



*Regular  
Board Meeting*

*Board Room*

*September 20, 2021*

**Fruitport Community Schools**  
**BOARD OF EDUCATION MEETING**  
**Board of Education Meeting Room**  
**Monday, September 20, 2021 - 7:00 p.m.**

- I. CALL to ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. PRESENTATIONS**
- VI. COMMUNICATIONS**
- VII. REMARKS FROM THE PUBLIC\***
- VIII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**
- IX. CONSENT AGENDA**
  - 1. Approval of Special Meeting Minutes of August 26, 2021 (attachment IX-1)
  - 2. Approval of Bills (attachment IX-2)

General Fund	\$176,032.22
Other Funds:	
Early Childhood Center	4,880.28
Food Service	3,555.03
Coop Ed (ISD) Tech Millage	112,672.51
Capital Projects (Bond) 2017	554,108.30
Capital Projects (Bond) 2021	18,000.00
<b>Total Bill List</b>	<b><u>\$869,248.34</u></b>
  - 3. Acceptance of Monthly Financial Report and ACH Transactions (attachment IX-3)
  - 4. Acceptance of Student Activity Summary Report (attachment IX-4)
  - 5. Acceptance of Credit Card and Utilities Report (attachment IX-5)
  - 6. Approval of Capital Projects Progress Report (attachment IX-6)
  - 7. Approval of 2021 Bond Report (attachment IX-7)
  - 8. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers) (attachment IX-8)

**X. GENERAL BOARD BUSINESS**

1. Board Member Vacancy, Policy, and Process (attachment X-1)
2. FHS Ribbon Cutting Ceremony and Open House (attachment X-2)

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

**Elroy Buckner, Chairperson**

1. Report of Committee Meeting held September 13, 2021 (attachment XI-1)
2. Early Childcare Center Tuition Increase (attachment XI-2)
3. Early Childcare Center Salary Increase (attachment XI-3)

**XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS**

**Steve Kelly, Chairperson**

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

**Susan Franklin, Chairperson**

1. Overnight Trip Request (attachment XIII-1)

**XIV. BOARD MEMBER REPORTS AND DISCUSSIONS**

**XV. AGENDA ITEMS FOR FUTURE MEETINGS & SCHEDULING OF SPECIAL MEETINGS**

1. Schedule Business & Finance Committee Meeting
2. Schedule Personnel Committee Meeting
3. Schedule Student Affairs Committee Meeting
4. Schedule Special Meeting - Board Member Vacancy

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

**XVII. CLOSED SESSION TO DISCUSS NEGOTIATIONS**

**XVIII. 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.**

Superintendent's Report: Jill Brott  
September 20, 2021

### **A great teacher can make a difference**

Jill Brott spent nearly her entire life as a Trojan. Her retirement letter details her path as a student at Beach, Shettler, back to Beach, and then finally to the high school. Jill was a 1969 graduate of Fruitport Community Schools.

Jill returned to Fruitport Community Schools in the summer of 1985 and worked in multiple capacities including as a speech therapist and elementary teacher. She retired in June of 2010.

Four years after Jill retired, she found a new way to serve Fruitport staff and families as an elected Board Member. Jill successfully served on the Board of Education from November of 2014 until present, and did so in high regard.

Jill positively impacted so many lives during her time at Fruitport. She stayed in contact with her students even after graduation. One young man remarked, "Jill was the only teacher that I truly felt believed in me. If it wasn't for her, I would have ended up on the wrong path, and would have never even thought about graduating."

A great teacher can make a difference and Jill was the best.

A single white flower has been placed on the table at the vacant seat of board member Brott as we remember her for her dedication and service to Fruitport Community Schools. At this time, I would ask that we take a moment of silence to reflect upon Jill's service to our community and in recognition of her lifetime commitment to kids. Jill will be missed.

**BOARD ACTION REQUEST FORM**

**Meeting Date:** September 20, 2021

To: Board of Education

Attachments # IX-1  
through IX-8

From: Jason Kennedy

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

- Special Meeting Minutes of August 26, 2021
- Bills, Monthly Financial Report, and ACH Transactions
- Student Activity Summary Report
- Credit Card and Utilities Report
- Capital Projects Progress Report
- 2021 Bond Report
- Personnel Report

**Background Information:**

See attached

**Financial Impact:**

**Recommended Action:**

Approval of the Consent Agenda as presented.

**Action Taken:**

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



## MINUTES

- I. The Special Meeting of the Board of Education was **called to order** at 7:30 a.m. by Board President, Dave Hazekamp.
- II. **ROLL CALL:** Present – Elroy Buckner, Tim Burgess, Susan Franklin, and Dave Hazekamp. Absent – Jill Brott, Kris Cole, and Steve Kelly.

### III. APPROVAL OF AGENDA

Item 21-144. MOTION by Buckner, SECOND by Burgess to approve the agenda as presented.  
MOTION CARRIED 4-0

### IV. REMARKS FROM THE PUBLIC\*

None.

### V. GENERAL BOARD BUSINESS

1. Approval of Regular Board Meeting Minutes of August 16, 2021

Item 21-145. MOTION by Buckner, SECOND by Burgess to approve the Regular Board Meeting Minutes of August 16, 2021 as presented.  
MOTION CARRIED 4-0

2. Re-instatement

Item 21-146. MOTION by Buckner, SECOND by Franklin to approve the student reinstatement recommendation as presented.  
MOTION CARRIED 4-0

3. Change Order

Item 21-147. MOTION by Franklin, SECOND by Buckner to approve the high school bond change order as presented.  
MOTION CARRIED 4-0

4. Other

Tim Burgess mentioned that there is money available for low income emergency home repairs. The funds will be available until October.

### VI. ADJOURNMENT

Item 21-148. MOTION by Buckner, SECOND by Burgess to adjourn.  
MOTION CARRIED 4-0

The meeting adjourned at 7:43 a.m.  
Respectfully submitted,

Susan Franklin, Acting Board Secretary



**FRUITPORT COMMUNITY SCHOOLS  
BILL LIST  
Month of August 2021**

<u>FUND</u>	<u>AMOUNT</u>
GENERAL FUND	\$176,032.22
EARLY CHILDHOOD CENTER	\$4,880.28
FOOD SERVICE	\$3,555.03
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$112,672.51
CAPITAL PROJECTS (BOND)2017	\$554,108.30
CAPITAL PROJECTS (BOND)2021	\$18,000.00
<b>GRAND TOTAL</b>	<b><u><u>\$869,248.34</u></u></b>

		GENERAL FUND	SCHOOL SERVICE FUNDS			CAPITAL PROJECTS							Totals
			Food Service	Tech/Security	ECC	Bldg & Site	Capital Projects 2017	Capital Projects 2021	2010	2012 Refund	2017	2021	
<b>Beginning Fund Balance:</b>		4,003,392	450,556	247,180	278,220	1,182,791	8,651,268	7,992,981	182,703	266,837	1,111,081	-	
<b>Revenues:</b>													
Budgeted revenues:		31,061,962	1,568,597	525,000	714,000	-	-	-	-	-	-	-	
Actual revenues:													
	Jul.	23,799	-	-	64,041	18	221	72					88,152
	Aug.	338,821	-	3,046	52,311	-	-	-	62,322	56,045	230,010	99,985	842,540
Total Actual Revenues		362,620	-	3,046	116,352	18	221	72	62,322	56,045	230,010	99,985	930,692
Pro Rated budget Variance to date: Rev		4,814,373	261,433	84,454	2,648								
<b>Expenses:</b>													
Budgeted expenditures:		(31,741,678)	(1,485,288)	(348,040)	(715,916)	-	-	-	-	-	-	-	
Actual expenditures:^													
	Jul.	(691,884)	(13,333)	(2,186)	(34,099)	-	-	(63,927)	-	-	-	-	(805,429)
	Aug.	(572,435)	(11,173)	(114,354)	(13,614)	-	(533,647)	(18,000)	-	-	-	-	(1,263,223)
Total Actual Expenses		(1,264,319)	(24,506)	(116,541)	(47,713)	-	(533,647)	(81,927)	-	-	-	-	(2,068,653)
Pro Rated budget Variance to date: Exp		(4,025,961)	(223,042)	58,534	(71,606)								
<b>Ending Balance to date:</b>		3,101,693	426,050	133,685	346,858	1,182,809	8,117,842	7,911,126	245,026	322,883	1,341,091		
<b>Projected Ending Balance:</b>		3,323,676	533,865	424,140	276,304	1,182,791	8,651,268	7,992,981	182,703	266,837	1,111,081		
<b>Revenues over(under) Expenses to date:</b>												(1,137,960)	

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

		August 2021 Transfers		
Payment Date	Debit Account Desc	Credit Account Desc		Amount
8/2/2021	Checking - Trust and Agency - USD	Checking - General Account - USD	***Misc Items - Trust & Agency owes General Fund	20,368.57
8/2/2021	Checking - General Fnd Inv - USD	Checking - General Account - USD	***General Account Low	250,000.00
8/3/2021	Checking - General Account - USD	Checking - Trust and Agency - USD	***Internal Account Adjustment	3,700.13
8/5/2021	Checking - General Fnd Inv - USD	Checking - Payroll - USD	***8/6/21 Payroll & ORS Transfer	717,929.33
8/9/2021	Checking - General Account - USD	Checking - Capital Project Funds - USD	***Correction for check# 301	83,050.64
8/19/2021	Checking - General Fnd Inv - USD	Checking - Payroll - USD	***8/20/21 Payroll, ORS, & 147c Transfer	917,216.65
8/23/2021	Checking - General Fnd Inv - USD	Checking - Payroll - USD	***HSA Transfer	51,753.33
8/31/2021	Checking - General Account - USD	Checking - Trust and Agency - USD	***Misc Items - General Fund owes Trust & Agency	595.39
		Total Transfers in August		2,044,614.04

Fruitport Community Schools  
 Student Activity Summary Report  
 Month ending August 31, 2021

<b>Student Activity Sub Totals</b>	<b>BEGINNING BALANCE</b>	<b>NET CHANGE</b>	<b>ENDING BALANCE</b>
District Wide Student Activity Accounts	47,106.43	(128.70)	46,977.73
Beach Elementary Student Activity Accounts	24,741.54	(232.49)	24,509.05
Edgewood Elementary Student Activity Accounts	49,892.05	(24,749.92)	25,142.13
High School Class of Student Activity Accounts	7,554.47	-	7,554.47
High School Athletic Student Activity Accounts	56,562.97	4,969.15	61,532.12
High School Student Activity Accounts	157,536.55	(639.10)	156,897.45
Middle School Student Activity Accounts	37,812.04	(332.98)	37,479.06
Shettler Elementary Student Activity Accounts	18,633.76	-	18,633.76
Alt. High School Student Activity Accounts	669.93	-	669.93
Millionaire Party Accounts	11,323.16	0.96	11,324.12
<b>Total Student Activity Fund</b>	<b>\$ 411,832.90</b>	<b>\$ (21,113.08)</b>	<b>\$ 390,719.82</b>

Credit Card and Utilities Detail  
For the month ending August 31, 2021

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Utilities:													
<b>Consumers</b>	\$ 999.46	\$ 1,019.37											\$ 2,018.83
<b>Frontier</b>	\$ 46.94	\$ 46.83											\$ 93.77
<b>MISEC</b>	\$ 26,029.81	\$ 20,219.50											\$ 46,249.31
<b>Total Utilities</b>	<u>\$ 27,076.21</u>	<u>\$ 21,285.70</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,361.91
Credit Cards:													
<b>General Fund</b>													\$ -
<b>Early Childhood</b>													\$ -
<b>Food Service</b>													\$ -
<b>Tech/Security Millage</b>													\$ -
<b>Capital Projects</b>													\$ -
<b>Student Activities</b>													\$ -
<b>Total Credit Card Charges</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	\$ -

\*\*\*Credit cards are always a month behind

Project Summary: 2017 Bond Budget Overview

All Work within all buildings

	Orig Bid	Change Orders	Total Revised Contract		Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021 YTD	Fiscal Year 2022 YTD	Total Spent	
Construction Total - HS	39,814,014.00	2,498,706.00	42,312,720.00		36,863.73	2,965,446.81	18,607,869.58	10,914,209.02	6,635,503.21	616,611.47	39,776,503.82	94.01%
FFE - Furniture/fixture/equip	1,299,520.00	0.00	1,299,520.00		-	1,370.85	91,217.60	532,345.40	277,291.30	52,903.50	955,128.65	73.50%
Alloc. Architect Fees (HS only) + AE Costs	3,113,343.00	0.00	3,113,343.00		1,017,776.57	1,355,075.18	99,774.36	82,429.26	302,749.86	6,371.58	2,864,176.81	92.00%
CM Fee (HS only)	1,386,606.00	87,456.00	1,474,062.00		-	101,224.00	655,412.00	377,251.00	231,699.00	21,652.00	1,387,238.00	94.11%
Roofs	0.00	274,532.00	274,532.00		-	-	-	-	-	87,660.00	87,660.00	31.93%
Contingency	3,661,732.00	-2,586,162.00	1,075,570.00	29.37%	-	-	-	-	-	-	-	-
<b>TOTAL HS Project</b>	<b>49,275,215.00</b>	<b>0.00</b>	<b>49,549,747.00</b>		<b>1,054,640.30</b>	<b>4,423,116.84</b>	<b>19,454,273.54</b>	<b>11,906,234.68</b>	<b>7,447,243.37</b>	<b>785,198.55</b>	<b>45,070,707.28</b>	<b>90.96%</b>
<b>Cost of Issuance - PFM</b>	<b>350,000.00</b>	<b>-142,209.00</b>	<b>207,791.00</b>		<b>79,757.78</b>	<b>128,033.77</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>207,791.55</b>	<b>100.00%</b>
<b>Shettler Elementary</b>	<b>473,840.00</b>	<b>-168,913.00</b>	<b>304,927.00</b>		<b>-</b>	<b>-</b>	<b>86,983.22</b>	<b>160,516.90</b>	<b>10,173.00</b>	<b>6,300.00</b>	<b>263,973.12</b>	<b>86.57%</b>
(Walls)												
<b>Beach Elementary</b>	<b>320,393.00</b>	<b>-95,534.00</b>	<b>224,859.00</b>		<b>-</b>	<b>11,996.00</b>	<b>-</b>	<b>15,327.00</b>	<b>3,027.00</b>	<b>77,400.00</b>	<b>107,750.00</b>	<b>47.92%</b>
(Parent Drop-off; Pavement)												
<b>Edgewood Elementary</b>	<b>228,088.00</b>	<b>0.00</b>	<b>228,088.00</b>		<b>-</b>	<b>-</b>	<b>53,318.13</b>	<b>46,784.00</b>	<b>-</b>	<b>-</b>	<b>100,102.13</b>	<b>43.89%</b>
(Boilers; Roof)												
<b>Middle School</b>	<b>640,005.00</b>	<b>-10,085.00</b>	<b>629,920.00</b>		<b>-</b>	<b>-</b>	<b>31,341.90</b>	<b>227,640.97</b>	<b>335,245.00</b>	<b>-</b>	<b>594,227.87</b>	<b>94.33%</b>
(Elevator)												
<b>Non HS Furniture</b>	<b>0.00</b>	<b>4,113.00</b>	<b>4,113.00</b>		<b>-</b>	<b>4,112.55</b>	<b>-</b>	<b>-</b>	<b>59,196.21</b>	<b>5,969.80</b>	<b>69,278.56</b>	<b>1684.38%</b>
<b>Transportation</b>	<b>270,000.00</b>	<b>1,458,022.00</b>	<b>1,728,022.00</b>		<b>229,330.00</b>	<b>202,930.00</b>	<b>-</b>	<b>331,535.00</b>	<b>495,825.00</b>	<b>468,402.00</b>	<b>1,728,022.00</b>	<b>100.00%</b>
<b>State Police Grant Expense</b>	<b>0.00</b>	<b>614,016.00</b>	<b>614,016.00</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>577,065.95</b>	<b>36,950.00</b>	<b>-</b>	<b>614,015.95</b>	<b>100.00%</b>
<b>Total Bond</b>	<b>51,557,541.00</b>	<b>1,659,410.00</b>	<b>53,491,483.00</b>		<b>1,363,728.08</b>	<b>4,770,189.16</b>	<b>19,625,916.79</b>	<b>13,265,104.50</b>	<b>8,387,659.58</b>	<b>1,343,270.35</b>	<b>48,755,868.46</b>	<b>91.15%</b>
Estimated Interest Earned (investment)	-450,000.00	-1,421,328.00	(1,871,328.00)		(33,086.56)	(270,225.99)	(1,102,501.63)	(421,207.98)	(23,385.40)	(407.51)	(1,850,815.07)	98.90%
State Police Grant (Revenue)	0.00	-428,030.00	(428,030.00)		-	-	-	(368,923.28)	(59,107.69)	-	(428,030.97)	100.00%
VW Reimbursement									(103,875.00)		(103,875.00)	
<b>Total Capital Projects Fund</b>	<b>51,107,541.00</b>	<b>-189,948.00</b>	<b>51,192,125.00</b>		<b>1,330,641.52</b>	<b>4,499,963.17</b>	<b>18,523,415.16</b>	<b>12,474,973.24</b>	<b>8,201,291.49</b>	<b>1,342,862.84</b>	<b>46,373,147.42</b>	<b>90.59%</b>
Overage (Surplus)	(207,459.00)		(122,875.00)									

**Project Summary: 2021 Bond Budget Overview**

**All Work within all buildings**

	Treasury App	Fiscal Year 2021	Total Spent	
Athletic Turf	1,548,523.00	-	-	0.00%
Track Replacement	314,353.00	-	-	0.00%
Middle School Natatorium to Gym	1,215,355.00	-	-	0.00%
<b>Total Athletics</b>	<b>3,078,231.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Beach Elementary	352,556.00	-	-	0.00%
Shettler Elementary	576,532.00	-	-	0.00%
Edgewood Elementary	100,000.00	-	-	0.00%
Middle School	1,387,815.00	-	-	0.00%
High School	1,023,954.00	-	-	0.00%
<b>Total Mechanical/Controls/AC</b>	<b>3,440,857.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Overall Contingency</b>	<b>790,912.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Technology</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Non HS Furniture/Band</b>	<b>150,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Transportation</b>	<b>500,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Cost of Issuance - PFM</b>	<b>60,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Bond</b>	<b>8,020,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Estimated Interest Earned (investment)	-20,000.00	-	-	0.00%
<b>Total Capital Projects Fund</b>	<b>8,000,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Overage (Surplus)				

## **Personnel Report – September 20, 2021**

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

Jessica Allen, Food Service, High School  
Chase Burkart, School Psychologist  
Jodie Crane, Food Service, Edgewood  
Jenny Ferels, Administrative Assistant, Central Office  
Sarah Heibel, STEM Teacher, Shettler  
Jennifer Huizenga, 1<sup>st</sup> Grade Teacher, Beach  
Lauren Moran, Occupational Therapist, ESU  
Melinda Okerlund, Food Service, Middle School  
Amanda Rosenow, Instructional Assistant, Edgewood  
Heather Rowan, Food Service, Beach  
Krista Starr, Instructional Assistant, Beach  
Amanda Tiffany, Instructional Assistant, Middle School

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

Amanda Mendez, Resource Room Teacher, Shettler  
Karrn Middleman, K-5 Art Teacher, Beach

The following positions are currently posted:

Instructional Assistant  
Elementary Art Teacher  
Noon Supervisor, MS and Shettler

# Memo

To: FCS Board of Education  
From: Zach Zost, Food Service Director  
Date: September 16, 2021  
Re: Recommendation for Hire

---

---

On August 23rd, interviews were held for various food service positions. After the interviews, it was determined that the following candidates would be offered a position with the Fruitport Community Schools' Food Service Department:

Jessica Allen, High School

Jodie Crane, Edgewood

Melinda Okerlund, Middle School

Heather Rowan, Beach

# JESSICA ALLEN

5960 E. Sternberg Road, Fruitport, MI 49415 · 616-638-1982

[jessiera27@hotmail.com](mailto:jessiera27@hotmail.com)

Dedicated, detailed, and enthusiastic candidate offering a strong food service and hospitality background

## EXPERIENCE

**2013 – 2020**

### **BARTENDER, YE OLDE TAVERN**

- Prepared food and beverages to standard recipes.
- Operated a POS system handling both cash and credit card payments.
- Performed inventory analyses to ensure proper ordering.
- Maintained meticulous cleaning standards.

**2007 – 2013**

### **BARTENDER, LITTLE BROWN JUG/POPE'S PUB**

- Prepared quality food and cocktails in a fast-paced environment.
- Performed closing procedures, including washing dishes and sanitation
- Properly handled both cash and credit card payments, ensuring accuracy.
- Maintained food and beverage inventory.

**2005 – 2007**

### **CHILD CARE PROVIDER, IN HOME**

- Encouraged children to be patient and kind to others.
- Engaged with children in play activities.
- Prepared healthy lunches, following current nutrition guidelines.
- Thoroughly cleaned and sanitized dishes and surfaces.

**2000 – 2012**

### **MANAGER, COOP'S DOCK 'N DELI**

- Maintained ServSafe standards for proper cooking and holding temperatures.
- Prepared pizza and deli items in large quantities
- Meticulously adhered to all health and safety guidelines.
- Operated a POS system in a high-volume environment.

## SKILLS

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>● Extensive food service and preparation experience</li><li>● Knowledgeable in inventory controls</li></ul> | <ul style="list-style-type: none"><li>● Team-oriented worker</li><li>● Problem solving abilities</li><li>● Understanding of cleaning procedures</li></ul> |
|---|---|



# Fruitport Community Schools

## Memo

To: FCS Board of Education

From: Eastern Service Unit

Date: 9/15/2021

CC: Maribeth Clarke, Mark Mesbergen, Greg Bodrie, [Katie Shawl](#), Jason Kennedy, Allison Camp

Subject: Recommendation for Psychologist

---

It is with great pleasure that we recommend the hiring of Chase Burkart for the position of School Psychologist for Fruitport Community Schools. He was the top candidate for the position from all members of the interview team. His references were all very solid and spoke highly of his integrity, work ethic, and willingness to learn. The team was also impressed with his personality and felt he would be a great asset to Fruitport Community Schools.

Chase is returning to West Michigan (originally attended Grand Valley State University) after moving to Colorado for graduate school. Chase is excited to be working at Fruitport and will be assigned to Beach Elementary and Fruitport Middle School.

---

# Chase Burkart

Glendale, CO | (815) 687-2081 | chase.burkart@du.edu

## EDUCATION

**The University of Denver, Morgridge College of Education**

*Educational Specialist Program in Child, Family, and School Psychology*

**Grand Valley State University**

*Double Major in Bachelor of Science in Psychology and Criminal Justice*

Denver, CO

Expected Graduation June 2022

Allendale, MI

May 2019

## GRADUATE PRACTICA

**Samuels Elementary, Denver Public Schools,**

*Practicum I Student*

Supervisor: Keller Batterman, Ed.S., NCSP

Denver, CO

January 2020 – May 2020

- Participated in IEP meetings, emotional wellness meetings, and staff training
- Observed and actively participated in individual and group counseling sessions
- Implemented a mindfulness intervention with a group of first-graders
- Conducted a social/emotional learning group with several fourth-grade students
- Conducted a social/emotional learning group with Spanish speaking students via online format
- Conducted qualitative and quantitative data-driven student observations
- Observed social/emotional learning sessions that were co-facilitated by a school psychologist and speech pathologist

**Erie High School / Red Hawk Elementary / Soaring Heights,**

**St. Vrain Valley School District**

*Practicum II Student*

Supervisor: Ghyslyn Laviolette, PhD., NCSP

Erie, CO

October 2020 – May 2021

- Observed and conducted cognitive, academic/achievement, and social/emotional assessments via iPad format
- Created and implemented behavioral intervention for executive functioning skills such as organization
- Conducted behavioral case study for a student with an autism spectrum disorder, including creating, implementing, and data collecting for an intervention
- Conducted record reviews
- Collaborated and consulted with other professionals, including special education teachers

## CLINICAL EXPERIENCE

**University of Denver, Counseling and Educational Services Clinic**

*Practicum Student*

Supervisor: Korrie Allen, Psy.D., NCSP

Denver, CO

September 2020 – May 2021

- Conduct intake interviews with parents
- Administered psychoeducational assessments
- Conducted behavioral observations
- Wrote comprehensive psychoeducational reports
- Conducted feedback sessions with the parents providing results of psychoeducational assessments and findings
- Collaborated with colleagues regarding case conceptualization
- Observed the psychological evaluation process of clients
- Observed intake and feedback sessions for parents and clients
- Developed interview questions for parents and clients

- 
- Observed psychoeducation and social/emotional assessments conducted

## **PSYCHOLOGICAL ASSESSMENTS**

- Behavior Assessment System for Children, Third Edition (BASC-III)
- Behavior Rating Inventory of Executive Function, Second Edition (BRIEF-II)
- Conners, Third Edition
- Differential Ability Scales, Second Edition (DAS-II)
- Kaufman Assessment Battery for Children, Second Edition (KABC-II)
- Kaufman Test of Educational Achievement, Third Edition (KTEA-III)
- Multidimensional Anxiety Scale for Children, Second Edition (MASC-II)
- Reynolds Child Depression Scale, Second Edition (RCSD-II)
- Vineland Adaptive Behavior Scales, Third Edition (Vineland-III)
- Wechsler Adult Intelligence Scale, Fourth Edition (WAIS-IV)
- Wechsler Individual Achievement Test, Third Edition (WIAT-III)
- Wechsler Intelligence Scale for Children, Fifth Edition (WISC-V)
- Woodcock-Johnson Test of Achievement, Fourth Edition (WJ-IV-ACH)
- Woodcock-Johnson Tests of Cognitive Abilities, Fourth Edition (WJ-IV-COG)

## **RESEARCH EXPERIENCE**

### **University of Denver: Morgridge College of Education**

*Research Assistant*

Supervisor: Tara Raines, Ph.D., NCSP

Denver, CO

January 2020 – June 2021

- Submitted an article to the journal *NASP Communique*
- Conduct literature reviews
- Edit submissions and dissertations for colleagues
- Provide support in generating research topics supporting students during the COVID-19 pandemic
- Research topics: advocacy for comprehensive sex education in the United States, the school-to-prison pipeline, consultation for the reintegration of students from the juvenile justice system, discipline practices while in online learning

### **Grand Valley State University**

*Research Assistant*

Supervisor: Tara Cornelius, Ph.D.

Allendale, MI

August 2018 – April 2019

- Conducted literature reviews
- Helped formulate topic ideas and hypotheses
- Collaborated with colleagues in data collection via surveys
- Research topics: adolescent sex/sexting rates and their psychological effects, rates of domestic abuse amongst adolescents and college students, sexual assault bystander intervention

---

## RELEVANT WORK EXPERIENCE

### Cherry Creek High School

#### *Track Coach / Throwers*

Greenwood Village, CO

January 2020 – March 2020

- Improved athletic skills in experienced and non-experienced athletes
- Created and promoted a fun and safe environment for athletes by providing structured and unstructured drills and activities
- Developed and implemented a weightlifting program
- Taught technical skills of throwing

### YMCA Wolverine World Wide of Greater Grand Rapids

#### *Camp Counselor for Grades 4-7*

Belmont, MI

May 2019 – August 2019

- Supervised over 35 children
- Created, led, and implemented activities and games
- Supervised students while on field trips
- Maintained pool safety
- Implemented a social/emotional curriculum developed by the YMCA

### Huntley Park District

#### *Camp Counselor Group Leader*

Huntley, IL

June 2014 – August 2017

- Supervised over seven other camp counselors who oversaw supervising ten children
- Created a safe and fun environment for over 70 children between the ages of 11 to 14
- Worked with both children with special needs and without special needs
- Worked with parents if there was ever issues or concern with the child or camp
- Created, led, and implemented activities

### Willow Creek Community Church

#### *Assistant to the Youth Pastor*

Huntley, IL

May 2016 – August 2016

- Assisted and aided the Youth Pastor of the Willow Creek Huntley Regional Campus
- Coordinated events and activities for the middle school program of over 70 children and a high school program of over 70 children
- Wrote and taught lesson plans to both the middle school program and the high school program
- Conducted small groups for high school students

## Leadership Positions

### Vice President of the Student Affiliates in School Psychology (SASP) the University of Denver Chapter – Academic Year 2020-2021

- Serve as the primary liaison between faculty and student body
- Attend faculty meetings to express student concerns as well as report student's news back to the student body
- Resume responsibilities of the President if they are not in attendance
- Support and delegate SASP responsibilities to other board members

## Professional Memberships

- Member, National Association of School Psychologists (NASP)
- Member, Colorado Society of School Psychologists (CSSP)

## Certifications

- The National Child Traumatic Stress Network Psychological First Aid Certification (NCTSN PFA)
- National Incident Management System Certification (NIMS)

- 
- Cognitive Behavior Intervention for Trauma in Schools (CBITS)  
Star Commonwealth Trauma-Informed Resilient Schools

### **Honors & Scholarships**

- Graduate Dean Scholarship Grand Valley State University Dean's List Winter 2018, Fall 2018, Winter 2019

### **SKILLS**

- Statistical Package for the Social Sciences (SPSS)
- Microsoft Outlook (Word, Excel, etc.,)
- Google Platform (Docs, Sheets, etc.,)
- Frontline
- Q-Global
- Q-Interactive
- CADE

# Jodie Crane

Muskegon, MI 49442  
(231) 571-0290 jcrane038@gmail.com

---

## PROFESSIONAL SUMMARY

Graduated from Fruitport Schools in 2008 and briefly attended a pharmacy program at a community college. I applied at the Grand Rapids Home for Veterans and fell in love with the food service program there. I am currently looking for something a little closer to home with my daughter attending Fruitport in the fall.

## SKILLS

- Serv safe certified
- CPR/First Aid
- Organized and dependable
- Employee Training
- Able to work with others and independently
- Flexible

## PROFESSIONAL EXPERIENCE

**DOMESTIC SERVICE AIDE** | 02/2017 to 02/2019

**Grand Rapids Home For Veterans - Grand Rapids, MI**

Preparing food for over 300 members following standard recipes and allowing for specialized diets.

Operated industrialized sized equipment always following safety guidelines. Serv safe certified.

## EDUCATION

**Fruitport High School - Fruitport, MI | High School Diploma**

05/2008

# Memo

To: FCS Board of Education  
From: Allison Camp, Curriculum Director  
Date: September 16, 2021  
Re: Recommendation for Hire

---

---

On August 24, interviews were held for the Administrative Assistant position in Central Office. Ron Veldman, Maribeth Clarke, Mark Mesbergen and Jessica Wiseman and I were a part of the interview team. After the interviews, the committee thought that Jenny Ferels would be the best fit for our office.

# Jennifer Ferels

4411 Lakewood Road Whitehall, MI 49461

(231) 730-4690 | [mcpjferels@yahoo.com](mailto:mcpjferels@yahoo.com)

---

## CORE COMPETENCIES

- Builds strong and lasting relationships.
- Demonstrates account management and negotiation skills.
- Develops budgets and manages resource allocation.
- Leads change and acts decisively.

## EXCEEDS EXPECTATIONS

- Consistently exceeds goals and frequently a top performer.
  - Increased web traffic by over 35% each year.
  - Maintained the highest utilization in the area for assigned services.
- 

## SALES/MARKETING

- Proven brochure and sales material design.
- Developed and implemented sales packages and pricing structure.
- Produced trade show exhibits and materials.
- Created successful social media content and ad campaigns.
- Demonstrated initiative and creative thinking.

## CUSTOMER SERVICE/ADMINISTRATION

- Ensured accuracy, efficiency, and stewardship in customer inquiries.
- Excelled within service-oriented companies demonstrating a talent for communicating effectively with customers from diverse backgrounds.
- Proficient in Microsoft Office, Google Workspace, customer database management, telecommunications setup, and support software.
- Managed multi-line phone system and office equipment.

## EMPLOYMENT

<b>Marketing &amp; Events Coordinator</b> - Lewis Farms, New Era MI	2018 - Present
<b>Sales Representative &amp; Administrative Assistant</b> - Mlcom, Montague MI	2009 - 2018
<b>Office Manager</b> - Double JJ Resort, Rothbury MI	2002 - 2008

## EDUCATION

### **BA Commercial Recreation & Business Administration**

Central Michigan University, Mount Pleasant MI

Fruitport Community Schools  
**Payroll Status Change Authorization**

Name:	
Address:	
Effective Date:	
Seniority Date:	
Outside Experience Granted:	(professional staff only)

Change From:

Change To:

Position		
Wage Rate		
Hours per day		
Location		
Start Date		
Salary Acct. Number		
Degree		

Remarks:

- Hired
- Promotion
- Transfer
- Layoff
- Probation period completed
- Other

--

--

Supervisor/Superintendent Signature:	Date:

Business Office Signature:	Date:



# Sarah Heibel

## Elementary Teacher

### Contact

5103 Andover Ct  
Wyoming, Mi 49509  
(616) 516-9935  
[Heibel.sarah@yahoo.com](mailto:Heibel.sarah@yahoo.com)

### About

I am passionate about making learning fun and engaging for my students. I love learning new things and challenging my teaching. I want my students to love learning and be able to reach their goals, whatever they may be.

### Objective

To obtain a teaching position in an elementary classroom in the Grand Haven area.

### Awards

Dean's list

- GRCC Summer 2018
- Ferris State Fall 2018

### Certifications

CPR/ First Aid renewed bi-annually

Teaching certificate coming soon

### Volunteer Experience

Various parent events at Gilden Woods

- Parent's Night Out
- Spring Carnival
- Toddler Art Show

### References

Matt Richardson

- 8th grade science teacher, Baldwin St. Middle School

Beth Lucksted

- Gilden Woods Director

### Education

Ferris State University- Grand Rapids Campus 2020

- Student Teaching at Baldwin St. Middle School, Hudsonville
  - Fall 2020, during COVID pandemic in person
  - 8<sup>th</sup> grade science and discovery science
- Elementary Education
  - Emphasis in integrated sciences, language arts, and early childhood education
  - 600+ classroom hours in elementary grades
- Early education course work completed through GRCC
  - 250 hours in Co-op professional setting
  - 26+ hours per class in art, science, special education, and child development courses at the GRCC Early Education Laboratory

Grand Rapids Community College 2016- 2019

- Applied Arts Associates Degree 2017
- Early Childhood Education courses
- General course work, transfer courses to Ferris

Lee High School Wyoming, MI 2012

- Diploma

### Professional Experience

3<sup>rd</sup> Grade Virtual Long-term Substitute- Vanderbilt Charter Academy

- February 22- June 11, 2021
- Took over for a virtual teacher, who taught three grades
- Taught ELA and Math, in-person teacher provided science and social studies lessons
- Lesson planning based on weekly scheduled curriculum, coordinated schedule with in-person third grade, engaged students during live small group lessons, supported learning with whole group activities to assist in concept, offered office hours for additional support, provided parent assistance with grades
  - Used Google Classroom to provide daily assignments and lessons, used Classkick to provide engaging way to use 'worksheets' virtually

7<sup>th</sup> & 8<sup>th</sup> grade Resource Long-Term Substitute

- Late December 2020- Late February 2021
- Offered to me during my student teaching by Vice Principal

- Coordinated with core teachers for lessons, co-taught with ELA teachers in 7<sup>th</sup> and 8<sup>th</sup>, attended IEP meetings, and communicated with parents
- Provided homework help, organization help, IEP objective progress, and social/emotional support

Gilden Woods Early Care and Preschool- Grand Rapids

- February 2016-August 2019
- Assistant teacher for a year in 18-24-month room
  - Assisted in lesson plan implementation, engaged in play, participated in parent-teacher communications
- Lead teacher for two years in 24-30-month room
  - Took over lead position with no formal training and implemented teaching practices learned from schooling for a more structured classroom
  - Implemented lesson plans, engaged children in play, create activities, maintained parent-teacher communications, assessments for each child, participated in professional development





# Jennifer Huizenga

## EDUCATOR

### CONTACT

Muskegon, MI

231-670-1190

jennhuizenga@yahoo.com

### EDUCATION

BACHELOR OF SCIENCE  
Mathematics Major  
Elementary Education Minor  
Baker College of Muskegon  
(Madonna University)  
2008 | 3.8 GPA

ZS ENDORSEMENT  
Early Childhood  
Baker College of Muskegon  
2017 | 3.9 GPA

### CERTIFICATION

MICHIGAN TEACHER  
CERTIFICATION  
Expires 2023

BASIC FIRST AID/CPR  
June 2021

TEACHING STRATEGIES  
GOLD - Interrater Reliability  
June 2021

CONSCIOUS DISCIPLINE

### SKILLS

- Communication
- Team Player
- Student Engagement
- Classroom Management
- Differentiation
- Flexible

### PHILOSOPHY OF EDUCATION

Determined to create a positive, well-balanced, supportive and engaging environment for all students. Highly motivated to remain flexible, ensuring all student abilities and learning styles are addressed daily.

### PROFESSIONAL EXPERIENCE

#### PRESCHOOL LEAD TEACHER – ORCHARD VIEW SCHOOLS

October 2012 – Present | Muskegon, MI

- Prepared and organized lessons from the Connect 4 Learning Curriculum; integrating math, literacy, and science into all lessons
- Monitored and recorded student growth using Teaching Strategies GOLD assessment tool and differentiated lessons accordingly
- Observed and tracked student behaviors using positive behavior supports
- Volunteered time to organize activities such as Spring Fling Family Dance and March is Reaching Month activities

#### TODDLER LEAD TEACHER – TELAMON CONKLIN MIGRANT HEAD START

May 2011 – September 2012 | Conklin, MI

- Created and implemented diverse education strategies to boost toddler development using Creative Curriculum
- Immersed bi-lingual children in initial school experience
- Managed safety and security for all children in the areas of social emotional, fine and gross motor skills, and speech development

#### SUBSTITUTE TEACHER – AESOP

September 2008 – June 2011 | Muskegon County, MI

- Instructed students using classroom plans and tests left by the teacher
- Tutored and mentored individual students
- Completed documentation of attendance and grades

### FIELD WORK EXPERIENCE

#### STUDENT TEACHING – Beechnau Elementary School

January 2008 – June 2008 | Ravenna, MI  
Fourth Grade – Mrs. Tracey Lemkie

#### 100+ HOURS OF EXPERIENCE

Orchard View Early Elementary – 4<sup>th</sup> Grade – Dibbles Testing  
Spring Lake Elementary – 3<sup>rd</sup> Grade – Reading Interventions  
Muskegon Elementary – 4<sup>th</sup> Grade – Math Interventions  
Reeths Puffer Elementary – Kindergarten – Small Math Groups

## MEMORANDUM

**To:** Ron Veldman

**CC:** School Board,

**From:** Greg Bodrie

**Date:** 08/ 24/2021

**Re:** **Occupational Therapist Registered**

On July 15,2021 six candidates were interviewed for an Occupational Therapist position within the Eastern Service Unit. Following a second round interview with two final candidates on July 21,2021, the committee unanimously selected Melissa Stark. Melissa resigned from this position on August 20, 2021. Our second finalist Lauren Moran was offered the position and accepted Monday August 23, 2021. Her reference checks were exemplar. It is recommended that Lauren's employment begin with the 2021-22 school year. Per Fruitport's EA contract her first year salary will be \$50,368 which falls at MA-30, Step 3

# Lauren M. Moran

9522 Whispering Sands Dr. West Olive, MI 49460. (810) 938-2055. Lauren.french@mercyhealth.com

---

## Objective

To obtain a position with the Eastern Service Unit as a part of a collaborative interdisciplinary team. I will empower clients by providing compassionate and individualized care through evidence-based practice and respectful, open communication to maximize success in desired occupations.

---

## Summary

- Demonstrated achiever and advocate for the occupational therapy profession
  - Highly motivated, flexible, creative, and responsible professional with experience enabling clients to carry out their everyday tasks and activities in home as well as work environments through client-centered and occupation-based treatment
  - Skilled at clinical reasoning, learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively
  - Knowledge of principles, methods, and procedures for assessment, evaluation, and treatment of physical and mental impairments for clients of all ages
- 

## Employment Experience

### **Occupational Therapist – Atrio Home Healthcare Holland MI, April 2021 – present**

- Complete initial occupational therapy evaluations and ongoing assessments to determine level of functioning
- Complete OASIS discharge and recertification paperwork according to policy
- Develop a treatment plan for assigned clients in consultation with the physician and other care team members
- Evaluate equipment needs to increase functional level and coordinates acquisition of needed durable medical equipment
- Coordinate services in consultation/communication with other Atrio Home Health staff

### **Full Time Occupational Therapist -Mercy Health Mary Free Bed Acute Rehabilitation Unit Muskegon, MI, May 2014 – April 2021**

- Complete client-centered evaluations to establish plan of care on FIM certified unit (range of diagnoses including CVA, TBI, multiple-trauma, cardiac, debility, orthopedic, spinal cord injury, various neurological disorders, amputations)
- Address client's need to re-learn and practice activities of daily living, develop strategies to overcome physical and cognitive limitations, and re-establish engagement in desired occupations via adaptation and compensation.
- Utilize NDT perspective for neuromuscular re-education, trunk stabilization, and balance activities to improve clients' ability participate in daily activity and reduce caregiver burden
- Contribute to safe discharge planning, including recommendations for transitioning to the next level of care.
- Develop home programs and instruct patients, family members, and caregivers in how to use the programs to continue rehabilitation after discharge.

### **Adjunct Professor - Grand Valley State University. Grand Rapids, MI, May 2019 – August 2019**

- OST 571/572: theoretical and practice concepts, assessment, and intervention methods for OT services for adults. Facilitated student learning of identifying barriers to occupational performance at all levels and addressing barriers through assessment, intervention, conducting advocacy, research, and documentation.

**PRN Occupational Therapist- Functional Homes Inc. Grand Rapids, MI, January 2014 – present**

- Complete client-centered functional evaluations to adapt and construct living spaces that are functional, usable, accessible and cost effective, assuring that people who have temporary or permanent physical limitations are safe and enjoy the greatest possible lifestyle independence.
- Provide equipment and family training to ensure safety within the home environment

**PRN Occupational Therapist- Outpatient Pediatrics, Mercy Health Muskegon, MI April 2016-October 2016**

- Evaluated client's physical and psychosocial strengths and limitations to establish a therapeutic treatment plan to maximize their ability to participate in desired occupations.
- Children ages 0-12 with diagnoses that include autism spectrum disorder, traumatic brain injury, sensory processing disorder, developmental delay, torticollis, and genetic syndromes

**PRN Occupational Therapist- Christian Care Sub-Acute Rehabilitation Muskegon, MI, March 2014 – August 2015**

- Complete initial evaluations to assess new patient's prior level of function, current functional abilities, and barriers limiting independence
- Established plan of care to be carried out by staff COTA/OTR

**Full Time Occupational Therapist -Mercy Health Inpatient Acute Care Muskegon, MI, August 2013-May 2014**

- Completed comprehensive initial client evaluations in acute care setting to determine occupational performance, establish plan of care, and make recommendations for discharge needs and placement (daily caseload of 10-13 patients)

**Education**

<b>Master's Degree in Occupational Therapy</b> <i>Grand Valley State University, Grand Rapids, MI</i>	2013
<b>Bachelor's Degree in Health Communications</b> <i>Grand Valley State University, Allendale, MI</i>	2010

**Professional Development**

**Certified Brain Injury Specialist**  
**Mercy Health Stroke Support Group Development team/Facilitator**  
**Mary Free Bed Grand Rounds: Developmental Vision and Rehabilitation, Brain Recovery Core, Common Causes of Dizziness**  
**Cardiac Rehabilitation and Acute Rehabilitation**  
**FIM Certification**  
**Mary Free Bed Stroke Symposium**  
**Mary Free Bed Brain Injury Symposium**  
**Area Conference on Aging**  
**Level I and Level II Fieldwork Instructor**  
**GVSU Guest Instructor - Lymphedema**  
**Recovering Function for Adults with Hemiplegia using NDT Perspective (I, II, III, IV)**

**AOTA National Conference Presenter**

**MedBridge Member**

**Occupational Therapy Student Symposium – 2013 Presenter, 2012 Attendee**

**Service Learning Affiliations: No More Sidelines, Gilda's Club of Grand Rapids, Origami Brain Injury  
Rehabilitation Center, North Ottawa Community Council on Aging, Indian Trails Camp**

**References Available Upon Request**

# Melinda Okerlund

Customer Service Associate, with some office experience.  
Searching for a long term position with a company I can grow with.

2348 E Ellis  
Muskegon, MI 49444  
(231) 343-9499  
melindaokerlund@gmail.com

## EXPERIENCE

### Customer Service Associate

#### **Walgreens, Muskegon MI**

01/2016 to 10/2017

- Cash handling
- Helping customers find the products they need
- Stocking shelves
- Photo lab
- Assisting with resets, inventory, and different vendors
- Training new employees

### Overnight Coordinator/Gift Shop Attendant

#### **USS SILVERSIDES Submarine Museum, Muskegon, MI**

03/2012 to 09/2015

- Run Gift Shop register
- Inventory and ordering
- Cash handling
- Bank deposits
- Training new employees
- Accounts receivable assistance
- Schedule Overnight Encampment reservations
- Help customers and answer travel questions
- Assisting administrative staff
- Data Entry

### POS Associate

#### **Kohl's Department Store, Muskegon, MI**

11/2010 to 04/2011

- Greeting customers and processing customers purchases accurately and efficiently at the point-of-sale.
- Folding, stocking, hanging, ticketing or re-marking merchandise.
- Assist with department recovery, fitting room recovery.
- Front-end housekeeping duties.

### Hostess/Server

## SKILLS

- Cash Handling
- Customer Service
- Data Entry
- Computer Proficiency
- Communication
- Problem Solving
- Collaborative



# Fruitport Community Schools

## Memo

To: FCS Board of Education

From: Laura Gavin

Date: 8.25.21

CC: Maribeth Clarke, Katie Shawl, Brooke Engle, Mark Mesbergen, Jason Kennedy

Subject: Recommendation for Instructional Assistant Hire

---

It is with great pleasure that I recommend the hiring of Amanda Rosenow for the position of Instructional Assistant in the Autism Spectrum Disorder program at Edgewood Elementary. Amanda has multiple experiences working with young children, including young children with disabilities.

We interviewed many candidates for various Instructional Assistant positions this fall and felt that Amanda would be a great fit with the current team at Edgewood.

She will start her new position on September 7, 2021.

# Amanda Rosenow

Muskegon, MI

[shamrock22812\\_ztf@indeedemail.com](mailto:shamrock22812_ztf@indeedemail.com)

2315717916

## Work Experience

---

### **Preschool Lead Teacher**

St. Matthew Christian

August 2013 to August 2017

Created age appropriate lesson plans, followed a daily schedule, supervised my assistant teacher as well as all other staff when the direct was not present, trained new staff members, helped plan and organize field trips, updated parents on our preschool app, took daily attendance for the entire center every morning on specially designed childcare software, helped with billing, took payments and entered them into the software, answered phone calls and inquiries, gave tours to new families, aided the director in the hiring process, created shopping lists and menus weekly, maintained records for children, performed assessments on every child twice a school year, held parent/teacher conferences, created newsletters monthly, made sure caregiver to child ratios were correct, helped with any office work that I could

### **Secretary**

Sprague Auto Parts

June 2004 to February 2009

Answered and transferred phone calls to the front desk sales associates, created flyers, organized and filed car titles, finalized sales for the sales associates, payroll

### **Lead Teacher**

All-Stars Child Care

July 2004 to August 2008

Created lesson plans for the four year and older group. Kept to a daily routine. Gave tours to new families, trained new employees, assisted in office work of scheduling employees, making deposits at the bank, handling petty cash, food shopping, taking phone calls and messages, answering parent questions/concerns, supervising staff, taking payments and writing receipts, running errands, traveling to work between three centers as needed to maintain caregiver to child ratios, making sure we were always in compliance with the state rules

### **Assembler**

Manpower

May 2004 to June 2004

Worked an assembly line making applying tape to plastic parts used in side mirrors on vehicles

### **Babysitter**

May 2001 to May 2004

Cared for three children of the household and occasionally two additional children from the neighboring house. Cooked, cleaned, crafted with the children. Answered phone calls and questions about the families deer processing business and assisted with clean up from the processing.

## **Sales Associate**

Zeeland Floral

November 2002 to December 2002

Seasonal kiosk in the Lakes Mall selling personalized ornaments. I assisted customers with selecting the perfect ornament and personalizing it with the names they requested. Restocked when items were low, took inventory, worked the cash register.

## **Cashier/Customer Service**

McDonald's

August 2000 to March 2001

Sanitation of lobby and play area, worked front register and drive thru window, dishes, oversaw birthday parties

## **Assmbler**

Light Corporation

June 2000 to June 2000

Assembled office lights, packaged office lights

## Education

---

### **High school diploma**

Holton High School

August 1999 to May 2002

## Skills

---

- Childcare (8 years)
- Teaching (3 years)
- Writing Skills (9 years)
- Meal Preparation
- Classroom Management
- Babysitting
- Microsoft Office (5 years)
- Web design (1 year)

## Assessments

---

### **Work motivation — Completed**

May 2021

Level of motivation and discipline applied toward work

Full results: [Completed](#)

### **Administrative assistant/receptionist — Expert**

May 2021

Using basic scheduling and organizational skills in an office setting  
Full results: [Expert](#)

### **Written communication — Proficient**

May 2021

Best practices for writing, including grammar, style, clarity, and brevity  
Full results: [Proficient](#)

### **Working with MS Word documents — Highly Proficient**

May 2021

Knowledge of various Microsoft Word features, functions, and techniques  
Full results: [Highly Proficient](#)

### **Customer service fit — Completed**

June 2021

Measures the traits that are important for success for customer service roles  
Full results: [Completed](#)

### **Work style: Reliability — Expert**

August 2021

Tendency to be reliable, dependable, and act with integrity at work  
Full results: [Expert](#)

### **Dental receptionist skills — Proficient**

August 2021

Managing practitioner schedules and maintaining accurate patient records  
Full results: [Proficient](#)

### **Scheduling — Proficient**

August 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts  
Full results: [Proficient](#)

### **Retail customer service — Expert**

August 2021

Comprehending and responding to retail customer needs  
Full results: [Expert](#)

### **Customer service — Expert**

August 2021

Identifying and resolving common customer issues  
Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Publications

---

### **A Stranger's Kindness**

July 2020

I wrote a romance novel for a writing contest. There were near 3,000 entries and only 100 grand prize winners. I was winner #33. I self published my book and I am currently editing it to publish more copies as I've had many people wanting to purchase my novel.



# Fruitport Community Schools

## Memo

To: FCS Board of Education

From: Laura Gavin

Date: 8.23.21

CC: Maribeth Clarke, Katie Shawl, Brooke Engle, Mark Mesbergen, Jason Kennedy

Subject: Recommendation for Instructional Assistant Hire

---

It is with great pleasure that I recommend the hiring of Krista Starr for the position of Instructional Assistant in the program for students with Moderate Cognitive Impairments (MOCI) at Beach Elementary School. Krista has experience working with children of all ages with disabilities. She is new to the Fruitport community and will have a child at Shettler and a child at FMS.

We interviewed many candidates for various Instructional Assistant positions this fall and felt that Krista would be a great fit with the MOCI program at Beach.

She will start her new position on August 23, 2021.

# Krista Starr

Fruitport, MI

[kristastarr58\\_srf@indeedemail.com](mailto:kristastarr58_srf@indeedemail.com)

2317070359

## Work Experience

---

### **Youth Specialist**

Eagle Village - Hersey, MI

May 2013 to Present

I work with troubled youth in the foster care system and assess their behavior. I have been a lead staff during my time at Eagle Village. I have been able to lead a team and up to 18 youth at a time. I have also worked in the kitchen prepping meals for all of campus along with the staff and youth I work with. I have trained multiple staff. I am first Aid and CPR certified. I have worked first, 2nd and 3rd shifts being successful in all shifts. I am a dedicated and hard worker.

### **Assembler/Machine Operator**

GM Wood Products - Newaygo, MI

September 2012 to May 2013

Worked in a wood factory on an assembly line dealing with wood for windows and doors. Worked at a very fast pace stacking wood products and assembling frames. Prepping for the next shift.

### **Prisoner Transports**

Wisconsin Lock and Load - Greenbay, WI

May 2011 to March 2012

Transported prisoners for a private company transporting from jails, prisons, and mental hospitals. Was in charge of maintaining safety off all passengers. Was required to drive all over the state of Wisconsin and occasionally out of state. Also assisted in bringing inmates to court hearings. Was certified to carry a weapon for job security.

### **Youth Specialist**

## Education

---

### **High school diploma**

### **High school diploma or GED**

## Skills

---

- Medication Administration (7 years)
- Meal Preparation (7 years)
- Food Preparation (7 years)
- Behavior Management (7 years)

- Caregiving (7 years)

## Military Service

---

### **Branch: National Guard**

Rank: E-4

July 2007 to September 2009

I worked with Army National Guard for two years. I trained in combatives and HAZMAT. I also have weapons training with multiple weapons and was also certified in driving the vehicles. Also have deployment training.

Commendations:

Honorable Discharge



# Fruitport Community Schools

## Memo

To: FCS Board of Education

From: Laura Gavin

Date: 9.8.21

CC: Maribeth Clarke, Katie Shawl, Brooke Engle, Mark Mesbergen, Jason Kennedy

Subject: Recommendation for Instructional Assistant Hire

---

It is with great pleasure that I recommend the hiring of Amanda Tiffany for the position of Instructional Assistant in the program for students with Moderate Cognitive Impairments (MOCI) at Fruitport Middle School. Amanda has multiple experiences working with children, including children with disabilities. She also has a passion for working with students with cognitive impairments.

We interviewed many candidates for various Instructional Assistant positions this fall and felt that Amanda would be a great fit with the MOCI classroom at FMS.

She will start her new position on September 16, 2021.

# Amanda Tiffany

1051 West Street  
Muskegon, MI  
(231) 571-8865  
alt92786@gmail.com

## Experience

October 2020 - PRESENT

### Reeths Puffer Public Schools, Muskegon, MI - *Paraprofessional*

- Provided positive and nurturing support for the emotional and academic needs of children.
- Completed daily anecdotal records for students with special needs.
- Assist teachers with classroom tasks.

May 2011- August 2020

### Wooly Lambs Preschool and Daycare, Twin Lake,MI - *Lead Teacher*

- Provided a nurturing and caring learning environment.
- Made age appropriate lesson plans to meet each child's needs.
- Open communication with parents was encouraged through daily conversations as well as written notes regarding their child's achievements and needs.
- Answered phones and relayed messages.
- Organized successful fundraising events.
- Filled in as center director when needed.

### 2012- 2013 Foster Care , Muskegon ,MI

- Provided care for a teenage mother and infant son.

## Education

September 2019

### Council for Professional Recognition- *Early Child Development Associates*

December 2010 - December 2012

### Baker College, Muskegon,MI - *Human Service*

- Completed coursework towards a social work degree.
- Interned at Every Woman's Place .

**\*Reliable, organized, hard working, flexible and dedicated\***

## References

Cheryl Nicholson

Former owner and manager of Woolly Lambs Daycare and Preschool

(231)740-2057

Sarah Rusmey

Current coworker at Reeths Puffer

(231) 736-0146

Lynn Harloff

Past coworker at Woolly Lambs Preschool and Daycare

(616) 265-0159

Amanda Mendez  
3624 Campbell Dr.  
Muskegon, MI 49441

August 17, 2021

Janelle Duffey  
Principal  
Shettler Elementary  
2187 Shettler Rd.  
Muskegon, MI 49444

Dear Janelle Duffey,

Please accept this letter as formal notice of resignation from my position as the Resource Room Teacher at Shettler Elementary.

Thank you for giving me the opportunity to work in this position for the past 3 years. I appreciate all of the opportunities you have given me that have allowed me to grow as an educator. I have enjoyed working at Shettler, and have made everlasting relationships that I will forever be grateful for. Fruitport is an amazing district with wonderful students and families as well as fantastic educators. However, I have received an extraordinary offer from Mona Shores School District that I simply cannot refuse.

Thank you again. I wish nothing but the best for you and the entire Shettler Family.

Sincerely,

Amanda Mendez



Clarke, Maribeth &lt;mclarke@fruitportschools.net&gt;

---

**Re: Thank you**

1 message

**Camp, Allison** <acamp@fruitportschools.net>

Wed, Aug 18, 2021 at 10:15 AM

To: "Middleman, Karrn" &lt;kmiddleman@fruitportschools.net&gt;

Cc: Courtney Stahl &lt;cstahl@fruitportschools.net&gt;, Lauren Chesney &lt;lchesney@fruitportschools.net&gt;, Janelle Duffey &lt;jduffy@fruitportschools.net&gt;, Ron Veldman &lt;rvelman@fruitportschools.net&gt;, Maribeth Clarke &lt;mclarke@fruitportschools.net&gt;

Hi Karrn

Thank you for letting us know. Best wishes!

On Tue, Aug 17, 2021 at 6:13 PM Middleman, Karrn &lt;kmiddleman@fruitportschools.net&gt; wrote:

Dear Fruitport Administrators,

I have received an offer to teach art at my son's former school here in Grand Rapids. I have decided to accept the offer because it's in my family's best interest. Please accept this email as notice of my formal resignation. Thank you for the opportunity to work for Fruitport. Words can not express how much I've learned and gained as an educator thanks in part to your guidance and high-expectations.

With gratitude,

--

Karrn Middleman  
Shettler/Beach K-5 Art Teacher  
Alternative Ed Art Teacher  
Fruitport Community Schools

--

Allison Camp  
Director of Curriculum and Instruction  
Fruitport Community Schools  
3255 E. Pontaluna Rd.  
Fruitport, MI 49415  
231.865.4003

## Series 2000 Bylaws

### 2400 Board Membership and Duties

#### ***2404 Board Member Vacancies and Appointments***

- A. A Board office becomes vacant immediately upon any of the following events:
1. a Board member's death;
  2. a Board member being adjudicated insane or being found to be a legally incapacitated individual by a court of competent jurisdiction;
  3. a Board member's resignation;
  4. a Board member's removal from office;
  5. a Board member's conviction for a felony;
  6. a Board member's election or appointment being declared void by a competent tribunal;
  7. a Board member's neglect or failure to timely file the acceptance of office, to take the oath of office, or to give or renew an official bond as required by law;
  8. a Board member ceasing to possess the legal qualifications for holding office;
  9. a Board member moving residence from the District; or
  10. a Board member being recalled.
- B. Appointments
1. In the event of a vacancy (except a vacancy resulting from a Board member recall), the remaining Board members must fill the vacant Board office by appointment within 30 calendar days after the vacancy occurs, unless a majority of the Board offices are then vacant. If a majority of the Board offices are vacant at the time of a vacancy, or if the remaining Board members fail to fill a vacant Board office by appointment within 30 calendar days after the vacancy occurs, then the ISD board will be authorized to fill the vacant Board office by appointment.
  2. The Board may, in its discretion, undertake 1 or more of the following procedures when seeking to fill a vacant Board office:
    - a. publicize the vacancy, and the Board's intention to appoint a person to fill the vacant Board office through word-of-mouth, news media, notices posted at school buildings and other locations, postings on the District's website and social media, and other means of communicating with the public;

- b. accept résumés, applications, letters of interest, or other submissions from persons seeking to be appointed to fill the vacant Board office; and
  - c. interview applicants for the vacant Board office.
    - i. All interviews must be conducted during open session of a public Board meeting.
    - ii. The Board may meet in closed session for the limited purpose of reviewing and considering an application for appointment, if any, if the applicant requests that the application remain confidential.
3. Within 3 calendar days after the Board makes an appointment to fill a vacant Board office, the Secretary must provide written notice to the District's election coordinator of the name, address, and Board office of both the Board member who vacated office and the person appointed to fill the vacant Board office.
4. Appointed Board Member's Term of Office
- a. An appointed Board member's term of office begins immediately after appointment, once the appointee has filed an acceptance of office with the Secretary and taken the oath of office.
  - b. An appointed Board member's term of office expires:
    - i. immediately after the District's regular election at which a successor in office is elected and the successor has qualified for office, if the appointed Board member was appointed to a Board office that was vacated more than 7 calendar days before the nominating petition filing deadline for a District regular election that was not the District's regular election at which a successor in office would have been elected had the Board office not been vacated; or
    - ii. in all other cases, December 31 immediately after the District's next regular election.

Legal authority: MCL 15.268; MCL 168.310, 168.311

Date adopted: 7/29/2021

Date revised:

*You're invited*

*to an*

**OPEN HOUSE**

*&*

**RIBBON CUTTING**

**CEREMONY**

*at*

**FRUITPORT HIGH SCHOOL**

*on*

WEDNESDAY

**29<sup>TH</sup>**

OF SEPTEMBER

**5:15 PM RIBBON CUTTING CEREMONY**

**6:00 - 8:00 PM OPEN HOUSE**

**Please join us in celebrating the completion of construction at Fruitport High School! A private ribbon cutting ceremony will take place at 5:15 pm at the new entrance, followed by a public open house.**



## **Business and Finance Committee**

Monday, September 13, 2021

11:30 a.m., Superintendent's Office

### **Meeting Minutes**

Attendance: Dave Hazekamp, Elroy Buckner, Kris Cole, Jason Kennedy, and Mark Mesbergen

1. Superintendent Mentor

The committee discussed hiring a superintendent mentor to ease the transition between superintendents.

2. Audit Update

Mark gave an audit update. The audit will be completed and presented at the next board meeting.

3. Bond Update

Mark gave an update regarding the 2016 bond and the 2021 bond.

4. Other – Bargaining Update

Mark gave a bargaining update.

5. Other – ECC Salaries and Tuition

Mark presented a recommendation to increase the ECC staff's wage by \$2 per hour effective board approval. The recommendation also came with an increase to the ECC tuition by \$2 per day across the board effective 1/1/22. The cost of the two recommendations will be \$45,000.

Meeting adjourned at 12:43 p.m.

Respectfully submitted by Mark Mesbergen

**BOARD ACTION REQUEST FORM**

**Meeting Date:** September 20, 2021

To: Board of Education

Attachment # XI-2

From: Mark Mesbergen

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

Increase to Early Childhood Center Daycare Rates.

**Background Information:**

The Early Childhood Center's goal is to provide the best educational experience for birth to K. Obtaining the goal comes at a price and because of operational expenses along with staff increases. The Early Childhood Center daycare rates need to be increased by \$10.00 per week per child effective 1/1/22. Pam Bergey has done the research that ECC's prices are still competitive with other local daycares/preschools.

**Financial Impact:**

This would generate approximately \$45,000 per year.

**Recommended Action:**

That an increase of the Early Childhood Center daycare rate of \$10.00 per week per child be approved as presented.

**Action Taken:**

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

**BOARD ACTION REQUEST FORM**

**Meeting Date:** September 20, 2021

To: Board of Education

Attachment # XI-3

From: Mark Mesbergen

**Subject to be Discussed and Policy Reference:**  
ECC Staff Salary Increase

**Background Information:**

The Fruitport Early Childhood Center is having a tough time with filling their staff openings. Their wages range from \$10 to 14.75 per hour. Pam Bergey is recommending a flat \$2 per hour increase for all staff. This will increase the chance that she can find employees to fill her open positions but also retain her current staff.

**Financial Impact:**

\$87,608 for a full year. This increase will be pro-rated since the increase is mid year. This will be paid out of the ECC Fund.

**Recommended Action:**

To approve a \$2 a hour increase for the ECC staff.

**Action Taken:**

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

**BOARD ACTION REQUEST FORM**

**Meeting Date:** September 20, 2021

To: Board of Education

Attachment # XIII-1

From: Jason Kennedy

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

Approval of Trip Requests as Follows:

- April 27, 2022 – May 1, 2022 – 8<sup>th</sup> grade trip to Washington DC.

**Background Information:**

See attached

**Financial Impact:**

None to the district. All expenses will be paid through various fundraisers, grant monies or by individual participants.

**Recommended Action:**

Approval of the trip request at no cost to the district as presented above.

**Action Taken:**

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



**Fruitport Community Schools  
Overnight Field Trip Request**

8/31/2021 11:48:14

The details for this overnight trip are as follows:

**Background Information**

Group Requesting Permission: 8th Grade

Date of Trip: 4/27/2022 - 5/1/2022

Staff Person(s) in Charge: Tammy Ruch

Funding Sources: WorldStrides provides scholarships, personal fundraising link through WorldStrides, one school fundraiser.

Total Cost per Student: \$835 (all inclusive)

Are all students Participating? No

Chaperone/Student Ratio: 1/15

**Destination Information**

Destination: Washington DC

Destination Information: Various monuments, memorials, and museums in and around Washington DC.

Purpose of Trip: This trip will extend on the US history learning targets as well as foster relationships among students and between students and staff. During the trip, students will learn valuable information from experienced and knowledgeable tour guides. They will gain hands on experiences learning about the branches of government, the founding fathers and documents, and the FBI. Students will also visit museums, monuments, and memorials that honor the men and women who served our country as well as groups that have historically been marginalized.

**Lodging Information**

Lodging Accomodations: Hote (2 nights)

Lodging information: Provided by WorldStrides approximately one month prior to the trip.

Transportation Arrangements: Leave school via motor coach on Wednesday, April 27, 2022 around 6:00 p.m. and return Sunday May 1, 2022 around 8:00 a.m. Itinerary provided by WorldStrides one month prior to the trip.

**Emergency Information**

Emergency Contact: Tammy Ruch 616-402-0952

Emergency Forms Complete? Not yet

Parent Notification is Complete and Attached to this Form? Not yet

# Washington, D.C.

Wednesday, April 27 – Sunday, May 1, 2022

**Trip ID = 198857**

## **Trip Includes**

- Holocaust, Smithsonian, and Spy Museums
- WWII, Iwo Jima, Pentagon, Lincoln, FDR, Vietnam, Jefferson and MLK Memorials
- Tours of Arlington Cemetery, Capitol, Mount Vernon, Ford's Theatre and Petersen House
- Walking or Bus Tour of Alexandria, Virginia
- Photo stops at Washington Monument and White House
- Spirit boat cruise includes dinner and a dance
- Meals, transportation, admission fees, insurance, course leader and night chaperones

## **Trip Details**

- Motor coach transportation to, from and around Washington D.C.
- Students stay 4 per room. Adults stay 2 per room.
- Boys and girls stay on separate floors.
- Night guards are provided at the hotel through World Strides.
- Students are not allowed out of their room between 10pm and 6am.
- One teacher chaperone allowed for every 15 students.
- The trip is limited to 100 travelers.

**Price:** Students \$835 Adults \$960                      \$99 deposit  
**Full Refund Program:**                      \$125                      **Final payment is due February 14, 2022**

Registration and payments will be made to World Strides at [www.worldstrides.com](http://www.worldstrides.com) under **register to travel**. Fees will be added for mailed monthly bills and missed payments.

**FLAG Financial Assistance** ~ Families with an annual adjusted gross income up to \$85,000 are invited to complete a confidential, easy application and may qualify to receive travel assistance funds. Financial assistance will be awarded on a first-come, first-served basis. Find out more about FLAG financial assistance at [www.worldstridesfundraising.com](http://www.worldstridesfundraising.com) and apply by contacting Customer Service at 1-800-468-5899.

**The Gift of Education** ~ fundraise with e-cards, letters and shareable Facebook links. Friends, family and local organizations can donate to your account. Explore [www.worldstridesfundraising.com](http://www.worldstridesfundraising.com).

\* Please direct your questions to Tammy Ruch (Spanish Teacher) at [truch@fruitportschools.net](mailto:truch@fruitportschools.net)

# Learning beyond classroom walls

## Washington DC Trip Outcomes

Washington, D.C., is a city steeped in culture and history, yet alive with innovation and change. Experience the many sides of this great city during an exciting trip that blends education, adventure, and fun!

### History

#### **See lessons learned in the classroom come to life!**

- Relive our nation's past tragedies and triumphs at the Vietnam, Korean, and WWII memorials.
- Visit the Tomb of the Unknowns at Arlington National Cemetery and remember the sacrifices of our fallen soldiers.
- Leave the United States Holocaust Memorial Museum with a newfound respect for one of history's most tragic events.

### Government

#### **Experience our nation's government in action!**

- Tour the grounds of Capitol Hill, where lawmakers and representatives of Congress meet.
- Visit the home of some of our nation's most treasured documents at the National Archives.
- Visit the Supreme Court to see where our Constitution is interpreted and rulings are made.

### Leadership

#### **Walk in the footsteps of our nation's greatest leaders!**

- Stand in the spot where Dr. Martin Luther King, Jr., delivered his "*I Have a Dream*" speech, and visit the new memorial dedicated to him.
- Pay tribute to the greatest leaders of our country at the Lincoln, Jefferson, and FDR memorials.

### Adventure

#### **Don't just visit D.C. – experience it!**

- Flash a big smile as you and your friends pose for pictures in front of the White House.
- Check out pandas, elephants, and lions at the 163-acre National Zoo, home to more than 3,500 animals.
- See dinosaurs, the Hope Diamond, the original Wright 1903 Flyer, and the Apollo 11 command module at the Smithsonian museums.

## Student Rules and Regulations Personal Behavior Contract

The WorldStrides tour you have elected to attend offers many unique opportunities and experiences. Beyond the educational benefits, the tour offers opportunities to form new friendships and to meet the challenges of independence.

We at WorldStrides promote a tour atmosphere where chaperones and students support one another with genuine respect. As a student participant, it is your responsibility to help make the tour a positive and enjoyable experience for yourself, fellow students, and chaperones. All participants are expected to demonstrate high standards of conduct and to accept personal responsibility and consequences for their actions. You are expected to exhibit honesty, courteousness and consideration toward others. This includes those in your group, as well as anyone else with whom you may come in contact, such as Motorcoach Drivers, guides and restaurant and hotel staff.

Our goal at WorldStrides is to make this trip an educational, safe, and enjoyable experience for everyone. We require your cooperation and commitment to the following behavior standards to help us meet this goal.

We expect the student/participant to obey the following rules of behavior:

- ❖ The student is to follow the directions and the rules and regulations established by the chaperones both prior to and during the tour.
- ❖ The student shall not be involved in any way with smoking, alcohol, illegal drugs, vandalism, theft, or any other type of behavior that is judged by the chaperones to be detrimental to the health, well-being, safety, or reputation of him/herself or anyone else in the group including the chaperones or WorldStrides.
- ❖ The student shall comply with all rules and regulations of the various governmental and vendor agencies (such as airlines, hotels, motorcoach companies, etc.).
- ❖ The student shall remain with the group at all times unless, and only if and when, the chaperones specifically allow you free time.
- ❖ The student shall follow the directions of the Program Leader, chaperones, and WorldStrides staff.
- ❖ The use of hotel facilities carries with it the responsibility of leaving them in the same conditions in which they were found. The student is responsible for any damage.
- ❖ Quiet hours at the hotel will be observed from 10:00 p.m. until 6:00 a.m. At 10:30 p.m. students must be in their own rooms. Students must remain quietly in their rooms until awakened by chaperones.
- ❖ The student may never leave the hotel unless accompanied by a chaperone.
- ❖ The student must sleep in his/her assigned hotel room each night.
- ❖ Good common sense, respect and consideration for others and their property should be practiced daily.

If the student should violate any of these rules, he/she may be sent home at the sole discretion of the chaperones. In such cases, the parent/guardian will be contacted and the student sent home at the parent's expense.

### Student Contract

I have read, and I understand the behavior rules and regulations of WorldStrides. I agree to comply with all of these rules and regulations.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent Contract

I have read, and I understand and support the rules and regulations of the WorldStrides tour. I represent that my child or ward has read the rules and regulations and has agreed to comply with all of them. It is understood that the signature on this behavior contract of one parent or guardian implies the consent of the other.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**BOARD ACTION REQUEST FORM**

**Meeting Date:** September 20, 2021

To: Board of Education

Attachment # XVII

From: Jason J. Kennedy

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

Negotiation strategy connected with the collective bargaining agreement between the Board and the Fruitport Education Association (FEA). Permissible under MCL 15.268 Sec. 8(c).

**Background Information:**

The Board and Association have entered into negotiations on a successor agreement, and the closed session is necessary to discuss negotiation strategy connected with this Agreement.

**Financial Impact:**

None

**Recommended Action:**

To enter into a closed session meeting to discuss strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, as requested by the District.

**Action Taken:**

**Vote:** \_\_\_ Buckner      \_\_\_ Cole      \_\_\_ Franklin      \_\_\_ Hazekamp

\_\_\_ Burgess      \_\_\_ Kelly

## Series 2000 Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### *2504 Public Participation at Board Meetings*

Any member of the public may address the Board at a Board meeting, subject to the following rules:

- A. Except during a public participation portion of a Board meeting, no member of the public or other person may address the Board during a public meeting without the express permission of the President or other presiding officer.
- B. The Board will follow public participation rules that balance the District's interest in an orderly public meeting with the public's First Amendment rights. A copy of these rules and any additional public participation rules adopted by the Board will be made available at Board meetings. The Board's public participation rules include, but are not limited to, the following:
  - 1. before addressing the Board, a member of the public will state his or her name and address;
  - 2. each person's public comments are limited to 3 minutes per public participation period. This time limit may be adjusted by the President or other presiding officer to facilitate public participation at Board meetings;
  - 3. persons who are part of a group or organization or who share similar viewpoints are encouraged to designate a spokesperson to address the Board;
  - 4. public comments of a personal nature are prohibited when: (a) the comments are unrelated to the manner in which a Board member or District employee performs that person's duties, and (b) the comments cause a substantial disruption to the meeting;
  - 5. any public comment not protected by the First Amendment of the U.S. Constitution is prohibited;
  - 6. Board members may ask questions of the speakers but are not required to answer questions or make statements in response to a public comment;
  - 7. written statements and documents presented to the Board by a public participant or group are public records and must be given to the Secretary or designee; and
  - 8. any audio recording, video recording, broadcasting, or telecasting must be performed from the seating area designated for the public or in the area otherwise designated by the President, Superintendent, or designee, and must not disrupt the meeting.

- C. Once the President or other presiding officer has determined that each member of the public requesting to do so has had a reasonable opportunity to address the Board during a public participation portion of a Board meeting, the President or other presiding officer will announce that the public participation portion of the meeting has ended.
- D. If the President or other presiding officer determines that a member of the public has violated 1 or more of the above rules and refuses to come into compliance with those rules, the member of the public will lose the right to speak during public comment at that meeting. A person who persistently engages in disorderly conduct or otherwise breaches the peace at a Board meeting, after notice from the President or other presiding officer, may be removed.

Legal authority: U.S. Const, amend. I; MCL 15.263(1), 15.263(5); MCL 380.1808

Date adopted: 7/29/2021

Date revised: