



*Regular
Board Meeting*

Board Room

December 9, 2024



Fruitport Community Schools
BOARD OF EDUCATION MEETING
Fruitport High School: Media Center
357 N. 6th Ave. Fruitport, MI 49415
Monday, December 9, 2024 - 7:00 p.m.

I. CALL to ORDER

II. PLEDGE of ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. PRESENTATIONS

- a. Board Member Service Recognition:
 - i. Elroy Buckner – 36 Years of Service (1988 – 2024)
 - ii. Susan Franklin – 8 Years of Service (2016 – 2024)

VI. COMMUNICATIONS

- a. Annual Financial Audit Management Decision Communication – MAISD
- b. Congratulatory Letter – Operating Millage Restoration: Michigan Department of Education and State Board of Education
- c. Draft: Proposed May 2025 Bond Proposal Ballot Language – Thrun Law Firm

VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS

VIII. REMARKS FROM THE PUBLIC*

IX. CONSENT AGENDA

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

<u>Fund</u>	<u>Amount</u>
General Fund:	\$400,320.26
Other Funds:	
Early Childhood Center	\$181.25
Food Service	\$110,117.40
Cooperative Education (ISD) – Tech Millage	\$677.24
2017 Debt Retirement	\$352.39
2010 Debt Service Fund	\$103.89
2021 Capital Projects Fund	\$9,262.00
Total Bill List:	\$521,014.43

- 2. Acceptance of Monthly Financial Report (attachment IX-2)
- 3. Acceptance of Student Activity Summary Report (attachment IX-3)
- 4. Acceptance of Credit Card and Utilities Report (attachment IX-4)
- 5. Approval of Transfers and ACH Transactions Report (attachment IX-5)
- 6. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers) (attachment IX-6)

X. GENERAL BOARD BUSINESS

- 1. Designation of Authorized Check Signers (attachment X-1)

XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

Elroy Buckner, Chairperson

~~1. Report of Committee Meeting held December 3, 2024 (attachment XI-1)~~

There will not be a report from the Committee, nor business to report on, as the December 3, 2024 meeting of the Business and Finance Committee was canceled due to a lack of agenda items.

2. High School Roof Replacement Bid (attachment XI-2)

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS

Steve Kelly, Chairperson

~~1. Report of Committee Meeting held December 2, 2024 (attachment XII-1)~~

There will not be a report from the Committee, nor business to report on, as the December 2, 2024 meeting of the Personnel Committee was canceled due to a lack of agenda items.

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

Susan Franklin, Chairperson

~~1. Report of Committee Meeting held on December 2, 2024 (attachment XIII-1)~~

There will not be a report from the Committee, nor business to report on, as the December 2, 2024 meeting of the Student Affairs Committee was canceled due to a lack of agenda items.

XIV. BOARD MEMBER REPORTS AND DISCUSSIONS

XV. AGENDA ITEMS FOR FUTURE MEETINGS

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

1. Business & Finance Committee Meeting: January 14, 2025 at 6:00 p.m.
2. Personnel Committee Meeting: January 13, 2025 at 5:00 p.m.
3. Student Affairs Committee Meeting: January 13, 2025 at 5:30 p.m.
4. Board of Education Meeting: January 20, 2025 at 7:00 p.m.

XVI. REMARKS FROM THE PUBLIC*

XVII. ADJOURNMENT

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

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

November 21, 2024

Mark Mesbergen
Director of Business & Finance
Fruitport Community Schools
3255 Pontaluna Rd.
Fruitport, MI 49415

Dear Mr. Mesbergen:

In accordance with the Office of Management and Budget's Uniform Guidance 2, the MAISD has conducted a monitoring of the corrective actions that have been initiated by your district in response to the findings, reportable conditions and recommendations reported on the June 30, 2024 audit by your CPA firm.

The purpose of this review was to arrive at a "management decision" as to whether or not the audit findings are sustained, the reason for the decision and the expected district action to repay disallowed costs, make financial adjustments or take other action.

I am pleased to inform you that because your district's June 30, 2024 audit contained no findings, reportable conditions or recommendations, no management decision is required. There are no disallowed costs, financial adjustments or other action required of the district.

You are to be congratulated on your clean June 30, 2024 audit. Keep up the good work.

If you have any questions on this process or our management decision, please contact me at 231-767-7207.

Sincerely,



Mike Schluentz
Associate Superintendent

kg

C: Kathy Morris

Jason Kennedy, Superintendent



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

November 21, 2024

Superintendent Jason Kennedy
Fruitport Community Schools
3255 Pontaluna Road
Fruitport, Michigan 49415

Dear Superintendent Kennedy:

Congratulations on the passage of the recent Millage Restoration proposal for the Fruitport Community Schools! This support speaks to your community's desire to improve schools for your students.

We know that ballot initiatives often take great effort and commitment on the part of the local school board and administration to clearly inform the community of the importance of the initiative.

On behalf of the State Board of Education and the Michigan Department of Education, congratulations on the passage of your ballot initiative. We know you will build on this achievement in the future. Best wishes for continued success!

Sincerely,

Michael F. Rice, Ph.D.
State Superintendent

Pamela Pugh, DrPH, MS
State Board of Education
President

STATE BOARD OF EDUCATION

PAMELA PUGH – PRESIDENT • ELLEN COGEN LIPTON / TIFFANY D. TILLEY – CO-VICE PRESIDENTS
JUDITH PRITCHETT – SECRETARY • MARSHALL BULLOCK II – TREASURER
MITCHELL ROBINSON – NASBE DELEGATE • TOM MCMILLIN • NIKKI SNYDER

FRUITPORT COMMUNITY SCHOOLS
BOND PROPOSAL

Shall Fruitport Community Schools, Muskegon and Ottawa Counties, Michigan, borrow the sum of not to exceed Eighty-Two Million Dollars (\$82,000,000) and issue its general obligation unlimited tax bonds therefor, in one or more series, for the purpose of:

acquiring, erecting, completing, remodeling, and equipping and re-equipping school buildings and facilities, and additions to school buildings and facilities; furnishing and refurnishing school buildings and facilities; acquiring, installing, equipping and re-equipping school buildings for instructional technology; purchasing school buses; and acquiring, preparing, developing, improving and equipping athletic fields, play fields, playgrounds, structures, facilities and sites?

The following is for informational purposes only:

The estimated millage that will be levied for the proposed bonds in 2025 is 1.44 mills (\$1.44 on each \$1,000 of taxable valuation) for a 0.00 mills net increase over the prior year's levy. The maximum number of years the bonds of any series may be outstanding, exclusive of any refunding, is thirty (30) years. The estimated simple average annual millage anticipated to be required to retire this bond debt is 3.15 mills (\$3.15 on each \$1,000 of taxable valuation).

(Pursuant to State law, expenditure of bond proceeds must be audited and the proceeds cannot be used for repair or maintenance costs, teacher, administrator or employee salaries, or other operating expenses.)

Approved: _____

Date: _____

NOTE: The above ballot proposition language is intended for review and discussion purposes only. Please review the language and, if it meets with your approval, initial and date where indicated above, and either (a) scan and e-mail this document to Ian Koffler at ikoffler@thrunlaw.com and Katrina Hankamp at khankamp@thrunlaw.com or (b) fax it to Ian Koffler at fax# (517) 484-0041. We will then prepare and send to you the resolution that is legally required for your school board to properly approve the ballot proposition language.

BOARD ACTION REQUEST FORM

Meeting Date: December 9, 2024

To: Board of Education

Attachments # IX-1 through IX-6

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

- Bill Listing
- Monthly Financial Report
- Student Activity Summary Report
- Credit Card and Utilities Report
- Transfers and ACH Transactions
- Personnel Report

Background Information:

See attached

Financial Impact:

See attached

Recommended Action:

To approve the Consent Agenda, as presented.

Action Taken:

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



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

<u>FUND</u>	<u>AMOUNT</u>
GENERAL FUND	\$400,320.26
EARLY CHILDHOOD CENTER	\$181.25
FOOD SERVICE	\$110,117.40
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$677.24
2017 DEBT RETIREMENT	\$352.39
DEBT SERVICE FUND 2010	\$103.89
CAPITAL PROJECTS (BOND)2021	\$9,262.00
GRAND TOTAL	<u><u>\$521,014.43</u></u>

Fruitport Community Schools Monthly Financial Report 11/30/2024

		GENERAL FUND	SCHOOL SERVICE FUNDS			CAPITAL PROJECTS					Totals
			Food Service	Tech/Security	ECC	Bldg & Site	Capital Projects 2021	2010	2017	2021	
Beginning Fund Balance:		7,240,196	549,740	700,989	671,868	1,287,299	2,903,964	261,261	884,087	226,259	
Revenues:											
Budgeted revenues:		38,394,063	2,012,821	656,000	941,280	-	-	-	-	-	
Actual revenues:											
	Jul.	3,558,518	-	-	75,739	5,639	12,604	6,546	22,017	4,750	3,685,813
	Aug.	725,707	5,326	3,225	67,834	5,647	10,535	133,955	454,364	96,171	1,502,763
	Sep.	500,312	16,183	31,900	78,052	8,196	6,710	112,235	380,692	80,577	1,214,857
	Oct.	2,363,526	-	-	-	-	-	-	-	-	2,363,526
	Nov.	3,251,329	-	-	-	-	-	(104)	(352)	(75)	3,250,798
Total Actual Revenues		10,399,392	21,509	35,124	221,624	19,483	29,848	252,632	856,721	181,424	12,017,757
Pro Rated budget Variance to date: Rev		5,598,134.10	817,166.41	238,209.21	170,575.75						
Expenses:											
Budgeted expenditures:		(38,902,568)	(2,037,276)	(566,840)	(1,097,358)	-	-	-	-	-	
Actual expenditures:^											
	Jul.	(722,349)	(14,012)	(105,816)	(41,222)	-	(50,975)	-	-	(500)	(934,875)
	Aug.	(1,408,488)	(40,945)	(34,884)	(107,865)	(55,075)	(1,030,856)	-	-	-	(2,678,113)
	Sep.	(3,042,829)	(130,062)	(33,866)	(74,153)	-	(572,290)	-	-	-	(3,853,200)
	Oct.	(3,056,700)	(177,133)	(82,667)	(25,208)	-	-	(94,500)	(1,075,400)	(94,075)	(4,605,683)
	Nov.	(3,057,047)	(181,140)	(6,355)	(22,982)	-	(9,262)	-	-	-	(3,276,786)
Total Actual Expenses		(11,287,413)	(543,291)	(263,589)	(271,430)	(55,075)	(1,663,383)	(94,500)	(1,075,400)	(94,575)	(15,348,656)
Pro Rated budget Variance to date: Exp		(4,921,990.57)	(305,573.93)	27,405.92	(185,802.14)						
Ending Balance to date:		6,352,175	27,958	472,524	622,062	1,251,707	1,270,429	419,393	665,407		
Projected Ending Balance:		6,731,691	525,285	790,149	515,790						
Revenues over(under) Expenses to date:										(3,330,899)	

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

Fruitport Community Schools
Student Activity Summary Report
Month ending November 30, 2024

Student Activity Sub Totals	BEGINNING BALANCE	NET CHANGE	ENDING BALANCE
District Wide Student Activity Accounts	89,515.56	(42.45)	89,473.11
Beach Elementary Student Activity Accounts	27,722.04	(103.00)	27,619.04
Edgewood Elementary Student Activity Accounts	66,408.40	(15,143.90)	51,264.50
High School Class of Student Activity Accounts	7,966.47	-	7,966.47
High School Athletic Student Activity Accounts	78,324.05	(9,656.88)	68,667.17
High School Student Activity Accounts	263,490.65	(5,889.95)	257,600.70
Middle School Student Activity Accounts	61,633.29	(6,557.00)	55,076.29
Shettler Elementary Student Activity Accounts	55,127.13	(16,617.90)	38,509.23
Alt. High School Student Activity Accounts	600.44	-	600.44
Millionaire Party Accounts	13,539.20	-	13,539.20
Total Student Activity Fund	\$ 664,327.23	\$ (54,011.08)	\$ 610,316.15

Credit Card and Utilities Detail
For the month ending November 30, 2024

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Utilities:													
Consumers	\$ 1,150.94	\$ 1,238.47	\$ 898.16	\$ 1,071.39	\$ 893.31								\$ 5,252.27
Frontier	\$ 50.26	\$ 50.41	\$ 50.41	\$ 50.41	\$ 50.59								\$ 252.08
MISEC**	\$ 28,497.64	\$ 34,011.46	\$ 29,375.69	\$ 79.57	\$ -								\$ 91,964.36
Total Utilities	\$ 29,698.84	\$ 35,300.34	\$ 30,324.26	\$ 1,201.37	\$ 943.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,468.71
Credit Cards*:													
General Fund	\$ 83,027.33	\$ 145,188.56	\$ 166,761.93										\$ 394,977.82
Early Childhood	\$ 1,797.36	\$ 1,364.34	\$ 5,396.48										\$ 8,558.18
Food Service	\$ -	\$ 1,314.70	\$ 2,125.94										\$ 3,440.64
Tech/Security Millage	\$ 8,306.28	\$ 13,447.36	\$ 3,822.20										\$ 25,575.84
Student Activities	\$ 21,241.28	\$ 34,029.47	\$ 29,888.73										\$ 85,159.48
Total Credit Card Charges	\$ 114,372.25	\$ 195,344.43	\$ 207,995.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 517,711.96

*Credit cards are always a month behind
**MISEC moved to AP in October

Payment Date	Debit Account Desc	November 2024 Transfers Credit Account Desc	Amount
11/8/2024	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***Payroll & ORS Transfer	\$ 1,110,892.37
11/21/2024	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***Payroll & ORS Transfer	\$ 1,524,900.92
		Total Tranfers in November	<u>\$ 2,635,793.29</u>

Personnel Report – December 9, 2024

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

Daryle Gates – Transportation (Bus Driver)

Melanie Hutt – Noon Supervisor (Beach)

The following staff members will Resign/Retire/Reduce Hours/Transfer: None

The following positions are currently posted:

Educational Interpreter for Deaf and/or Hard of Hearing

Instructional Assistant – MOCI Classroom

Long Term Substitute – Special Education – Middle School Math

Lunch Supervisor – Middle School

Mental Health Professional

Premier Substitute Teacher

School Bus Aide

School Bus Driver

Tier I Positive Behavior Classroom Coach

Year Round Child Care Assistant

BOARD ACTION REQUEST FORM

Meeting Date: December 9, 2024

To: Board of Education

Attachment #X-1

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Designate those persons authorized to sign checks, contracts, agreements, and purchase orders per Board of Education Policy #2506.

Background Information:

It is recommended that the Board of Education designate those persons authorized to sign checks, contracts, agreements, and purchase orders.

Financial Impact:

There is a \$250 fee to change the signers on the District accounts each time a change is made.

Recommended Action:

Approval of the Board President and Business Manager or Treasurer to sign checks; the Superintendent or his designee to sign contracts; the Superintendent or his designee to sign agreements; and the Director of Business to sign purchase orders.

Action Taken:

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

BOARD ACTION REQUEST FORM

Meeting Date: December 9, 2024

To: Board of Education

Attachment #XI-2

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Approval of Roof Proposal

Background Information:

Fruitport released an RFP to replace the last two sections of the High School's roof. The bid tab is included in the board packet. J Stevens was the low bidder. John and our roof contractor went through a post-bid interview with J Stevens and the team did not feel there were any issues. J Stevens was also the company who completed the work during the construction of the High School back in 2017.

Financial Impact:

\$209,400 coming out of the 2021 Capital Projects Fund.

Recommended Action:

To accept the bid from J Stevens to replace two sections of Fruitport High School's roof.

Action Taken:

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

Fruitport Community Schools
11/27/2025

Contractor	Bid Price	Familiar Relationship Disclosure Form	Iran Economic Sanctions Compliance Form
Action	\$209,935.00	x	x
D7	\$212,360.00	x	x
Hoekstra	\$260,000.00	x	x
J Stevens	\$209,400.00	x	x

APPENDIX A

Proposal:

Please make sure that you have accounted described in Appendix B.

TOTAL PROPOSAL PRICE FOR FRUITPORT HIGH SCHOOL:

\$ 209,400.⁰⁰

**Fruitport Community Schools
High School Reroof Project
Sections 9 and 10
2024**

Roof Replacement Bid Form

NAME AND ADDRESS (CONTRACTOR): J. Stevens Construction
1825 S. Wolf Lake Rd.
Muskegon, Mi. 49442

The Undersigned having examined all the documents associated with this project, agrees to supply all labor, material, tools, equipment, transportation, etc. necessary to perform and complete the construction of the proposed project. The bid sum amounts should include all overtime charges if required.

The Undersigned agrees to perform the work as stated in the bid documents for the following sums. The amounts should be supplied both in written and numerical forms as to make clear the intent of the Undersigned. Should a discrepancy occur; the numerical form will be the submitted proposal amount on record.

TOTAL BID SUM:

LUMP SUM AMOUNT TO COMPLETE ROOF AS SPECIFIED: Written and Numerical must be completed.

Two hundred nine thousand four hundred dollars (\$ 209,400.⁰⁰)

UNIT PRICES

1. Additional work requested shall be established on a time and material basis. Requests must be made in writing by the owner or the owner's representative. The cost for this request will be represented below as a unit cost. All unit prices are installed price.

- A. Installation of new cast iron drains: \$2,450.⁰⁰ (ea)
- B. Wood Replacement:
- 2 x 6: \$3.25 (lineal ft)
- 2 x 8: \$3.50 (lineal ft)
- 2 x 10: \$4.00 (lineal ft)
- 2 x 12: \$4.25 (lineal ft)
- C. Walkway pads: \$55 (ea)

EXECUTION

1. If acceptance of this proposal is received within THIRTY (30) days of the signed bid agreement, the Undersigned agrees to execute the work as outlined in the specification within the agreed amount of time specified at the post bid meeting.

A. This proposal includes the requirements identified in the following bulletins. If no bulletins were issued during the bidding process, please identify this with a NONE below.

Bulletin Number	Date Issued
<u>None</u>	_____
_____	_____

B. Estimated number of **working** days to complete each section: 5

C. Safety Plan included? upon award

D. Provide at least two (2) references: name and phone number:

1. Christman Co (616) 454-4454
2. Triangle Asso. (616) 453-3950

Please note that by signing this proposal you agree that you are legally authorized to sign said agreement.

Jason McClure Jason McClure
(Name signed and printed)
Chief Project Officer
(Title)
11-27-24
(Date)

FAMILIAL RELATIONSHIP DISCLOSURE FORM AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of J. Stevens Construction (the Bidder), pursuant to the familial disclosure requirements provided in the Advertisement for Bid, hereby represents and warrants, except as provided below, that no familial relationships exist between the owner(s) or any employee of Fruitport Community Schools (the Bidder) and any member of the Board of Education of the School District or the Superintendent of Fruitport Community Schools.

List and describe any Familial Relationships:

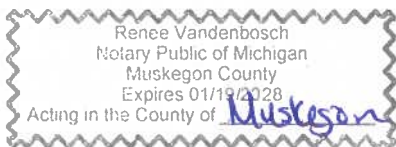
None

BIDDER: J. Stevens Construction
By: [Signature]
Its: Pres.

STATE OF MICHIGAN)

COUNTY OF Muskegon) ss.

The instrument was acknowledged before me on the 27 day of November, 2024, by _____.



[Signature]

Muskegon, Notary Public
County, Michigan

My Commission Expires: 1-19-28

Acting in the County of: Muskegon

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named applicant (the "Applicant"), pursuant to the compliance certification requirement provided in the Fruitport Community Schools (the "School District") Request For Proposals (the "RFP"), hereby certified, represents and warrants that the Applicant *(including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Applicant is awarded a contract as a result of the aforementioned RFP, the Applicant will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Contract further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 time the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

APPLICANT: James Stevens
Name of Applicant By: [Signature]
Title: Pres.
Date: 11-27-24

STATE OF MICHIGAN)
) ss.
COUNTY OF Muskegon

The instrument was acknowledged before me on the 27 day of Nov., 2024,
by _____.



[Signature]
Notary Public
Muskegon County, Michigan
Acting in the County of: Muskegon
My Commission Expires: 11-19-28