



*Regular  
Board Meeting*

*Board Room*

*November 17, 2025*



**Fruitport Community Schools**  
**BOARD OF EDUCATION MEETING**  
**Board Room**  
3255 E. Pontaluna Rd, Fruitport 49415  
**Monday, November 17, 2025 - 7:00 p.m.**

- I. CALL to ORDER**
- II. PLEDGE of ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. PRESENTATIONS**
- VI. COMMUNICATIONS**
- VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**
  1. November 4, 2025 Bond Project Update
    - i. Bond Team Meeting – November 11, 2025
    - ii. School Visits and Site Tours
- VIII. REMARKS FROM THE PUBLIC\***
- IX. CONSENT AGENDA**
  1. Approval of Bill Listing (attachment IX-1)

<u><b>Fund</b></u>	<u><b>Amount</b></u>
<b>General Fund:</b>	\$374,110.49
 <b>Other Funds:</b>	
Early Childhood Center	\$2,617.08
Food Service	\$163,856.67
Cooperative Education (ISD) – Tech Millage	\$87,884.23
Credit Cards (All Funds)	\$202,739.39
<b>Total Bill List:</b>	<b>\$831,207.86</b>
  2. Acceptance of October 2025 General Fund Financial Report (attachment IX-2)
  3. Acceptance of October 2025 Investments Report (attachment IX-3)
  4. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers) (attachment IX-4)
  5. Approval of Special Meeting Minutes from October 20, 2025 (attachment IX-5)
  6. Approval of Regular Meeting Minutes from October 20, 2025 (attachment IX-6)
- X. GENERAL BOARD BUSINESS**
  1. Discussion on Sunday Events – No action
  2. Discussion on Verizon Cell Phone Tower and Lease Agreement – No action
- XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS**

**JB Meeuwenberg, Chairperson**

  1. Report of Committee Meeting held November 10, 2025 (attachment XI-1)

2. HyFlex Instructional Cart Purchase Recommendation – Adult Education (attachment XI-2)

## **XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS**

**Steve Kelly, Chairperson**

1. Report of Committee Meeting held November 10, 2025 (attachment XII-1)

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

**Tim Burgess, Chairperson**

1. Report of Committee Meeting held November 10, 2025 (attachment XIII-1)
2. Student Reinstatement Request (attachment XIII-2)
3. Overnight Field Trip Request – Michigan Youth in Government (attachment XIII-3)
4. First Reading: Thrun Law Firm Policy Updates - October 2025 (attachment XIII-4; 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: December 1, 2025 at 5:00 p.m.
2. Personnel Committee Meeting: December 1, 2025 at 5:30 p.m.
3. Student Affairs Committee Meeting: December 1, 2025 at 4:30 p.m.
4. Board of Education Regular Meeting: December 8, 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.

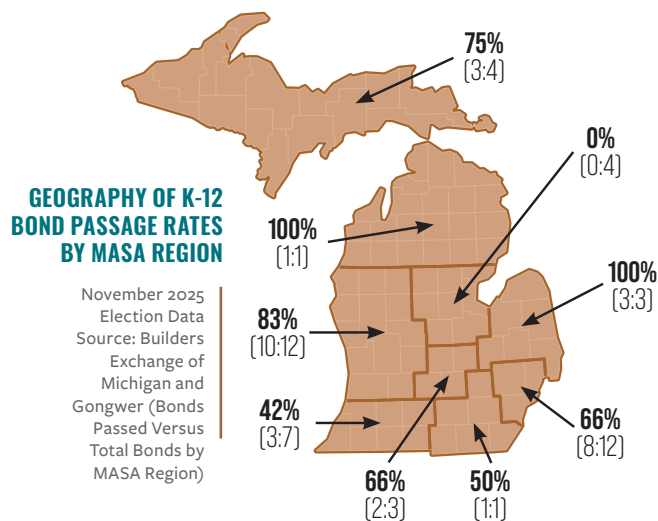
# Michigan School Administrators' Guide to NOVEMBER 2025 BOND ELECTION RESULTS

Christman offers this analysis to provide insight to school leaders seeking future voter approval for infrastructure proposals.



## STATS AT-A-GLANCE

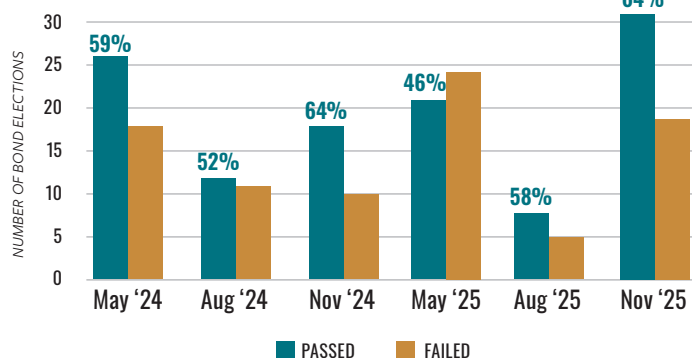
- Of the 48 bond proposals on the ballot, 31 were approved — a 64.6% success rate.
- Of the 33 “zero mill increase” (no change to tax rate) proposals, 26 passed. At 79% passage, this is up from the 60% passage rate of August 2025.
- Of the 14 districts that requested a bond millage increase, only 5 passed, making the success rate only 35.7%.
- All seven districts that went out for a sinking fund renewal passed them; eleven districts asked for a sinking fund increase and all but two passed.



## SUMMARY

Although November 2025 bond elections passed at a rate below the historical average, results improved compared to May and August. A successful bond campaign depends on many factors, but open, consistent communication with both the school community and the broader public, is essential. Listening to community needs and priorities helps shape the right project scope. Factors such as bond amount, debt term, trust in district and board leadership, and the community’s input all influence voter support — insights Christman Bond Services has observed across campaigns.

## BOND OUTCOMES AND PASSAGE RATES OVER THE LAST FIVE ELECTION CYCLES



## KEY TAKE-AWAYS

- Economic uncertainty is still impacting voter sentiment. In addition, some of the momentum pushing bond failures stems from partisan political issues.
- Zero mill increase proposals are passing at a higher rate, but still lower than the long-term average.
- Voter turnout varies between 20-30%, depending on the district; November off-year elections still have a lower turnout.
- Due to the uniqueness of each community, it continues to be critical that project scope and campaign strategies align with the community.

## For More Information

Christman is a proven partner in the K-12 market, from pre-bond planning through construction, bringing an approach tailored to each community. We're ready to help move your district forward. **For more information, please contact Brett Gillespie, Bond Services Marketing Manager at (517) 702-3466 or [Brett.Gillespie@christmanco.com](mailto:Brett.Gillespie@christmanco.com).**





## MEETING MINUTES

**PROJECT:** Fruitport Community Schools 2025 Bond

**PROJECT NO.:** 23-231.000

**DATE:** November 11, 2025

**LOCATION:** Fruitport Community Schools – District Administration

<b>PRESENT:</b>	<input checked="" type="checkbox"/> Jason Kennedy – FCS	<input checked="" type="checkbox"/> Matt Hulswit – OAK
	<input checked="" type="checkbox"/> Mark Mesbergen – FCS	<input checked="" type="checkbox"/> Kevin Hufnagel – OAK
	<input checked="" type="checkbox"/> John Winkas – FCS	<input checked="" type="checkbox"/> Thomas Kaywood – TowerPinkster
	<input checked="" type="checkbox"/> Dave Hazekamp – FCS	<input checked="" type="checkbox"/> Autumn Fish – TowerPinkster
	<input checked="" type="checkbox"/> JB Meeuwenberg – FCS	<input checked="" type="checkbox"/> Matt Wakely – TowerPinkster

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**PURPOSE:** Fruitport Community Schools 2025 Bond Owner Kick-Off Meeting

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1. Internal Team Introductions/Roles & Responsibilities
  - a. Confirm ALL the attendees that should be in the room are present
    - PIC – Matt Wakely
    - PM – Thomas Kaywood
    - PAA – Autumn Fish
    - PC – Brian Butkis, Jon Thomas
    - Arch Design – Brad Boyer, Michael Adeniyi
    - Interior Design – Jessica Griffis, Amanda Wyman
    - Landscape Arch – Bob Dompierre
    - Technology Design – Brett Hodgkinson
    - Mechanical Engineering – Rey Flores, Matt Stetter
    - Electrical Engineering – Amy Mika, Ryan VanOss
    - Structural Engineering – Kyle Shaver, Sam Nordquist
  - b. Discuss Consultants and their role and prime contact
    - Civil Engineering – SDA
    - Furniture
      - Same arrangement as last time
    - Tech
      - TowerPinkster

- Kyle Nielson (FCS) to be involved
  - Food Service – Jim R.
- 2. Owner Team
  - a. Jason Kennedy – Superintendent
  - b. Mark Mesbergen – Director of Business & Finance
  - c. John Winkas – Director of Operations
    - Main contact
  - d. Matt Hulswit – OAK Construction Project Manager
  - e. Kevin Hufnagel – OAK Estimator
- 3. Project Scope
  - a. New Edgewood Elementary
    - Phase 1
      - Owner request: HS Building is loved by the community because it's beautiful *and* highly functional; asks that elementary is the same; beauty is important, but functionality is more important.
      - Owner communicated to FCS staff there would be a site visit and a meeting; design team will work on building tours
  - b. Discuss Future Project Timeline
    - Team needs to communicate when the future projects are expected to be complete with plenty of notice for design

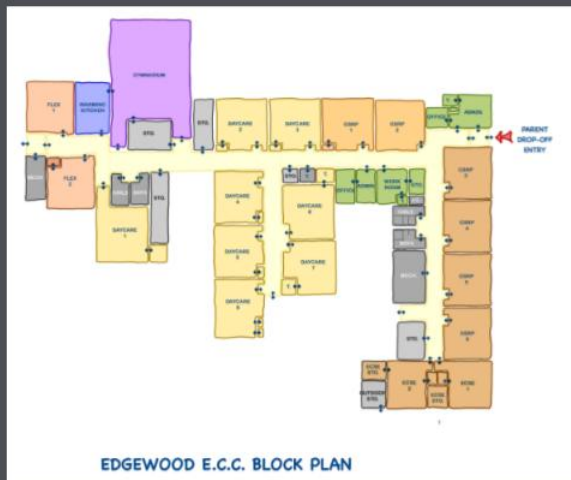
# Fruitport Schools

Non-Qualified Election

[Return to Summary](#)



TowerPinkster



Projects to be scheduled following New Edgewood  
 \$11.8M Renovate Old Edgewood into an E.C.C.

Facility Assessment Reno's  
 \$1.3M Beach Elementary  
 \$3.4M Shettler Elementary  
 \$3.4M Middle School  
 \$0.1M Bus Garage  
 \$0.5M Admin. Building

## Fruitport Public Schools

\$78.5Mil (0 mills) OAK/non-qualified

[Return to Summary](#)



TOTAL BOND AMOUNT = \$78.5M

- Non-Qualified
- No Series Info.
- Elementary Starts Now
- Other Projects to follow

### PROPOSED DISTRICT-WIDE PROJECTS

BUILDING	Safety Upgrades	Playground Accessibility	HVAC Upgrades	Partial Roofing	Furniture & Classrooms	Flooring Upgrades
Edgewood Elementary	•	•	•	•	•	•
Beach Elementary	•	•	•	•	•	•
Shetler Elementary	•	•	•	•	•	•
Middle School	•	•	•	•	•	•
Early Childhood Center	•	•	•	•	•	•
Operations/ Admin Building				•		

Edgewood - New Building \$48M  
Basic Needs in all other buildings \$30M

No New Soccer Field/No concessions

## Fruitport Schools

Non-Qualified Election

[Return to Summary](#)



New Edgewood Elementary - \$48M



### 4. Schedule

- Start and End of Design phase – pending further conversation
  - 11/11/25 – 3/12/26 (17 weeks) + 3 weeks for OAK's estimating
- What days for recurring meetings with Client – OAC meetings will be scheduled soon.

- Design Team to determine Design Schedule – I anticipated 3 weeks in between each design meeting and a total of (5) design meetings through SD.
- c. DD – 03/13/26-07/16/26 + 3 weeks for OAK's estimating
- d. CD – 07/17/26-11/24/26
  - Submit to the State
  - Need to determine timeline for OAK to develop front-end documents (4 weeks?)
- e. B&N – 11/25/26-01/13/27?? – OAK: Jan 2027 out to bid
- f. CA – 01/14/27-08/14/29??
  - OAK confirms 31 months for construction; OAK to look at a 36-month schedule for construction so there could be a Summer move-in
- 5. Discuss Cash Flow
  - a. Bond Sale – need to decide if a 2 or 3-year build;
  - b. Draw Schedule – to be determined (Mark & Tom)
- 6. Contract
  - a. District has contacted Phil Clark from Thrun Law; OAK & TP will follow up
- 7. Next Steps
  - a. Set up engineering meeting with John
  - b. Schedule building tours
    - As soon as possible – investigate open dates (possibly before Thanksgiving)
  - c. District to identify staff for building tours and design input for future meetings
    - District would like end-user involvement with design phase so they feel they are involved in the process
  - d. Schedule design meetings

The foregoing constitutes our understanding of matters discussed and conclusions reached. Other participants are requested to review the items and advise the undersigned in writing of any errors and/or omissions.

Respectfully submitted,

TowerPinkster

Autumn Fish  
Project Administrative Assistant

cc: All Present

**BOARD ACTION REQUEST FORM**

**Meeting Date:** November 17, 2025

To: Board of Education

Attachments # IX-1 through IX-6

From: Jason Kennedy

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

- Bill Listing
- October 2025 General Fund Report
- October 2025 Investments Report
- Personnel Report
- Approval of Special Meeting Minutes from October 20, 2025
- Approval of Regular Meeting Minutes from October 20, 2025

**Background Information:**

See attached

**Financial Impact:**

**Recommended Action:**

Approval of the Consent Agenda, as presented.

**Action Taken:**

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



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

<b><u>FUND</u></b>	<b><u>AMOUNT</u></b>
GENERAL FUND	\$374,110.49
EARLY CHILDHOOD CENTER	\$2,617.08
FOOD SERVICE	\$163,856.67
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$87,884.23
CREDIT CARDS (ALL FUNDS)	\$202,739.39
<b>GRAND TOTAL</b>	<b><u><u>\$831,207.86</u></u></b>



## OCTOBER 2025 GENERAL FUND FINANCIAL REPORT

### Revenues:

	2026 ORIGINAL BUDGET	2026 YTD ACTUAL	OCT MTD FY26	% YTD SPENT	2024 YTD ACTUAL
100 LOCAL	4,657,953.00	498,066.20	(25.00)	10.69%	4,525,220.72
300 STATE	30,962,526.00	6,036,347.62	2,557,370.34	19.50%	32,141,457.37
400 FEDERAL	1,714,602.00	127.64	-	0.01%	4,165,108.39
500 TRANSFERS	2,560,391.00	12,335.45	-	0.48%	1,814,526.38
TOTAL	39,895,472.00	6,546,876.91	2,557,345.34	16.41%	42,646,312.86

### Expenses:

111 ELEMENTARY	(6,885,880.00)	(1,198,505.10)	(502,384.36)	17.41%	(6,628,979.05)
112 MIDDLE SCHOOL/JUNIOR HIGH	(3,532,894.00)	(521,620.72)	(249,444.23)	14.76%	(3,342,477.12)
113 HIGH SCHOOL	(4,920,438.00)	(759,568.55)	(377,082.35)	15.44%	(4,882,023.05)
122 SPECIAL EDUCATION	(5,749,827.00)	(889,175.65)	(415,095.37)	15.46%	(5,190,619.12)
125 COMPENSATORY EDUCATION	(1,306,947.00)	(281,683.10)	(92,590.10)	21.55%	(1,306,919.86)
127 VOCATIONAL EDUCATION	(174,949.00)	(23,448.29)	(11,623.37)	13.40%	(175,641.27)
131 BASIC ADULT/CONTINUING ED	(22,767.00)	-	-	0.00%	(17,275.19)
135 OCCUPA TRAIN/UPGRADING RETRAIN	(100,000.00)				
132 SECONDARY ADLT/CONTINUING EDUC	(167,412.00)	(24,460.67)	(11,673.81)	14.61%	(138,228.24)
211 TRUANCY/ABSENTEEISM SERVICES	(5,302.00)	-	-	0.00%	(5,000.00)
212 GUIDANCE SERVICES	(554,379.00)	(97,040.11)	(41,146.36)	17.50%	(480,291.92)
213 HEALTH SERVICES	(888,837.00)	(157,225.43)	(66,086.30)	17.69%	(715,911.85)
214 PSYCHOLOGICAL SERVICES	(383,028.00)	(58,202.38)	(28,591.88)	15.20%	(409,836.78)
215 SPEECH PATHOLOGY/AUDIOLOG SERV	(1,243,871.00)	(198,602.75)	(93,073.14)	15.97%	(884,438.60)
216 SOCIAL WORK SERVICES	(830,698.00)	(133,164.61)	(66,105.87)	16.03%	(698,603.07)
218 TEACHER CONSULTANT	-	-	-	#DIV/0!	(385.92)
219 OTHER PUPIL SUPPORT SERVICES	(973,444.00)	(187,479.23)	(87,676.25)	19.26%	(734,571.16)
221 IMPROVEMENT OF INSTRUCTION	(470,319.00)	(178,913.93)	(59,534.87)	38.04%	(383,452.14)
222 EDUCATIONAL MEDIA SERVICES	(237,940.00)	(54,370.84)	(17,046.57)	22.85%	(249,951.16)
225 TECHNOLOGY ASSISTED INSTRUCTED	(5,282.00)	(37,934.74)	(22,944.25)	718.19%	(120,771.93)
226 SUPERVIS/DIR OF INSTRUCT STAFF	(799,723.00)	(270,369.18)	(64,671.41)	33.81%	(835,956.53)
227 ACADEMIC STUDENT ASSESSMENT	(21,500.00)	(4,163.20)	(2,970.40)	19.36%	(16,745.82)
231 BOARD OF EDUCATION	(59,993.00)	(31,526.15)	(335.00)	52.55%	(49,451.70)
232 EXECUTIVE ADMINISTRATION	(586,540.00)	(200,348.66)	(40,565.40)	34.16%	(557,252.05)
241 OFFICE OF THE PRINCIPAL	(2,167,043.00)	(533,985.66)	(168,576.49)	24.64%	(2,072,447.16)
249 OTHER SCHOOL ADMINISTRATION	(2,600.00)	-	-	0.00%	(8,579.09)
252 FISCAL SERVICES	(551,294.00)	(276,564.77)	(58,391.50)	50.17%	(504,255.70)
257 INTERNAL SERVICES	(24,178.00)	(5,405.56)	(238.45)	22.36%	(23,163.99)
259 OTHER BUSINESS SERVICES	(97,956.00)	(17,950.12)	-	18.32%	(91,049.69)
261 OPERATING BUILDING SERVICES	(3,545,274.00)	(1,191,778.06)	(265,054.87)	33.62%	(3,612,688.13)
266 SECURITY SERVICES	(88,909.00)	-	-	0.00%	(95,217.50)
271 PUPIL TRANSPORTATION SERVICES	(2,544,218.00)	(824,034.26)	(250,336.81)	32.39%	(2,642,233.02)
282 COMMUNICATION SERVICES	(14,800.00)	(6,325.28)	(6,295.28)	42.74%	(9,251.54)
283 STAFF/PERSONNEL SERVICES	(13,000.00)	(2,513.55)	-	19.34%	(33,739.12)
284 SUPPORT SERVICES TECHNOLOGY	(503,117.00)	(158,291.30)	(33,344.98)	31.46%	(664,717.13)
285 PUPIL ACCOUNTING	(5,429.00)	-	-	0.00%	(5,703.19)
293 ATHLETIC ACTIVITIES	(852,127.00)	(328,651.81)	(95,699.68)	38.57%	(783,501.61)
299 OTHER SUPPORT SERVICES	(15,315.00)	-	-	0.00%	(13,434.69)
311 COMMUNITY SERVICES DIRECTION	(75,570.00)	(12,542.90)	(3,211.25)	16.60%	(99,562.95)
331 COMMUNITY ACTIVITIES	(3,800.00)	1.05	-	-0.03%	(1,263.78)
371 NON-PUBIC SCHOOL PUPILS	(21,535.00)	(1,495.80)	(1,623.44)	6.95%	(28,986.69)
511 DEBT SERVS-LONG TERM-PRINCIPAL	(40,416.00)	-	-	0.00%	(40,416.72)
611 FUND MODIFICATIONS (GF)	(29,100.00)	-	-	0.00%	-
642 FUND MODIFICATIONS (B&S)	(100,000.00)	-	-	0.00%	(735,000.00)
TOTAL	(40,618,651.00)	(8,672,844.05)	(3,135,991.54)	21.35%	(39,313,695.44)
SURPLUS (DEFECIT)	(723,179.00)	(2,125,967.14)			3,332,617.42
FUND BALANCE	7,977,714.00	6,574,925.86			8,700,893.00





## OCTOBER 2025 INVESTMENTS

### General Fund

#### Liquid Investments

Amount	Interest Rates
\$ 4,480,244.26	Variable

#### Long Term Investments

Amount	Interest Rates	Maturity Dates
\$ 1,225,000.00	4.24% - 4.31%	10/25-12/25

Total General Fund Investments	<u>\$ 5,705,244.26</u>
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### Building & Site

#### Liquid Investments

Amount	Interest Rates
\$ 1,612,386.76	Variable

#### Long Term Investments

Amount	Interest Rates	Maturity Dates
\$ 825,000.00	4.24% - 4.31%	10/25-12/25

Total Building & Site Investments	<u>\$ 2,437,386.76</u>
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### Trust & Agency

#### Liquid Investments

Amount	Interest Rates
\$ 429,550.96	Variable

#### Long Term Investments

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

Total Building & Site Investments	<u>\$ 429,550.96</u>
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### Bond

#### Liquid Investments

Amount	Interest Rates
\$ 196,122.39	Variable

#### Long Term Investments

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

Total Building & Site Investments	<u>\$ 196,122.39</u>
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## **Personnel Report – November 17, 2025**

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

Braeyanna Gray – Food Service Server / Cashier  
Amy Wiggins – Early Childhood Center Director

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

Nate Smith – Varsity Football Coach

The following positions are currently posted:

Food Service Server / Cashier  
Instructional Assistant – High School MOCI  
Long Term Substitutes – Occupational Therapist; Support Staff  
Media Center Specialist – Beach / Shettler  
Media Center Specialist – High School  
Premier Substitute Teacher

# Braeyanna Gray

## CONTACT

**Phone:** 231-719-7428

**Address:** Muskegon Mi, 49442

**Email:** star1217@live.com

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## PROFESSIONAL EXPERIENCE

### **Nawa Custodial | 2017 - Current**

#### **Fruitport School District - Day shift**

I have provided a clean, healthy, and safe environment for the Fruitport Middle School for nearly 10 years.

Daily duties include sweeping, mopping, the cleaning up and removal of spontaneous hazards and waste disposal. Balancing the needs of all staff and students throughout Fruitport Middle School while managing the everyday responsibilities of the lunchroom and kitchen.

I have Maintained friendly and cheerful relationships with staff and students through words of encouragement, affirmations, and cordial conversation. I am no stranger to collaborating and working closely with staff for set-ups and event organization. Juggling changing routines in a calm and effective manner.

During the summer I have organized and lead teams ensuring a thorough job and proper procedure. Maintained individual projects such as floor care, window care, and power washing. Utilizing proper protocol with special chemicals and machinery with these specialized projects in a timely and effective manner to ensure that deadlines were met.

## SKILLS

**Communication, Community and internal relationships, Organization, Problem solving, Computer literacy, Time management, Quick to learn, Multi-tasking, Collaboration, Project management, Leadership**

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## EDUCATION

### **Connections Academy**

graduated 2017 with honors

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## OTHER EXPERIENCE

- Baby sitting
- Elder care
- Managed and worked a petting zoo for breast cancer awareness
- Artist
- Co manages a small business
- Crochet
- Dabbles in graphic design

# AMY WIGGINS

awiggins@muskegonisd.org

231-670-1873

2364 Filonow Dr. Muskegon MI 49444

awiggins@fruitportschools.net

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## SUMMARY

Dedicated early childhood educator with 19 years experience in preschool and daycare centers looking to advance my career as a center director. During the last 19 years I gained valuable experience in age appropriate cognitive development, building and networking to create a strong team, and been part of licensing and regulation standards. Along with years of practical onsite experience as an assistant , lead teacher, and onsite director, I have completed yearly trainings and certifications to stay current with federal and state guidelines. I am a long time Fruitport resident and all my children have attended Fruitport school. As a community member I feel my views and goals for early education align with Fruitport Community schools. I appreciate the opportunity to be able to apply for a position I have been working for my whole career in the community I grew up in.

## WORK EXPERIENCE

### Lead Preschool Teacher/ On Site Director at Beach Elementary

August 2016- Present

- Create and adapt lesson plans to align with students educational standards and needs of the students
- Provide instruction in the following areas of development: social emotional, physical, cognitive, language, literacy, math, science, social studies and arts.
- Design and organize classroom space to encourage exploration, creativity and learning through play.
- Provide guidance and support to assistant teacher ensuring they are effectively contributing to the classroom environment.
- Manage classroom behaviors by establishing clear expectations and guide children in developing positive social skills and conflict resolutions
- Communicate with parents updating them on child's progress, address any concerns and collaborate on strategies to support child's development
- Collaborate with staff, administrators and other specialist to create a supportive learning community
- Maintain a safe and healthy environment
- Assessing and document children's progress through anecdotal notes and assessments and sharing progress with parents.
- Adhere to licensing and safety regulations

### Lead Preschool Teacher at Fruitport Community Schools

August 2010-August 2016

- Create and adapt lesson plans to align with students educational standards and needs of the students
- Provide instruction in the following areas of development: social emotional, physical, cognitive, language, literacy, math, science, social studies and arts.
- Design and organize classroom space to encourage exploration, creativity and learning through play.
- Provide guidance and support to assistant teacher ensuring they are effectively contributing to the classroom environment.
- Manage classroom behaviors by establishing clear expectations and guide children in developing positive social skills and conflict resolutions
- Communicate with parents updating them on child's progress, address any concerns and collaborate on strategies to support child's development
- Collaborate with staff, administrators and other specialist to create a supportive learning community
- Maintain a safe and healthy environment
- Assessing and document children's progress through anecdotal notes and assessments and sharing progress with parents.
- Adhere to licensing and safety regulations

## **EDUCATION**

**Bachelor of Early Childhood**

**August 2010-Dec 2013**

Baker College of Muskegon  
Major Early Childhood  
GPA 3.61

## **KEY SKILLS**

- **CPR and first aid certified**
- **CPI certified**
- **Open communication with staff, administration and parents**
- **Strong organizational and time management skills**
- **Onsite director**
- **Mentor Teacher**
- **Extensive knowledge of state and federal regulations and guidelines**



Jonny,

I'm writing to formally step down from my role as head football coach at Fruitport High School, effective November 12th, 2025.

On one hand, this was a very tough decision—I love what I do, and I know there's still work to be done. On the other hand, it wasn't tough at all—it just feels like the right time. The program is in a strong place, and I'm confident it will continue to grow with the foundation we've built.

Coaching football at Fruitport has been one of the most challenging, rewarding, and meaningful chapters of my career. I'll always be grateful to Ken Erny for believing in me and giving me the chance to lead this program.

Working with our student-athletes has been an absolute privilege. They're special. The relationships built over the years—on the field, in the locker room, and beyond—will stay with me for life. I've also felt incredibly supported by our administration, and that backing made all the difference.

While I'm stepping away from football, I'm not stepping away from Fruitport athletics. I still believe I can make a meaningful impact across our programs, and I'd love to stay involved—whether that's mentoring athletes, supporting leadership development, or helping out behind the scenes wherever I'm needed. My commitment to our student-athletes and this community hasn't changed.

Thanks again for your trust and support. I value your friendship and look forward to seeing Fruitport athletics continue to grow. I'm proud to have been part of it.

Fight On,

A handwritten signature in black ink that reads "Nate Smith".

Nate Smith



Fruitport Community Schools  
**SPECIAL BOARD MEETING MINUTES**  
Monday, October 20, 2025 – 6:30 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 Special meeting of the Board of Education was called to order at 6:32 p.m. by Board President, Dave Hazekamp.
- II. **ROLL CALL:** Present – Kris Cole, Dave Hazekamp, JB Meeuwenberg, Kathy Six.  
Absent - Tim Burgess, Steve Kelly, Josh Mueller.
- III. **APPROVAL OF AGENDA**  
  
Item 25-124. MOTION by Six, SECOND by Cole to approve the agenda, as presented.  
  
MOTION CARRIED: 4-0; 3 absent (Burgess, Kelly, Mueller).
- IV. **REMARKS FROM THE PUBLIC:** None
- V. **GENERAL BOARD BUSINESS:**

1. **Closed Session Student Discipline Hearing Pursuant to Michigan Open Meetings Act Section 8(b) - Student: UIC - 3029719017**

Item 25-125. MOTION by Cole, SECOND by Six to enter into closed session at 6:34 p.m. pursuant to Section 8(b) of the Michigan Open Meetings Act, and upon the written request of the student's parent, for the purpose of conducting a hearing to consider the discipline of a student whose identity is known to the Board as Student 3029719017.

**Roll call:** Burgess - absent, Cole - yes, Kelly - absent, Hazekamp - yes, Meeuwenberg - yes, Mueller - absent, Six - yes.



MOTION CARRIED: 4-0; 3 absent (Burgess, Kelly, and Mueller).

*Note: Steve Kelly arrived at the meeting at 6:36 p.m., and Josh Mueller arrived at the meeting at 6:40 p.m.*

## **2. Return to Open Session**

Item 25-126. MOTION by Cole, SECOND by Six to return to open session at 7:17 p.m.

**Roll call:** Burgess - absent, Cole - yes, Kelly - yes, Hazekamp - yes, Meeuwenberg - yes, Mueller - yes, Six - yes.

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

## **3. Board Resolution for Student Discipline: Student UIC - 3029719017**

Item 25-127. MOTION by Mueller, SECOND by Six to approve the Board Resolution for student discipline for a student whose identity is known to the Board as Student 3029719017. The student shall be expelled for a minimum of 180 school days, but may apply for reinstatement to the Board of Education after 150 school days. The student shall meet all conditions of reinstatement, as outlined in the Board Resolution, at the time of application for reinstatement. The student will remain permanently expelled from Fruitport Community Schools until such time as the Board of Education reinstates the student.

**Roll call:** Burgess - absent, Cole - yes, Kelly - yes, Hazekamp - yes, Meeuwenberg - yes, Mueller - yes, Six - yes.

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

## **4. Other: None**

## **VI. ADJOURNMENT**

Item 25-128. MOTION by Cole, SECOND by Meeuwenberg to adjourn.

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

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Steve Kelly, Board Secretary

Jason Kennedy, Recording Secretary



Fruitport Community Schools  
**REGULAR BOARD MEETING MINUTES**  
Monday, October 20, 2025 – 7:00 p.m.

**Meeting Location:**

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

- I. **CALL TO ORDER:** The Regular meeting of the Board of Education was called to order at 7:26 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 25-129. MOTION by Cole, SECOND by Six to approve the agenda, as presented.  
  
MOTION CARRIED: 6-0, 1 absent (Burgess).
- IV. **PRESENTATIONS:**
  - Annual Financial Audit Presentation: Evan Rummel, public accountant for Rehmann Robson, LLC, presented the annual financial audit for the year ending June 30, 2025. Rehmann Robson, LLC presented the independent auditor's communication and report, the financial statements and supplementary information, the single audit act compliance report, and the audit reports on each of the building and site bonds. Once again, the District received the highest audit opinion, a clean, unmodified opinion with zero findings. The District continues to qualify as a low risk auditee.
- V. **COMMUNICATIONS:**
  - Superintendent Kennedy provided an overview and led a discussion regarding the Michigan Tax Tribunal petition submitted by Fruitport Hotels, LLC. He also

presented an update on the property transfer request from Adam and Jillian Meloche for their property at 13390 Patchin Dr., Nunica, MI.

**VI. SUPERINTENDENT/ADMINISTRATIVE REPORTS:**

1. **State School Aide Budget Update:** Superintendent Kennedy provided the Board with information on the State School Aide Budget. A client e-blast from Thrun Law Firm pertaining to Section 31aa funding in the State School Aid Act was also discussed.
2. **Updated Muskegon County School Emergency Operations Guide:** Superintendent Kennedy provided an overview of the new School Emergency Operations Guide that has been distributed to each building and classroom.
3. **November 4, 2025 Bond Proposal Update:** Superintendent Kennedy provided an overview of the November 4, 2025 Bond Proposal, and updated the Board on the informational marketing plan, including details about the online community forum scheduled for Wednesday, October 22.

**VII. REMARKS FROM THE PUBLIC:** None

**VIII. CONSENT AGENDA**

Item 25-130. MOTION by Meeuwenberg SECOND by Kelly to approve the Consent Agenda as listed below:

1. Approval of Bill Listing in the amount of \$722,482.11
2. Acceptance of September 2025 General Fund Financial Report
3. Acceptance of September 2025 Investments Report
4. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers)
5. Approval of Regular Meeting Minutes from September 15, 2025

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

**IX. GENERAL BOARD BUSINESS:** None

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

**1. Report of committee meeting held on October 13, 2025**

JB Meeuwenberg reported on a Business and Finance Committee meeting held on October 13, 2025 at 5:08 p.m. Kris Cole, Dave Hazekamp, JB Meeuwenberg,

Mark Mesbergen, Jason Kennedy, and Evan Rummel (Rehmann) were present. Evan Rummel provided an overview of the completed audit for the 2025 fiscal year. There were no findings and Rehmann gave Fruitport the highest audit opinion. The Committee discussed the need for at least two (2) letters of agreement (one with the Clerical Association and one with the Instructional Assistants Association) regarding health insurance plan offerings to those groups to be considered by the Board. Mark presented the resolution allowing Fruitport to levy summer property taxes in Spring Lake and Fruitport Townships next summer (summer of 2026) to the Committee. The Committee discussed the need for an RFP to purchase one or two regular education buses, as our ridership is up. The Committee discussed a School Aid Budget update, and an update regarding the football game on October 10th. The meeting was adjourned at 5:46 p.m.

## **2. Summer Tax Resolution**

Item 25-131. MOTION by Meeuwenberg, SECOND by Cole to approve the annual resolution to allow Fruitport Community Schools to collect summer taxes for 2026, as discussed.

ROLL CALL VOTE:

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

Nea: None

Absent: Tim Burgess

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

## **3. School Bus RFP and Purchase Recommendation**

Item 25-132. MOTION by Meeuwenberg, SECOND by Cole to approve the purchase of two school buses, including an extended warranty, from Midwest Transit Equipment Inc. with \$189,930 coming out of the Capital Projects Fund, and \$69,930 coming out of the Building and Site Fund, as discussed.

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

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

## **1. Report of committee meeting held on October 13, 2025**

Steve Kelly reported on a Personnel Committee meeting held on October 13, 2025 at 5:46 p.m. Dave Hazekamp, Steve Kelly, Kathy Six, and Jason Kennedy were present. The Committee reviewed the Personnel Report for October 2025. An update regarding an incident that occurred at the football game on October 10, 2025 was provided to the Committee. The Committee also discussed an update on letters of reprimand that were issued to employees, along with a suspension without pay that was issued to an employee of the District. The Committee also discussed an update on the hiring process for the next Director of the Early Childhood Center. The meeting was adjourned at 6:05 p.m.

## **2. Letter(s) of Agreement Health Insurance**

Item 25-133. MOTION by Kelly, SECOND by Six to approve the Letters of Agreement between the District and the Fruitport Clerical Association and the Fruitport Instructional Assistants Association regarding the health insurance plan that the District will offer to each of these associations, as discussed.

MOTION CARRIED: 5-0, 1 absent (Burgess), 1 Abstain (Cole).

Note: Kris Cole abstained from voting due to a stated conflict of interest, as his wife is employed as an Instructional Assistant with the District.

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

### **1. Report of committee meeting held on October 13, 2025**

Jason Kennedy reported on a Student Affairs Committee meeting held on October 13, 2025 at 4:30 p.m. Tim Burgess, Dave Hazekamp, Josh Mueller, Amy Upham, Casey Arnouts, and Jason Kennedy were present. An update regarding an incident that occurred at the football game on October 10, 2025 was provided to the Committee. The Committee discussed an update from the Instructional Council meeting that took place on October 2, 2025, and an update on the Sex Education Advisory Board's recommendation on 5th grade materials was discussed. Amy Upham and Pastor Casey Arnouts were present at the Committee meeting for this discussion. The Committee was provided with a reminder about the special meeting that has been scheduled to conduct a student disciplinary hearing on October 20, 2025. The Committee also discussed an update on the school safety and security professional development training that was provided to all District staff on Friday, October 10, 2025. The meeting was adjourned at 5:08 p.m.

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

JB Meeuwenberg shared that he attended the Fruitport Hall of Fame Induction ceremony and choir concert. He shared that both these events were fantastic. He also shared that he received praise from a member of the concert winds performance group that will be playing in the Performing Arts Center this upcoming Saturday. He shared that this performer, who has played in world renowned acoustical venues, told him that our Performing Arts Center is one of the best acoustical environments they have played across the country.

Dave Hazekamp shared that the Fruitport Hall of Fame Induction ceremony went well, although the attendance at the event may have been a little lighter than in previous years.

Kathy Six discussed the success that the volleyball, soccer, and Equestrian teams were having this season. She also discussed a need to find ways for us to continue to recognize the academic success of our students and staff.

Kris Cole shared that the Fruitport Band concert will be this Sunday. Kris shared that we will be hosting a middle school robotics qualifier event at Fruitport High School on November 21-22, 2205. He also shared that the middle school state robotics championship at Trinity Health Arena in Muskegon will be hosted by Fruitport again this year.

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

1. The Business and Finance Committee will meet on November 10, 2025 at 5:00 p.m.
2. The Personnel Committee will meet on November 10, 2025 at 5:30 p.m.
3. The Student Affairs Committee will meet on November 10, 2025 at 4:30 p.m.
4. The Board of Education will meet on November 17, 2025 at 7:00 p.m. for the regular meeting.

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

- John Winkas shared that he worked with Mike Michelli to repurpose some of the old wood flooring from the Beach Elementary School gymnasium, which had flooded, into handcrafted pens for all Board of Education members. John distributed a pen to each Board member.

### **XVI. ADJOURNMENT**



Item 25-134. MOTION by Kelly, SECOND by Six to adjourn.

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

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Steve Kelly, Board Secretary

Jason J. Kennedy, Recording Secretary



Business and Finance Committee  
Monday, November 10, 2025  
5:00 p.m.

## **MEETING MINUTES**

### **Meeting Location:**

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

### **Attendance:**

The meeting was called to order at 5:08 p.m. with Kris Cole, Dave Hazekamp, JB Meeuwenberg, and Jason Kennedy present.

1. **HyFlex Instructional Cart - Adult Education Section 107a Grant** - The Committee discussed a recommendation to purchase a HyFlex Instructional Cart for the Adult Education Program using Section 107a Innovative Program grant dollars. The Region 4 Adult Education Consortium publicly posted the RFP and solicited bids on behalf of six (6) adult education programs across West Michigan. The approved vendor will design, supply, assemble, deliver, install, and provide training for the hybrid-flexible (HyFlex) instructional systems. This system will enable our adult education teachers to deliver instruction simultaneously to both in-person and remote learners. The total for the grant funded system is \$35,289.50.
2. **Other** - None
3. **Public Comment:** None
4. **Adjournment:** The meeting was adjourned at 5:25 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

**BOARD ACTION REQUEST FORM**

**Meeting Date:** November 17, 2025

To: Board of Education

Attachment #: XI-2

From: Jason Kennedy

**Subject to be Discussed and Policy Reference:**  
HyFlex Instructional Cart Purchase Recommendation

**Background Information:**

It is recommended that the District purchase a HyFlex Instructional Cart for the Adult Education Program using Section 107a Innovative Program grant dollars. The Region 4 Adult Education Consortium publicly posted the RFP and solicited bids on behalf of six (6) adult education programs across West Michigan. The approved vendor will design, supply, assemble, deliver, install, and provide training for the hybrid-flexible (HyFlex) instructional systems. This system will enable our adult education teachers to deliver instruction simultaneously to both in-person and remote learners. The total for the grant funded system is \$35,289.50.

**Financial Impact:**

The total for the grant funded system is \$35,289.50 with funds coming out of the Section 107a Adult Education Innovative Programs grant.

**Recommended Action:**

To approve the purchase of a HyFlex Instructional Cart in the amount of \$35,289.50, with funds coming out of the Section 107a Adult Education Innovative Programs grant, as discussed.

**Action Taken:**

**Vote:**   \_\_\_ Buckner           \_\_\_ Burgess           \_\_\_ Cole           \_\_\_ Franklin  
          \_\_\_ Hazekamp       \_\_\_ Kelly           \_\_\_ Meeuwenberg

# Portable HyFlex Instructional System Statement of Work

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## Request for Proposal (RFP)

Bids are due by 1:00 pm on Monday, July 7, 2025, delivered in a sealed envelope/ package with the wording “Portable HyFlex Instructional System” clearly marked on the outside of the envelope/ package addressed to:

Laurie Smith  
Adult Education 107a Innovation Grant Consultant  
Ottawa Area ISD - Thompson M-TEC Building  
6364 – 136<sup>th</sup> Ave  
Holland, MI 49424

Bids received after the date and time specified will not be considered or accepted. Bids will be opened publicly immediately following the close of receiving bids.

## Statement of Work: Portable HyFlex Instructional System

### 1. Project Overview

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to design, supply, assemble, deliver, install, and provide training for six (6) complete sets of portable HyFlex instructional systems located within six (6) buildings across West Michigan. These systems will enable educators to deliver instruction simultaneously to in-person and remote learners with the flexibility to relocate the entire system between different instructional spaces as needed.

HyFlex (Hybrid-Flexible) instruction requires technology that supports seamless interaction between in-room participants and remote learners. The solution must be completely mobile, easy to set up, and provide high-quality audio-visual capabilities for effective teaching and learning in multiple environments.

### 2. Scope of Work

The selected vendor will be responsible for the following:

#### 2.1 System Design & Integration

- Design a fully portable instructional system that can be easily moved between rooms with minimal effort
- Integrate all components into a cohesive system with minimal visible wiring
- Ensure all components are securely mounted to mobile carts/ podiums while maintaining portability

# Portable HyFlex Instructional System Statement of Work

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- Provide a unified control interface that enables instructors to manage all system features

## 2.2 Equipment Requirements

The portable HyFlex system shall include, at minimum:

### 2.2.1 Mobile Teaching Podium/ Cart

- Podium/ cart with locking wheels for stability during use
- Dedicated space for instructor laptop placement with easy access to power
- Fold-out or adjustable side table specifically designed to accommodate a document camera
- Cable management system to minimize visible wiring
- Integrated power strip/ UPS to support all components
- Secure storage for accessories and supplies
- Ergonomic design suitable for standing or seated instruction

### 2.2.2 Display Solution

- Mobile display solution in one of the following configurations:
  - Non-mounted LCD projector on cart with minimum 4,000 lumens brightness, capable of providing at least 80" diagonal image onto a vendor-provided screen, OR
  - 65" or larger flat panel display mounted on a mobile cart with height adjustment
- Display must support at least 1080p resolution
- HDMI and wireless connectivity options for content sharing
- Display solution must include integrated or attached speakers sufficient for in-room audio

### 2.2.3 Document Camera

- High-definition document camera with at least 1080p resolution
- Adequate zoom capability (minimum 8x optical zoom)
- Built-in LED lighting
- Flexible positioning arm
- Compatible with the podium's fold-out side table design

### 2.2.4 Video Conferencing System

- 360-degree video conferencing camera (such as Meeting Owl or equivalent)
- Support for multiple external microphones to ensure adequate audio pickup throughout the room
- Speaker system capable of clearly projecting remote participants' voices

# Portable HyFlex Instructional System Statement of Work

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- Solution must be compatible with standard video conferencing platforms (Zoom, Microsoft Teams, Google Meet)
- Easy connection to video conferencing services

## 2.2.5 Connectivity Solutions

- Wireless content sharing capability from instructor and student devices to display device (projector or LCD flat panel)
- HDMI input for direct laptop connection
- USB connectivity for webcam, microphones, and document camera
- Wi-Fi capability for network connection
- Minimal cable setup required for full system operation

## 2.3 Assembly, Delivery, and Setup

- Assemble all system components into a turnkey solution before delivery
- Deliver complete systems to designated locations (specific delivery addresses to be provided)
- Perform on-site setup including:
  - Configuration of all hardware components
  - Installation of any required software
  - Testing of all system functions
  - Configuration of wireless connectivity
  - Integration with institutional network (with assistance from IT staff)
- Ensure all components are functioning properly before acceptance

## 2.4 Training

- Provide comprehensive hands-on training specifically designed for local providers who will be using the HyFlex Mobile Labs, including:
  - o Basic operation of all system components
  - o Setup and teardown procedures
  - o Connectivity troubleshooting
  - o Best practices for HyFlex instruction
  - o Document camera usage
  - o Video conferencing setup and management
- Deliver both group and one-on-one training sessions tailored to local provider needs
- Provide printed quick-reference guides and detailed user manuals appropriate for local provider use
- Offer at least two training sessions to accommodate different local provider schedules

# Portable HyFlex Instructional System Statement of Work

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- Provide recorded training videos for future reference by local providers

## 2.5 Documentation

- Provide detailed inventory of all components with model numbers and serial numbers
- Supply complete user manuals for all equipment
- Create custom quick-start guides specific to the integrated system
- Provide wiring diagrams and system schematics
- Include warranty information for all components
- Document maintenance requirements and recommended procedures

## 2.6 Support and Warranty

- Minimum one-year warranty on all components and installation
- Provide details of extended warranty options
- Outline technical support procedures and response times
- Include routine maintenance schedule
- Specify on-site support capabilities and costs
- Detail replacement procedures for failed components

## 3. Technical Specifications and Requirements

### 3.1 Performance Requirements

- Complete system setup time should not exceed 10 minutes
- Video quality must support minimum 1080p resolution
- Audio must be clearly intelligible throughout a standard classroom (up to 30' x 30')
- Wireless content sharing must have minimal latency (less than 100ms)
- System must operate on standard 110-120V power
- All components must function reliably when relocated frequently

### 3.2 Compatibility Requirements

- Solution must be compatible with Windows and Mac OS laptops
- Video conferencing system must support Zoom, Microsoft Teams, and Google Meet at minimum
- Wireless sharing must support Windows, Mac OS, iOS, and Android devices
- System must function with institutional Wi-Fi network

### 3.3 Physical Requirements

- Complete system must be movable by a single person
- System must fit through standard 36" doorways



# Portable HyFlex Instructional System Statement of Work

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- Total weight should not exceed what can be safely moved by instructional staff
- Carts must have locking wheels to ensure stability during use
- All components must be securely attached to prevent accidents during transport

## 4. Project Schedule

Vendors must provide a detailed project schedule including the following milestones:

- Order confirmation and procurement of components
- Assembly and integration of systems
- Delivery to specified locations
- Setup and testing at each location
- Training sessions
- Final acceptance

The anticipated timeline for this project is as follows:

- RFP Release Date: 5/ 15/ 25
- Proposal Due Date: 7/ 7/ 25
- Vendor Selection: 7/ 15/ 25
- Project Kickoff: 7/ 28/ 25
- System Delivery: 8/ 15/ 25
- Training Completion: 9/ 5/ 25
- Project Completion: 9/ 30/ 25

## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Completeness and quality of the proposed solution (30%)
- Total cost of ownership (25%)
- Ease of use and portability (20%)
- Support and warranty terms (10%)
- Vendor experience and references (10%)
- Implementation timeline (5%)

## 6. Submission Requirements

Vendors must submit proposals that include:

- Detailed description of the proposed solution including all components and specifications
- Line-item pricing for all equipment and services

# Portable HyFlex Instructional System Statement of Work

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- Implementation plan and timeline
- Training approach and materials
- Support and warranty details
- Company profile and experience with similar projects
- Minimum of three references from similar implementations
- Sample documentation
- Notarized Iran Economic Sanctions Act form
- Notarized Familial Relationship Disclosure Statement

## 7. Point of Contact

A virtual meeting will be held Monday, June 23 from 10AM-11AM to address any questions you may have regarding this RFP:

Topic: Mobile HyFlex labs pre-bid meeting

Time: Jun 23, 2025 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/79770077002?pwd=9dBiuWgIu2XQoWEC7VEahsiwJBvZtp.1>

Meeting ID: 797 7007 7002

Passcode: 5cYDz9

Additional questions can be forwarded to: Laurie Smith [lsmith@oaisd.org](mailto:lsmith@oaisd.org)

Adult Education 107a Innovative Grant Consultant

# Portable HyFlex Instructional System Statement of Work

## AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

### Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the “Bidder”), pursuant to the compliance certification requirement provided in the Kent Intermediate School District request for proposal for **Portable HyFlex Instructional System**, hereby certifies, represents and warrants that the Bidder (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 Bidder is awarded a Contract as a result of the aforementioned Invitation To Bid, the Bidder will not become an “Iran Linked Business” at any time during the course of performing under the Contract.

The Bidder 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 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the Intermediate 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 an Invitation To Bid for three (3) years from the date it is determined that the person has submitted the false certification.

#### Contractor:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF MICHIGAN                    )  
  )ss.

COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2025, by

\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_, County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

# Portable HyFlex Instructional System Statement of Work

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## FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

***Important: This disclosure statement must be included with your bid - required by state law (P.A. 232 of 2004)***

*As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the School Board or the Superintendent of Kent ISD.*

The undersigned, the owner or authorized officer of \_\_\_\_\_  
(the Bidder), pursuant to the familial disclosure requirement provided in the attached invitation to bid, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the School Board or the Superintendent of Kent ISD. If such a relationship exists, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BIDDER: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF MICHIGAN                    )  
  )ss.

COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by

\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_



Kennedy, Jason <jkennedy@fruitportschools.net>

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## Fwd: FW: Confirmation

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**Baker, Brenda** <bbaker@fruitportschools.net>

Mon, Sep 29, 2025 at 7:04 PM

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

Hi Mark & Jason

I have already submitted the bill for the Hybrid Instructional System. The following email is the RFP process that Region 4 went through for the RFP. If you have any questions, please let me know.

Brenda Baker  
Fruitport Adult Education Director  
[3255 East Pontaluna Rd](#)  
Fruitport, Mi 49415  
231-865-4130  
Cell: 231-788-8788  
email: [bbaker@fruitportschools.net](mailto:bbaker@fruitportschools.net)

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

From: **Laurie Smith** <[lsmith1@oaisd.org](mailto:lsmith1@oaisd.org)>

Date: Mon, Sep 29, 2025 at 6:38 PM

Subject: Re: FW: Confirmation

To: Baker, Brenda <[bbaker@fruitportschools.net](mailto:bbaker@fruitportschools.net)>, Patricia Walstra <[PatriciaWalstra@kentisd.org](mailto:PatriciaWalstra@kentisd.org)>

Hi Brenda,

Here is what I've sent to other districts regarding the process we followed for posting the RFP and the subsequent steps taken when we received no responses.

Initially, the RFP was publicly posted, but we did not receive any vendor responses. At that point, Ron Houtmann emailed the RFP directly to individuals he knew in the industry to help generate interest.

The **RFP is attached** for your reference, and **below is the email Ron sent to the vendors**:

**Subject:** Invitation to Bid - Portable HyFlex Instructional System RFP - Due July 7, 2025

Dear XXXXXXX,

I am assisting Ottawa Area ISD with their search for qualified vendors for this procurement opportunity.

Ottawa Area ISD is soliciting proposals for six (6) complete portable HyFlex instructional systems for adult education programs across West Michigan. Your company is invited to submit a bid for this project.

**Project Overview:** The selected vendor will design, supply, assemble, deliver, install, and provide training for portable hybrid-flexible (HyFlex) instructional systems. These systems will enable educators to deliver instruction simultaneously to both in-person and remote learners. The systems must be portable and easily relocatable between instructional spaces.

### Key Project Details:

- **Quantity:** Six (6) complete portable systems

- **Locations:** Six buildings across West Michigan
- **Funding Source:** Adult Education 107a Innovation Grant
- **Proposal Due Date:** Monday, July 7, 2025, at 1:00 PM
- **Project Completion:** September 30, 2025

**System Requirements Include:**

- Mobile teaching podium/cart with integrated technology
- Display solution (projector with screen OR 65"+ flat panel)
- High-definition document camera
- 360-degree video conferencing system
- Wireless content sharing capabilities
- Complete portability (movable by one person)
- Setup time of 10 minutes or less

**Accessing the RFP:** The complete RFP document is attached to this email for your review. You can also access the official solicitation on [SIGMA VSS \(Michigan's vendor self-service system\)](#) where you may submit questions through the platform.

**Submission Requirements:**

- Sealed bids must be delivered to our office by 1:00 PM on July 7, 2025
- Late submissions will not be accepted
- Notarized compliance documents must accompany your bid as specified in the RFP

**Contact Information:** Questions regarding this RFP should be directed to:

Laurie Smith  
Adult Education 107a Innovation Grant Consultant  
Email: [lsmith@oaisd.org](mailto:lsmith@oaisd.org)

Please review the attached RFP document for complete specifications, evaluation criteria, and submission requirements. If you choose to bid, ensure you are registered on SIGMA VSS and follow all submission guidelines outlined in the RFP.

Sincerely,



**Ron Houtman, Ed.S**

*Director – Director of Strategic Planning and Organizational Initiatives*  
*Director - REMC 8 – Kent, Ionia, Montcalm*  
616.365.2320

**Educational Services Center**

2930 Knapp St. NE | Grand Rapids, MI 49525  
[ronhoutman@kentisd.org](mailto:ronhoutman@kentisd.org)

Please let me know if you have any questions or need further details.

*Laurie Smith*  
*Adult Education 107a Innovation Grant Consultant*  
*Corporate Trainer & Career Coach*



Thompson M-TEC | [ismith1@oaisd.org](mailto:ismith1@oaisd.org)  
6364 136th Avenue, Holland, MI 49424

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**From:** Baker, Brenda <[bbaker@fruitportschools.net](mailto:bbaker@fruitportschools.net)>  
**Sent:** Monday, September 29, 2025 6:28 PM  
**To:** Patricia Walstra <[PatriciaWalstra@kentisd.org](mailto:PatriciaWalstra@kentisd.org)>  
**Cc:** Laurie Smith <[ismith1@oaisd.org](mailto:ismith1@oaisd.org)>  
**Subject:** Re: FW: Confirmation

Hi Laurie

Are you able to get this to me so that I can get this approved by our Board?

Brenda Baker  
Fruitport Adult Education Director  
[3255 East Pontaluna Rd](#)  
Fruitport, Mi 49415  
231-865-4130  
Cell: 231-788-8788  
email: [bbaker@fruitportschools.net](mailto:bbaker@fruitportschools.net)

On Thu, Sep 25, 2025 at 12:12 PM Patricia Walstra <[PatriciaWalstra@kentisd.org](mailto:PatriciaWalstra@kentisd.org)> wrote:

Hi Laurie,

Can you sent Brenda Baker the FORE RFP information.

Thanks,

Pat

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**From:** Baker, Brenda <[bbaker@fruitportschools.net](mailto:bbaker@fruitportschools.net)>  
**Sent:** Thursday, September 25, 2025 9:47 AM  
**To:** Patricia Walstra <[PatriciaWalstra@kentisd.org](mailto:PatriciaWalstra@kentisd.org)>  
**Subject:** Confirmation

Hi Pat

Could you send me an email confirming that our Hyflex contract with Forte was bid out. I am in need of this for our Finance Office and Jason.

Thanks

Brenda Baker  
Fruitport Adult Education Director  
[3255 East Pontaluna Rd](#)

Fruitport, Mi 49415

231-865-4130

Cell: 231-788-8788

email: [bbaker@fruitportschools.net](mailto:bbaker@fruitportschools.net)

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**HYFLEX RFP SoW v3.pdf**

263K



# QUOTE

# FORTÉ

Reference Number: 1388200  
Date: September 03, 2025

Fruitport Adult Education - HyFlex Instructional Cart

Prepared By: Ben Kevern  
Phone:  
Email: ben.kevern@ourforte.com

FORTÉ  
48679 Alpha Drive, Suite 140, Wixom, MI 48393  
Phone: (469)359-4081  
Fax: (248)957-6151

## COMPANY

Fruitport Community School District  
3255 East Pontaluna Road  
Fruitport, MI 49415

Contact: Brenda Baker  
Phone:  
Email:  
Account Number: FCS0018

## PROJECT SITE

Fruitport Adult Education  
3255 East Pontaluna Road  
Fruitport, MI 49415

Contact: Brenda Baker  
Phone:  
Email: bbaker@fruitportschools.net  
Account Number: FCS0018

## INVOICE TO

Fruitport Community School District  
3255 East Pontaluna Road  
Fruitport, MI 49415

Contact:  
Phone:  
Email:  
Account Number: FCS0018

## PRODUCTS AND SERVICES SUMMARY

Equipment	\$25,475.95
Integration	\$9,413.55
PRO Support	\$0.00
Lift Gate Delivery & Freight	\$400.00
Tax	\$0.00
<b>Grand Total</b>	<b>\$35,289.50</b>

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

FORTÉ's prices/rates provided in this quote and/or agreement do not reflect any applicable tariffs imposed by foreign or domestic governmental authorities. FORTÉ's prices are subject to change should applicable tariffs result in any price increase to the equipment purchased under this agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event FORTÉ must pursue collection of unpaid invoices, Customer agrees to pay all of FORTÉ's costs of collection, including its attorneys' fees.

## INVOICING AND PAYMENT TERMS

Customer and FORTÉ have agreed on the payment method of CHECK. Payment must be remitted by stated method. To the extent Customer seeks the use of any payment methods other than stated, and that payment method results in an increased transaction cost to FORTÉ, the new payment must be approved in writing. The Customer shall be responsible for paying the increased transaction cost to FORTÉ associated with the change in payment method. Payments shall be made 30 days from invoice date. So long as the invoice has been sent and the Customer's payment is made within the terms work will continue.

FORTÉ uses progress billing, and invoices for equipment and services allocated to the contract on a monthly basis. Unless otherwise specified, all items quoted (goods and services) as well as applicable out of pocket expenses (permits, licenses, shipping, etc.) are invoiced in summary (including applicable sales taxes due for each category of invoiced items).

Customer is to make payments to the following "Remit to" address:

FORTÉ  
PO Box 842607  
Kansas City, MO 64184-2607

If Payment Method is ACH: Customer must make all payments in the form of bank wire transfers or electronic funds transfers through an automated clearinghouse with electronic remittance detail, in accordance with the payment instructions FORTÉ provides on its invoice to Customer.

A monthly summary of detailed equipment received is available upon request. Equipment received may be different than equipment billed based on agreed billing method.

## TAXES AND DELIVERY

Unless stated otherwise in the Products and Services Summary above, FORTÉ will add and include all applicable taxes, permit fees, license fees, and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are provided. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, FORTÉ shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.

## AGREEMENT TO QUOTE AND DOCUMENTS CONSTITUTING YOUR CONTRACT WITH FORTÉ

Customer hereby accepts the above quote for goods and/or services from FORTÉ. When duly executed and returned to FORTÉ, FORTÉ's Credit Department will check Customer's credit and approve the terms. After approval by FORTÉ's Credit Department and signature by FORTÉ, this Retail Sales Agreement will, together with the FORTÉ General Terms & Conditions (which can be found at <https://www.ourforte.com/terms-and-conditions>) form a binding agreement between Customer and FORTÉ. This Retail Sales Agreement and the FORTÉ General Terms & Conditions of Sale (the T&Cs) are referred to collectively as the Agreement. If not defined in this Agreement, all capitalized terms shall have the meaning given to them in the T&Cs. Should FORTÉ's Credit Department determine at any point prior to FORTÉ commencing work that Customer's credit is not adequate, or should it otherwise disapprove of the commercial terms, FORTÉ reserves the right to terminate the Agreement without cause and without penalty to FORTÉ.

## AGREED AND ACCEPTED BY

	FORTÉ
Company	Company
Signature	Signature
Printed Name	Printed Name
Date	Date

## CONFIDENTIAL INFORMATION

The company listed in the "Prepared For" line has requested this confidential price quotation, and shall be deemed "Confidential Information" as that term is defined in the T&Cs. This information and document is confidential and is intended solely for the private use of the customer identified above. Customer agrees it will not disseminate copies of this quote to any third party without the prior written consent of FORTÉ. Sharing a copy of this quote, or any portion of the Agreement with any competitor of FORTÉ is a violation of this confidentiality provision. If you are not the intended recipient of this quote (i.e., the customer), you are not properly in possession of this document and you should immediately destroy all copies of it.

## PRODUCTS AND SERVICES DETAIL

Model #	Mfg	Description	Qty	Price	Extended
Video Display Equipment					
TT-6523C	NEWLINE	65" C series 4K LED 4K Multi-Touch Display, No embedded Operating system	1	\$1,295.00	\$1,295.00
PROCOLOR IFPD-MOB V3.0	BOXLIGHT	IFP STAND - Mobile Height Adjustable Electric	1	\$995.00	\$995.00
CSMP9X12	CHIEF	PROX,MOUNT PLATE,9X12	1	\$44.24	\$44.24

<b>Sub-Total: Video Display Equipment</b>					<b>\$2,334.24</b>
<b>Video Conferencing Equipment</b>					
5-906-2-08-00	IPEVO	TOTEM 360 Immersive Conference Camera + Speakerphone	1	\$798.86	\$798.86
T3664	ATLAS	Platinum Design Series 64 inch Tripod Mic Stand	1	\$99.61	\$99.61
5-898-4-01-00	IPEVO	VZ-R HDMI/USB 8MP Document Camera	1	\$279.00	\$279.00
<b>Sub-Total: Video Conferencing Equipment</b>					<b>\$1,177.47</b>
<b>Video Distribution Equipment</b>					
986-000015	LOGITECH	LOGI DOCK TEAMS GRAPHITE DOCK	1	\$307.32	\$307.32
AM3-212 KIT	CRESTRO	AirMedia Series 3 Kit with AM-3200-WF Receiver, N	1	\$2,753.33	\$2,753.33
<b>Sub-Total: Video Distribution Equipment</b>					<b>\$3,060.65</b>
<b>Audio Equipment</b>					
SLXD24D/SM58-J52	SHURE	Dual Wireless Vocal System with SM58	1	\$1,352.80	\$1,352.80
SLXD14D-J52	SHURE	Dual Combo System with (2) SLXD1 Bodypacks and SLXD4D Receiver	1	\$1,245.13	\$1,245.13
UA600	SHURE	Front Mount Antenna Kit for U4S, U4D, UC4 and ULX Single Receivers	1	\$51.93	\$51.93
UA802	SHURE	2' UHF Coaxial Antenna Cable, BNC-BNC, RG58C/U Type	2	\$17.73	\$35.46
WL185MB/C-TQG	SHURE	LAVALIER MICROPHONE, CARDIOID, BLACK	2	\$135.53	\$271.06
SB903	SHURE	Lithium-Ion Battery for SLX-D	4	\$53.20	\$212.80
SBC80-903-US	SHURE	8-BAY BATTERY CHARGER FOR SB903	1	\$342.00	\$342.00
TESIRAFORTE AVB CI	BIAMP	Fixed I/O DSP with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, 128 x 128 channels of AVB, and AEC technology (all 12 inputs)	1	\$3,006.67	\$3,006.67
CG40061	C2G	25ft PRO-AUDIO XLR MALE TO FEMALE CBL	1	\$32.39	\$32.39
840919-1100	BOSE	L1 Pro8 Portable Line Array System 120V NA, 120V NA	1	\$1,212.00	\$1,212.00
856989-0110	BOSE	L1 Pro8 System Bag	1	\$188.00	\$188.00
<b>Sub-Total: Audio Equipment</b>					<b>\$7,950.24</b>
<b>Network &amp; Control Equipment</b>					
RMC4	CRESTRO	4-Series Control System N	1	\$733.33	\$733.33
TS-1070-B-S	CRESTRO	10.1 in. Tabletop Touch Screen, Black Smooth N	1	\$2,178.67	\$2,178.67
GSM4210PD-100NAS	NETGEAR	AV LINE M4250-9G1F-POE+	1	\$662.35	\$662.35
<b>Sub-Total: Network &amp; Control Equipment</b>					<b>\$3,574.35</b>
<b>Instructor Desk &amp; Rack Equipment</b>					
OFE	OWNER	Owner Furnished Equipment - Carry-in Laptop Computer	1	\$0.00	\$0.00
TBD-MATERIAL	Spectrum Indus	Freedom One eLift Lectern with Overbridge & Power Module plus 39" Equip Rack w/ Audience Removable Panel, Instructor Acrylic Door, Flip Up Shelf , Keyboard Tray, Casters, Metal Silver Sparkle.	1	\$6,168.86	\$6,168.86
TBD-MATERIAL	Spectrum Indus	Summit 2233 Single Monitor Arm Multimedia	1	\$186.43	\$186.43
VA2756-4K-MHD	VIEWSONIC	27" 4k IPS Monitor with HDMI, DisplayPort, 3840 x 2160 Resolution.	1	\$332.00	\$332.00

PD-915RC-20	MIDDLE ATLANTI	PD-915R W/20' POWER CORD	1	\$186.20	\$186.20
DECP-1X3	MIDDLE ATLANTI	1SP PNL W/(3)DECORA OP BK	1	\$37.37	\$37.37
D-XLR2	RDL - RADIO DE	XLR 3-PIN FEMALE & 3-PIN MALE	1	\$26.39	\$26.39
CG39710	C2G	Decora Wall Plate HDMI F/F White	1	\$32.37	\$32.37
C2G10402	C2G	25ft/7.6M Performance UltraFlex Passive	1	\$60.39	\$60.39
WP3410BK	ON-Q	DECOR OUTLET STRAP BLANK BK (M10)	1	\$1.14	\$1.14
UD2	MIDDLE ATLANTI	2SP UTIL.DRAWER,BLK	1	\$152.64	\$152.64
UD3	MIDDLE ATLANTI	3SP UTIL. DRAWER.BLK	1	\$164.67	\$164.67
KYLK	MIDDLE ATLANTI	KEYLOCK OPTION FOR UD SER	1	\$30.54	\$30.54

**Sub-Total: Instructor Desk & Rack Equipment** **\$7,379.00**

**Integration\_Fruitport Adult Edu HyFlex Cart**

Meetings	\$376.74
Engineering & Drawings	\$1,475.31
Project Management	\$970.85
Programming	\$410.80
In Shop Fabrication	\$1,594.30
On Site Integration	\$1,487.50
Testing & Acceptance	\$744.32
Training	\$800.40
Travel	\$595.00
Integration Cables & Connectors	\$958.33

**Sub-Total: Integration\_Fruitport Adult Edu HyFlex Cart** **\$9,413.55**

**Sub-Total: Lift Gate Delivery & Freight (1 site)** **\$400.00**

**Total:** **\$35,289.50**

## SERVICES TO BE PROVIDED

### INTEGRATION SERVICES

#### INTEGRATION SCOPE OF WORK

**A. SUMMARY:** Kent ISD has asked for six (6) Audio-Video mobile presentation systems.

##### OBJECTIVES

- Mobile teaching podium/cart with integrated technology
- Display solution (65" flat panel) on a mobile cart
- High-definition document camera
- 360-degree video conferencing camera
- Wireless content sharing capabilities
- Four (4) wireless microphones – two (2) Handheld & two (2) Lavalier microphones
- Portable P.A. System
- Complete portability.
- Setup time is estimated at 10-15 minutes.

**B. SYSTEM DESCRIPTION:** Each classroom shall have an instructor's station comprised of a height adjustable desk (without the shown desk overbridge) and adjacent AV equipment rack. The instructor's station shall have the ability to connect the instructor's laptop to a USB docking station to provide content on the displays and to the remote students.

Mounted on the instructor's desk shall be a 10-inch touch screen for audio level functions, a 27-inch desktop monitor and USB docking station for connection to the instructor's carry-in laptop, and an IPEVO HDMI/USB document camera.

Installed in the adjacent equipment rack shall be the following:

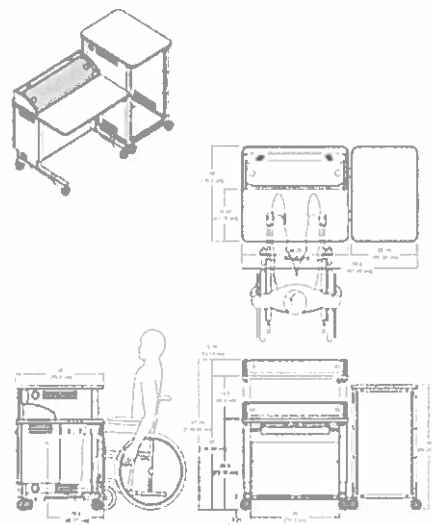
- Wireless Microphone Receivers.
- Wireless Microphone System Battery Chargers.
- Biamp Audio Mixer/DSP
- Crestron Control System Processor.
- (1) 3-RU Rack Drawer for charging station storage.
- (1) 2-RU Rack Drawer for device storage.

Mounted behind the display shall be the Crestron AirMedia Wireless Presentation System.

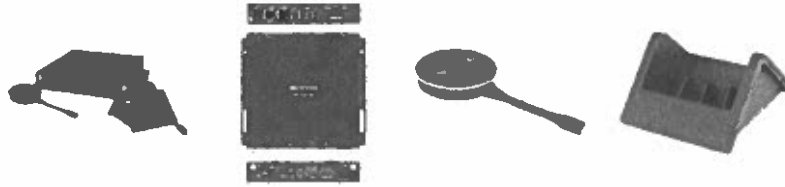
Located near the display shall be (1) Bose L1 Portable PA System.

Included with this proposal are the following components of the portable system:

- Displays:
  - o One (1) 65" Newline display on an electric height adjustable mobile cart that will be connected to the equipment cart with a FORTÉ provided 25" HDMI cable.



- o Video content shall be sent to the display through the Crestron Air Media Wireless Presentation System and its wireless connect adaptors.



- Source Devices:
  - o A school district provided laptop PC.
  - o One (1) IPEVO TOTEM 360 Immersive Conference Camera with a 64-inch tripod.
  - o One (1) IPEVO VZ-R Document camera.
  - o One (1) Crestron Air Media 3200 KIT
- Audio:
  - o Four (4) Shure wireless microphones – two (2) handheld & two (2) body pack transmitters with a lavalier microphone that can be used for voice reinforcement within the classroom, as well as for sending audio to the remote students. Also provided with the microphones are rechargeable Li-Ion batteries and a charging station which is to be located within one of the equipment rack's drawers.
  - o One (1) Biamp TesiraFORTE DSP (Digital Signal processor) for microphone and speaker volume control, and room equalization.
  - o One (1) Bose L1 Pro 8 portable P.A. System, connected to the equipment rack with a 25" XLR cable.
- Control :
  - o Control of the 65-inch display shall be via the supplied handheld remote control.
  - o System audio levels to be control thru a Crestron RMC4 processor and a corresponding 10.1-inch Creston touch panel.
- FORTÉ shall complete the following :
  - o Integration of system hardware.
  - o Programming of the control processor, touch panel, and audio DSP.
  - o System commissioning and testing.
  - o User training.

**C. EXCLUSIONS:** The following work is **not included** in our Scope of Work:

- All conduits, high voltage, wiring panels, breakers, relays, boxes, receptacles, etc.
- Concrete saw cutting and/or core drilling
- Firewall, ceiling, roof, and floor penetration
- Necessary gypsum board replacement and/or repair
- Necessary ceiling tile or T-bar modifications, replacements, and/or repair
- Structural support of equipment \*FORTÉ is not responsible for building-related vibrations
- Installation of the ceiling-mounted projection screen
- All millwork (moldings, trim, cutouts, etc.)
- Patching and Painting
- Permits (unless specifically provided for and identified within the contract)
- Unless otherwise stated, the pricing in this agreement does not include prevailing wage or union labor
- Unless specifically noted, lifts and scaffolding are not included

**D. CONSTRUCTION CONSIDERATIONS:**

In order to accomplish the outlined goals of this project, the Customer will be responsible for contracting with an outside entity to make the necessary modifications to the space as directed by FORTÉ. The costs associated with these modifications are not included in this proposal.

**E. NOTICE: THIS SCOPE OF WORK IS DELIVERED ON THE BASIS OF THE FOLLOWING ASSUMPTIONS:**

- The room(s) match(es) the drawings provided.
- Site preparation by the Customer and their contractors includes electrical and data placement per FORTÉ specification.

- Site preparation will be verified by FORTÉ project manager or representative before the scheduling of the installation. All work areas should be clean and dust free prior to the beginning of the on-site integration of electronic equipment.
- Customer communication of readiness will be considered accurate and executable by FORTÉ project manager.
- In the event of any arrival to the site that FORTÉ is not able to execute work efficiently and definably progress, the Customer will be charged a fee to reimburse FORTÉ for all lost time and inefficiencies. At this time, the Customer will be presented with a Contract Change Order and will/may halt work until acceptance by the Customer and rescheduling of the integration effort is agreed upon.
- Rescheduling and redeployment of FORTÉ technicians due to unacceptable site preparation may cause scheduling delays of up to 10 business days.
- There is ready access to the building/facility and the room(s) for equipment and materials.
- There is secure storage for equipment during a multi-day integration.
- If Customer furnished equipment and existing cabling are to be used, FORTÉ assumes that these items are in good working condition at this time and will integrate into the designed solution. Any repair, replacement, and/or configuration of these items that may be necessary will be made at an additional cost.
- All Network configurations, including IP addresses, are to be provided, operational and functional before FORTÉ integration begins. FORTÉ will not be responsible for testing the LAN connections.
- Cable or Satellite drops must be in place with converter boxes operational before the completion of integration. Any delay resulting in extra work caused by the late arrival of these items will result in a change order for time and materials.
- Document review/feedback on drawings/correspondence will be completed by the Customer within two business days (unless otherwise noted).
- The documented Change Control process will be used to the maximum extent possible – the Customer will have an assigned person with the authority to communicate/approve project Field Directed Change Orders and Contract Change Orders (see Appendix).
- In developing a comprehensive proposal for equipment and integration services, FORTÉ Sales Representatives and Engineering teams must make some assumptions regarding the physical construction of your facility, the availability of technical infrastructure, and site conditions for installation. If any of the conditions we have indicated in the site survey form are incorrect or have changed for your project or project site, please let your Sales representative know as soon as possible. Conditions of the site found during the integration effort, which are different from those documented, may affect the price of the system solution, integration, or services. To ensure that you have an accurate proposal based on your facility and specific to the conditions of your project, please review all project documentation carefully.

#### **F. INTEGRATION PROJECT MANAGEMENT PROCESSES**

FORTÉ will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

- Site Survey – performed prior to Retail Sales Agreement and attached
- Project Welcome Notice – emailed upon receipt of Purchase Order
- Project Kick-Off meeting with Customer Representative(s) – either by phone or in-person
- Project Status reviews – informal or formal – either by phone or in person (based on the size/complexity/duration of the project)
- Project Change Control – comprised of Field Directed Change Order and/or Contract Change Order submittals (see Appendix)
- Notice of Substantial Completion (see Appendix) – at Customer walk-through – prior to Service Transition

#### **G. KNOWLEDGE TRANSFER (TRAINING)**

This is geared specifically towards the end-user / operator. The purpose of this knowledge transfer is to provide operators with the necessary knowledge to confidently and comfortably operate all aspects of the integrated system. Multiple sessions will be offered to accommodate schedules and recording of the training sessions is permitted. Areas covered include the following:

- Equipment and system overview
- Equipment operation and function
- Equipment start-up, stop and shut down
- Equipment automatic and manual operation
- Discussion and documentation relating to control system operation
- Discussion and documentation relating to the system processor and its control applications
- Powering up and powering down the AV system via the control system
- Manual operation of display systems, audio systems, and all other related components
- Use/operation of patch panels, when and where to be used
- Whom to call when help is required

#### **H. FORTÉ INTEGRATION SERVICES RESPONSIBILITIES**

FORTÉ will provide services/work for the project as described above in the Scope of Work or per the attached separate Scope of Work document detailing the scope of work to be performed.

- Provide equipment, materials, and service items per the contract products and services detail.
- Provide systems equipment integration and supervisory responsibility for the equipment integration.
- Provide systems configuration, checkout, and testing.
- Provide project timeline schedules.
- Provide necessary information, as requested, to the owner or other parties involved with this project to ensure that proper AC electrical power and cableways and/or conduits are provided to properly integrate the equipment within the facilities.
- Provide manufacturer-supplied equipment documentation.
- Provide final documentation and “as built” system drawings (CAD) - if purchased.
- Provide system training following integration to the designated project leader or team.

## **I. CUSTOMER INTEGRATION SERVICES RESPONSIBILITIES**

- Provide for the construction or modification of the facilities for soundproofing, lighting, electrical, HVAC, structural support of equipment, and decorating as appropriate. Includes installation of any ceiling-mounted projection screen.
- Provide for the ordering, provisioning, installation, wiring, and verification of any Data Network (LAN, WAN, T1, ISDN, etc.) and Telephone Line (Analog or Digital) equipment and services prior to on-site integration.
- Provide all necessary cableways and/or conduits required to facilitate AV systems wiring.
- Provide all necessary conduits, wiring, and devices for technical power to the AV systems equipment.
- Provide reasonable access of FORTÉ personnel to the facilities during periods of integration, testing, and training, including off hours and weekends.
- Provide a secure area to house all integration materials and equipment.
- Provide a project leader who will be available for consultation and meetings.
- Provide timely review and approval of all documentation (Technical Reports, Drawings, Contracts, etc.).

## **J. IMPLEMENTATION PLAN & TIMELINE**

- Assuming that per the bid spec that Vendor Selection means that a Purchase Order is issued on 7/15/2025
- A project kickoff meeting will be held within 3-5 business days of P.O. received.
- Equipment will be ordered the same day at the project kickoff meeting.
- Equipment ETAs will be determined 3-5 business days after Equipment Order is placed.
- Benching & In-ship fabrication will occur at the FORTÉ Grand Rapids office as Equipment arrives.
- System Delivery will occur 2-3 business days after all equipment arrives to the FORTÉ Grand Rapids office.
- Target System Delivery date = 8/15/2025
- Target Training Completion = 9/5/2025
- Target Project Completion = 9/30/2025

## **K. REFERENCES**

- This bid is for a custom design so there is no direct reference but here are good local references for A/V integrations:
- FREMONT PUBLIC SCHOOLS
  - o Kyle Alger – [kalger@fremont.net](mailto:kalger@fremont.net)
  - o A/V Integrations across 4 buildings
  - o Q1 2025
- THORNAPPLE-KELLOGG PUBLIC SCHOOLS
  - o John Dombrowski – [jdombrowski@tkschools.org](mailto:jdombrowski@tkschools.org)
  - o Large Venue Audio Integrations – 4 buildings
  - o Interactive Flat Panels integrations – 2 buildings
  - o Q4 2024 to Q2 2025
- LEWIS UNIVERSITY – ROMEOVILLE, IL
  - o Jeff Hilbruner – [hilbrune@lewisu.edu](mailto:hilbrune@lewisu.edu)
  - o Two room Hybrid Learning space with advanced lectern control systems
  - o Q3 2024





Personnel Committee  
Monday, November 10, 2025  
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 5:30 p.m. Dave Hazekamp, Steve Kelly, Kathy Six, and Jason Kennedy were present.

1. **November 2025 Personnel Report** - The Committee reviewed the Personnel Report for November 2025. This report included each of the recommendations for new hire, resignations, retirement notices, transfers, and positions that are still posted and vacant in the District.
2. **Update on Employee Discipline** - An update was provided to the Committee on two (2) separate employee discipline issues.
3. **Update on Hiring of Early Childhood Center Director** - An update on the hiring process for the next Director of the Early Childhood Center was discussed with the Committee. The Committee was informed that an offer of employment was being made to the identified top candidate for the position.
4. **Other:** The Committee held a discussion on concerns pertaining to the scheduling of Sunday events.
5. **Public Comment:** Erin Murphy and Melissa Eyestone, both employees of the Fruitport Early Childhood Center, attended the Committee meeting. They both spoke in support of Amy Wiggins as a candidate for the Early Childhood Center director's position.
6. **Adjournment:** The meeting was adjourned at 6:15 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Student Affairs Committee  
Monday, November 10, 2025  
4:30 p.m.

## MEETING MINUTES

### **Meeting Location:**

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

### **Attendance:**

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

1. **Student Reinstatement Request** – The Committee discussed a need for the Board to appoint a committee to review the petition for student reinstatement, and to make a recommendation to the Board to grant, conditionally grant, or deny the petition.
2. **Non-Criminal Justice Agency Compliance Review and Audit Update** - The Committee discussed the Michigan State Police review and audit of the District's fingerprinting and criminal history records process that took place on November 4, 2025.
3. **Thrun Law Firm Policy Updates: October 2025** - The Committee reviewed the first reading of the October 2025 Thrun Law Policy Update.
4. **Overnight Field Trip Request: Michigan Youth in Government** - The Committee reviewed an overnight field trip request from Deeann Skov, advisor for the Michigan Youth In Government program. The request was for students to participate in the Michigan Youth In spring conference held in Lansing on February 26 - March 1, 2026.
5. **Discussion on Sunday Events** - The Committee discussed a concern that had been brought to a Board member where events, such as band concerts, are held on a Sunday. This type of event requires students to participate in those Sunday events as a part of the grade that a student earns for that course. This will be discussed with the full Board.
6. **Other:** None
7. **Public Comment:** None
8. **Adjournment:** The meeting was adjourned at 5:08 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

**BOARD ACTION REQUEST FORM**

**Meeting Date:** November 17, 2025

To: Board of Education

Attachment #: XIII-3

From: Jason Kennedy

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

Overnight Trip Request: Michigan Youth in Government

**Background Information:**

High school teacher and MYIG Advisor, Deeann Skov, has requested an overnight trip to be approved to go to Lansing for students to participate in a mock legislature at the State Capital. The dates of the overnight field trip are February 26 – March 1, 2026. It is recommended that the Board approve the overnight trip request.

**Financial Impact:**

Costs are covered through a Michigan Youth in Government grant, with additional funds from students, families, and the District being used to support the trip. The cost of the trip is \$610 per student.

**Recommended Action:**

To approve the overnight trip request from Deeann Skov for high school students to stay overnight in Lansing, MI on February 26 – March 1, 2026 to participate in a mock legislature at the State Capital, as discussed.

**Action Taken:**

**Vote:**   ☐ Buckner       ☐ Burgess       ☐ Cole       ☐ Franklin  
             ☐ Hazekamp       ☐ Kelly       ☐ Meeuwenberg



# Overnight Field Trip Request

To the Board of Education

Print Form

1. Group Requesting Permission: Michigan Youth in Government
2. Staff Person(s) in Charge: Deeann Skov
3. Destination: Lansing MI (Capitol and hotel YTBD)  
(Address & Phone Contact for Destination)
4. Dates: 2/26/26-3/1/26
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: YTBD  
(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: 1/10
9. Funding Sources: FCS and Students
10. What is the total cost per student? 610
11. Are all students in the group/class participating? yes
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? Deeann Skov/ 616-334-7957
14. **ATTACH** a copy of the parent notification letter.



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA MYIG PARENT Information

2025

© [YEAR] YMCA of the USA

## PROGRAM OVERVIEW & GOALS

- This will be a hands-on model state government experience.
- The program emphasizes the importance of the YMCA core values of honesty, respect, responsibility and caring.
- The program encourages students to engage in civil discourse; to debate ideas and not people.
- The program also encourages students to become active in their communities and utilize their voices/ideas in the world around them.

## CONFERENCE OVERVIEW

- **Hotels**

- Doubletree by Hilton - 111 N Grand Ave, Lansing, MI 48933
  - Breakfast available for purchase. Participants will have to walk to and from the Lansing Center daily.
- Courtyard by Marriott - 600 E Michigan Ave, Lansing, MI 48912
  - Breakfast available for purchase. All rooms have a microwave and mini fridge. Participants will have to walk to and from the Lansing Center daily.

- **Hotel Room Notes**

- Students will not have access to their hotel rooms during program hours.
- Unless otherwise requested by parents with limited availability (for an upcharge), students will be housed 3-4 to a room. This may require your student to share a bed with another student from their delegation.

## CONFERENCE OVERVIEW

- **Meeting Spaces**

- DoubleTree by Hilton: 111 N Grand Ave, Lansing, MI 48933
- Lansing Center: 333 E Michigan Ave, Lansing, MI 48933
- Michigan Capitol Building: 100 N Capitol Ave, Lansing, MI 48933
- Cooley Law School (MJP): 300 S Capitol Ave, Lansing, MI 48933



## **DROP OFF/PICK UP**

- We will be leaving Fruitport High School, so we can arrive at our assigned hotel between 8:30 am and 9:30 am on Thursday.
- We will be checking out of our assigned hotel around 11:30am on Sunday. We should arrive back in the afternoon.
- If your student is under 18 and driving themselves or being picked up early/dropped off late by anyone other than a parent or guardian, they must have written permission emailed to both the delegation advisor and MYIG staff (staff@myig.org).

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## **VISITOR POLICY**

- Visitors must go to the nerve center and sign into the guest registry. The nerve center will be located in Room H-55 on the Ground Floor of the Capitol Building.
- Visitors will be asked to display their state ID or driver's license, and their information will be run through a system called Raptor. This is the same procedure as many school districts follow for visitors.
- Visitors will receive a guest badge that must be worn at all times.
- If a visitor is found without a guest badge, they will be escorted by a volunteer or staff member to the nerve center to receive a replacement badge or check in if needed.
- Visitors may visit students between the hours of 8:00 am - 5:00pm in the downtown area buildings (Capitol, Heritage Hall, Binsfeld, House Office Building, Cooley or during lunch when accompanied by another adult).
- Visitors may not be alone with students at any time (ex: taking a student to lunch), unless they can prove they are a parent or guardian and notify the advisor and staff.
- Written policy can be [viewed here](#).

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## PACKING & DRESS CODE

- **Packing**

- Please check out the [MYIG recommended packing list](#).
- Highlight any additional items advisor is recommending.
- MYIG Staff recommends that all students bring a water bottle with their name somewhere on it.
- Note: Students do NOT need to purchase a new wardrobe for conference. Thrift stores have great options for professional clothing if you need to pick something up!

- **Dress Code**

- Review [MYIG recommended dress code](#) and answer any questions.
- Hats are not allowed in Capitol chambers unless religious attire. Bags, food and drinks are also not allowed in chambers.
- Make sure students bring a coat as it is winter!!
  - This is one of the items that students most leave behind. Please put your student's name in the coat somewhere.
- As most students will be sharing a bed, they should bring modest pajamas.

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## MEALS & SPENDING

- Students will be responsible for breakfast during the conference. They can bring their own, purchase breakfast at the hotel, or purchase breakfast at a nearby restaurant.
- Students will be responsible for lunches during the conference. We recommend bringing \$15/meal (\$45)
- Two dinners will be covered by the conference. Students should bring \$20 for dinner on their own on Friday.
- Students may want to bring snacks for the evenings in their hotel room. All the hotels have a small store with basic snacks for sale.
- Note: Please do not bring snacks, candy or breakfast items with nuts in them as we always have participants with severe nut allergies.
- MYIG swag is available for purchase at the conference. They may also want to bring some spending money to purchase any other items.

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## **SAFETY EXPECTATIONS**

- Students must stay in their assigned hotel room between 11pm and 6am. Students will be sent home if they are discovered out of their room unless there is an extreme emergency. Each hotel will have an unarmed guard making rounds throughout the night.
- Students may not visit any other hotel room besides their own assigned room. If a student is discovered in another delegate's room, that student and anyone present in the room they are visiting will be sent home. Please talk to your students about not visiting other rooms and not allowing their friends to visit their room.
- Students may not leave the hotel or downtown building unless there is an emergency or assigned transition in the schedule.
- When transitioning between buildings or going to eat meals downtown, students are expected to be in a group of at least three people for safety.
- Students may not be alone with adults at any time in a secluded location.
- Students are expected to listen to hotel staff, MYIG staff, Capitol area staff, teacher advisor and bus driver directions.
- Please encourage your students to be respectful of others and the buildings that we use. We can lose access to the Capitol if any damage occurs, so this is very important to review.
- If students are concerned about an incident, and would like it to be addressed, they should use the student reporting form. Or if it is an emergency, they should contact the nearest advisor, volunteer or staff member for help.

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## **ABUSE PREVENTION**

- YMCA Michigan Youth in Government and the State Alliance of Michigan YMCA's are committed to keeping children and teens safe in the communities we serve across the state.
- Measures YMCA MYIG takes to protect your students:
  - Interview, check references, and run background checks yearly on employees.
  - Have all employees and volunteers complete praesidium training on child abuse prevention.
  - Background check all volunteers on a yearly basis.
  - Ensure all employees and volunteers are trained on mandatory reporting.
  - Partner with Praesidium, a team of experts in child abuse prevention, to assess all aspects of our programs and implement best practices.
  - Operate under the YUSA Child Protection Membership Qualification Standards.
- More resources for talking with your student can be found at [myig.org/child-abuse-prevention](http://myig.org/child-abuse-prevention)

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## ABUSE PREVENTION

<i>Appropriate Verbal Interactions for Adolescent and Teenage Consumer</i>	<i>Inappropriate Verbal Interactions for Adolescent and Teenage Consumer</i>
<ul style="list-style-type: none"> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Bullying</li> <li>• Ridicule or Humiliation</li> <li>• Discussing sexual encounters</li> <li>• Cursing</li> <li>• Hazing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming</li> <li>• Belittling</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten, or humiliate other consumers</li> <li>• Derogatory remarks about another consumer or their family</li> </ul>

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## ABUSE PREVENTION

- Talk to your students about appropriate and inappropriate verbal and physical interactions.
- Remind your student they should never be alone with an adult in a private space.
- Remind your students that one-on-one conversations over digital platforms (GroupMe, Texting, etc) with an adult that isn't a parent/guardian or trusted family member should never happen.
- No one should ask your student to keep a secret from you (parent/guardian) or another trusted adult.
- Let your student know that abuse can be committed by an adult or a peer.

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## ABUSE PREVENTION

- Remind your student: If you see something, say something!
- If your student experiences a red flag behavior, report it to a YMCA MYIG staff member.
- Complete our [online reporting form](#). Submissions are kept confidential and are posted throughout all MYIG events.



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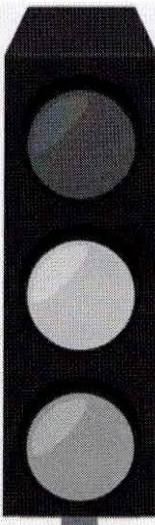
## REPORTING

### MYIG Report Chart

**"I heard a **THREATENING** comment towards/about a delegate and I believe they are in danger."**  
**PLEASE TELL MYIG STAFF DIRECTORS**

**"I heard a **DISCRIMINATORY** comment about or towards a Delegate"**  
**PLEASE TELL YOUR DELEGATION ADVISOR OR THE ADULT IN THE ROOM**

**"I heard an insensitive comment about a Delegate"**  
**PLEASE TELL THE PRESIDING OFFICER IN THE ROOM**

A vertical graphic of a traffic light with three circular lenses, one at the top, one in the middle, and one at the bottom, all in a dark grey color.

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## ILLNESS PREVENTION

- Any student with high fevers (100 degrees or more) or severe illness symptoms should stay home until they are fever free for 24 hours.
- A first aid professional will be available on site. If students become ill at the conference, need band aids or any health related help; they should consult with our first aid staff.
  - Depending on their symptoms they may be given a Covid-19 rapid test.
  - If medications are needed the first aid staff may call parents for verbal agreement to dispense the medications.
  - If it is determined that a student is severely ill or has a fever of 100 degrees or higher, they will be asked to stay in a quarantine room at the hotel. The parent/guardian will be notified by their advisor and will be asked to pick their student up.
- Please follow district guidelines for storing and dispensing medications. Students are encouraged to bring their own basic medications (ex: aspirin) that they may need. The YMCA MYIG staff and first aid professional is unable to dispense medications without parental/guardian consent.



## REQUIRED PAPERWORK

- All students **and** their parent/guardian will be expected to sign a code of conduct via Jotform before the student arrives at conference.
- Any student over the age of 18 years old will be expected to complete a background check before they arrive at conference.
- Parents/Guardians will also be expected to sign a consent form to allow their students to share a bed with other delegation members. This will be directly emailed to you
- Any school district required permission forms.

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## CONFERENCE COMMUNICATION

- Students will be using the app Guidebook on their phones for the event. Please consider allowing them to download the app before arrival at the event.
- We will be using Remind for a conference-wide messaging system to communicate major changes or emergency notifications.
- If there is a concern or issue that you wish to talk with someone about during the event, please contact your student's advisor first. You may also contact the MYIG Staff at 517-639-4480 if an advisor can not be reached. Please do not contact the hotel directly for issues.

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# Thursday - April 3, 2025

## Dress Code: Business Casual

Lansing Center Nerve Center ..... Lansing Center, 1<sup>st</sup> Floor, Main Concourse  
 Capitol Nerve Center ..... Capitol 1<sup>st</sup> Floor, Ground Floor H-55  
 MJP Center..... DoubleTree Boardroom

8:30 – 9:30 am	Best Western Registration (advisors only) ..... BW Lobby Kellogg Registration (advisors only) ..... Kellogg Lobby Marriott Registration (advisors only) ..... Marriott Lobby Quality Suites Hotel Registration (advisor only) ..... Quality Suites Lobby
9:00 am – 10:30 am	Bus Shuttles to Lansing Center ..... Hotel Lobbies
9:30 am	Alumni / Volunteer Meeting ..... Lansing Center Governor's Room
<b>10:00 – 10:40 am</b>	<b>Student General Orientation ..... Lansing Center Banquet Rooms 1-6</b>
10:00 am	Specialist Check-In..... Lansing Center Butler Boardroom
10:05 am	Advisor Meeting ..... Lansing Center Governor's Room
<b>10:45 – 11:20 am</b>	<b>General Assembly ..... Lansing Center Banquet Rooms 1-6</b> Welcome Invocation Introduction of Guest Speakers Swearing in Ceremony Address by 2025 Youth Governor..... Governor Rajgarhia Benediction
11:30 – 12:15 pm	Program Area Welcome Red and White Legislature..... Lansing Center Lansing Center Banquet Rooms 1-6 Model Judiciary Program ..... Lansing Center Room 101-102
11:30 – 12:40 pm	Program Area Welcome Blue Legislature ..... Lansing Center Room 203-204 Governor's Cabinet..... Lansing Center Boardroom 1 Lobbyists ..... Lansing Center Room 104 National Issues Forum ..... Lansing Center Room 201 Press Corps..... Lansing Center Room 205 Secretary of State ..... Lansing Center Butler Boardroom
11:45 am	Leadership Meetings Clerks, Secretaries ..... Lansing Center Room 202 Family Group Leaders ..... Lansing Center Governor's Room
12:20 – 1:45 pm	Lunch ..... On your Own Red Legislature, White Legislature, MJP
12:45 – 2:15 pm	Lunch ..... On your Own Blue Legislature, Lobbyists, Governor's Cabinet, Press Corps, Secretary of State, NIF
2:00 – 2:45 pm	Red and White Legislature Bill Writing ..... Lansing Center Rooms 101-102 Bill Sharing (in Committee) ..... Lansing Center Banquet Rooms 1-6
2:20 – 3:00 pm	National Issues Forum Proposal Writing ..... Lansing Center Room 202 Proposal Sharing (in Committee)..... Lansing Center Rooms 201 & 203-204
2:20 – 5:00 pm	Governor's Cabinet ..... Lansing Center Boardroom 1 Lobbyists ..... Capitol Building 3 <sup>rd</sup> Floor, Senate Approps. Room / Lansing Center Room 104 Press ..... House Document Room / Lansing Center Room 205 Secretary of State ..... Lansing Center Butler Boardroom

# Thursday - April 3, 2025

2:15 – 4:15 pm	Model Judiciary Program Round 1
	Courtroom 1.....
	Courtroom 2.....
	Courtroom 3.....
	Courtroom 4.....
	Courtroom 5.....
	Courtroom 6.....
	Courtroom 7.....
	Courtroom 8.....
	Courtroom 9.....
	Preparation Space .....
2:20 – 3:00 pm	Blue Legislature
	Bill Writing ..... Lansing Center Room 103
	Bill Sharing (in Committee) ..... Lansing Center Banquet Rooms 7 & 8
3:15 – 4:45 pm	Blue Legislature in Committee
	Erie ..... Lansing Center Banquet Rooms 1-6
	Huron ..... Lansing Center Banquet Rooms 1-6
	Houghton ..... Lansing Center Banquet Rooms 1-6
	Michigan ..... Lansing Center Banquet Rooms 1-6
	Ontario ..... Lansing Center Banquet Rooms 1-6
	St. Clair ..... Lansing Center Banquet Rooms 1-6
	Superior..... Lansing Center Banquet Rooms 1-6
3:15 – 5:00 pm	National Issues Forum 1 <sup>st</sup> Committee
	Jefferson.....Lansing Center Governor's Room
	Eisenhower ..... Lansing Center Room 201
	Ford ..... Lansing Center Room 202
	Kennedy ..... Lansing Center Room 203-204
	Lincoln ..... Lansing Center Rooms 101-102
	Madison ..... Lansing Center Room 103
	Roosevelt..... Lansing Center Banquet Room 7
	Washington ..... Lansing Center Banquet Room 8
3:15 – 3:30 pm	Red & White Orientation
	Red House..... House Chamber
	Red Senate..... Senate Chamber
	White House ..... House Gallery
	White Senate ..... Senate Gallery
3:40 – 4:55 pm	Red Legislature in Session (Budget Process)
	House ..... House Chamber
	Senate ..... Senate Chamber
3:40 – 4:55 pm	White Legislature in Committee
	Erie ..... Capitol Building, Room 403
	Houghton ..... Capitol Building, Room 405
	Huron .....Capitol Building, 3 <sup>rd</sup> Floor House Appropriations Room
	Michigan ..... Heritage Hall, State Room North
	Ontario ..... Heritage Hall, State Room North
	St. Clair ..... Heritage Hall, State Room South
	Superior..... Heritage Hall, State Room South
4:20 – 5:00 pm	Model Judiciary Program Prep Time .....
<b>5:05 – 6:00 pm</b>	<b>Dinner ..... Lansing Center Exhibit Hall C</b>
5:45 pm	Delegation Leaders Meeting.....Lansing Center North Point Café



# Thursday - April 3, 2025

**6:05 - 6:30 pm**

**Family Group Session (required for all participants, assignment on name badge)**

Group #1..... Lansing Center Room 201  
Group #2..... Lansing Center Room 202  
Groups #3 - #4..... Lansing Center Room 203-204  
Group #5..... Lansing Center Boardroom 1  
Group #6..... Lansing Center Butler Boardroom  
Groups #7 - #8..... Lansing Center Governor's Room  
Groups #9 - #11..... Lansing Center 2<sup>nd</sup> Floor Lobby  
Groups #12 - #13..... Lansing Center Room 101-102  
Group #14..... Lansing Center Room 103  
Group #15..... Lansing Center Room 104  
Groups #16 - #18..... Lansing Center Banquet Room 7  
Groups #19 - #21..... Lansing Center Banquet Room 8  
Groups #22 - #24..... Lansing Center River Concourse  
Group #25..... Lansing Center Michigan Concourse  
Groups #26 - #29..... Lansing Center Main Concourse  
Groups #30 - #45..... Lansing Center Banquet Rooms 1-6

6:05 pm - 6:30 pm

Lead Advisor Meeting..... Lansing Center North Point Café

**6:40 - 7:10 pm**

**2025 Elections - Nomination Convention ..... Lansing Center Banquet Rooms 1-6**

6:40 - 8:40 pm

**Model Judiciary Program Round 2**

Courtroom 1.....  
Courtroom 2.....  
Courtroom 3.....  
Courtroom 4.....  
Courtroom 5.....  
Courtroom 6.....  
Courtroom 7.....  
Courtroom 8.....  
Courtroom 9.....  
Courtroom 10.....  
Preparation Space.....

7:15 - 8:40 pm

Governor's Cabinet..... Lansing Center Boardroom 1  
Lobbyists..... Lansing Center Room 104  
Press Corps..... Lansing Center Room 205  
Secretary of State..... Lansing Center Butler Boardroom

7:15 - 8:40 pm

**Red Legislature Committee Hearings**

Erie..... Lansing Center Banquet Room 7  
Houghton..... Lansing Center Banquet Room 7  
Huron..... Lansing Center Banquet Room 7  
Michigan..... Lansing Center Banquet Room 8  
Ontario..... Lansing Center Banquet Room 8  
St. Clair..... Lansing Center Banquet Room 8  
Superior..... Lansing Center River Concourse

7:15 - 8:40 pm

**White Legislature Committee Hearings**

Erie..... Lansing Center Banquet Rooms 1-6  
Huron..... Lansing Center Banquet Rooms 1-6  
Houghton..... Lansing Center Banquet Rooms 1-6  
Michigan..... Lansing Center Banquet Rooms 1-6  
Ontario..... Lansing Center Banquet Rooms 1-6  
St. Clair..... Lansing Center Banquet Rooms 1-6  
Superior..... Lansing Center Banquet Rooms 1-6



## Thursday - April 3, 2025

7:15 – 8:40 pm	Blue Legislature Committee Hearings
	Erie.....Lansing Center Banquet Rooms 1-6
	Huron.....Lansing Center Banquet Rooms 1-6
	Houghton.....Lansing Center Banquet Rooms 1-6
	Michigan.....Lansing Center Banquet Rooms 1-6
	Ontario.....Lansing Center Banquet Rooms 1-6
	St. Clair.....Lansing Center Banquet Rooms 1-6
	Superior.....Lansing Center Banquet Rooms 1-6
7:15 – 8:40 pm	National Issues Forum 1 <sup>st</sup> Committee
	Jefferson.....Lansing Center Governor's Room
	Eisenhower.....Lansing Center Room 201
	Ford.....Lansing Center Room 202
	Kennedy.....Lansing Center Room 203-204
	Lincoln.....Lansing Center Room 203-204
	Madison.....Lansing Center Room 103
	Roosevelt.....Lansing Center Room 101-102
	Washington.....Lansing Center Room 101-102
8:00 pm	New Advisor Check-In .....Lansing Center 1 <sup>st</sup> Floor Main Concourse
<b>8:50 pm</b>	<b>Youth Governors State of the State Address ... Lansing Center Banquet Rooms 1-6</b>
9:25 – 10:20 pm	Shuttle Busses to Hotels .....Michigan Ave.
9:25 pm	Lansing Center Delegation Meetings .....Assigned locations
9:45 pm	Hotel Delegation Meetings .....Assigned locations
<b>10:30 pm</b>	<b>All Delegates in Assigned Rooms &amp; Quiet Please</b>

## Friday - April 4, 2025

### Dress Code: Business

	Lansing Center Nerve Center.....Lansing Center, 1 <sup>st</sup> Floor, Main Concourse
	Capitol Nerve Center.....Capitol Building, Ground Floor H-55
	MJP Center.....Cooley 508
6:30 – 8:30 am	Breakfast.....On Your Own
7:30 am	Delegation Leader and Presiding Officer Bus to Lansing Center.....Hotel Lobbies
7:50 am	Delegation Leaders Meeting.....Lansing Center Room 201
7:50 am	Presiding Officer Meeting.....Lansing Center Governor's Room
7:30 – 9:15 am	Shuttle Busses to Lansing Center .....Hotel Lobbies
8:45 – 10:45 am	Model Judiciary Program Round 3
	Courtroom 1.....Cooley 401
	Courtroom 2.....Cooley 403
	Courtroom 3.....Cooley 406
	Courtroom 4.....Cooley 407
	Courtroom 5.....Cooley 409
	Courtroom 6.....Cooley 410
	Courtroom 7.....Cooley 501
	Courtroom 8.....Cooley 502
	Courtroom 9.....Cooley 503
	Courtroom 10.....Cooley 504
	Preparation Space.....Cooley 505
9:05 am	Governor's Cabinet .....E. Lakin Brown Room, 2 <sup>nd</sup> Floor, Room 204
	Lobbyists.....Capitol 4 <sup>th</sup> Floor, Room 404, Lansing Center Room 104
	Press .....House Document Room, Lansing Center Room 205
	Secretary of State.....Capitol H-55

# Friday - April 4, 2025

9:05 – 9:50 am	Blue Legislature in Committee	
	Erie .....	Lansing Center Banquet Room 1-6
	Houghton .....	Lansing Center Banquet Room 1-6
	Huron .....	Lansing Center Banquet Room 1-6
	Michigan .....	Lansing Center Banquet Room 1-6
	Ontario .....	Lansing Center Banquet Room 1-6
	St. Clair .....	Lansing Center Banquet Room 1-6
	Superior .....	Lansing Center Banquet Room 1-6
9:05 – 9:55 am	National Issues Forum 1 <sup>st</sup> Committee	
	Jefferson .....	Binsfeld 1100
	Eisenhower .....	Binsfeld 1100
	Ford .....	Heritage Hall, State Room North
	Kennedy .....	Binsfeld 1200
	Lincoln .....	Binsfeld 1300
	Madison .....	Binsfeld 1300
	Roosevelt .....	Heritage Hall, State Room North
	Washington .....	Binsfeld 1200
9:05 – 10:15 am	Red Legislature in Session	
	House .....	House Chambers
	Senate .....	Senate Chambers
9:05 – 10:10 am	White Legislature in Committee	
	Erie .....	Capitol 3 <sup>rd</sup> Floor, Senate Appropriations Room
	Houghton .....	Capitol 4 <sup>th</sup> Floor, Room 403
	Huron .....	Capitol 4 <sup>th</sup> Floor, Room 405
	Michigan .....	Anderson House Office Building, Room 519
	Ontario .....	Capitol 3 <sup>rd</sup> Floor, House Appropriations Room
	St. Clair .....	Heritage Hall, State Room South
	Superior .....	Heritage Hall, State Room South
9:55 – 11:00 am	Blue Legislature in Session	
	House .....	Lansing Center Exhibit Hall C
	Senate .....	Lansing Center Banquet Rooms 1-6
10:00 am	National Issues Forum 2 <sup>nd</sup> Comm. Docket.....	Binsfeld 1100 & Heritage Hall, State Room North
10:15 am – 12:30 pm	National Issues Forum 2 <sup>nd</sup> Committee	
	Albright .....	Capitol 4 <sup>th</sup> Floor, Room 403
	Anthony .....	Capitol 4 <sup>th</sup> Floor, Room 405
	Rice .....	Capitol 3 <sup>rd</sup> Floor, Senate Appropriations Room
	Reno .....	Capitol 3 <sup>rd</sup> Floor, House Appropriations Room
10:20 – 11:25 am	White Legislature in Session	
	House .....	House Chambers
	Senate .....	Senate Chambers
10:20 – 11:45 am	Red Legislature in Committee	
	Erie .....	Binsfeld 1100
	Houghton .....	Binsfeld 1200
	Huron .....	Binsfeld 1300
	Michigan .....	Heritage Hall, State Room North
	Ontario .....	Heritage Hall, State Room North
	St. Clair .....	Heritage Hall, State Room South
	Superior .....	Heritage Hall, State Room South
11:00 – 12:15 pm	Lunch MJP.....	On Your Own
11:30 – 12:45 pm	Lunch White Legislature.....	On Your Own
11:30 am	Blue Legislature Orientation	
	House .....	House Chambers
	Senate .....	Senate Chambers



# Friday - April 4, 2025

11:40 – 12:50 pm	Blue Legislature in Session	
	House .....	House Chambers
	Senate .....	Senate Chambers
11:50 – 1:05 pm	Lunch Red Legislature.....	On Your Own
12:15 – 1:30 pm	Lunch Governor's Cabinet, Lobbyists, Press, SOS .....	On Your Own
12:15– 12:25 pm	Model Judiciary Program Round 4 Preparation	
12:25 – 2:25 pm	Model Judiciary Program Round 4	
	Courtroom 1.....	Cooley 401
	Courtroom 2.....	Cooley 403
	Courtroom 3.....	Cooley 406
	Courtroom 4.....	Cooley 407
	Courtroom 5.....	Cooley 409
	Courtroom 6.....	Cooley 410
	Courtroom 7.....	Cooley 501
	Courtroom 8.....	Cooley 502
	Courtroom 9.....	Cooley 503
	Courtroom 10.....	Cooley 504
	Preparation Space .....	Cooley 505
12:40 – 2:00 pm	Lunch NIF .....	On Your Own
12:50 – 2:30 pm	White Legislature in Session (Thank You Notes at end)	
	House .....	House Chambers
	Senate .....	Senate Chambers
1:00 – 2:15 pm	Lunch Blue Legislature.....	On Your Own
1:10 – 2:30 pm	Red Legislature in Committee	
	Erie .....	Capitol 3 <sup>rd</sup> Floor, Senate Appropriations Room
	Houghton .....	Capitol 4 <sup>th</sup> Floor, Room 403
	Huron .....	Capitol 4 <sup>th</sup> Floor, Room 405
	Michigan .....	Anderson House Office Building, Room 519
	Ontario .....	Capitol 3 <sup>rd</sup> Floor, House Appropriations Room
	St. Clair .....	Heritage Hall, State Room South
	Superior.....	Heritage Hall, State Room South
1:40 pm	Governor's Cabinet .....	E. Lakin Brown Room, 2 <sup>nd</sup> Floor, Room 204
	Lobbyists .....	Capitol 4 <sup>th</sup> Floor, Room 404, Lansing Center Room 104
	Press Corps.....	House Document Room, Lansing Center Room 205
	Secretary of State.....	Capitol Building, H-55
2:00 pm	Press Conference with Governor.....	Heritage Hall Lobby
2:15 – 4:30 pm	National Issues Forum 2 <sup>nd</sup> Committee	
	Albright.....	Binsfeld 1300
	Anthony .....	Binsfeld 1200
	Rice.....	Binsfeld 1100
	Reno.....	Heritage Hall, State Room North
2:20 – 3:05 pm	Blue Legislature in Session (Thank You Notes at beginning – deliver to Capitol)	
	House.....	Lansing Center Exhibit Hall C
	Senate .....	Lansing Center Banquet Rooms 1-6
2:45 – 4:00 pm	White Legislature in Committee	
	Erie .....	Capitol 3 <sup>rd</sup> Floor, Senate Appropriations Room
	Houghton .....	Capitol 4 <sup>th</sup> Floor, Room 403
	Huron .....	Capitol 4 <sup>th</sup> Floor, Room 405
	Michigan .....	Anderson House Office Building, Room 519
	Ontario .....	Capitol 3 <sup>rd</sup> Floor, House Appropriations Room
	St. Clair .....	Heritage Hall, State Room South
	Superior.....	Heritage Hall, State Room South

# Friday - April 4, 2025

2:45 – 4:45 pm	Model Judiciary Program Round 5	
	Courtroom 1.....	Cooley 401
	Courtroom 2.....	Cooley 403
	Courtroom 3.....	Cooley 406
	Courtroom 4.....	Cooley 407
	Courtroom 5.....	Cooley 409
	Courtroom 6.....	Cooley 410
	Courtroom 7.....	Cooley 501
	Courtroom 8.....	Cooley 502
	Courtroom 9.....	Cooley 503
	Courtroom 10.....	Cooley 504
	Preparation Space.....	Cooley 505
2:45 – 4:00 pm	Red Legislature in Session (Thank You Notes at beginning)	
	House .....	House Chambers
	Senate .....	Senate Chambers
3:20 – 4:55 pm	Blue Legislature in Committee	
	Erie .....	Lansing Center Banquet Room 1-6
	Houghton .....	Lansing Center Banquet Room 1-6
	Huron .....	Lansing Center Banquet Room 1-6
	Michigan .....	Lansing Center Banquet Room 1-6
	Ontario .....	Lansing Center Banquet Room 1-6
	St. Clair .....	Lansing Center Banquet Room 1-6
	Superior.....	Lansing Center Banquet Room 1-6
4:05 – 4:50 pm	White Legislature in Session	
	House .....	House Chambers
	Senate.....	Senate Chambers
4:15 – 4:50 pm	Red Legislature in Committee	
	Erie .....	Capitol 3 <sup>rd</sup> Floor, Senate Appropriations Room
	Houghton .....	Capitol 4 <sup>th</sup> Floor, Room 403
	Huron .....	Capitol 4 <sup>th</sup> Floor, Room 405
	Michigan .....	Anderson House Office Building, Room 519
	Ontario .....	Capitol 3 <sup>rd</sup> Floor, House Appropriations Room
	St. Clair .....	Heritage Hall, State Room South
	Superior.....	Heritage Hall, State Room South
4:30 – 4:50 pm	NIF 3 <sup>rd</sup> Committee Docket Announcement .....	Binsfeld 1100
<b>5:00 – 6:45 pm</b>	<b>Dinner .....</b>	<b>On Your Own</b>
<b>6:50 – 7:20 pm</b>	<b>Family Group Session (required for all participants, assignment on name badge)</b>	
	Group #1.....	Lansing Center Room 201
	Group #2.....	Lansing Center Room 202
	Groups #3 - #4 .....	Lansing Center Room 203-204
	Group #5.....	Lansing Center Boardroom 1
	Group #6.....	Lansing Center Butler Boardroom
	Groups #7 - #8 .....	Lansing Center Governor's Room
	Groups #9 - #11 .....	Lansing Center 2 <sup>nd</sup> Floor Lobby
	Groups #12 - #13 .....	Lansing Center Room 101-102
	Group #14.....	Lansing Center Room 103
	Group #15.....	Lansing Center Room 104
	Groups #16 - #18 .....	Lansing Center Banquet Room 7
	Groups #19 - #21 .....	Lansing Center Banquet Room 8
	Groups #22 - #24 .....	Lansing Center River Concourse
	Group #25.....	Lansing Center Michigan Concourse
	Groups #26 - #29 .....	Lansing Center Main Concourse
	Groups #30 - #45 .....	Lansing Center Banquet Rooms 1-6
6:55 – 7:20 pm	Lead Advisor Meeting.....	Lansing Center North Point Café



## Friday - April 4, 2025

7:30 – 8:30 pm	National Issues Forum	
	Gold Committee.....	Lansing Center Room 203
	Silver Committee .....	Lansing Center Room 204
7:30 – 8:30 pm	MJP Jury Selection / Presiding Judge Speeches .....	Lansing Center Room 201
7:30 – 8:30 pm.	Governor's Cabinet.....	Lansing Center Boardroom 1
	Lobbyists .....	Lansing Center Room 104
	Press Corps .....	Lansing Center Room 205
	Secretary of State .....	Lansing Center Butler Boardroom
7:30 – 8:30 pm	Red Legislature in Session	
	House .....	Lansing Center Banquet Rooms 1-6
	Senate .....	Lansing Center Room 103
7:30 – 8:30 pm	White Legislature in Session	
	House .....	Lansing Center Room 101-102
	Senate .....	Lansing Center Banquet Room 7
7:30 – 8:30 pm	Blue Legislature in Session	
	House .....	Lansing Center Banquet Room 8
	Senate .....	Lansing Center Governor's Room
7:30 – 8:30 pm	Legislative Oversight Preparation Session .....	Lansing Center Room 202
8:45 – 9:40 pm	Youth Governor and SOS Candidate Speeches.....	Lansing Center Banquet Rooms 1-6
9:45 – 10:45 pm	Shuttle Busses to Hotels .....	Michigan Ave.
9:45 pm	Lansing Center Delegation Meetings .....	Assigned locations
10:10 pm	Hotel Delegation meetings.....	Assigned locations
<b>10:45 pm</b>	<b>All Delegates in Assigned Rooms &amp; Quiet Please</b>	

## Saturday - April 5, 2025

### Dress Code: Business

	Lansing Center Nerve Center .....	Lansing Center, 1 <sup>st</sup> Floor, Main Concourse
	MJP Center.....	
6:30 – 8:00 am	Breakfast .....	On Your Own
7:20 am	Delegation Leader and Presiding Officer Bus to Lansing Center .....	Hotel Lobbies
7:45 am	Delegation Leaders Meeting .....	Lansing Center Room 201
7:45 am	Presiding Officer Meeting .....	Lansing Center Governor's Room
7:45 – 9:00 am	Shuttle Busses to Lansing Center .....	Hotel Lobbies
8:00 – 9:00 am	Advisor Breakfast .....	Lansing Center Banquet Room 1
8:45 – 10:45 am	Model Judiciary Program Round 6	
	Courtroom 1.....	
	Courtroom 2.....	
	Courtroom 3.....	
	Courtroom 4.....	
	Courtroom 5.....	
	Courtroom 6.....	
	Courtroom 7.....	
	Courtroom 8.....	
	Courtroom 9.....	
	Courtroom 10.....	
	Preparation Space.....	

## Saturday - April 5, 2025

8:45 – 9:10 am	National Issues Forum PO Candidate Speeches ..... Lansing Center Banquet Rooms 5-6 All NIF Delegates Attend
8:45 – 9:30 am	Legislative PO Candidate Speeches..... Lansing Center Exhibit Hall C All Leg, Press, Gov Cab & Lobbyists Attend
9:20 – 10:40 am	National Issues Forum 3 <sup>rd</sup> Committee Gold ..... Lansing Center Room 101-102 Silver..... Lansing Center Banquet Room 7
9:40 – 10:45 am	Blue Legislature Committee Hearings Erie ..... Lansing Center Banquet Room 1 Houghton ..... Lansing Center Banquet Room 1 Huron ..... Lansing Center Banquet Room 1 Michigan ..... Lansing Center Banquet Room 3 Ontario ..... Lansing Center Banquet Room 3 St. Clair ..... Lansing Center Banquet Room 3 Superior..... Lansing Center Banquet Room 3
9:40 – 10:45 am	Red Legislature in Session House ..... Lansing Center Banquet Room 2 Senate..... Lansing Center Banquet Room 4
9:40 – 10:45 am	White Legislature in Session House ..... Lansing Center Room 201 Senate..... Lansing Center Banquet Rooms 5-6
9:40 am	Governor's Cabinet..... Lansing Center Boardroom 1 Lobbyists ..... Lansing Center Room 104 Press ..... Lansing Center Room 205 Secretary of State ..... Lansing Center Butler Boardroom
9:45 – 10:15 am	Elections Commission Meeting ..... Lansing Center Banquet Room 8
10:45 am	National Issues Forum GA Docket Announcement..... Lansing Center Rooms 101-102
<b>10:50 am</b> <b>11:00 am</b>	<b>Walk to Capitol</b> <b>Conference Photo</b>
11:05 – 12:30 pm	Lunch MJP ..... On Your Own
11:05 – 12:30 pm	Lunch Gov Cab, Press & Lobbyists, SOS ..... On Your Own
11:15 – 12:45 pm	Oversight Hearing 1..... Lansing Center Room 103
11:20 – 12:00 pm	Red Legislature in Session House ..... Lansing Center Banquet Room 4 Senate ..... Lansing Center Banquet Room 2
11:20 – 12:15 pm	White Legislature in Session House ..... Lansing Center Banquet Rooms 5-6 Senate ..... Lansing Center Banquet Room 8
11:20 – 12:30 pm	Blue Legislature in Session House ..... Lansing Center Banquet Room 3 Senate..... Lansing Center Banquet Room 1
<b>11:30 – 7:00 pm</b>	<b>Polling Locations Open</b> Precinct 1 .....Lansing Center Governor's Room Precinct 2 ..... Lansing Center Room 203 Precinct 3 ..... Lansing Center Room 204
11:30 – 12:50 pm	Lunch NIF ..... On Your Own



## Saturday - April 5, 2025

12:00 – 1:15 pm	Lunch Red Legislature.....	On Your Own
12:15 – 1:30 pm	Lunch White Legislature.....	On Your Own
12:30 – 1:45 pm	Lunch Blue Legislature.....	On Your Own
12:30 pm	Governor’s Cabinet.....	Lansing Center Boardroom 1
	Lobbyists .....	Lansing Center Room 104
	Press .....	Lansing Center Room 205
	Secretary of State .....	Lansing Center Butler Boardroom
12:45 – 2:00 pm	Lunch Oversight.....	On Your Own
12:35 pm	MJP Semi-Finals Team Announcement.....	
1:00 – 5:30 pm	NIF General Assembly.....	Lansing Center Room 101-102
1:00 – 3:00 pm	MJP Semi-Finals	
	Courtroom 1 .....	
	Courtroom 2 .....	
	Learning Track Finals .....	
1:30 – 3:30 pm	Red Legislature in Session	
	House .....	Lansing Center Banquet Room 4
	Senate.....	Lansing Center Banquet Room 2
1:45 – 3:45 pm	White Legislature in Session	
	House.....	Lansing Center Banquet Rooms 5-6
	Senate.....	Lansing Center Banquet Room 8
2:00 pm	Governor’s Press Conference .....	Lansing Center Main Concourse Staircase
2:00 – 4:00 pm	Blue Legislature in Session	
	House.....	Lansing Center Banquet Room 3
	Senate.....	Lansing Center Banquet Room 1
2:00 – 3:15 pm	Oversight Hearing 2.....	Lansing Center Room 103
3:15 – 4:25 pm	Oversight Deliberation .....	Lansing Center Room 103
3:15 pm	MJP Finals Team Announcement.....	
3:30 – 5:30 pm	MJP Finals .....	
3:30 – 3:45 pm	Red Legislature Break	
3:45 – 5:30 pm	Red Legislature in Session	
	House .....	Lansing Center Banquet Room 4
	Senate.....	Lansing Center Banquet Room 2
3:45 – 4:00 pm	White Legislature Break	
4:00 – 5:30 pm	White Legislature in Session	
	House.....	Lansing Center Banquet Rooms 5-6
	Senate.....	Lansing Center Banquet Room 8
4:00 – 4:15 pm	Blue Legislature Break	
4:15 – 5:30 pm	Blue Legislature in Session	
	House.....	Lansing Center Banquet Room 3
	Senate.....	Lansing Center Banquet Room 1
4:30 pm	Oversight Press Conference .....	Lansing Center Main Concourse Staircase

## Saturday - April 5, 2025

<b>5:45 - 6:10 pm</b>	<b>Family Group Session – See Name Badge for assignment</b>
	Group #1..... Lansing Center Room 201
	Group #2..... Lansing Center Room 202
	Groups #3 - #4 ..... Lansing Center Room 203-204
	Group #5..... Lansing Center Boardroom 1
	Group #6..... Lansing Center Butler Boardroom
	Groups #7 - #8 ..... Lansing Center Governor's Room
	Groups #9 - #11 ..... Lansing Center 2 <sup>nd</sup> Floor Lobby
	Groups #12 - #13..... Lansing Center Room 101-102
	Group #14 ..... Lansing Center Room 103
	Group #15 ..... Lansing Center Room 104
	Groups #16 - #18..... Lansing Center Banquet Room 7
	Groups #19 - #21..... Lansing Center Banquet Room 8
	Groups #22 - #24..... Lansing Center River Concourse
	Group #25 ..... Lansing Center Michigan Concourse
	Groups #26 - #29 ..... Lansing Center Main Concourse
	Groups #30 - #45..... Lansing Center Banquet Rooms 1-6
<b>6:15 - 7:15 pm</b>	<b>Governor's Banquet..... Lansing Center Exhibit Hall C</b>
	Invocation
	Benediction
<b>7:30 - 9:30 pm</b>	<b>Evening Activities-Dress Code: MYIG T-Shirt</b>
	Talent Show (Doors Open @ 8:15 pm) ..... Lansing Center Banquet Rooms 1-6
	Rehearsal @ 7:30 pm
	Game Room..... Lansing Center Banquet Room 8
	Craft Room ..... Lansing Center Banquet Room 7
	Trivia ..... Lansing Center Room 201
	Quiet Room / Homework Room ..... Lansing Center Room 203
	Yoga..... Lansing Center Room 202
<b>8:30 - 9:00 pm</b>	Lead Advisor Meeting .....Lansing Center Governor's Room
<b>9:30 -10:30 pm</b>	Shuttles to Hotel..... Michigan Ave.
<b>9:30 pm</b>	Lansing Center Delegation Meetings ..... Assigned Locations
<b>9:55 pm</b>	Hotel Delegation Meetings..... Assigned Locations
<b>10:45 pm</b>	<b>All Delegates in Assigned Rooms &amp; Quiet Please</b>



## Sunday - April 6, 2025

### Dress Code: Casual

7:30 am	Kellogg Luggage Storage .....	.....
	Marriott Luggage Storage.....	.....
	Best Western Luggage Storage .....	.....
	Quality Suites Luggage Storage .....	.....
7:30 – 9:00 am	Breakfast .....	On Your Own
7:30 am	Delegation Leader and Presiding Officer Bus to Lansing Center .....	Hotel Lobbies
8:00 – 9:15 am	Shuttle Busses to Lansing Center .....	Hotel Lobbies
8:00 am	Delegation Leaders Meeting.....	Lansing Center Room 201
8:00 am	Presiding Officer Meeting.....	Lansing Center Governor's Room
8:45 am	Bill Signing Ceremony.....	Lansing Center 1 <sup>st</sup> Floor, Main Concourse
<b>9:15 – 11:30 am</b>	<b>2025 YMCA MYIG Closing Ceremony.....</b>	<b>Lansing Center Banquet Rooms 1-6</b>
	Advisor and Alumni Recognition.....	YMCA MYIG Staff
	Conference Awards.....	Conference Leadership Team
	Senior Recognition.....	YMCA MYIG Alumni Association
	Reading of Passed Bills and Proposals.....	Governor Rajgarhia
	Announcement of 2025 CONA Delegation.....	YMCA MYIG Staff
	Announcement of 2026 Presiding Officers .....	Secretary of State Arora
	Youth Governor Closing Speech .....	Governor Rajgarhia
	Announcement of 2026 Youth Governor.....	Secretary of State Arora
11:30 – 12:30 pm	Shuttle Busses to Hotels .....	Michigan Ave.

**Have a safe trip home! See you next year!**

**Seniors, don't forget to join the Alumni Association!**  
**[www.myig.org/alumni](http://www.myig.org/alumni)**



## FRUITPORT MYIG CODE OF CONDUCT 2025-26

*Students attending YIG must:*

- \_\_\_ Have no unexcused absences for the first and second semester.
- \_\_\_ Not be over in attendance, including tardies, for the first or second semester.
- \_\_\_ Be receiving a B- or better in all classes for the year (AP C-).
- \_\_\_ Have no negative behavior reports with administration or coaches.
- \_\_\_ Attend meetings and remain in contact with Ms. Skov before the trip.
- \_\_\_ Follow MYIG's code of conduct.
- \_\_\_ Follow all Ms. Skov's rules, including lights-out time during the Spring Conference.
- \_\_\_ Respect fellow attendees from other districts, including not being on your phone while others are speaking.

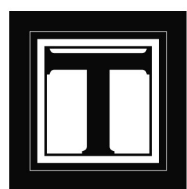
Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

\* If any of these requirements are not met, Fruitport High School reserves the right to prevent the student from attending MYIG Spring Conference. Registration fees are forfeited on the date determined by MYIG.

# Thrun Policy Update Guide

*Guide for adopting the  
latest Thrun Policy Updates  
October 13, 2025*



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

## Policy Update Summary

***Thrun Policy Update – October 13, 2025***

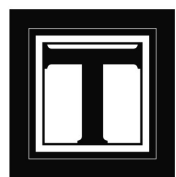
Board Policy Manual	
Policy / Form	Revision(s)
<b>3000 Series</b>	
<b>3118</b> Title IX Sexual Harassment	Policy updated to be consistent with the FBI’s updated definition of “sexual assault”.
<b>4000 Series</b>	
<b>4113</b> Michigan Earned Sick Time Act (ESTA)	The form previously labeled as 4113-F will now be 4113-F-1. The form, policy, and Table of Contents have been updated to reflect this change.
<b>4113-F-1</b> Michigan Earned Sick Time Act (ESTA) Form	
<b>4113-F-2</b> Michigan Earned Sick Time Act (ESTA) Leave Request Checklist	The Michigan Earned Sick Time Act (ESTA) went into effect on February 21, 2025, as previously reported in our School Law Notes and E-Blasts. With the start of the new school year, we’ve received an uptick in ESTA questions. To assist clients with processing ESTA leave requests, our firm developed a new form 4113-F-2 ESTA Leave Request Checklist. (Note: This is the same checklist that was provided on September 17, 2025, but is also included here for clarity.)
<b>Student Handbook</b>	
<p>The Thrun Student Handbook has been updated with a <b>new Appendix I: Sexual Harassment and Sexual Assault Information Guide</b>. The appended guidance was created by the Michigan Department of Education in consultation with experts on sexual assault and sexual harassment.</p> <p><b>The Michigan Revised School Code requires that schools publish this guidance to students and parents or legal guardians.</b> We believe that inclusion in the student handbook is the simplest way to comply with this requirement. No board approval is required for this addition to the student handbook.</p>	

# Marked PDF of Changes

***Tracked Changes to the  
Board Policy Manual  
October 10, 2025***

***Use the Bookmarks tab to quickly  
reference different updates in this PDF***

***This PDF does not contain the complete policies,  
and is only intended to highlight the recent changes***



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

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
  - a. a District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  - b. unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
    - i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or ~~fondling criminal sexual contact~~, directed against another person without the consent of that person, including when that person is incapable of giving consent.
      - A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
      - B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
      - C) Sexual Assault With an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
      - D) ~~Fondling Criminal Sexual Contact~~: The (1) intentional touching of the victim's clothed or unclothed body parts without the consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or (2) the forced touching by the victim of the actor's clothed or unclothed body parts without the victim's consent private body parts of another person for the purposes of sexual degradation, sexual gratification, or sexual humiliation. This offense without the consent of the victim, includ~~es~~ing instances where the

## **Series 4000: District Employment**

### **4100 Employee Rights and Responsibilities**

#### **4113-F-2 Michigan Earned Sick Time Act (ESTA) Leave Request Checklist\***

- ☐ **1. EE Eligibility.** Determine if EE is eligible for earned sick time under ESTA. If EE is ineligible, then ESTA does not apply. EE is ineligible if EE fits within at least 1 of the following exclusions:
    - ☐ **CBA Exclusion**
      - ☐ EE is covered by a CBA that was in effect on 2/21/25.
      - ☐ The CBA has not expired, and
      - ☐ For every employee covered by the CBA, the CBA addresses sick leave (or a similar benefit) or expressly excludes sick leave.
    - ☐ **Individual Employment Contract Exclusion**
      - ☐ EE is covered by an individual employment contract that was signed by *both* the EE and ER on or before 12/31/24.
      - ☐ Contract is effective for 3 years or less.
      - ☐ ER notifies LEO of the contract,<sup>1</sup> and
      - ☐ Contract “conflicts” with ESTA.<sup>2</sup>
    - ☐ **Categorical Exclusion**
      - ☐ EE is an unpaid trainee or an unpaid intern.
      - ☐ EE is under 18 years old and employed under the Michigan Youth Employment Standards Act, or
      - ☐ ER policy allows EE to schedule EE’s own working hours and prohibits ER from taking adverse personnel action against EE for not scheduling a minimum amount of working hours.
  - ☐ **2. Purpose for Leave.** Confirm EE’s requested leave is for an ESTA purpose. If not for an ESTA purpose, then ESTA does not apply. An eligible EE may use accrued earned sick time for any of the following purposes:
    - ☐ EE or EE family member illness, injury, health condition, or preventative medical care.
    - ☐ If EE or EE family member is a domestic violence or sexual assault victim, for:
      - ☐ Medical care or counseling for a physical or psychological injury or disability.
      - ☐ Services from a victim services organization.
  - ☐ Relocation.
  - ☐ Legal services, or
  - ☐ Participation in any civil or criminal proceedings related to the domestic violence or sexual assault.
  - ☐ Meeting at child’s school or place of care related to:
    - ☐ The child’s health or disability, or
    - ☐ The effects of domestic violence or sexual assault on the child.
  - ☐ Closure of EE’s place of business by a public official due to a public health emergency.
  - ☐ EE need to care for a child whose school or place of care is closed by order of a public official due to a public health emergency.
  - ☐ Leave when health authorities or a health care provider determines that EE or EE family member presence in the community jeopardizes the health of others because of EE or EE family member exposure to a communicable disease.
- ☐ **3. Concurrent or Alternate Leave.**
  - ☐ If an eligible EE’s requested leave is for an ESTA reason, determine whether earned sick time will run concurrently with any other available leave, such as FMLA leave or leave granted by a CBA, individual employment contract, or policy.
  - ☐ If EE is not an eligible EE or if eligible EE’s requested leave is not for an ESTA reason, determine if EE qualifies for any other leave, such as leave granted by a CBA, individual employment contract, or policy.
- ☐ **4. Leave Notice.** ESTA generally permits an ER to require an EE to provide up to 7 days’ advanced notice for foreseeable leave and notice as soon as practicable for unforeseeable leave. ESTA also permits an ER to discipline an EE who fails to provide required notice. Check any applicable CBA, individual employment contract, and policy for any ESTA advanced notice requirements applicable to the EE.

\* This checklist was created on 9/17/25 and is based on (i) statutory text as of that date, and (ii) 7/22/25 Frequently Asked Questions published by LEO (FAQs). The back side of this checklist contains definitions.

This checklist is intended to assist a school with determining whether an EE’s leave request qualifies for earned sick time and, if so, to assist the school with processing that leave. According to the FAQs, an EE must request the use of earned sick time; an ER cannot mandate that an EE use earned sick time before the EE uses other leave.

Review any applicable CBA, individual employment contract, and policy for ESTA provisions that may impact the above checklist. For example, a contract may grant earned sick time to an EE who does not otherwise qualify for earned sick time under ESTA.

ESTA leave mandates do not apply to an ER with less than 11 EEs (Small Employer) until 10/1/25 or, if the Small Employer did not employ an EE before 2/21/22, until 3 years after the ER first employs an EE.

<sup>1</sup> ERs must notify LEO by email: [leo-estacontract@michigan.gov](mailto:leo-estacontract@michigan.gov).

<sup>2</sup> Neither ESTA nor the FAQs expressly address what it means for an individual employment contract to “conflict” with ESTA. The FAQs suggest, however, that a conflict exists if the contract addresses sick leave (or a similar benefit) or expressly excludes sick leave.



- ☐ **5. Available Leave.** Confirm EE did not exhaust accrued earned sick time. If EE exhausted accrued time, then ESTA does not apply, assuming that ER granted minimum leave required by ESTA. An ER may satisfy its earned sick time mandate for an EE by either (i) frontloading earned sick time at the beginning of the ER's ESTA benefit year for immediate use (frontloading requirements differ for full-time and part-time EEs), or (ii) granting 1 hour of earned sick time for every 30 hours worked. Reminders:
- ☐ If EE accrues leave at the rate of 1 hour for every 30 hours worked, then:
    - ☐ An ER is not required to permit an EE to use more than 72 hours of earned sick time during an ESTA benefit year (40 hours if a Small Employer).
    - ☐ ER must allow EE to carry over up to 72 hours of accrued leave from ESTA benefit year to ESTA benefit year (40 hours if a Small Employer).
    - ☐ An ER may require an EE hired after 2/21/25 to wait up to 120 calendar days after commencing employment before using accrued leave.
    - ☐ An EE exempt under the Fair Labor Standards Act is assumed to work 40 hours per workweek, unless the EE's normal workweek is less than 40 hours.
  - ☐ If EE (i) transfers to another position while employed for the same ER, or (ii) separates from employment but is rehired by the same ER within 2 months after separation, then EE may use earned sick time that was accrued but unused before the transfer or separation, unless the ER paid the EE the value of

that earned sick time at time of transfer or employment separation.

- ☐ **6. Leave Increment.** Leave may be used in:
  - ☐ 1-hour increments, or
  - ☐ The smallest increment the ER uses to account for non-ESTA absences.
- ☐ **7. Supporting Documents.** For leave of more than 3 consecutive days, ER may require EE to provide the ER with reasonable documentation that earned sick time was used for an ESTA purpose. If ER requests such documentation, then ER is responsible for paying EE's costs in obtaining the documentation and EE must return the documentation within 15 days of the request. Reasonable documentation is:
  - ☐ Documentation signed by a health care professional indicating that earned sick time is necessary, or
  - ☐ In cases of domestic violence or sexual assault, any of the following selected by the EE:
    - ☐ A police report indicating that the EE or the EE's family member was a victim of domestic violence or sexual assault,
    - ☐ A signed statement from a victim and witness advocate affirming that the EE or the EE's family member is receiving services from a victim services organization, or
    - ☐ A court document indicating that the EE or the EE's family member is involved in legal action related to domestic violence or sexual assault.

### Definitions

- CBA – collective bargaining agreement.
- Domestic partner – adult in committed relationship with another adult.
- Earned sick time – Time off from work that can be used for any ESTA purpose.
- EE – Employee.
- ER – Employer.
- Family member –
  - Biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the EE stands *in loco parentis*.
  - Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an EE or an EE's spouse or domestic partner or a person who stood *in loco parentis* when the EE was a minor child.

- Individual to whom the EE is legally married under the law of any State or a domestic partner.
- Grandparent or grandchild.
- Biological, foster, or adopted sibling.
- Individual related by blood to the EE, or
- Individual whose close association with the EE is the equivalent of a family relationship.
- FMLA – Family and Medical Leave Act.
- Health Care Professional –
  - Person licensed under Michigan or federal law to provide health care services, including nurses, doctors, and emergency room personnel, or
  - Certified midwife.
- LEO – Michigan Department of Labor and Economic Opportunity.

**This checklist provides a general overview of ESTA and its applicability to schools. None of the information in this checklist is intended as legal advice or opinion for specific facts, matters, situations, or issues. Consult legal counsel about the application of this document to a specific circumstance or situation. This checklist is subject to future legal developments.**