fruitport Band Parents | Fruitport, MI | 2005-2017 |
|------------------------|---------------|-----------|
- General Account Treasurer 2012-2017
 - Organize and reconcile fundraisers
 - Chaperone students on trips

- | | | |
|-----------------------|--------------|-----------|
| Boy Scouts of America | Muskegon, MI | 1999-2009 |
|-----------------------|--------------|-----------|
- Assistant Scoutmaster Troop 1127 and Assistant Cubmaster/Den Leader Pack 4027
 - Planned, organized, and supervised activities for boys ages 6-18
 - Organized fundraisers for both groups involving about 100 boys

- | | | |
|------------------------|--------------|-----------|
| Girl Scouts of America | Muskegon, MI | 2005-2010 |
|------------------------|--------------|-----------|
- Leader of Troop 103 and Assistant Leader of Troop 206
 - Planned and organized activities for girls ages 5-12
 - Organized fundraisers for both groups involving about 20 girls

REFERENCES

Erin Byrnes
Former Principal
Holton Elementary School
(231) 215-9589

Tate Reminder
Former Behavior Specialist
Holton Elementary School
(616) 502-0992

Jera Adams
Former Special Education Supervisor
Northern Service Unit
(231) 301-1171

Jill Metz
Special Education Teacher
North Muskegon Elementary School
(231) 719-1947

Moriah Williams
Speech Language Pathologist

Livingston Garland
1725 Maplerow Ave.
Grand Rapids, MI 49534
(517)-614-8536
livingstongarland@yahoo.com

Education

Wayne State University August 2016 - May 2021 (GPA: 3.90)

- Masters of English in Literary and Cultural Studies
- Thesis: Archive Antidote: Digitality and the Archive in Jackson MacLow's *The Light Poems*
- Committee: Dr. Barrett Watten, Dr. Jeff Pruchnic

Spring Arbor University September 2010 - May 2014 (GPA: 3.71)

- Bachelor of Arts in Secondary Education

Teaching

Math Teacher (August 2024 - June 2026)

Ada Christian School, Ada, MI

- Develop and execute highly engaging and hands-on units that include pre- and post-assessments and a data analysis of student proficiency
- Maintain a structured learning environment by providing explicit directions and student expectations as well as prompt feedback
- Create the best learning experience for a highly diverse student population
- Provide accommodations based on student disabilities and learning styles

English Language Arts Teacher (August 2019 - August 2023)

West Ottawa High School, Holland, MI

- Mentor teacher to student teacher from GVSU for one semester (Fall 2021)

English Language Arts Teacher (August 2016 - June 2018)

Oakland Christian School, Auburn Hills, MI

- Member of Professional Development Committee
- Head Track Coach, Cross Country Coach

English Language Arts Teacher (August 2015 - June 2016)

Midland Christian School, Midland, MI

- Head Track Coach

English Language Arts Teacher (August 2014 - June 2015)

Sault Area High School, Sault Ste. Marie, MI

- Assistant coach, Cross Country and Track and Field

Student Teaching Experience

English and Math Secondary Teacher (January 2014 - May 2014)

Kathmandu International Study Centre (KISC), Kathmandu, Nepal

- Designed and implemented curriculum linked to the Cambridge IGCSE and AS level standards

Honors and Awards

- Graduate Professional Scholarship, Wayne State University (full tuition for one year / renewed for three years, 2016-19)
- Academic Dean's List and Scholar Athlete Award, Spring Arbor University, 2012-14

Conference Presentations

- "Apian Geometry: Blade Runner 2049 and Nabokov's Pale Fire", Wayne State Pop Culture Conference, March 2019
- "Don't Forget the Hug: Physicality and Relational Bridges", TEDxLSSU Conference, Lake Superior State University, March 2015

Professional Development

- Christian Educator's Conference, South Bend, October 2025. Building Thinking Classrooms and Up For Debate!
- DEI Training, Hope College, November 2021. Minority inclusion in school activities
- IEUC Midwest Illuminate Conference, Grand Rapids, October 2019. Use of technology to collect data for more accurate and responsive assessment
- Technology Conference, Sault Area Public Schools, February 2015. Integrate technology to increase student engagement.
- Fall Educators Conference, Lake Superior State University, August 2014. Classroom management and pedagogical techniques

Other Activities

- Blade Runner Discussion Panel, Wayne State University, March 2018
- Created curriculum for the textual studies module for Romeo and Juliet in WSU's assessment-based curriculum, November 2018

Professional Certifications

- Secondary English Michigan Teacher Certification Test (October 2013)
- Secondary Math Michigan Teacher Certification Test (June 2014)

References

Anika Gerig
Mentor Teacher
Ada Christian School
6206 Ada Dr.
Ada, MI 49301
agerig@adachristian.org
(616)-304-4581

Hadaas Brower
Director of Growth Operations
Lake Michigan Credit Union
5540 Glenwood Hills Pkwy SE,
Grand Rapids, MI 49512
hadaasbrower@gmail.com
(616)-292-1776

Michelle Woods
Assistant Principal
West Ottawa Public Schools
1138 136th Avenue
Holland, MI 49424
woodsm@westottawa.net
(616)-485-3445

Dr. Barrett Watten
Professor
Wayne State University
2214 51 West Warren Ave.
English
Liberal Arts
Detroit, 48202
bwatten@wayne.edu
(313)-577-3067

Reaghan Wheeler

16094 Surrey Way
Spring Lake, MI 49456
616-502-5365
reaghanwheeler@icloud.com

EDUCATION:

Bachelor of Science

2022-2026

Grand Valley State University, Allendale, Michigan

Major: PreK-6th, Educational Studies

Concentration: PreK-6th Social Studies

RELATED EXPERIENCE:

Teacher Intern, 5th Grade

January 2026-May 2026

Sibley Elementary School, Grand Rapids Public Schools

- Planned and taught whole group, small group, and one-on-one lessons
- Supported classroom management and student engagement
- Collaborated with mentor teacher and other colleagues to plan instruction, assess student progress, and adjust instruction strategies

Teacher Assistant, 1st Grade

August 2025-December 2025

Alward Elementary School, Hudsonville Public Schools

- Assisted with classroom instruction and daily lessons
- Led small group, one-on-one, and whole class lessons
- Prepared and organized lesson materials

Substitute Teacher

September 2024-June 2025

Sibley Elementary School, Grand Rapids Public Schools

- Delivered pre-planned lessons in special education and general education classrooms
- Maintained classroom management and a positive learning environment

Reading/ Writing Tutor

August 2022-April 2024

EQPD (Online Tutoring)

- Provided individualized reading and writing support
- Adapted lessons to meet student needs
- Monitored progress and gave feedback

WORK EXPERIENCE:

Manager

July 2020- Present

Halaula Hawaiian Ice Shack, Grand Haven, Michigan

- Oversee staff scheduling, training, inventory, and daily operations
- Resolve customer issues and support a positive team environment

HOBBIES/ INTERESTS:

Volunteering with animal adoption events and fostering cats.

Reading a variety of genres.

Staying active through outdoor activities and new experiences.

REFERENCES:

Stephanie Egerer

Lakeshore Middle School Athletic Director

Grand Haven Public Schools

616-844-1097

egerers@ghaps.org

Nicole Terpstra

Teacher

Hudsonville Public Schools

616-862-8590

nterpst@hpseagles.net

Brooklyn Phillips

Teacher

Sibley Elementary School, Grand Rapids Public Schools

616-893-8741

phillipsb@grps.org

Allison Morton

Grand Haven, MI allisonannmorton@gmail.com · (503) 405-0275

Elementary Educator | Curriculum Leader | Program Founder

Professional Summary

Experienced elementary educator, curriculum leader, and school founder with more than 15 years of classroom and instructional leadership experience in early childhood and elementary education. Skilled in literacy instruction, curriculum development, and classroom management. Experienced teaching Kindergarten and upper elementary students through structured, relationship-based instruction that balances academic rigor with developmentally appropriate practice.

Education

University of Michigan Bachelor of Arts, English April 2009

Michigan Interim Teaching Certificate (Teachers of Tomorrow, July 2026)
PK–3 Lower Elementary Education (ZO) • Grades 5–9 English Language Arts (BQ)

Education Experience

Fourth Grade Teacher

Our Lady of the Lake School | Lake Oswego, OR | 2025–2026

- Served as lead fourth grade teacher providing academic instruction and classroom leadership.
- Taught literacy, writing, mathematics, social studies, and science.
- Implemented standards-based instruction using HMH Into Reading and McGraw-Hill My Math.
- Developed differentiated lessons supporting executive functioning, writing development, reading comprehension, and academic confidence.
- Built strong classroom routines and behavior systems grounded in consistency, accountability, and relationships.
- Collaborated closely with families, faculty, and administration to support student growth.

Founder & Executive Director / Lead Kindergarten Teacher

Small Wonders Schools | Portland, OR | 2012–2025

- Founded and led an early childhood and Kindergarten program serving more than 230 children and families.
- Supervised and mentored 47 educators across two campuses.
- Designed schoolwide PreK–Kindergarten curriculum emphasizing literacy, mathematics, executive functioning, and developmentally appropriate practice.
- Served as lead Kindergarten teacher from 2020–2025.
- Created structured classroom environments and mentored teachers in instructional planning and classroom management.
- Partnered closely with families through ongoing communication and student support.

Instructional Strengths

- Positive classroom culture and relationship-based instruction
- Elementary literacy and writing instruction
- Kindergarten and upper elementary curriculum development
- Structured literacy (UFLI, Foundations, modeled/shared writing)
- Executive function supports and classroom systems
- Teacher mentorship and family engagement

Additional Field Experience

- Elementary education, child development, and community-based practicums through the University of Michigan.
- First-grade practicum at Pittsfield Elementary.
- Practicum at Mott Children's Hospital.
- Senior-year practicum facilitator for undergraduate sociology and education students.



EDUCATION

Spring Arbor University

Bachelor's Degree in Graphic Design & Photography

SKILLS

- Organized
- Dependable professional with strong classroom management skills
- Communication skills
- Experienced working with diverse groups
- Ability to follow structured plans, managing schedules, and maintaining calm and productive environments

CORE SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing multiple workers at professional events

REFERENCES

Upon request.

PROFESSIONAL EXPERIENCE

School Photography Manager

Radium Photo | 2024 - Present

School & Schedule Coordination:

- Coordinate with school administration to schedule picture days and special events.
- Manage calendars for multiple schools and photography teams.

Team & Staff Management:

- Supervise, train, and support photographers and assistants.
- Assign staff to schools and events based on availability and skill.

Student & Environment Management:

- Maintain orderly and calm photo stations suitable for school environments.
- Assist with student flow, behavior management, and transitions.
- Communicate clearly and professionally with students of all age groups.

Quality Control & Production:

- Oversee setup, breakdown, and printing operations for each school photography session.
- Review images for accuracy, consistency, and presentation.

Graphic Designer & Photographer

Radium Photo | 2019 - Present

Graphic Design & Image Processing:

- Design and format school photo products including ID cards, class composites, and marketing materials.
- Edit, retouch, and color-correct images to meet company standards.
- Prepare files for print production with proper sizing, cropping, and resolution.

School Photography:

- Photograph students and staff in school settings following established guidelines.
- Direct and pose subjects efficiently while maintaining a positive and calm environment.
- Adapt communication styles for different age groups and needs.
- Ensure consistent image quality across large volumes of students.

Substitute Teacher

EDU Staff | 2019

- Comfortable following lesson plans and school policies.
- Strong ability to build rapport with students and staff efficiently and quickly.
- Effectively manage classroom behaviors to help students complete daily classroom activities.

Jamie Fortin-West

Norton Shores, MI 49444 | +1 231 769 6224 | priestjamie1326@yahoo.com

Professional Summary

Stay at home mom ready and eager to get back into the working field! I am a compassionate individual with excellent communication skills and multitasking abilities. Respectful, detail oriented and organized. Experienced in working with adults and special needs/children. Great visual and listening skills, fast learner. Empathetic towards other staff, customers and students making them top priority.

Work Experience

Instructional Assistant

Fruitport Community Schools | Muskegon, MI

2019 to 2023

Worked as a Noon Supervisor at Shettler Elementary for 3 years. I started helping out as an IA in Gen Ed and eventually i transitioned into an Instructional Assistant position in the early childhood special education (ECSE) Everyday i worked with many special needs children and other paras and teachers. I worked in two different classrooms daily (am/pm) and would transition mid day. I completed tasks in a timely manner and assisted each child daily to complete said tasks, assignments, schedules, etc. Each child was supervised and assisted with care per their specific individual needs Eg: eating, toileting, communication and on and off bus routines. I assisted the teacher with instructional plans and daily routines/tasks. I am a caring individual who understands and demonstrates patience and compassion. Sadly, due to unexpected pregnancy complications during and after pregnancy i had to step out of my position and take some time off. Prior to this position i was a stay at home mom and before that i worked at Adac plastics and customer service.

Education

GED

Fruitport High School | Muskegon, MI

2005

Skills

Data collection **Classroom experience** **Teaching** **Experience working with children** **Active listening** **Childcare** **Filing** **Social skills** **HIPAA** **Time management** **Experience working with individuals with disabilities** **Office experience** **Working with students** **Communication skills** **Ability to follow instructions** **Computer operation**

Languages

English

Certifications and Licenses

Work Keys

I believe i completed the work keys but it might need to be re-done.

SUZANNE LAVIN

Spring Lake, Michigan
616-510-5718
lavin.mo@gmail.com

SUMMARY

Based in Spring Lake, Michigan, extensive experience has been accumulated across education, product engineering, and disaster restoration coordination. Previous roles include contributing to education as a long-term substitute and guest teacher at Fruitport Community Schools and Spring Lake Public Schools; serving as a Product Engineering Specialist II at Sensience, Inc., addressing key engineering challenges and coordinating disaster restoration operations at ServiceMaster Lakeshore. Academic achievements include earning both a Master of Arts and a Bachelor of Science from Western Michigan University. Skills demonstrated include project coordination, problem-solving, and adaptability across diverse environments. Seeking an opportunity to leverage interdisciplinary experience in a role requiring adaptability, strong listening skills, patience, and team-oriented capabilities.

WORK EXPERIENCE

Fruitport Community Schools **May, 2025 – June, 2026**
Guest Teacher & Substitute Instructional Assistant

Spring Lake Public Schools **Sept., 1994 – April, 2003**
Long Term Substitute, Guest Teacher, Substitute Para-Pro **May, 2025 – June, 2026**

- Maintained classroom environment during four long-term substitute teaching assignments, ensuring continuity in educational standards.
- Supervised and taught across all grade levels, including specialized subjects such as Physical Education and Band.
- Contributed to the "March Is Reading Month" committee, actively participating in planning and coordination efforts.
- Designed and implemented a school wide activity for students, fostering engagement and participation.
- Adapted instructional strategies to diverse subject areas and student needs within various grade levels.
- Ensured effective communication with staff and faculty to support seamless transitions during substitute teaching roles.

Sensience, Inc. **Nov., 2006 – April, 2025**
Product Engineering Specialist II

- Management of the Document/Data Control System to ensure precise organization and accessibility of critical information.
- Oversight and administration of the Engineering Project Request System, ensuring efficient project handling and adherence to processes.

- Maintenance of the Engineering Sample System to support engineering workflows and project deliverables.
- Contribution to the development and upkeep of Product Sheets, enabling consistency and accuracy across departments.
- Collaboration with cross-functional teams, including Sales, Marketing, HR, and Engineering, to provide technical support and facilitate communication across multiple international operations.
- Adaptation to various computer programs and systems to enhance operational efficiency and accomplish organizational objectives.
- Expanded a simple product number assignment log into a searchable database reference system.

**ServiceMaster Lakeshore
Disaster Restoration Coordinator**

April, 2003 – Nov., 2006

- Coordinated disaster restoration services, ensuring timely and efficient response to client needs.
- Managed insurance claims processes, providing accurate documentation and maintaining communication with insurance providers.
- Oversaw general office duties, including administrative support and maintaining organized records.
- Streamlined workflows to improve the coordination of restoration projects and client satisfaction.
- Collaborated with restoration teams to prioritize tasks and achieve project deadlines effectively.
- Maintained compliance with company policies and industry standards during disaster recovery operations.

EDUCATION

**Western Michigan University
Master of Arts**

1988 – 1994

Elementary Education

**Western Michigan University
Bachelor of Science**

1985 – 1987

Communications major, Elementary Education minor

**Muskegon Community College
Associate of Arts**

1981 – 1984

General courses with some courses in Education and Business while working a full-time job

SKILLS

Volunteer



Community Band & Orchestra, Pound Buddies,
Church Lector, Girl Scout Leader

CPR & First Aide Certification



Re-certified multiple times in the last 24 years

International Relations



Volunteer Exchange Student Representative

Lifelong Reader



Participated in a Company Book Club

Kristy Johnson

Muskegon, MI 49442 | 2315633315 | dogscheer04@gmail.com

Work Experience

Medical Billing Specialist

I'move Physical Therapy | Spring Lake, MI

January 2025 to Present

- Verified patient information, including demographics and insurance coverage, to ensure proper billing procedures
- Followed up on unpaid or denied claims, working with insurance companies to resolve issues and secure payment
- Utilized electronic health record (EHR) systems and specialized software for accurate data entry and claim processing
- Assisted in the development of standardized billing procedures for improved efficiency and accuracy
- Managed accounts receivable by tracking outstanding balances, following up on overdue payments, and resolving discrepancies

Medical Receptionist

OAM | Muskegon, MI

August 2017 to January 2025

I have 10 years of experience in the medical field...

- Managed front desk operations, including greeting patients, scheduling appointments, and answering phone calls
- Verified patient insurance information and collected co-pays and payments for services rendered
- Maintained accurate electronic medical records (EMR) by updating patient demographics and medical history

Medical Receptionist

Randall Street Medical | Coopersville, MI

February 2012 to August 2017

- Managed front desk operations, including greeting patients, scheduling appointments, and answering phone calls
- Verified patient insurance information and collected co-pays and payments for services rendered
- Maintained accurate electronic medical records (EMR) by updating patient demographics and medical history
- Scheduled laboratory tests, radiology exams, and specialist appointments as per physician's orders
- Assisted in the coordination of patient referrals to other healthcare facilities or specialists when necessary

Medical Assistant

Apple Family Medicine | Ravenna, MI

August 2011 to February 2012

- Assisted physicians and nurses in patient examinations, procedures, and treatments
- Prepared examination rooms by ensuring cleanliness and stocking necessary supplies
- Took vital signs such as blood pressure, temperature, pulse rate, and respiratory rate accurately
- Managed patient medical records by accurately documenting information in electronic health record systems

Receptionist

Acme Tree | Muskegon, MI

August 2004 to August 2011

Accounts payable and receivable, payroll and customer service

- Greeted and welcomed visitors, providing a positive first impression of the company
- Managed a high volume of incoming calls, efficiently routing them to the appropriate departments
- Scheduled appointments and maintained calendars for multiple executives, ensuring optimal time management

Education

High school diploma

Ravenna Senior High School

June 2004

Certificate

Ross Medical Education Center-Roosevelt Park

Skills

Medical Office Experience	Medical Scheduling	Medical Records	Schedule Management	Front
Desk	Data Entry	Insurance Verification	Customer Service	HIPAA
Medical Receptionist	EMR	Systems	Filing	Microsoft word
Microsoft				

Additional Information

Authorized to work in the US for any employer

Hailey “Rae” TerMolen

554 Margaret St.
Muskegon, MI 49442
(231) 955-9490
Haileytm@icloud.com

EDUCATION

Associate in Science Education —

Muskegon Community College, Muskegon, MI

August 2024 – May 2026

Completed coursework in child development, teaching methods, classroom management, and educational psychology, with hands-on field experience supporting students in classroom settings.

Grand Haven High School, Grand Haven, MI

August 2020 – June 2024

CLASSROOM FIELD EXPERIENCE

Young Fives Classroom Field Experience —

Peach Plains Elementary & Duneside Discovery Center | Grand Haven Area Public Schools

Fall 2024 • Spring 2026

- Supported students in early literacy, mathematics, and social-emotional learning.
- Fostered a positive, engaging classroom environment while helping students build independence and classroom routines.
- Collaborated with the classroom teacher to support instruction, classroom management, and individual student needs.

Additional Classroom Experience —

First Grade — Rosy Mound, Grand Haven, MI

Third Grade — Rosy Mound, Grand Haven, MI

Fifth Grade (Special Ed, LRE) — White Pines, Grand Haven, MI

EMPLOYMENT

Clover Bar & Grill, Grand Haven, MI — Server

March 2024 – PRESENT

Provided attentive customer service in a fast-paced restaurant environment while managing multiple tables and ensuring a positive dining experience.

Tri-Cities YMCA, Grand Haven, MI — Welcome Center Associate

November 2025 – PRESENT

Created a welcoming environment by assisting members, answering questions, and providing excellent customer service in a community-based setting.

Certifications & Professional Training

Adult & Pediatric First Aid/CPR/AED Certification — Red Cross | Exp. 12/9/27

Preventing Abuse in Youth-Serving Organizations Training — Praesidium Academy

SKILLS

Adaptability & Flexibility

Multitasking in Fast-Paced Environments

Classroom Management

Lesson Planning & Instructional Support

Ava Retlewski

ELEMENTARY EDUCATION(BS) PK-6

ava220240@gmail.com | 231-429-7815

PORTFOLIO



EDUCATION

High School Diploma

Evart High School

Class Of 2022, 3.9 GPA, Salutatorian

Bachelor of Science: Elementary Education

Ferris State University

Fall 2025, GPA of 3.9

DESCRIPTION

I am a future teacher candidate at Ferris State University with hours of hands-on internship experience varying across multiple age groups. I aim to inspire and engage young students in educational opportunities, fostering a passion for learning and personal growth

WORK EXPERIENCE

Orientation Leader/Team lead- Ferris State University

Apr 2023 - Jul 2025

- Proficient in Microsoft Office Suite (Word, Excel, Teams, Outlook, Bookings)
- Contributed to a positive and cooperative office environment through clear communication and teamwork
- Handled conflicts and inquiries with professionalism, maintaining a positive environment
- Delegated tasks to coworkers when appropriate to ensure efficiency and balanced workloads

Edustaff Long Term Sub- Morley Stanwood Elementary

Dec 2025 - May 2026

- Worked with and utilized title 1 support for my students.
- Created and implemented tier 2 supports: behavioral and academic.
- Designed and implemented daily lesson plans aligned with district curriculum.
- Established consistent classroom routines and expectations.
- Managed student behavior using positive reinforcement strategies.
- Used assessment data to drive instruction.

Summer Day Camp Counsler- YMCA Mary Free Bed

June 2026 - Current

- Planned and led engaging recreational, educational, and social activities to promote teamwork, creativity, and physical fitness.
- Fostered a positive and inclusive environment, encouraging respect, cooperation, and confidence among campers.
- Managed and resolved conflicts among campers promptly and effectively with a focus on maintaining a safe and supportive environment.

SKILLS

- | | | |
|------------------------|-------------------|-----------------------------|
| • Leadership | • Leadership | • Public Speaking |
| • Organization | • Creative | • Self- Reflection |
| • Communication | • Problem Solving | • Assessment and Evaluation |
| • Time Management | • Collaboration | • And much more! |
| • Classroom Management | | |

Kara Brandel

Fruitport, MI 49415 | +1 231 340 3611 | kara41291@yahoo.com

Work Experience

Press Operator

Ridgeview Industries, Inc. | Nunica, MI

August 2024 to Present

Press Operator

CMA | Grand Haven, MI

September 2023 to August 2024

Press operator

Assisting in die setting

Assisting in tool room

Tool and Die Apprentice

ACEMCO INCORPORATED | Fruitport, MI

November 2016 to July 2023

- 6 years experience in press and transfer press operation.
- Tig welder
- 3 years in Die repair.

Machine Operator

Johnson Controls | Muskegon, MI

April 2015 to November 2016

Responsibilities

Operate fast paced machinery.

Scan parts.

Document part production.

Demonstrate 5s.

Perform part changeover when necessary. Record first piece and last pieces. Inspect parts for quality defects to ensure customer safety and satisfaction in the product.

Assembly Operator

PLIANT PLASTICS | Muskegon, MI

January 2015 to April 2015

Responsibilities

°Purging machines when necessary

°Produce perfect parts

°Print label for the product to ensure it gets sent to the correct area

°loading and unloading material on the computer.

°Conducting necessary mold changes

°Conducting hourly SPC

Accomplishments

°Perfect product on time every time

Housekeeping

Shoreline Inn | Muskegon County, MI

May 2014 to January 2015

Responsibilities

Cleaned and sanitized a set of rooms each day.

Appointed to deep cleaning

·Assisted in laundry

Assisted as houseman

·Assisted with maintaining cleanliness in the main lobby of hotel

Accomplishments

Always wanting to help others.

Skills Used

Responsibility

Fast pace work

Cleanliness

Office Assistant, Caregiver

Comfort Keepers | Muskegon, MI

June 2012 to November 2012

- Scanned documents in an effort to transition from paper to electronic records
- Designed marketing materials to promote business to the community
- Faxed, copied and mailed documents
- Calculated Care Givers mileage and hours for payroll processing
- Obtained client's blood pressure while conducting visits with staff nurse
- As a caregiver:
 - Used hoier lifts to transport clients
 - Assisted clients with maintaining their personal hygiene
 - Assisted clients with maintaining their household responsibilities
 - Overnight watches for wandering clients

Line Attendant/ Baker

Golden Corral | Muskegon, MI

March 2009 to February 2011

- Operated cash register
- Greeted customers
- Maintained a clean food environment
- Maintained and stocked the dessert bar
- Baked pastries
- Handled unsatisfied customer's concerns in a patient and proper manner

Sandwich Artist

Golden Corral | Muskegon, MI

February 2010 to April 2010

- Created filling, presentable, sandwiches at customer's request
- Operated cash register
- Maintained a clean, sanitary environment

Education

Medical Insurance Billing and Office Administration (Medical Insurance Billing and Office Administrator)

Ross Medical Education Center | Muskegon, MI

2011 to 2011

Skills

Detailed sanitary cleaner Stamping press Manufacturing Patient care Transfer press operator
Quality control HIPAA Tool and die repair Organizational skills 5S Acute care TIG welding
Assembly Communication skills Medical terminology CPT and ICD-9-CM Coding, Medical Asepsis/
Infection Control, Medical Insurance Billing, Fundamentals of assisting basic First Aid Patient Scheduling
Anatomy and Physiology Medical Office Management Medical Terminology Medical Law & Ethics
Recording Management Medical Office Procedures HIPAA Compliancy Training Welding Tooling
Anatomy knowledge Medical office management

EMILY PILARSKI

Children's Behavior Analyst

Emily.Pilarski@yahoo.com | 616-329-0325 | 1057 Sunset Ln, Norton Shores, MI 49444

PROFESSIONAL SUMMARY

Board certified behavior analyst focusing on autism spectrum disorders with 4+ years of experience working with children aged 2 to 15. Looking to expand my professional skillset in a fresh environment.

WORK EXPERIENCE

Board Certified Behavior Analyst

Aug 2023 – Present

Ivy Rehab for Kids

- Assess children's behaviors and tailor treatment plans specific to the individual child's needs.
- Train staff and technicians how to apply treatment plans, interventions, and behavior support strategies.
- Planning events and managing community involvement.
- Precise data collection, analytics, and storage..

Direct Care Professional

June 2022 – May 2024

MOKA Foundation

- Provided direct care and daily support for disabled residents aged 30-75.
- Organized activities and community events for resident socialization.
- Maintained a safe and healthy environment for staff and residents.

Manager

Sept 2017 – June 2021

Calvin University Bookstore

- Supervised store operations and coordinated staff's daily tasks.
- Monitored inventory, vendor communications, and supply management.
- Curated displays to encourage a positive and fun environment.

EDUCATION

Calvin University

- Bachelor's: Fine Arts
- Studies included ceramics, painting, art history, drawing, color theory, and other specialized media.

2017 – 2021

Ball State University

- Master's: Behavior Analysis
- Area of Focus: Autism Spectrum Disorders and applied behavior treatment.

2023 – 2024

VOLUNTEER EXPERIENCE

- Heaven Can Wait Cat Shelter
- We Rock the Spectrum Gym

CERTIFICATIONS

- CPR and Child Safety certified

Ashley Noble
Coopersville, MI 49404
poopadoo91@yahoo.com
1 231 769 3012

Professional Summary-

To provide a safe and loving environment for patients. To get the work done that is needed in a timely manner.

Work Experience

Coopersville Public Schools

January 2023-Present

- Assistant lead teachers in following daily lesson plans
- Assisting children in preparing food, serving food
- Disinfecting toys

Medical Assistant

Trinity Health-Spring Lake, MI

August 2023 to February 2024

Took patients to room and did vitals, took medical history, gave vaccines

CNA - Certified Nursing Assistant

Life Circles PACE-Muskegon, MI

December 2022 to June 2023

Went to clients home. Helped with cleaning, groceries, companionship

Home Health Aide

Aegin Place-Muskegon, MI

July 2021 to September 2021

ADLs

Companionship

Lead Teacher

Rainbow Child Care Center-Walker, MI

October 2017 to February 2019

Home Health Aide

Education

Ross Medical Education Center-Roosevelt Park - Norton Shores, MI

September 2021 to April 2022

Ravenna High School

Skills

- CNA (5 years)
- Experience Administering Injections
- Phlebotomy (Less than 1 year)
- Medication Administration
- Alzheimer's Care
- EMR Systems
- Babysitting
- Meal Preparation
- Toddler Care

- Food Preparation
- Always on time and reliable
- Memory Care
- Vital Signs
- Venipuncture
- Childcare
- Dementia Care
- Senior Care
- Patient Care
- CPR training
- Epic
- Nursing
- CPR (4 years)
- Caregiving
- Home Care

Certifications and Licenses

AED Certification

First Aid Certification

CNA

RMA

April 2022 to April 2025

BLS Certification

CPR Certification

Certified Medical Assistant

Lindsey Hoefakker

2950 Holton Rd, Twinlake MI, 49457

(231) 340-1342

Lindsey.hoefakker25@gmail.com

SKILLS

I work well on a team as well as on my own. I like to learn hands on. I enjoy a fast pace and work well in stressful environments. I enjoy learning new things and take constructive criticism well. Always punctual and respectful of the people around me.

EXPERIENCE

Oakridge Lower Elementary- *Paraprofessional*

February 2025- PRESENT

- Work daily with children with special needs.
- Help them do their daily assignments and anything else they may need assistance with.

Robbinswood Assisted Living- *Dietary Aide*

November 2024- February 2025

- Cooked breakfast, lunch, and sometimes dinner for 70 residents.
- Cleaned the kitchen and dining room after meals.
- Planned prepared meals.

MS Metal Solutions- *Team Lead/Assembler*

August 2023- November 2024

- Assemble industrial grade janitorial equipment like mops, mop buckets, mop bucket wringers, surgical grade cleaning carts, etc.
- Check all parts for any imperfections or defects. Rework any parts that can still be used once fixed.
- Printing paperwork/labels for any jobs that need to be done.
- Package and label any finished parts and prepare them for shipment.
- Clean up as needed.

Smith Maintenance- *Custodian*

July 2022- August 2023

- Trash pick up, dust mopping, clean up of any spills. Maintain a clean learning environment for the kids and in attendance.
- Vacuum the rugs in the entryway, clean up any dust or spider ways, wipe down walls and windows.
- Bathroom clean up and refills of any products like soap, hand sanitizer, toilet paper, paper towel, etc.

MS Companies- *Quality Inspector*

January 2022- July 2022

- Checking parts to make sure they are up to quality standards before preparing them for shipment.
- Printing of paperwork and labels, cleaning up and restocking as needed.
- Working in a warehouse checking through parts for defects or checking parts that needed to be checked again before shipment.

Russ's Restaurant- *Server/Cashier*

August 2021- March 2022

- Greet customers at the door, seat them and take their orders.
- Prepare to-go orders and bag them for customers who had online orders.
- Working the cash register to take care of to-go orders or to cash out customers at the end of their meal.
- Clean up and restock any areas that need it in down time.
- Prep food for the kitchen and wait staff.

Magna Engineered Glass- *Operator*

August 2018 - August 2021

- Trim the excess rubber molding on Honda CRV windows.
- Check the windows for any imperfections.
- Load and operate the machine that makes the Honda CRV windows.
- Fill out any paperwork and print any labels to help the lead staff. Restock and clean up any areas that need it. Relieve other workers for their breaks.

EDUCATION

Orchard View High School, 16 N Quaterline Rd- *Diploma*

September 2014 - May 2018

Alexis Courtland

Alexiscourtland@icloud.com 231-215-4425

Professional Summary:

Five years of experience in childcare/daycare school setting. Basic skills in cooking cleaning and care taking of children ages 0-8. Trained in cpr and first aid.

Skills:

- Cooking
- Cleaning
- First Aid
- Cpr
- Lesson Planning
- Assistant Teacher

Education:

Holton High School
Early Childhood Education Classes

Work History:

Happy Apples Childcare Daycare (2 Years)

WLACE (McMillian) (2 years)

Carina Hoyt

Position: Ice Cream Server

Private Phone Number: 231-288-2315

Address: 160 E. Beech St. Fruitport 49415 Muskegon MI

Email: Carinamay0528@gmail.com

Treehouse Childcare Center, Fruitport Michigan, Current

Assistant Teacher:

- Assisted and provided sensitive care to 15+ children, providing enriching engagement.
- Maintained a clean, safe environment for children ages 1-5.
- Developed positive relationships with children and parents.
- Communicated feedback about progress with parents.
- Collaborate with 7 staff members in caring for children during activities.
- Documented and participated in encouraging developmental milestones.

Orchard Market, Fruitport 2023-2025

Courtesy Desk Clerk:

- Advanced Customer Satisfaction.
- Customer Service.
- Workplace Safety.
- Lottery System Experience.
- Management of Inventory.
- Large Crowd Experience.
- Sales Experience.

Menards, Muskegon 2020 - 2021

Cashier

- Customer Service.
- Preparing customer orders.
- Cleaning & Sterilization.
- Following safety Protocol.

Volunteering:

- Volunteering with 3rd grade students gaining classroom experiences, 2025.
- Recreational Elderly Attendant (Early 2021)
- Tutoring 3rd-5th grade students at Edgewood Elementary 2018-2019
- Sleep Out America 2018

Additional:

- Attended the Muskegon Career Tech Center Volunteering Events.
- 2018 Trained in restaurant service, safety and customer service.

Education:

- Ongoing College Attendee, Associates in Applied Science
- Fruitport High School, graduated May, 2020.
- Criminal Justice Program, 2019-2020.
- Muskegon Area Career Tech Center Hospitality and Tourism program 2018-2019.

References:**Christine Bowen: Fieldwork Supervising Teacher**

Edgewood Elementary
3255 E Pontaluna Rd,
Fruitport, MI 49415
231-740-5687

Danielle Forrest: Fieldwork Supervising Teacher

Edgewood Elementary
3255 E Pontaluna Rd,
Fruitport, MI 49415
616-502-3939

Randy M: Store Director

Fruitport Orchard Market
6530 Airline Hwy
Fruitport, MI 49415
(231) 865-3435

Laurie W: Manager at Orchard Market

Fruitport Orchard Market
6530 Airline Hwy
Fruitport, MI 49415
(231) 865-3435

Stephanie Skodack

Muskegon, MI

616-402-6530 • stephmalone01@yahoo.com

PROFESSIONAL SUMMARY

Dedicated and highly organized professional with a Master of Public Administration and a Bachelor's degree in Child Development. Experienced stay-at-home parent with over 10 years of experience managing complex schedules, coordinating family activities, organizing finances and household responsibilities, communicating with schools and community organizations, and balancing multiple priorities. Strong interpersonal, organizational, leadership, and problem-solving skills with a desire to return to the professional workforce and contribute to a team-oriented organization.

CORE SKILLS

- Organization & Time Management
- Communication & Interpersonal Skills
- Leadership & Team Coordination
- Scheduling & Calendar Management
- Problem Solving
- Budget & Household Financial Management
- Event & Activity Coordination
- Child Development & Family Support
- Community & School Involvement
- Microsoft Office & Basic Computer Skills
- Multitasking & Prioritization
- Written & Verbal Communication

PROFESSIONAL EXPERIENCE**Stay-at-Home Mom / Household Manager**

2014–Present

- Managed daily household operations while raising and supporting children through various stages of development.
- Coordinated complex family schedules, appointments, school activities, extracurricular activities, sports, and community events.
- Communicated regularly with teachers, coaches, administrators, healthcare providers, and other community professionals.
- Organized and coordinated children's activities, including sports and school-related events.
- Managed household budgets, purchasing, scheduling, and competing priorities.
- Developed strong multitasking, problem-solving, communication, and organizational skills while managing numerous responsibilities simultaneously.
- Supported children's academic, social, emotional, and developmental needs.
- Participated in school and community activities, including PTO-related initiatives and fundraising efforts.
- Demonstrated flexibility and the ability to respond calmly and effectively to changing priorities and unexpected situations.

EDUCATION**Grand Valley State University**

Master of Public Administration MPA

2013

Central Michigan University

Bachelor of Science in Child Development

2005

ADDITIONAL QUALIFICATIONS

- Strong understanding of child development and family dynamics
- Experienced working with schools, families, community organizations, and youth activities
- Strong organizational and administrative abilities
- Comfortable managing multiple projects and deadlines
- Dependable, adaptable, and detail-oriented
- Experienced in coordinating volunteers, activities, and events

REFERENCES

Available upon request.

Robert Overkamp

Full Name	Robert Overkamp
Address	1479 Leonard ave Muskegon, MI 49442
Phone	1 (231) 329-2183
Email	robertoverkampjr@gmail.com

School Bus Aide

Location	Transportation
Category	Transportation
Position Type	Part Time
Remote/Hybrid	Not Available
Pay Type	
School Year	

Welcome!

Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below.

Contact Info

Contact Info

Name	Robert Overkamp
Phone	1 (231) 329-2183
Address	1479 Leonard ave Muskegon Mi 49442

Employment History

Employment History

Customer service agent

Employer	Gerber Life insurance
Dates	Aug 28, 2025 - Mar 23, 2026
Location	Fremont MI, 49443
Country	
Position Type	Full Time
Salary	17.00
Job Duties	Answer phones, start claims, assist with customers questions.
Reason For Leaving	Claims was difficult for me
Supervisor Name	Mackenzie Beerman
Supervisor Phone	1 (877) 877-3295
Supervisor Email	MackenzieBeerman@gerberlife.com
Can Contact?	Yes

Please explain how your past personal and professional experience qualifies you for this position.

I'm very good with people

Disclosures and Legal Items

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

Are you eligible to work in the United States?

Yes

Have you ever been convicted of a criminal offense other than a minor traffic violation? If yes, please provide details of all convictions including date of conviction(s), city & state, misdemeanor/felony, and nature of conviction.

No

Have you ever had any indicated finding of child abuse filed in your name?

No

Does your name appear on any Sex Offender Database in any state or country?

No

Equal Opportunity

Equal Opportunity Employer

Applicant Acknowledgment and Agreement

By checking the box below, I authorize the school district to conduct background investigations and authorize release of information in connection with my application for employment and the school district shall not be liable for any damages, which may result from such inquiry or verification. These investigations may include inquiries to and regarding criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my rights of access to any such information and without limitation hereby release the school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the

local Sheriff, Central Criminal Records Exchange, Michigan or other State Departments of Social Services, Child Protection Services

Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect

investigations involving me.

Candidate hereby authorizes the school district to conduct an investigation of candidate pursuant to the School Code to determine

whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and upon request, agrees to execute

an investigation authorization form as a condition for candidate's employment. The School Code also stipulates that the School

District perform a check on the Statewide Sex Offender Database. Candidate may not be employed unless such investigations have

been initiated.

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be

relied upon in considering my application; and I understand that any omission, falsely answered statement made by me on this

application, or any supplement to it, will be sufficient grounds for denial of employment or discharge. I have read, understand and

agree to the statements and conditions of employment as contained in this application, and understand that this application will

become a permanent part of my personnel records if accepted for employment.

☒ Agree

Referrals

How did you hear about this employment opportunity?

Paula Swainston

Thank you for your application!

Thank you for your application! We will be in contact with you as soon as possible, but it may take some time. If you have any questions, please contact the Administrative Office at 231-865-3154.

Sarina Marez

Full Name	Sarina Marez
Address	13721 State Rd Nunica, MI 49448
Phone	1 (231) 340-9824
Email	samm682@gmail.com

School Bus Aide

Location	Transportation
Category	Transportation
Position Type	Part Time
Remote/Hybrid	Not Available
Pay Type	
School Year	

Welcome!

Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below.

Contact Info

Contact Info

Name	Sarina Marez
Phone	1 (231) 340-9824
Address	13721 State Rd Nunica MI 49448

Employment History

Employment History

Production Line Laborer

Employer	Almond Products
Dates	May 31, 2022 - CURRENT
Location	Spring Lake MI, 49456
Country	United States
Position Type	Part Time
Salary	16.72

Job Duties

My position at Almond Products is on the Pre-Rack production line. The position may sound simple but entails so much more than what I originally thought, reflecting over the years. Essentially my mind, body become a machine upon punching in. Simply, my job is racking and packing SEVREAL various parts. With each part came a process. I gained the knowledge overtime to know what the part number just by looking at it. Knowing the coating phase the part is in, and how the part is supposed to be packaged or put on for a coating process. This

position also included labeling and tagging my work! This is very important! This position took time, patience, practice, and bravery for trying again if I fell short. Or set my own personal self aside, to ask questions, that were vital before continuing the task. Asking questions, is what I truly believed landed me in the employee spotlight and two lunch and learns with head of HR and President of the company. I'm grateful. Without hesitation, I would offer up any help when asked by another co worker! Perhaps this is my biggest accomplishment, helping others and gaining moments of healthy self-esteem. I am searching for new employment, due to a layoff, that is out of my control. I received my notice on July 7th, 2026.

Reason For Leaving	Laid off beginning on 7/6/2026
Supervisor Name	Abigail Walwood
Supervisor Phone	1 (616) 844-1813
Supervisor Email	
Can Contact?	Yes

Production Line (Temp Agency)

Employer	Fast Track Staffing
Dates	Nov 21, 2021 - Mar 25, 2022
Location	Spring Lake MI, 49456
Country	United States
Position Type	Part Time
Salary	15.50
Job Duties	I visually inspect parts. I keep track of my own daily production. My body is a machine. My essential job and training were to get to know these parts. How they are racked. How they are packed. Is it a left or right hand? How do I count these and add them to my production sheet? Temp Agency working at Almond Products. • Hired into company • I had AMAZING training on how to do my job!

Reason For Leaving	Hired into Almond Products
Supervisor Name	Wesley Earl
Supervisor Phone	1 (616) 844-1813
Supervisor Email	
Can Contact?	Yes

Server	
Employer	Burger Theory
Dates	May 1, 2020 - Mar 25, 2022

Location	Spring Lake MI, 49448
Country	United States
Position Type	Part Time
Salary	3.50
Job Duties	This was a very fun, fast paced, and exciting job. I am intrigued and forever fascinated, with the restaurant industry. As a direct result of my time spent here! There was a sense of urgency and expectations that needed to be met. Providing a wholesome experience to guests, proved to be difficult at times, but I never showed this or crumbled in front of guests. A big yet subtle difference I noticed over time is my ability to adapt and keep myself in check. If needing to take 5 mins in the walk-in cooler during a chaotic summer Saturday was what I needed to do, everyone behind the scenes understood. I did take 5 minutes. Eventually, I no longer needed the 5 minutes!
Reason For Leaving	Covid & needing a steady wage.
Supervisor Name	Brandon
Supervisor Phone	1 (616) 846-1000
Supervisor Email	
Can Contact?	Yes

Please explain how your past personal and professional experience qualifies you for this position.

I believe throughout my work experience, I have gained personal fulfillment. I have developed patience, discipline, and loving kindness. I am in a fearless search for work, that is more meaningful & aligns with my heart. At home I am a mother of 2! For me, this is where my values, principals, purpose, and practice come into play. My eldest daughter Winter attends Fruitport Community Schools & rides the bus! The wise woman who safely get the children to school inspire me. I will begin attending MCC in the Winter for a certificate in Early Childhood Development. I believe this will be a perfect position for me to get my foot in the door!

Disclosures and Legal Items

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

NO

Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

YES

Are you eligible to work in the United States?

YES

Have you ever been convicted of a criminal offense other than a minor traffic violation? If yes, please provide details of all convictions including date of conviction(s), city & state, misdemeanor/felony, and nature of conviction.

NO

Have you ever had any indicated finding of child abuse filed in your name?

NO

Does your name appear on any Sex Offender Database in any state or country?

NO

Equal Opportunity

Equal Opportunity Employer

Applicant Acknowledgment and Agreement

By checking the box below, I authorize the school district to conduct background investigations and authorize release of information

in connection with my application for employment and the school district shall not be liable for any damages, which may result from

such inquiry or verification. These investigations may include inquiries to and regarding criminal or civil convictions, driving records,

previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive

my rights of access to any such information and without limitation hereby release the school district and the reference source from

any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the

local Sheriff, Central Criminal Records Exchange, Michigan or other State Departments of Social Services, Child Protection Services

Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect

investigations involving me.

Candidate hereby authorizes the school district to conduct an investigation of candidate pursuant to the School Code to determine

whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and upon request, agrees to execute

an investigation authorization form as a condition for candidate's employment. The School Code also stipulates that the School

District perform a check on the Statewide Sex Offender Database. Candidate may not be employed unless such investigations have

been initiated.

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be

relied upon in considering my application; and I understand that any omission, falsely answered statement made by me on this

application, or any supplement to it, will be sufficient grounds for denial of employment or discharge. I have read, understand and

agree to the statements and conditions of employment as contained in this application, and understand that this application will

become a permanent part of my personnel records if accepted for employment.

☒ Agree

Referrals

How did you hear about this employment opportunity?

Checking out the school website!

Thank you for your application!

Thank you for your application! We will be in contact with you as soon as possible, but it may take some time. If you have any questions, please contact the Administrative Office at 231-865-3154.

KELSIE FARKAS

Fruitport, MI 49415
231-578-1409 | KelsieFarkas29@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented accounting and finance professional with 14+ years of experience.

CORE QUALIFICATIONS

- School District Budgeting & Monitoring
- General Ledger and Journal Entries
- Multi-District Payroll Processing
- Annual Audit Preparation
- 1099 & W-2 Year-End Reporting
- Grant Accounting and Compliance
- Accounts Payable and Vendor Management
- Bank and Investment Reconciliations
- MUNIS ERP and NEXSYS
- Purchase Requisitions and Procurement
- Advanced Microsoft Excel

PROFESSIONAL EXPERIENCE

Financial Services Specialist

March 2020 – Present

Muskegon Area Intermediate School District

- Process high-volume Accounts Payable from invoice receipt through payment. Ensure coding accuracy, proper approvals are received and vendor payments are timely.
- Prepare Year End 1099's
- Prepare journal entries, prepaid entries, and financial adjustments to maintain accurate General Ledger records.
- Administer multiple federal and state grants through NexSys, including Perkins, Linked Muskegon and MiCoach. Prepare budgets, reimbursement documentation, financial reports, payroll allocations, and budget reconciliations to ensure compliance.
- Perform monthly bank reconciliations for multiple district bank accounts
- Coordinate Personnel Action Requests (PARs) for MAISD Early Childhood and Special Education staff.
- Assist with MAISD annual financial audit by preparing requested supporting documentation and financial records.
- Collaborate with administrators, department staff, and board members to monitor revenues, expenditures, and budget performance.
- Manage budget for the Muskegon Career Tech Center, including annual budget preparation, budget amendments, and ongoing monitoring.
- Prepare annual budgets and monthly financial reports for Muskegon Heights Public Schools, including financial reporting at Board meetings, prepare bank recs, accounts payable, journal entries, FID reporting, MUNIS year end close

Financial Services Specialist – Payroll
Muskegon Area Intermediate School District

November 2016 – March 2020

- Process payroll for multiple local school districts, ensuring compliance with district policies and state regulations.
- Maintain employee payroll records including salary, deductions, benefits, and new employee setup within MUNIS.
- Prepare payroll accruals, year-end processing, and annual W-2 reporting.
- Complete monthly, quarterly, and annual payroll tax reporting, including IRS Form 941 and state withholding reports.
- Process Michigan Office of Retirement Services (ORS) reporting and adjustments.
- Prepare accounts receivable invoices, reconcile aging reports, monitor outstanding balances, and assist with audit reporting.
- Coordinate vendor additions and updates while maintaining accurate vendor records.
- Process cash receipts, prepare bank deposits, and assist with financial reporting and audit preparation.

Early Childhood HR & Fiscal Support
Muskegon Area Intermediate School District

March 2016 – November 2016

- Coordinated onboarding and employment documentation for new staff.
- Maintained personnel compliance records and monitored credential requirements.
- Processed new hire documentation, background checks, and personnel files.
- Prepared monthly insurance reconciliations and payroll adjustments.
- Supported fiscal and human resources operations for Early Childhood programs.

Accounting Assistant
Best Financial Credit Union

January 2012 – March 2016

- Assisted with accounts payable and accounts receivable.
- Performed monthly bank and investment account reconciliations.
- Prepared and posted general ledger journal entries.
- Assisted in preparing monthly financial statements.
- Coordinated documentation for ACH audits and state examinations.
- Supervised ACH processing activities and supported two system conversions.

EDUCATION AND CERTIFICATION

Michigan School Business Officials (MSBO)
Business Office Manager

Baker College of Muskegon
Bachelor of Business Administration
Accounting Minor • December 2016

September Foisy, COTA

PROFESSIONAL EXPERIENCE

Broad River Rehab, PRN COTA

July 2025-present

- Assisted with therapeutic activities, ADLs, and patient participation under OT supervision.

His Mansion Ministries, Servant Leader

September 2025-present

- Supporting individuals in recovery through daily structured routines and group participation.

OTAS, Projects & Internships

September 2024 - Present

- Created fine motor activities for children at United Methodist School.
- Provided support to children with developmental, sensory, and learning disabilities under supervision at the Holland Public School.

MOKA and West MI CMH, Community Employment Support Specialist

May 2023-March 2024

- Supported adults with developmental disabilities in community integration, job readiness, and independent living skills.

Positive Behavior Support, Behavior Assistant

April 2024 - December 2024

- Implemented behavior intervention plans under supervision for children with autism and developmental disabilities.

VOLUNTEER EXPERIENCE

GRCC Student Occupational Therapy Association, Secretary

December 2023 - Present

- Managed meeting agendas and communication between members and faculty advisors.

Delight Ministries, Worship & Bible Study Leader

August 2024 - Present

- Planned worship services to meet the needs of the community.

Mars Hill Bible Church, Embrace Member

June 2024 - Present

- Supported children & adults with developmental disabilities.

EDUCATION

- Grand Rapids Community College, Occupational Therapy Assistant Program (April 2025).

CERTIFICATIONS

- MoCA

Professional References

Bridgette Brault, OT, 616-795-1948

Former Fieldwork Educator at Broad River Nursing Home, 24brigittebrault24@gmail.com

Dr. Robin Pegg, COTAL, ATD, ROH, 231-578-4496

Professor,

robinpegg@grcc.edu

Leah Pitcher, BCBA , 231-557-8913

Former Supervisor at Positive Behavior Supports, ledeuling@teampbs.com



Kennedy, Jason <jkennedy@fruitportschools.net>

Fwd: RS Head Coach Wrestling

Morehouse, Jonny <jmorehouse@fruitportschools.net>

Mon, Aug 24, 2026 at 2:45 PM

To: Abby Klug <aklug@fruitportschools.net>, Jason Kennedy <jkennedy@fruitportschools.net>, Lauren Chesney <lchesney@fruitportschools.net>, "Rogers, Robert" <rrogers@fruitportschools.net>

Good afternoon. I am reaching out today with the nomination of Richard (Rick) Sykes as our next varsity wrestling coach. Coach Sykes has 25 years of coaching wrestling experience. He has been involved with Fruitport wrestling since 2012, mainly at the high school level. He has 4 years experience as the varsity head coach at Fruitport, before having to move to an assistant coaching role due to his law enforcement job. He has since retired from his law enforcement career and has all the availability needed to run this program. I believe our program is in great hands with coach Sykes and knowing some of the assistant coaches that will be around him on his staff, I believe the wrestling program will continue to achieve at a very high level.

Attached is his resume and his payroll status change form. Please let me know if you have any questions.

Thank you

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

From: <jmorehouse@fruitportschools.net>

Date: Mon, Aug 24, 2026 at 2:40 PM

Subject: RS Head Coach Wrestling

To: <jmorehouse@fruitportschools.net>

Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: High School Office

Multifunction Printer Name: HS-OFF-COPIER

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

--

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



RS Head Coach Wrestling.pdf

77K

Richard M. Sykes

3690 Whispering Woods Drive

Muskegon MI 49444

231.855.4488

RickSykes317@gmail.com

Education:

- Grand Valley State University
 - Police Academy (1997)
- Muskegon Community College
 - Criminal Justice (1992 - 1996)
- Anchor Bay High School - High School Diploma (1992)

Experience:

- Fruitport Area Public Schools (November 2012 - Present)
 - Head Coach/ Assistant Coach Wrestling - Middle School
 - Head Coach High School
 - Current Assistant Coach High School
- Coopersville Area Public Schools (2001 - 2012)
 - Head Coach Middle School
 - Head/Assistant Coach High School
- Ottawa County Sheriff's Office (July 1999 - Retired March 2025)
 - Sergeant Road Patrol/Community Policing - First line supervisor responsible for daily shift operations, mentoring deputies, and taking command during emergency situations.
 - Detective - Investigated Deaths/Homicides and Criminal Sexual Conduct
 - School Resource Deputy (Coopersville) - Law Enforcement and Safety, Emergency Management, Educator and Guest Speaker, Informal Counselor and Mentor.
 - Community Policing Deputy (Northeast Ottawa County)- Created collaborative partnerships between law enforcement, township officials, and residents. To proactively address the concerns in the community.
 - WEMET Detective - Undercover Narcotics Investigations

-Road Patrol Deputy - Maintain public safety, enforce federal and state laws, and upholding peace.

- Grand Valley Public Safety (1997 - 2003)
 - Campus Safety - Community Policing/Road Patrol
-

Training/Skills:

- Police Precision Driving
- Substance Abuse Violence Education (SAVE)
- Domestic Violence
- Forensic Interviewing of Children
- Hate Crimes
- Basic and Advanced Interview and Interrogation
- HAZMAT
- Active Shooter
- Individuals in Crisis
- Physical Control Tactics
- Suicide Awareness
- Leadership and Operational Management
- Mental Health First Aid
- Civilian Response to Active Shooter Events (CRASE)
- Use of Force De-Escalation
- Practical Homicide and Suspicious Deaths
- Sexual Harassment
- Emergency Management - FEMA
- Peer Support Team
- Defensive Tactics Instructor
- Background Investigator

Awards And Citations:

- Deputy of the Year (Coopersville Area)
- Medal Of Honor - Michigan Sheriff's Association
- Medal of Valor - Michigan Chiefs of Police
- Distinguished Service Award - Ottawa County Sheriff's Office
- Police Officer Association of Michigan (POAM) - Police Officer of The Year

References:

Chad Johnson - 2659 Spring Green Drive, Fruitport MI 49415
cjohnson@fruitportschools.net
616.638.7201

Ryan DeVries - 12220 Fillmore Street, West Olive MI 49460
rdevries@miottawa.org
616.738.4000

Dennis Luce - 289 Danforth Street, Coopersville MI 49404
dluca@cityofcoopersville.com
616.997.2119



Fruitport Community Schools
REGULAR BOARD MEETING MINUTES

Tuesday, August 18, 2026 – 6:00 p.m.

Meeting Location:

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

- I. **CALL TO ORDER:** The Regular meeting of the Board of Education was called to order at 6:00 p.m. by Board President, Dave Hazekamp.
- II. **ROLL CALL:** Present – Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six. Absent - Tim Burgess.
- III. **APPROVAL OF AGENDA**

Item 26-84. MOTION by Meeuwenberg, SECOND by Six to approve the agenda to include the addition of the following action item under the Personnel Committee Reports & Recommendations section of the agenda, as amended.

Add:

7. Tentative Agreement with the Fruitport Transportation - Food Service Association (attachment XII-7)

MOTION CARRIED: 6-0, 1 absent (Burgess).

- IV. **PRESENTATIONS:** John Winkas and Kyle Fialek from the District's Department of Operations presented to the Board of Education on the upgrade of LED lighting at Shettler Elementary School. A model of the LED light system using Power over Ethernet (PoE) technology to send both electrical power and data through a single standard network cable was shared with the Board. An ethernet cable provides power to a fixture while connecting it to the local network. The system operates on safe, low-voltage power, often bypassing the need for traditional AC electrical wiring for the fixtures themselves. Each light acts as a network device that can be scheduled, dimmed, or paired with occupancy sensors via software or apps. Consumers Energy will provide significant rebate to the District for updating the lighting at Shettler, and was instrumental in recommending this technology to the District.

V. **COMMUNICATIONS:** None

VI. **SUPERINTENDENT/ADMINISTRATIVE REPORTS:**

- **Bond Update: Construction Documents Review (30%) - Materials and Finishes**

The Board of Education received an update on the meeting that took place with the Edgewood Elementary School Design and Construction Management Team as the first 30% of the construction documents were reviewed with the District. A link to the presentation has been made available to the public on the District's website, and the presentation was shared with the Board of Education. These documents focused heavily on the materials and finishes that will be used in the new Edgewood Elementary School. The next Construction Documents meeting with the Design and Construction Management team is scheduled for September 2, 2026.

- **Collective Bargaining Agreements, Contract Negotiations Process, and Updates**

The Board discussed the tentative agreements that have been reached with each of the bargaining groups, and the contract negotiations process that was followed. The Board received an update on the negotiation of the agreement between the Board and the Fruitport Instructional Assistants Association, which is the last of the contracts to be negotiated. The District and Association are near agreement, which will conclude the negotiations process once that agreement is completed.

- **Update on Teaching Position Vacancies and Accountant Vacancy**

The Board discussed an update on the interview process underway to fill a 4th and 5th grade teaching vacancy at Edgewood Elementary. Two (2) the Muskegon Area Intermediate School District hired Edgewood teachers as literacy coaches, which has led to these vacancies being created. Interviews will be held on Wednesday, August 19, 2026 for those positions.

The Board also discussed a middle school English Language Arts teacher vacancy that was created when a newly hired teacher had also accepted a position as a literacy coach at Kent Intermediate School District after accepting the position in our District. A replacement teacher has accepted the District's offer of employment as of August 18, 2026.

The Board also discussed the accountant position that had become vacant when Jessica Wiseman was promoted to the position of Director of Business Services. The position was offered to Kelsie Farkas, an employee in a similar position at

Muskegon Area Intermediate School District. Kelsie accepted the position in Fruitport as of August 18, 2026.

VII. REMARKS FROM THE PUBLIC:

- John Winkas, Director of Operations for the District, shared an update on replacing flooring at the Shettler gymnasium.

VIII. CONSENT AGENDA

Item 26-85. MOTION by Six, SECOND by Cole to approve the Consent Agenda as listed below:

1. Approval of Bill Listing in the amount of \$1,420,682.49
2. Acceptance of July 2026 General Fund Financial Report
3. Acceptance of July 2026 Investments Report
4. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers)
5. Approval of Regular Meeting Minutes - July 20, 2026

MOTION CARRIED: 6-0, 1 absent (Burgess).

IX. GENERAL BOARD BUSINESS:

1. **2026–2027 District Course Offerings / Muskegon County Virtual Academy Course Offerings**

Item 26-86. MOTION by Mueller, SECOND by Meeuwenberg to approve the 2026-2027 District Course Offerings and the 2026-2027 Muskegon County Virtual Academy Course Offerings, as presented.

MOTION CARRIED: 6-0; 1 absent (Burgess)

2. **Appointment of Instructional Council to Serve as Advisory Committee to Review and Recommend Professional Development as Instructional Time**

Item 26-87. MOTION by Cole, SECOND by Meeuwenberg to approve and appoint the District's Instructional Council under Section 101(10) of the State School Aid Act to serve as the professional development advisory committee responsible for recommending at least eight (8) hours of qualifying professional development to count as days and hours of pupil instruction for the 2026-2027 school year, as discussed.

MOTION CARRIED: 6-0, 1 absent (Burgess)

3. **Approval of Qualified Online Professional Development**

Item 26-88. MOTION by Cole, SECOND by Meeuwenberg to approve the District's online qualifying professional development, as discussed.

MOTION CARRIED: 6-0, 1 absent (Burgess)

X. BUSINESS AND FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

1. Report of special committee meeting held on July 27, 2026

JB Meeuwenberg reported on the Business and Finance Committee special meeting held on July 27, 2026. The special committee meeting was called to order at 5:30 p.m. with Kris Cole, Dave Hazekamp, JB Meeuwenberg, Jason Kennedy, and John Winkas present. The Committee held final round interviews with two (2) candidates for the position of Director of Business Services, after a District level team narrowed the candidate pool to the final two (2) candidates for the position. The Committee held an interview with Corey Bordo, Director of Business and Finance with Tri County Area Schools, and Jessica Wiseman, Accountant with Fruitport Community Schools. After completing the interviews with both candidates, the Committee unanimously recommended the hiring of Jessica Wiseman to the Board of Education for the position of Director of Business Services. There were no public comments and the meeting was adjourned at 6:45 p.m.

2. Report of committee meeting held on August 10, 2026

JB Meeuwenberg reported on the Business and Finance Committee meeting held on August 10, 2026. The meeting was called to order at 5:05 p.m. with Kris Cole, Dave Hazekamp, JB Meeuwenberg, Jason Kennedy, and Jessica Wiseman present. The Committee discussed tentative contract agreements between the Board of Education and each of the following groups: Fruitport Administrators Association, Fruitport Maintenance Association, Fruitport Clerical Association. The Board will be asked to approve each of these contracts at the regular Board meeting on August 18, 2026. An update on contract negotiations with the Fruitport Transportation and Food Service Association, and the Fruitport Instructional Assistants Association was provided to the Committee. The Committee was provided an update into the process of replacing Jessica Wiseman, who has been promoted to the position of Director of Business Services, effective August 3, 2026. The posting will close Friday, August 14, 2026. First round interviews are being scheduled for the following week. There was no public comment, and the meeting was adjourned at 5:31 p.m.

XI. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS:

1. Report of committee meeting held on August 10, 2026

Kathy Six reported on the Personnel Committee meeting that took place on August 10, 2026. The meeting was called to order at 5:31 p.m. with Dave Hazekamp, Steve Kelly, Kathy Six, and Jason Kennedy present. The Committee reviewed the Personnel Report for August 2026. This report included each of the recommendations for new hire, resignations, retirement notices, transfers, and positions that are still posted and vacant in the District.

The Committee discussed tentative contract agreements between the Board of Education and each of the following groups: Fruitport Administrators Association, Fruitport Maintenance Association, Fruitport Clerical Association. The Board will be asked to approve each of these contracts at the regular Board meeting on August 18, 2026. An update on contract negotiations with the Fruitport Transportation and Food Service Association, and the Fruitport Instructional Assistants Association was provided to the Committee.

The Committee was provided an update into the process of replacing Jessica Wiseman, who has been promoted to the position of Director of Business Services, effective August 3, 2026. The posting will close Friday, August 14, 2026. The Committee was notified that the Muskegon Area Intermediate School District (MAISD) has hired a 4th grade and a 5th grade teacher at Edgewood Elementary to serve as literacy coaches supporting schools in the county. This creates last minute vacancies in these positions that the District is working to fill before the start of the school year. There were no public comments and the meeting was adjourned at 5:52 p.m.

2. Contract Agreement with the Fruitport Administrators Association (FAA)

Item 26-89. MOTION by Six, SECOND by Mueller to approve the tentative agreement between the Board of Education and the Fruitport Administrators Association, as discussed.

Roll Call Vote:

Yes: Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.

No: None

Absent: Tim Burgess

MOTION CARRIED: 6-0, 1 absent (Burgess).

3. Contract Agreement with the Fruitport Clerical Association (FCA)

Item 26-90. MOTION by Six, SECOND by Mueller to approve the tentative agreement between the Board of Education and the Fruitport Clerical Association, as discussed.

Roll Call Vote:

Yes: Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.

No: None

Absent: Tim Burgess

MOTION CARRIED: 6-0, 1 absent (Burgess).

4. Contract Agreement with the Fruitport Maintenance Association (FMA)

Item 26-91. MOTION by Six, SECOND by Cole to approve the tentative agreement between the Board of Education and the Fruitport Maintenance Association, as discussed.

Roll Call Vote:

Yes: Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.

No: None

Absent: Tim Burgess

MOTION CARRIED: 6-0, 1 absent (Burgess).

5. Non-Affiliated Administrators Salary Schedule and Benefits Agreement and Handbook

Item 26-92. MOTION by Six, SECOND by Cole to approve the 2026-2027 Non-Affiliated Administrator Wage and Benefit Handbook, as discussed.

Roll Call Vote:

Yes: Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.

No: None

Absent: Tim Burgess

MOTION CARRIED: 6-0, 1 absent (Burgess).

6. Non-Affiliated Support Staff Salary Schedule and Benefits Agreement and Handbook

Item 26-93. MOTION by Six, SECOND by Mueller to approve the 2026-2027 Non-Affiliated Support Staff Wage and Benefit Handbook, as discussed.

Roll Call Vote:

Yes: Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.

No: None

Absent: Tim Burgess

MOTION CARRIED: 6-0, 1 absent (Burgess).

7. Contract Agreement with the Fruitport Transportation - Food Service Association (FTFSA)

Item 26-94. MOTION by Six, SECOND by Cole to approve the tentative agreement between the Board of Education and the Fruitport Transportation - Food Service Association, as discussed.

Roll Call Vote:

Yes: Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.

No: None

Absent: Tim Burgess

MOTION CARRIED: 6-0, 1 absent (Burgess).

XII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

1. Report of committee meeting held on August 10, 2026

Tim Burgess reported on the Student Affairs Committee meeting that took place on August 10, 2026. The meeting was called to order at 4:30 p.m. with Tim Burgess, Dave Hazekamp, Josh Mueller, and Jason Kennedy present. The Committee discussed the need for a Superintendent evaluation this school year. The Committee discussed a number of goal focus areas, including, but not limited to: the Edgewood Elementary School / Bond Project, Student Recovery Center and Student Behavior Programming, Strength and Conditioning Program Development, Student Program Participation, and Business Office Staff Development, as examples. The Committee and Board will work to continue to develop goals to base the evaluation upon by no later than the October Board of Education meeting. There was no public comment and the meeting was adjourned at 5:05 p.m.

2. Discussion of District Goals for the Superintendent's Evaluation; No action

The Board discussed the need for a Superintendent evaluation this school year. The Board will conduct the superintendent's evaluation no later than June 30, 2027. The Board discussed a number of goal focus areas, including, but not limited to: the Edgewood Elementary School / Bond Project, Student Recovery Center and Student Behavior Programming, Strength and Conditioning Program Development, Student Program Participation, and Business Office Staff Development, as examples. The Student Affairs Committee and the full Board will work to continue to develop goals to base the evaluation upon by no later than the October Board of Education meeting.

XIII. BOARD MEMBER REPORTS AND DISCUSSIONS:

Dave Hazekamp shared that the Blue and White Night on August 17, 2026 went well and that it was well attended. Brooke Johnson, Colleen Merkins, and each of the parents representing the Fruitport Athletic Foundation did a great job in organizing the event.

Kris Cole shared that he was thankful that the Fruitport Athletic Foundation recognized the Robotics program and students participating in robotics on Blue and White Night.

Kathy Six shared that she was extremely proud of Kyle Fialek for the presentation he gave the Board of Education on the lighting upgrades at Shettler Elementary. Kyle was a former student of Kathy's when she was a classroom teacher, and she wanted to express how proud she was of Kyle for the job that he did in working alongside John Winskas during the presentation.

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

1. The Business and Finance Committee will meet on September 14, 2026 at 5:00 p.m.
2. The Personnel Committee will meet on September 14, 2026 at 5:30 p.m.
3. The Student Affairs Committee will meet on September 14, 2026 at 4:30 p.m.
4. The Board of Education will meet on September 21, 2026 at 6:00 p.m.

XV. REMARKS FROM THE PUBLIC:

- Nancy Venema and Lenna Kramer, representing the Fruitport Transportation - Food Service Association attended the meeting and spoke during public comment to express their sincere appreciation and gratitude to the Board of Education and to Superintendent Kennedy for the collaborative process that took place in negotiating the collective bargaining agreement between the Board and the Association.

XVI. ADJOURNMENT

Item 26-95. MOTION by Cole, SECOND by Six to adjourn.

MOTION CARRIED: 6-0, 1 absent (Burgess).

The meeting adjourned at 7:23 p.m.

Respectfully submitted,

Steve Kelly, Board Secretary

Abby Klug, Recording Secretary



Business and Finance Committee
Monday, September 14, 2026
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 5:08 p.m. with Dave Hazekamp, JB Meeuwenberg, Jason Kennedy, and Jessica Wiseman present.

1. **Tentative Contract Agreement** - The Committee discussed a tentative contract agreement between the Board of Education and the Fruitport Instructional Assistants Association. The Board will be asked to approve the contract agreement at the regular Board meeting on September 21, 2026.
2. **Payment of Bond Stipends** - The Committee discussed payment of bond stipends to the Director of Operations and the Director of Business Services for their work in managing and overseeing the construction of projects that are a part of the District's bond project. This is similar to what the District did for the construction of the new Fruitport High School. The Board will be asked to approve these stipends for payment at the September 21, 2026 Board meeting.
3. **School Resource Officer (SRO) Agreement with Fruitport Township** - The Committee discussed an updated agreement with Fruitport Township to provide SRO coverage for schools in the District. The agreement changes the annual cost increase from 4% to the core CPI increase, currently a rate this is less than 4%. All other parts of the agreement remain unchanged.
4. **Athletic Trainer and Strength and Conditioning Agreement with Trinity Health** - The Committee discussed the athletic trainer and strength and conditioning agreement that was presented to schools in Muskegon County by Trinity Health. The agreement was emailed to superintendents in the County without explanation of the significant cost increase of the proposed agreement. Additional information will be needed before a recommendation for approval can be made to the Board.
5. **Scholarship Granting Organization (SGO) Update** - The Committee discussed the District developing its own Scholars Foundation SGO, as well as the possibility of joining

the Community Foundation for Muskegon County's SGO that they are creating. Pros and cons of each were discussed, with additional discussion being planned for the Board meeting on September 21, 2026.

6. **Bond Project Update: Construction Documents Review (60%)** - The Committee discussed the construction documents review process, and reviewed the site, civil, and playground update that was provided to the District at the September 2, 2026 construction documents review meeting. The information that was reviewed with the District is on the bond website for the community and Board to review. The safety and security review of the construction documents with local public safety officials will take place on Wednesday, September 16, 2026, and the next construction documents review meeting will take place on September 30, 2026.
7. **Purchase of New Boilers at Beach Elementary School** - The Committee discussed the need to consider an emergency approval of the purchase of two (2) new boilers at Beach Elementary School. Three (3) quotes were secured for the purchase, with Hurst Mechanical submitting the lowest quote. Hurst Mechanical quoted a price of \$140,051, Armock Mechanical quoted a price of \$148,894, and Northwest Mechanical quoted a price of \$149,894. The Board will be asked to approve the Hurst Mechanical purchase and installation.

During our most recent routine CSD-1 inspection of the North Boiler Room at Beach Elementary, critical equipment failures were identified with boiler #1 having a cracked internal heat exchanger, and boiler #2 having a bulging heat exchanger. To ensure facility operations are restored prior to the onset of cold weather, it is recommended that both units be replaced. Due to a 4–6 week manufacturing lead time and a tight installation timeline, the District is requesting that this project be treated as an emergency authorization so that the boilers can be installed during the October fall break.

8. **Hiring of Staff Accountant** - The Committee discussed the hiring of Kelsie Farkas for the position of Staff Accountant to replace Jessica Wiseman who transferred to the Director of Business Services position after the resignation of Mark Mesbergen.
9. **Other:** None
10. **Public Comment:** None
11. **Adjournment:** The meeting was adjourned at 5:47 p.m.

Respectfully submitted by Jessica Wiseman, Director of Business Services

BOARD ACTION REQUEST FORM

Meeting Date: September 18, 2026

To: Board of Education

Attachment #: XII-2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Construction Project Bond Stipends

Background Information:

The District has provided bond and construction management stipends to the Director of Operations and the Director of Business Services for responsibilities and time above their normally worked hours within their pay agreements to manage and oversee the construction projects within the District. Time above the normally worked hours has been necessary to complete the various bond construction projects as we have designed the new Edgewood Elementary School. It is recommended that John Winkas and Jessica Wiseman be provided with stipends to compensate them for time above their normally worked contractual hours to manage these projects.

Financial Impact:

The Director of Business Services will receive two (2) \$10,000 stipends with one payable during the first pay period in December 2026 and the second being paid during the first payroll period in April 2027. The Director of Business Services will receive one (1) \$5,000 stipend to be paid during the first pay period in December 2026. The Director of Operations will be managing and leading the furniture design and selection process for the elementary school, including site visits, requiring additional time. In addition to all of the extra work that the project creates for the Director, this creates the need to provide additional stipend compensation. The savings from not paying the architectural fee to design and procure the furniture for the building will more than cover the cost of these stipends alone.

Recommended Action:

To approve bond and construction management stipends to John Winkas and Jessica Wiseman, as discussed.

Action Taken:

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

BOARD ACTION REQUEST FORM

Meeting Date: September 21, 2026

To: Board of Education

Attachment #: XII-3

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

School Resource Officer Agreement with Fruitport Township

Background Information:

The District has partnered with Fruitport Township to provide law enforcement services to support the District's schools. The proposed agreement is a continuation of the agreement that expired at the start of the new school year. The proposed agreement changes the annual cost increase from 4% to the core CPI increase, currently a rate this is less than 4%. All other parts of the agreement remain unchanged.

Financial Impact:

The District will reimburse the Township \$88,640, with an annual core CPI increase for subsequent each year of the contract.

Recommended Action:

To approve the agreement for law enforcement services with Fruitport Township, as discussed.

Action Taken:

Vote: ___ Burgess ___ Cole ___ Hazekamp ___ Kelly

___ Meeuwenberg ___ Mueller ___ Six

AGREEMENT FOR LAW ENFORCEMENT SERVICES

This Agreement, made and entered into by and between Fruitport Township, a municipal corporation of the State of Michigan, (hereinafter referred to as the "Township") and the Fruitport Community School District, (hereinafter referred to as the "District");

The Township maintains and operates a police department and is willing, under the terms of this agreement, to extend law enforcement services to all District grounds and facilities for security and related purposes. It is understood by all parties that officers are employees of the Township.

The purpose of this agreement is to facilitate a clear understanding of roles, duties, and responsibilities. This contract is full recognition that the Agreement is a living document allowing for program evolution to provide the Township and District variances to address needs and future changes. The contract is set forth to provide universal clarification of expectations, to minimize confusion, and to provide consistency between officers and District administrators. Representatives from the District and the Township will meet annually to review the contract and the program.

1. The Township promises and agrees to:

Provide School Resource Officer (SRO) presence on site when the District is in session and during select evening/weekend activities. During such times, the SRO will provide security/protection for all students, staff and property of the District, and:

- A. Assist with District emergencies and emergency planning.
- B. Respond to criminal complaints and appear in court for prosecution of offenders.
- C. Assist school administration with the supervision parking lot traffic flow during school hours and maintain driver's registration for security purposes.
- D. Trace truancy cases.
- E. Refer student violations of the student code to the appropriate administrator. The SRO will not be considered a school disciplinarian.
- F. Monitor the security of the building and adjacent facilities
- G. Assist with student safety drills and training
- H. Monitor hallways between classes and after school.
- I. Have a periodic presence in each school building and on playgrounds for the purposes of visibility and relationship building.
- J. Give periodic presentations to students and/or staff regarding law enforcement matters such as sexting, identity theft, distracted driving, predators and human trafficking, substance abuse, etc.
- K. Serve as a liaison between the District and the greater law enforcement community.
- L. Maintain a "semester activities report" or such other report regarding the officer's activities, as may be required by the both parties represented in this agreement.

2. The District promises and agrees to:

- A. Assume total responsibility for all costs as follows:
~~(1) Reimburse the Township of \$83,000 for the first year; with a 4% increase annually for SRO functions described in A through M above:~~
Reimburse the Township of \$88,640.00; with a Core CPI increase annually for SRO functions described in A through M above:
- (1) Provide a private office, office furnishings, computer and an office telephone to the School Resource Officer.

3. It is mutually agreed that:

- A. This agreement shall become effective on September 1, 2026, and shall terminate August 31, 2029, unless renewed under the provisions of this agreement. The Township will bill the District monthly for services rendered, and the District shall pay the bill within thirty (30) days of receipt of the invoice.
- B. Each party will hold the other harmless from any and all liability arising from the conduct of its agents under this agreement. Each party will name the other as an additional insured on its general liability and umbrella liability policies for actions or occurrences which may result in the performance of this agreement.
- C. District or Township may terminate this Agreement with thirty (30) days prior notice with a detailed explanation for termination of the agreement.
- D. This agreement may be renewed by mutual agreement of the parties for additional three-year periods. Notice of intention to renew or not to renew shall be given by both parties ninety (90) days prior to the expiration of the agreement.

Agreement for Law Enforcement Services

FRUITPORT TOWNSHIP

FRUITPORT COMMUNITY SCHOOL DISTRICT

By Its Supervisor:

By Its Superintendent:

By Its Township Clerk:

By Its Director of Finance:

Date of Execution:

Date of Execution:

BOARD ACTION REQUEST FORM

Meeting Date: September 21, 2026

To: Board of Education

Attachment #: XII-4

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Purchase of New Boilers at Beach Elementary Schools

Background Information:

The Board is being asked to consider an emergency approval of the purchase of two (2) new boilers at Beach Elementary School. Three (3) quotes were secured for the purchase, with Hurst Mechanical submitting the lowest quote. Hurst Mechanical quoted a price of \$140,051, Armock Mechanical quoted a price of \$148,894, and Northwest Mechanical quoted a price of \$149,894.

During our most recent routine CSD-1 inspection of the North Boiler Room at Beach Elementary, critical equipment failures were identified with boiler #1 having a cracked internal heat exchanger, and boiler #2 having a bulging heat exchanger. To ensure facility operations are restored prior to the onset of cold weather, it is recommended that both units be replaced. Due to a 4–6 week manufacturing lead time and a tight installation timeline, the District is requesting that this project be treated as an emergency authorization so that the boilers can be installed during the October fall break.

Financial Impact:

The cost of two new boilers and installation will be \$140,051.

Recommended Action:

To approve the quote from Hurst Mechanical in the amount of \$140,051 to purchase and install two (2) new boilers at Beach Elementary School as an emergency authorization, and as discussed.

Action Taken:

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

DATE: September 3, 2026

TO: Jessica Wiseman, Jason Kennedy

FROM: John Winkas

SUBJECT: Emergency Boiler Replacement Request – Beach Elementary (North Boiler Room)

EXECUTIVE SUMMARY

During a recent routine CSD-1 inspection of the North Boiler Room at Beach Elementary, critical equipment failures were identified:

- **Boiler #1:** Cracked internal heat exchanger
- **Boiler #2:** Bulging heat exchanger

To ensure facility operations are restored prior to the onset of cold weather, I recommend replacing both units (Option 2 from the vendor proposals). Due to a 4–6 week manufacturing lead time and a tight installation timeline, I request that this project be treated as an emergency authorization.

TIMELINE & PROCUREMENT STRATEGY

To avoid disruption to school operations, installation must take place during the scheduled fall break in early October.

- **Lead Time:** 4 to 6 weeks for delivery. Immediate order placement is necessary to meet the October deadline.
 - **Vendor Selection:** I solicited quotes from three vendors capable of meeting this accelerated schedule.
 - **Equipment Choice:** We will install Viessmann boilers. This model is standardized across the district, performs reliably, and simplifies ongoing maintenance.
-

COST COMPARISON & VENDOR RECOMMENDATION (OPTION 2)

I recommend awarding the project to **Hurst Mechanical** for **\$140,051**. Hurst submitted the lowest bid, possesses a proven track record with prior district replacements, and can meet our fall break timeline.

Vendor	Option 2 Quote	Notes
Hurst Mechanical	\$140,051	Recommended (Lowest bid; proven past performance)
Armock Mechanical	\$148,894	Higher cost
Northwest Mechanical	\$149,894	Highest cost

NEXT STEPS

Jessica Wiseman has approved soliciting these quotes and proceeding with the emergency request process. Attached are the three formal vendor proposals for your review.

Please let me know if you have any questions or require additional details.



Personnel Committee
Monday, September 14, 2026
5:30 p.m.

MEETING MINUTES

Meeting Location:

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

Attendance:

The meeting was called to order at 5:47 p.m. Dave Hazekamp, Kathy Six, and Jason Kennedy were present.

1. **September 2026 Personnel Report:** The Committee reviewed the Personnel Report for September 2026. This report included each of the recommendations for new hire, resignations, retirement notices, transfers, and positions that are still posted and vacant in the District.
2. **Tentative Contract Agreement -** The Committee discussed a tentative contract agreement between the Board of Education and the Fruitport Instructional Assistants Association. The Board will be asked to approve each of the contract agreement at the regular Board meeting on September 21, 2026.
3. **Bond Project Update: Construction Documents Review (60%) -** The Committee discussed the construction documents review process, and reviewed the site, civil, and playground update that was provided to the District at the September 2, 2026 construction documents review meeting. The information that was reviewed with the District is on the bond website for the community and Board to review. The safety and security review of the construction documents with local public safety officials will take place on Wednesday, September 16, 2026, and the next construction documents review meeting will take place on September 30, 2026.
4. **Other:** None
5. **Public Comment:** None
6. **Adjournment:** The meeting was adjourned at 6:18 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

BOARD ACTION REQUEST FORM

Meeting Date: September 21, 2026

To: Board of Education

Attachment #: XII-2

From: Jason Kennedy

Subject to be Discussed and Policy Reference: Tentative Contract Agreement with the Fruitport Instructional Assistants Association

Background Information: The District has reached a tentative contract agreement with the Fruitport Instructional Assistants Association. The Contract will cover the next three years. Key changes include: Probationary period and earned sick time changes, updates to the cash in lieu of insurance payment, a dental coverage addition, and updates to the wage and longevity schedule. The wage schedule increase is discussed below.

Financial Impact: Employees covered by the Contract will receive a step for FY 2027 and FY 2028. They will receive a \$400 one-time longevity payment once the employee has reached step five. The total compensation increase equates to the equivalent percentage raise that was received by the Fruitport Education Association. The wage schedule has been adjusted by \$1.20 per hour in FY 2027 and \$1.00 per hour in FY 28. Both parties agree to negotiate wages by May 15, 2028 for FY 29.

Recommended Action:

To approve the tentative agreement between the Board of Education and the Fruitport Instructional Assistants Association, as discussed.

Action Taken:

Vote: ___ Burgess ___ Cole ___ Hazekamp ___ Kelly
 ___ Meeuwenberg ___ Mueller ___ Six

Fruitport Instructional Assistants Association
Tentative Agreement
August 21, 2026

Article 5: Working Conditions

A. Probationary Period

New employees hired or transferred into the bargaining unit shall be considered on probation until they have worked ~~ninety (90)~~ **sixty (60) days**. After the probationary period, the employees shall be entered on the seniority list as of the date of hire or transfer into the bargaining unit.

Article 8: ~~Leaves of Absence~~ Earned Sick Time

Agree to the Association's proposed language changes and the increase from ten (10) to eleven (11) days.

Article 10: Fringe Benefits

- A. Benefits: Agree to change from ABC Plan 1 to ABC Plan 2, change from MESSA's ABC-Rx to MESSA's 3-Tier plan, as discussed for employees hired before October 27, 2011, as outlined. Agree to change from MESSA ABC Plan 1 to MESSA ABC Plan 2 for employees hired on or after October 27, 2011.

Plan B:

Employees not electing health insurance coverage may receive a monthly amount of ~~\$200~~ **\$325** paid the first and second pay from September through June. Employees that are scheduled to work less than 30 hours per week shall receive a pro-rated amount of the ~~\$200~~ **\$325** based on the number of scheduled hours divided by 30.

Dental:

Those regularly scheduled to work more than seventeen (17) hours per week, the Board shall provide, without cost to the employee, Delta Dental coverage at 80%, 80%, 80%, 80%, \$1000 annual max, \$1300 Ortho max, and AO. No premium subsidy shall be available to employees regularly scheduled to work less than seventeen (17) hours per week.

Vision:

The Board shall provide, without cost to the employee, MESSA Vision Enhanced coverage.

Article 11: Salary Schedule and Longevity

Beginning July 1, 2026 all steps shall include a \$1.20 per hour increase for steps 1-5.

In addition, the District shall add an off-schedule longevity amount as follows:

Employees that are on step-five (5) shall receive a one-time longevity bonus payment (non-reportable ORS wage) the last pay period of December in the amount of \$400.

For the 2027-28 school year, all members of the bargaining unit shall receive steps, longevity payment (if entitled to one), and an additional \$1.00 per hour.

For the 2028-29 school year, both parties agree to reopen the contract to negotiate wages only prior to May 15, 2028.

Note: The agreement shall be applied retroactively to July 1, 2026.

Signatures:

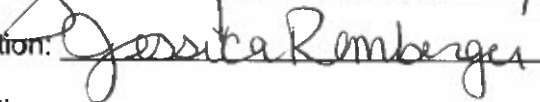
District:



Date:

August 21, 2026

Association:



Date:

8-21-26

Association:

Date:



Student Affairs Committee
Monday, August 10, 2026
4:30 p.m.

MEETING MINUTES

Meeting Location:

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

Attendance:

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

1. **State Assessment Results: SAT, PSAT, M-STEP** - The Committee reviewed the County and State Visualization All Subjects Tableau presentation developed by Dave Hundt at MAISD. The Committee reviewed all subjects' performance for each grade level and subject area assessed by the SAT, PSAT, and M-STEP assessments. Every grade level and every subject area on both the multi-year (2023-2024, 2024-2025, 2025-2026) and the 2025-2026 assessment comparison was a shade of green when comparing District performance to County and State averages.
2. **Comprehensive Needs Assessment (CNA): District Improvement Plan** - The Committee discussed the need for Board member representation at the Comprehensive Needs Assessment meetings that will take place at the MAISD. There will be four (4) half day meetings where members of our team will review District data and bring those findings back to the full Instructional Council. The CNA process will be used to inform the District and school goals that will be developed for 2027-2028.
3. **Bond Project Update: Construction Documents Review (60%)** - The Committee discussed the construction documents review process, and reviewed the site, civil, and playground update that was provided to the District at the September 2, 2026 construction documents review meeting. The information that was reviewed with the District is on the bond website for the community and Board to review. The safety and security review of the construction documents with local public safety officials will take place on Wednesday, September 16, 2026, and the next construction documents review meeting will take place on September 30, 2026.
4. **Superintendent's Goals for 2026-2027** - The Committee discussed the need to conduct an evaluation of the Superintendent this school year. The Committee discussed a number

of goal focus areas, including, but not limited to: the Edgewood Elementary School / Bond Project, Student Recovery Center and Student Behavior Programming, Strength and Conditioning Program Development, Student Program Participation, and Business Office Staff Development, as examples. The Committee and Board will work to continue to develop goals to base the evaluation upon by no later than the October Board of Education meeting.

5. **Other:** None

6. **Public Comment:** None

7. **Adjournment:** The meeting was adjourned at 5:07 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

BOARD ACTION REQUEST FORM

Meeting Date: September 21, 2026

To: Board of Education

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request: High School Cross Country State Championship Meet

Background Information:

The boys and girls' cross country teams will be competing in the MHSAA State Championship Cross Country Meet held at the Michigan International Speedway in Brooklyn, MI on November 7, 2026. The team will leave on Friday, November 6, 2026 and stay the night at the Quality Inn and Suites in Coldwater, MI before competing in the state championship meet on Saturday, November 7, 2026.

Financial Impact:

None to the District. Costs will be covered through proceeds raised by the team at the Fruitport Cross Country Invitational, and students will bring a small amount of money to cover the cost of meals.

Recommended Action:

To approve the cross country teams' request for an overnight trip to participate in the MHSAA state championship cross country meet on November 6-7, 2026 at the Michigan International Speedway in Brooklyn, MI, as discussed.

Action Taken:

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



Overnight Field Trip Request

To the Board of Education

Print Form

1. Group Requesting Permission: Cross Country
2. Staff Person(s) in Charge: Randy Johnson and Jacob McDougall
3. Destination: Michigan International Speedway, Brooklyn MI
(Address & Phone Contact for Destination)
4. Dates: November 6 and 7
5. Purpose of trip:
Please **ATTACH** the rationale that indicated how this activity will promote learning for students. Please include how the success of the trip will be evaluated and reported and what follow-up activities are planned. This should have your Administrator's approval signature.
6. Lodging Accommodations: see attached
(Address & Phone Contact for Lodging)
7. Transportation Arrangements: **ATTACH** a travel itinerary and a schedule of activities for the field trip.
8. Chaperone/Student ratio: 9 students to 1 coach at a maximum.
9. Funding Sources: school and interal accounts
10. What is the total cost per student? \$50 for students who are not competing
11. Are all students in the group/class participating? No.
12. What behavioral expectations (Rules) will be shared with students and chaperones?
ATTACH a written copy of those expectations.
13. Who will be the emergency contact on the trip and what is the contact number? Have student and chaperone emergency and medical forms been completed and filed before the trip? Randy Johnson and Jacob McDougall- 231-638-7205
14. **ATTACH** a copy of the parent notification letter.

OVERNIGHT FIELD TRIP REQUEST

1. Group requesting permission: Cross-Country
2. Staff Person in Charge: Randy Johnson and Jacob McDougall
3. Destination: Michigan International Speedway
Address: Brooklyn, MI
Phone: 231-638-7205
4. Cross Country Meet. It is also used to help motivate younger athletes to
Dates: Nov. 6 and 7, 2026
5. Purpose of the Trip: is to support our teammates who have qualified for the state and to motivate athletes to do the work over the years so they can get to this level of competition.
6. Lodging accommodations: Hotel- see attached
7. Transportation Arrangements: We will use the school suburbans.
8. Chaperone/ student ratio: 1-9 one adult to 9 passengers
9. Funding sources: Students pay their own way for food and gas. The team fundraising is used for the hotel rooms.
10. What is the cost? 50.00
11. Are all of the students participating in the Trip: Only those who want to go and those who practice the entire week with the qualifiers can go.
12. What behavioral expectations (rules) will be shared with the students?
See attached.
13. Emergency contact person: Randy Johnson and Jacob McDougal. My cell phone is 231-638-7205. Students have had their physicals and Parent permission forms turned in before the trip.

State meet Trip Itinerary- (subject to change as needed.)

Friday

12 noon- get out of school
1:00 leave for Coldwater, MI from the middle school
3:00 arrive at Hotel
4:00 run at Coldwater high school
6:00 Dinner- Cottage inn Pizza at the Hotel
9:00 Movie at Coldwater Cinema
11:00 in rooms

Saturday

8:00 am Breakfast at Hotel
10:00 leave for MIS
11:00 arrive at MIS and run the course
1:30 Girls Race
2:50 Boys Race
4:15 Awards
4:30 head home
7:00-8:00pm arrive at home

Extras-

Food- 20.00
Entrance into MIS- 11.00- online only
Movie- 20.00

-We will be taking 2 vans.

Athletes Name _____

The following are guidelines you must follow if you want to come along with us to the State Meet.

1. **Remember this trip is for the Qualifiers. We are going to have a good time, but we are going to support them. We will put them first in everything we do. We will make this trip very special for them.**
2. This is a school function, therefore, all school rules apply. This means the coach is in charge and what he says goes. This also goes for any coaches and parents who are on the trip with us.
3. The cost of the trip is \$50.00. This will cover the hotel and food. You will need to bring extra money for the movie and snacks.
4. You must bring and wear your uniform and Jacket on Saturday. You will warm up and jog the course just like any other runner competing. The cost to get in will be \$11.00. You must purchase your ticket online. .
5. You will be in your assigned room and remain in your room after coach tells you to go to bed. Going outside your room after the curfew hour will result in you being sent home that night or the next morning.
6. Girls will remain in their room and boys will remain in theirs. If you want to hang out, you will do so in the Hotel commons area by the pool. Once again, failure to follow this rule will result in this trip never happening again for those who can't follow the rules.
7. You will not go off anywhere without coaches permission. You must always travel in pairs.
8. At the state meet you will remain on the infield of the track, unless with a coach.
9. We will be staying at:
Quality Inn & Suites
1000 Orleans Bld
Coldwater, MI 49036
10. You can also reach us on my **cell phone: 231-638-7205**

I have read and understand the rules of this Trip. I give my son/daughter permission to go on this trip using school transportation.

Parent Signature _____ **Date** _____