



*Regular  
Board Meeting*

*Board Room*

*March 21, 2022*



**Fruitport Community Schools**  
**BOARD OF EDUCATION MEETING**  
**Board Room**  
3255 E. Pontaluna Rd, Fruitport 49415  
**Monday, March 21, 2022 - 7:00 p.m.**

- I. CALL to ORDER**
- II. PLEDGE of ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. PRESENTATIONS**
  - 1. Max Morse – Poem Recognition
- VI. COMMUNICATIONS**
- VII. REMARKS FROM THE PUBLIC\***
- VIII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**
  - 1. Update on MAISD Special Education Millage
  - 2. Update and Timeline on Construction Projects
  - 3. Discussion on Draft Proposed Agreement to Convey School Property: North Point Drainage District
  - 4. Discussion on Hockey Cooperative Program
  - 5. MSP School Safety Grant
- IX. CONSENT AGENDA**
  - 1. Approval of Regular Meeting Minutes of February 21, 2022 (attachment IX-1)
  - 2. Approval of Bills (attachment IX-2)

General Fund	\$309,130.60
Other Funds:	
Early Childhood Center	46.93
Food Service	79,911.10
Coop Ed (ISD) Tech Millage	66,855.83
Debt Service Fund 2010	29,040.72
<b>Total Bill List</b>	<b><u>\$484,985.18</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**

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

**Elroy Buckner, Chairperson**

1. Report of Committee Meeting held March 14, 2022 (attachment XI-1)
2. Approval of Food Service Equipment Purchases (attachment XI-2)

**XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS**

**Steve Kelly, Chairperson**

1. Report of Committee Meeting held March 14, 2022 (attachment XII-1)
2. Contract Approval and Ratification: Fruitport Instructional Assistant Association (attachment XII-2)
3. Approval of Letter of Agreement with Fruitport Education Association (attachment XII-3)

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

**Susan Franklin, Chairperson**

1. Report of Committee Meeting held March 14, 2022 (attachment XIII-1)
2. Approval of Updated COVID-19 Mitigation Plan (attachment XIII-2)
3. Approval of Overnight Trip Requests (attachment XIII-3)

**XIV. BOARD MEMBER REPORTS AND DISCUSSIONS**

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

1. Business & Finance Committee will meet April 14, 2022 @ 11:30 a.m.
2. Personnel Committee will meet April 14, 2022 @ 4:30 p.m.
3. Student Affairs Committee will meet April 14, 2022 @ 5:30 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.**



Clarke, Maribeth <mclarke@fruitportschools.net>

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## April Board Meeting

1 message

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**Ball, Jacquelyn** <jball@fruitportschools.net>  
To: "Clarke, Maribeth" <mclarke@fruitportschools.net>

Fri, Mar 11, 2022 at 12:01 PM

I would like to recognize Max Morse ~ Recipient of the Michigan Reading Association Kaleidoscope Magazine award for his poem based on the Jabberwocky. He is being honored in Lansing this weekend.

Could I share this with the board at the April Meeting? Is the date the 18th? Time: 7:00?

Please let me know if this is possible, and I will let his parents know.

Thanks much,

jball

Jacquelyn Ball

6th Grade Language Arts



Fruitport Community Schools  
2021 Overall Bond Schedule  
01-28-2022

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	2021				2022				2023				2024	
							Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1
1	<b>Fruitport Community Schools - 2021 Overall Bond Schedule</b>	<b>686 days?</b>	<b>Fri 1/29/21</b>	<b>Fri 9/15/23</b>																
2	<b>BP#1 - Turf/Track/Tennis/ADA Parking</b>	<b>396 days</b>	<b>Mon 3/8/21</b>	<b>Mon 9/12/22</b>																
3	Precon	201 days	Mon 3/8/21	Mon 12/13/21																
20	Construction	121 days	Mon 3/28/22	Mon 9/12/22																
21	Mobilization & Construction	24 wks	Mon 3/28/22	Fri 9/9/22	19SS+15 wks	OAK														
22	Owner Turnover	1 day	Mon 9/12/22	Mon 9/12/22	21	FCS														
23	<b>BP#2 - High School A/C Upgrade</b>	<b>360 days</b>	<b>Wed 5/5/21</b>	<b>Tue 9/20/22</b>																
24	Precon	140 days	Wed 5/5/21	Tue 11/16/21																
40	Construction	121 days	Tue 4/5/22	Tue 9/20/22																
41	Mobilization & Construction	24 wks	Tue 4/5/22	Mon 9/19/22	39SS+20 wks	OAK														
42	Owner Turnover	1 day	Tue 9/20/22	Tue 9/20/22	41	FCS														
43	<b>BP#3 - Shettler Elem A/C Upgrade</b>	<b>414 days</b>	<b>Mon 2/7/22</b>	<b>Thu 9/7/23</b>																
44	Precon	168 days	Mon 2/7/22	Wed 9/28/22																
45	Conceptual Design	4 wks	Mon 2/7/22	Fri 3/4/22	5SS+8 wks	Tower														
46	Owner Review	3 days	Mon 3/7/22	Wed 3/9/22	45	FCS														
47	Schematic Design (SD)	6 wks	Thu 3/10/22	Wed 4/20/22	46	Tower														
48	SD Budget	1 wk	Thu 4/21/22	Wed 4/27/22	47	OAK														
49	SD Budget Review	3 days	Thu 4/28/22	Mon 5/2/22	48	FCS/Tower/OAK														
50	Design Development (DD)	5 wks	Tue 5/3/22	Mon 6/6/22	49	Tower														
51	DD Budget	1 wk	Tue 6/7/22	Mon 6/13/22	50	OAK														
52	DD Budget Review	1 wk	Tue 6/14/22	Mon 6/20/22	51	FCS/Tower/OAK														
53	Construction Documents (CD) - FINAL	7 wks	Tue 6/21/22	Mon 8/8/22	52	Tower														
54	Submit CDs to State	1 day	Tue 8/9/22	Tue 8/9/22	53	Tower														
55	OAK Front End Development	2 wks	Mon 8/15/22	Fri 8/26/22	54SS+4 days	OAK														
56	Out to Bid	3 wks	Mon 8/29/22	Fri 9/16/22	55	OAK														
57	Bids Due	1 day	Mon 9/19/22	Mon 9/19/22	56	OAK														
58	Post Bid Review	3 days	Fri 9/23/22	Tue 9/27/22	57SS+4 days	FCS/Tower/OAK														
59	Owner Approval	1 day	Wed 9/28/22	Wed 9/28/22	58	FCS														
60	Construction	57 days	Wed 6/21/23	Thu 9/7/23																
61	Mobilization & Construction	11 wks	Wed 6/21/23	Tue 9/5/23	59SS+38 wks	OAK														
62	Owner Turnover	2 days	Wed 9/6/23	Thu 9/7/23	61	OAK														
63	<b>BP#4 - Middle School Gym &amp; AC</b>	<b>420 days</b>	<b>Mon 2/7/22</b>	<b>Fri 9/15/23</b>																
64	Precon	190 days	Mon 2/7/22	Fri 10/28/22																
65	Conceptual Design	4 wks	Mon 2/7/22	Fri 3/4/22	5SS+35 wks	Tower														
66	Owner Review	3 days	Mon 3/7/22	Wed 3/9/22	65	FCS														
67	Schematic Design (SD)	8 wks	Thu 3/10/22	Wed 5/4/22	66	Tower														
68	SD Budget	1 wk	Thu 5/5/22	Wed 5/11/22	67	OAK														
69	SD Budget Review	3 days	Thu 5/12/22	Mon 5/16/22	68	FCS/Tower/OAK														
70	Design Development (DD)	8 wks	Tue 5/17/22	Mon 7/11/22	69	Tower														
71	DD Budget	1 wk	Tue 7/12/22	Mon 7/18/22	70	OAK														
72	DD Budget Review	3 days	Tue 7/19/22	Thu 7/21/22	71	FCS/Tower/OAK														
73	Construction Documents (CD) - FINAL	8 wks	Fri 7/22/22	Thu 9/15/22	72	Tower														
74	Submit CDs to State	1 day	Fri 9/16/22	Fri 9/16/22	73	Tower														
75	OAK Front End Development	2 wks	Mon 9/19/22	Fri 9/30/22	74	OAK														
76	Out to Bid	3 wks	Mon 10/3/22	Fri 10/21/22	75	OAK														
77	Bids Due	1 day	Mon 10/24/22	Mon 10/24/22	76	OAK														
78	Post Bid Review	3 days	Tue 10/25/22	Thu 10/27/22	77	FCS/Tower/OAK														
79	Owner Approval	1 day	Fri 10/28/22	Fri 10/28/22	78	FCS														
80	Construction	121 days	Fri 3/31/23	Fri 9/15/23																
81	Mobilization & Construction	24 wks	Fri 3/31/23	Thu 9/14/23	79SS+22 wks	OAK														
82	Owner Turnover	1 day	Fri 9/15/23	Fri 9/15/23	81	OAK														
83	<b>BP#XXX - XXXXX</b>	<b>1 day?</b>	<b>Fri 1/29/21</b>	<b>Fri 1/29/21</b>																

**Draft**

**Proposed Agreement to Convey School District Property**

**to the North Point Drainage District for the purposes of Joint Storm Water Detention**

3/3/2022 Background

Fruitport Community Schools, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, et seq., as amended (the "School District"), has grown significantly in recent history and the growth trend is expected to continue. The Board of Education of the School District is currently planning for its campus for several decades to come. One of the challenges in planning new building and sports facilities is the management of storm water runoff. School facilities like parking lots and sports fields must be adequately drained. Shedding excess runoff to neighboring properties is not appropriate.

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The Muskegon County Water Resources Commissioner received a petition to address storm water management and basement flooding issues in neighborhoods in the vicinity of the School District campus. Preliminary investigations of flooding issues in these areas call out two key strategies: 1) install subsurface drains that lower groundwater levels within the subdivisions; and 2) provide surface water detention to prevent water surges that inundate the subdivisions.

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Mutual Benefit

In discussions between the School District planning team and the North Point Drainage District ("NPDD" or the "Drainage District") planning team, a scenario was discussed that helps both entities realize their goals:

- If the proposed artificial turf football field is permitted to use the 10-inch per hour infiltration rate from the last iteration of county storm water standards, this decreases flood storage capacity requirements for the artificial turf football field area.
- The NPDD, at its expense, is proposing to disconnect the stormwater outlet from the soccer field to the drainage district east of the NPDD and connect it to the NPDD. This connection relocation is proposed to simplify the limits of the NPDD by including much of the FCS Middle School property, which will also reduce the drainage contributing to the drainage area east of the NPDD. The School District shall bear no costs for the work arising out of this agreement.
- The office of the County Water Resources Commissioner is recognizing that the artificial turf and subsurface storage capacity provided within the stone base of the artificial turf of the proposed football field reduces the amount of storm water discharging from the site its downstream drainage area because it maximizes the infiltration area for the proposed improvements, and therefore, reduces the amount of runoff discharging from the site under current improvements.
- By directing the proposed additional parking area to the drainage system within the artificial turf, the stormwater runoff from the parking area will infiltrate through the large drainage footprint of the turf field, which will result in little or no runoff during most storm events.

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- It will be mutually beneficial if the School District provides land for storm water detention within NPDD and the Drainage District provides an engineering design that accommodates the needs of the flooding subdivisions in addition to the future detention needs of the middle school campus, tennis courts, and soccer field within the NPDD.

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Conditions of a Detention Agreement

1. On the southerly end of the school campus within the North Point Drainage District, a temporary construction easement will be granted to the Drainage District for the purposes of placing drain pipe that more adequately drains the current soccer field and redirects the stormwater runoff from the soccer field to the NPDD. See attached exhibit. After installation, that pipe becomes School District property and shall be maintained by the School District.
2. On the westerly side of the school campus (within the NPDD), a permanent drainage easement of 50-feet will be provided by the School District to the Drainage District with the understanding that the school will be able to maintain their current driveway entrance and access lane in perpetuity. Also, the School District reserves the right to use this easement area for uses that do not interfere with those of the Drainage District. (See again attached exhibit).
3. The School District agrees to grant to the North Point Drainage District by Quit Claim Deed ownership of the detention parcel (see description and graphic attached) on the following conditions:

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- a. The detention area will accommodate future storm water drainage needs of the portion of the school district campus with future improvements located within the NPDD.
- b. The detention area will be planned for and accumulate a 100-year storm event for Drainage District and current and future School District improvement needs, even though the county storm water standards require planning for a 25-year event.
- c. As many trees as practical will be saved in areas bordering school property to serve as a visual buffer for adjacent residential uses.
- d. An area for pedestrian traffic will be accommodated around the detention area.
- e. The detention area will be surrounded by a 6-foot high black vinyl clad fence. Installation of the fence shall be the responsibility and cost of the Drainage District. Maintenance of the fence shall be the responsibility of the School District, as reasonably determined by the School District.
- f. Stormwater outlets of 12-inches in diameter and greater, on the school campus and within the NPDD, will be fitted with grates to prevent the entry of children.

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g. Detention design, construction, initial fencing and ongoing maintenance and repair shall be paid for by the Drainage District.

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h. The Drainage District will be granted the land for detention and permanent easement at no cost with the understanding that the School District will benefit from the stormwater management storage provided within the NPDD, which will eliminate the need for a separate stormwater detention area on the Middle School property for current and future improvements.

4. As additional consideration, the School District's remaining property will not be included within the Drainage District as a result of this agreement nor will it be subject to assessment.

**Deleted:** For clarity's sake, the School District, pursuant to the State Drain Code, cannot receive an assessment for drain district work because school property is used for a public purpose

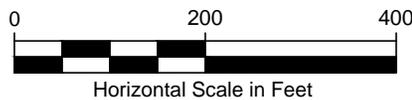
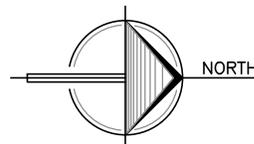
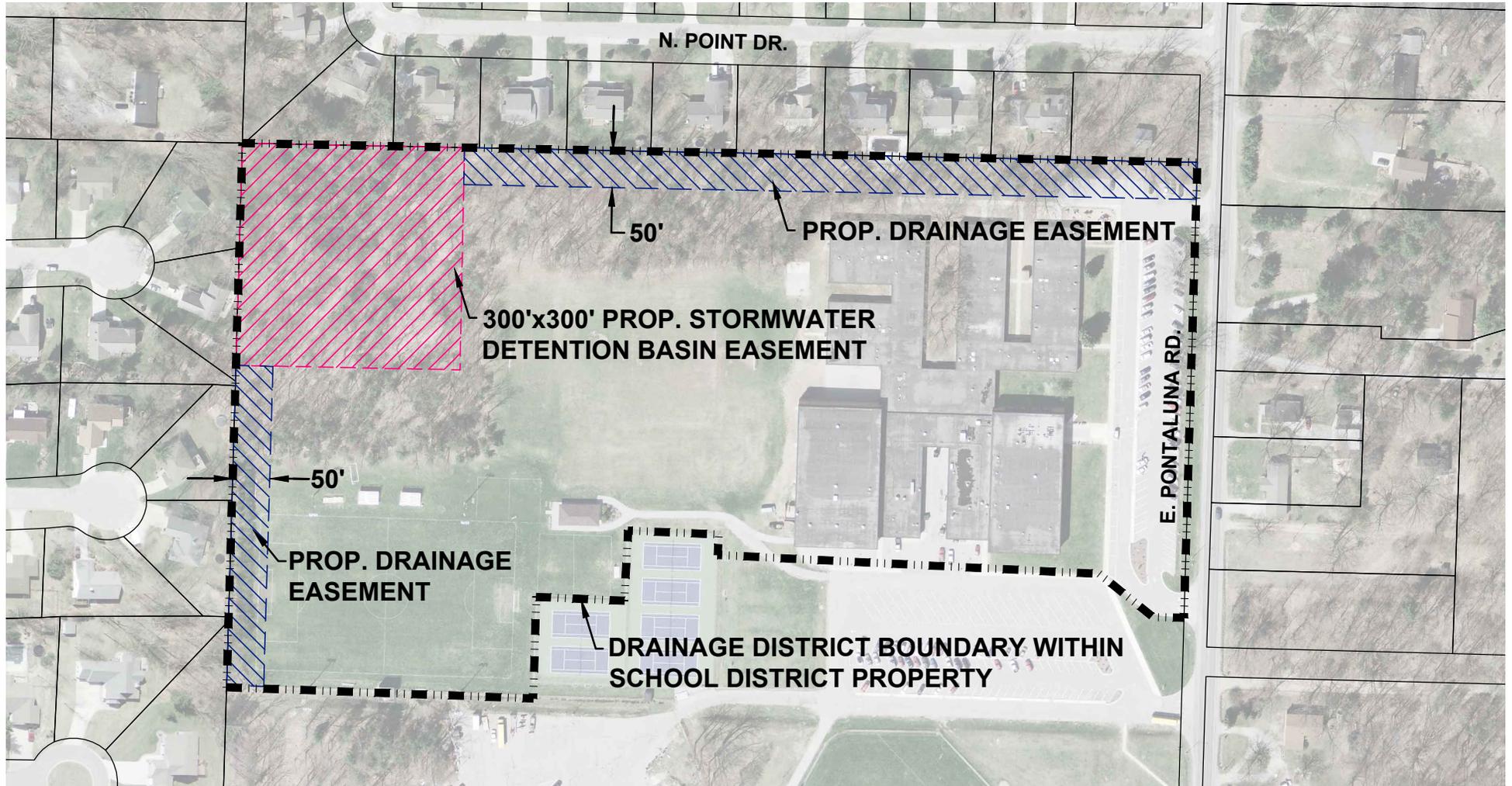
Agreed \_\_\_\_\_ based on a \_\_\_/\_\_\_ vote on / /202\_

Agreed \_\_\_\_\_ on behalf of the North Point Drainage District

Reviewed by NPDD Attorney \_\_\_\_ Reviewed by School Board Attorney \_\_\_\_

# North Point Drain Proposed Easement

Section 35, Fruitport Township, Muskegon County, Michigan



## LEGEND

-  PROPOSED DETENTION EASEMENT
-  PROPOSED DRAINAGE EASEMENT



2121 3 Mile Rd. NW  
Walker, MI 49544  
Ph: 616-301-7888  
www.LREMI.com

**BOARD ACTION REQUEST FORM**

**Meeting Date:** March 21, 2022

To: Board of Education

Attachments # IX-1  
through IX-8

From: Jason Kennedy

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

- Regular Meeting Minutes of February 21, 2022
- 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      \_\_\_ Meeuwenberg



Fruitport Board of Education  
**Regular Monthly Meeting**  
 February 21, 2022 7:00 p.m.  
 Board Room  
 3255 E. Pontaluna Rd, Fruitport

- I. The Regular meeting of the Board of Education was **called to order** at 7:00 p.m. by Board President, Dave Hazekamp.
- II. The **PLEDGE OF ALLEGIANCE** was recited.
- III. **ROLL CALL:** Present – Elroy Buckner, Tim Burgess, Kris Cole, Susan Franklin, Steve Kelly, Dave Hazekamp, and JB Meeuwenberg.

#### IV. **APPROVAL OF AGENDA**

Item 22-026. MOTION by Franklin, SECOND by Cole to approve the agenda as presented.  
 MOTION CARRIED 7-0

#### V. **PRESENTATIONS**

Dave Hazekamp presented Greg Kobylak with an Above and Beyond award for his Share Chair Podcast and his willingness to showcase the new high school. Greg is someone who is passionate and dedicated to FCS.

Teacher, Chris Strom and Beach 3<sup>rd</sup> grade students presented information on their Techno Trojans Jr. program. The students explained the coding process they used to build a cargo boat and truck out of Legos to move packages.

Teacher, Amy Carlson and Beach 5<sup>th</sup> grade Robotic students performed a skit which identified a problem and a solution. Students addressed the need for packages to be received in a way that the elderly and/or disabled could easily move them indoors. A scissors lift was created so that packages could be raised to a higher level helping people at risk better receive their items.

Tom Hamilton presented the Board of Education with an appreciation gift from Edgewood Elementary.

#### VI. **COMMUNICATIONS**

None.

#### VII. **REMARKS FROM THE PUBLIC**

None.

#### VIII. **SUPERINTENDENT/ADMINISTRATIVE REPORTS**

Director of Business Services, Mark Mesbergen shared a MAISD Special Education Millage PowerPoint. He explained the need for the millage and how the extra funds would directly help Fruitport Community Schools.

Superintendent, Jason Kennedy spoke about a partnership between the district and Arbor Circle. Arbor Circle will be providing an advocate to work directly with Fruitport families on topics such as mental health counseling, substance use treatment, and family services.

Jason Kennedy gave a COVID update which included information on the latest MDHHS mitigation measures and Public Health Muskegon County recommendations. He stated that Fruitport will continue with current protocols and continue to monitor COVID numbers.

## **IX. CONSENT AGENDA**

Item 22-027. MOTION by Buckner, SECOND by Franklin to approve the Consent Agenda as listed below:

1. Approval of Special Meeting Minutes of February 2, 2022
2. Acceptance of Bills, Monthly Financial Report, and ACH Transactions
3. Acceptance of Student Activity Summary Report
4. Acceptance of Credit Card and Utilities Report
5. Approval of Capital Projects Progress Report
6. Approval of 2021 Bond Report
7. Approval of the Personnel Report

MOTION CARRIED 7-0

## **X. GENERAL BOARD BUSINESS**

1. School of Choice Resolution.

Item 22-028. MOTION by Franklin, SECOND by Cole to adopt a resolution to participate in the Muskegon Area Intermediate School District Collaborative Schools of Choice Plan for the 2022-23 school year. Roll Call Vote: Buckner, Yes; Burgess, Yes; Cole, Yes; Franklin, Yes; Hazekamp, Yes; Kelly, Yes; and Meeuwenberg, Yes.

MOTION CARRIED 7-0.

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

1. Report of a committee meeting held February 14, 2022.

Elroy Buckner reported on a Business and Finance Committee meeting held in the Superintendent's Office on February 14, 2022. Dave Hazekamp, Kris Cole, Elroy Buckner, Jason Kennedy, Jessica Wiseman, and Mark Mesbergen were present. The committee discussed: Retirement Notices, a Coaching Update, the Administrator Evaluation System, MAISD Special Education Millage, Budget Amendments, the Athletic Entry System, Technology Recommendations, Affiliated Administrator's TA, Student Count, Student Gate Fees, and the Business Manager Agreement with NMPS.

2. 2021-22 General Fund Budget Amendment Resolution.

Item 22-029. MOTION by Buckner, SECOND by Cole to approve the General Fund Budget Amendment as presented. Roll Call Vote: Buckner, Yes; Burgess, Yes; Cole, Yes; Franklin, Yes; Hazekamp, Yes; Kelly, Yes; and Meeuwenberg, Yes.

MOTION CARRIED 7-0

3. 2021-22 School Service Fund Budget Amendment Resolution.  
Item 22-030. MOTION by Buckner, SECOND by Cole to approve the School Service Fund Budget Amendment as presented. Roll Call Vote: Buckner, Yes; Burgess, Yes; Cole, Yes; Franklin, Yes; Hazekamp, Yes; Kelly, Yes; and Meeuwenberg, Yes.  
MOTION CARRIED 7-0

4. Chromebook Purchase.  
Item 22-031. MOTION by Buckner, SECOND by Burgess to approve the purchase of 771 Chromebooks using the REMC Bid consortium.  
MOTION CARRIED 7-0.

5. Computer Purchase.  
Item 22-032. MOTION by Buckner, SECOND by Cole to approve the purchase of 200 PCs using the REMC Bid consortium.  
MOTION CARRIED 7-0.

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

1. Report of a committee meeting held February 14, 2022.  
Steve Kelly reported on a Personnel Committee meeting held in the Superintendent's Office on February 14, 2022. Dave Hazekamp, and Jason Kennedy were present. The committee discussed: Retirement Notices, a Coaching Update, the Administrator Evaluation System, MAISD Special Education Millage, Affiliated Administrator's TA and the district's Hiring practice.

2. Tentative Agreement with the Fruitport Affiliated Administration Association.  
Item 22-033. MOTION by Kelly, SECOND by Meeuwenberg to approve the Tentative Agreement for a three-year contract with the Fruitport Affiliated Administration Association as presented.  
MOTION CARRIED 7-0.

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

1. Sex Education Advisory Board Mission Statement and Parent Communication.  
Item 22-034. MOTION by Franklin, SECOND by Buckner to approve the SEAB Mission Statement and Parent Communication recommendations as presented.  
MOTION CARRIED 7-0

2. Overnight Trip Request.  
Item 22-035. MOTION by Franklin, SECOND by Burgess to approve the High School Drum Line trip request as presented.  
MOTION CARRIED 7-0

## **XIV. BOARD MEMBER REPORTS AND DISCUSSIONS**

JB Meeuwenberg was selected to represent the Fruitport Board of Education at the Annual MAISD Budget Review on April 26, 2022. Dave Hazekamp will serve as back-up.

Kris Cole spoke about the upcoming High School Robotics' competitions. The team will be competing at Orchard View on March 18-19. They will be competing at Kentwood April 1-2.

Kris also mentioned the Youth in Government event at the State Capitol. Mrs. Skov along with nine students attended the event on February 17-18. Kris thanked Senator Bumstead for spending time with our students and providing lunch.

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

1. Business and Finance Committee will meet March 14, 2022 at 11:30 a.m.
2. Personnel Committee will meet March 14, 2022 at 4:30 p.m.
3. Student Affairs Committee will meet March 14, 2022 at 5:30 p.m.

**XVI. REMARKS FROM THE PUBLIC**

Technology Director, Jeff Grossenbacher mentioned the upcoming Musical. Students will be performing the Wizard of Oz March 17-19<sup>th</sup>.

**XVII. ADJOURNMENT**

Item 22-036. MOTION by Buckner, SECOND by Franklin to adjourn.  
MOTION CARRIED 7-0

The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Steve Kelly  
Board Secretary

Maribeth Clarke  
Recording Secretary



**FRUITPORT COMMUNITY SCHOOLS  
BILL LIST  
Month of February 2022**

<u>FUND</u>	<u>AMOUNT</u>
GENERAL FUND	\$309,130.60
EARLY CHILDHOOD CENTER	\$46.93
FOOD SERVICE	\$79,911.10
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$66,855.83
CAPITAL PROJECTS (BOND)2017	\$29,040.72
<b>GRAND TOTAL</b>	<b><u><u>\$484,985.18</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>		4,403,989	526,813	284,158	289,276	1,178,169	6,284,142	7,967,931	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.	338,825	1,842	3,046	61,224	18	186	84	62,322	56,045	230,010	99,985	853,589
	Sep.	1,054,197	5,878	43,780	81,838	71,012	99	67	188,259	169,297	694,796	302,026	2,611,250
	Oct.	3,262,374	140,064	87,803	64,397	12	77	70	323,108	290,565	1,192,478	518,368	5,879,316
	Nov.	2,558,058	12,190	57,482	66,226	11	62	66	54	48	198	86	2,694,482
	Dec.	2,556,697	361,331	874	51,352	12	60	67	380	342	1,403	610	2,973,128
	Jan.	3,032,299	169,215	31,478	387,966	12	48	59	56,509	50,817	208,553	90,658	4,027,614
	Feb.	2,415,249	222,177	-	1,193	11	39	55	-	-	-	-	2,638,725
Total Actual Revenues		15,241,498	912,697	224,462	778,238	71,108	794	541	630,632	567,115	2,327,439	1,011,733	21,766,254
Pro Rated buget Variance to date: Rev		5,466,476.50	133,034.51	125,537.90	(302,237.68)								
<b>Expenses:</b>													
Budgeted expenditures:		(31,741,678)	(1,485,288)	(348,040)	(715,916)	-	-	-	-	-	-	-	
Actual expenditures: <sup>^</sup>													
	Jul.	(757,247)	(13,333)	(22,180)	(36,635)	-	-	(63,927)	-	-	-	-	(893,322)
	Aug.	(725,627)	(11,214)	(116,099)	(53,761)	-	(1,343,270)	(18,000)	-	-	-	-	(2,267,972)
	Sep.	(2,332,170)	(53,498)	(54,433)	(57,369)	(59,978)	(903,835)	-					(3,461,283)
	Oct.	(3,393,573)	(243,647)	(17,611)	(112,211)	-	(973,799)	(7,840)	(168,013)	(9,138)	(1,136,500)	(88,851)	(6,151,183)
	Nov.	(2,380,400)	(159,188)	(100,338)	(65,265)	-	(452,677)	(6,497)	-	-	-	-	(3,164,365)
	Dec.	(2,496,374)	(158,225)	(40,287)	(89,434)	-	(646,310)	(924,074)	(1,000)				(4,355,705)
	Jan.	(2,883,758)	(76,038)	(10,028)	(71,869)	(13,730)	(9,140)	-	-	-	(500)	-	(3,065,062)
	Feb.	(2,405,415)	(130,240)	(69,506)	(20,459)	-	(957,820)	-	-	-	-	-	(3,583,440)
Total Actual Expenses		(17,374,564)	(845,384)	(430,482)	(507,004)	(73,708)	(5,286,851)	(1,020,338)	(169,013)	(9,138)	(1,137,000)	(88,851)	(26,942,332)
Pro Rated budget Variance to date: Exp		(3,786,554.66)	(144,807.86)	198,455.47	29,726.39								
<b>Ending Balance to date:</b>		2,270,923	594,126	78,138	560,510	1,175,569	998,085	6,948,134	644,322	824,815	2,301,520		
<b>Projected Ending Balance:</b>		3,724,273	610,122	461,118	287,360	1,178,169	6,284,142	7,967,931	182,703	266,837	1,111,081		
<b>Revenues over(under) Expenses to date:</b>												(5,176,078)	

<sup>^</sup>Fifth Third Bank auto deductions have been included in actual expenditure totals

**February 2022 Transfers**

Payment Date	Debit Account Desc	Credit Account Desc	Amount
2/4/2022	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***2/4/22 Payroll & ORS Transfer	\$ 826,933.76
2/16/2022	Checking - General Fnd Inv - USD	Checking - General Account - USD ***Low balance transfer	\$ 200,000.00
2/17/2022	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***2/18/22 Payroll, ORS, & 147c Transfer	\$ 1,062,705.66
2/25/2022	Checking - Debt Retirement Acct - USD	Checking - General Account - USD ***AP Transfer	\$ 500.00
2/25/2022	Checking - Trust and Agency - USD	Checking - General Account - USD ***Misc Items - Trust & Agency owes General Fund	\$ 43,462.32
Total Transfers in February			<u>\$ 2,133,601.74</u>

**February 2022 ACH's**

EduStaff (contracted staff/subs)	\$	132,570.21
Credit Card	\$	89,296.64
Arbiter (official pay)	\$	-
E-Pars (employee 403b)	\$	34,242.32
Insurance (MESSA, Priority, Set Seg & HSA's)	\$	59,704.84
Total ACH's in February	<u>\$</u>	<u>315,814.01</u>

Fruitport Community Schools  
 Student Activity Summary Report  
 Month ending February 28, 2022

<b>Student Activity Sub Totals</b>	<b>BEGINNING BALANCE</b>	<b>NET CHANGE</b>	<b>ENDING BALANCE</b>
District Wide Student Activity Accounts	50,822.28	240.00	51,062.28
Beach Elementary Student Activity Accounts	30,925.82	1,500.60	32,426.42
Edgewood Elementary Student Activity Accounts	21,922.07	5,703.35	27,625.42
High School Class of Student Activity Accounts	7,554.47	-	7,554.47
High School Athletic Student Activity Accounts	74,710.63	1,620.18	76,330.81
High School Student Activity Accounts	147,590.60	1,509.69	149,100.29
Middle School Student Activity Accounts	32,365.44	5,015.19	37,380.63
Shettler Elementary Student Activity Accounts	20,544.64	-	20,544.64
Alt. High School Student Activity Accounts	600.44	-	600.44
Millionaire Party Accounts	9,556.27	4,913.45	14,469.72
<b>Total Student Activity Fund</b>	<b>\$ 396,592.66</b>	<b>\$ 20,502.46</b>	<b>\$ 417,095.12</b>

Credit Card and Utilities Detail  
For the month ending February 28, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>Utilities:</b>													
<b>Consumers</b>	\$ 999.46	\$ 1,019.37	\$ 1,012.98	\$ 1,051.86	\$ 931.48	\$ 1,625.86	\$ 651.53	\$ 1,103.66					\$ 8,396.20
<b>Frontier</b>	\$ 46.94	\$ 46.83	\$ 46.83	\$ 46.83	\$ 46.47	\$ 46.47	\$ 46.47	\$ 45.98					\$ 372.82
<b>MISEC</b>	\$ 26,029.81	\$ 20,219.50	\$ 17,802.29	\$ 24,662.29	\$ 21,237.41	46,333.64	\$ 20,086.33	\$ 43,415.08					\$ 219,786.35
<b>Total Utilities</b>	\$ 27,076.21	\$ 21,285.70	\$ 18,862.10	\$ 25,760.98	\$ 22,215.36	\$ 48,005.97	\$ 20,784.33	\$ 44,564.72	\$ -	\$ -	\$ -	\$ -	\$ 228,555.37
<b>Credit Cards:</b>													
<b>General Fund</b>	\$ 41,753.46	\$118,552.16	\$129,618.75	\$113,593.62	\$ 86,138.79	\$ 55,659.81							\$ 545,316.59
<b>Early Childhood</b>	\$ 1,685.50	\$ 1,421.18	\$ 1,565.55	\$ 4,775.53	\$ 1,573.15	\$ 1,845.00							\$ 12,865.91
<b>Food Service</b>	\$ -	\$ -	\$ -	\$ -	\$ 85.05	\$ 59.93							\$ 144.98
<b>Tech/Security Millage</b>	\$ 20,152.63	\$ 1,744.82	\$ 997.31	\$ 10,008.17	\$ 2,528.12	\$ 14,529.96							\$ 49,961.01
<b>Student Activities</b>	\$ 7,160.78	\$ 17,193.28	\$ 9,152.52	\$ 15,655.49	\$ 22,955.18	\$ 17,795.58							\$ 89,912.83
<b>Total Credit Card Charges</b>	\$ 70,752.37	\$138,911.44	\$141,334.13	\$144,032.81	\$113,280.29	\$ 89,890.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 698,201.32

\*\*\*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	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	4,489,730.85	43,649,623.20	103.16%
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	231,784.91	1,134,010.06	87.26%
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	33,845.48	2,891,650.71	92.88%
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	123,855.00	1,489,441.00	101.04%
Roofs	0.00	274,532.00	274,532.00		-	-	-	-	-	223,177.30	223,177.30	81.29%
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>5,102,393.54</b>	<b>49,387,902.27</b>	<b>99.67%</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>23,846.50</b>	<b>281,519.62</b>	<b>92.32%</b>
<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>151,358.80</b>	<b>181,708.80</b>	<b>80.81%</b>
<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>
<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>
<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>18,669.80</b>	<b>81,978.56</b>	<b>1993.16%</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>5,764,670.64</b>	<b>53,177,268.75</b>	<b>99.41%</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)	(793.62)	(1,851,201.18)	98.92%
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>5,763,877.02</b>	<b>50,794,161.60</b>	<b>99.22%</b>
Overage (Surplus)	(207,459.00)		(122,875.00)									

## Project Summary: 2021 Bond Budget Overview

## All Work within all buildings

	Treasury App	Schematic Design	Fiscal Year 2021	Fiscal Year 2022	Total Spent	
Athletic Turf	1,548,523.00	2,351,756.00	-	14,836.75	14,836.75	0.63%
Track Replacement	314,353.00	750,000.00	-	-	-	0.00%
Middle School Natatorium to Gym	1,215,355.00	1,215,355.00	-	-	-	0.00%
<b>Total Athletics</b>	<b>3,078,231.00</b>	<b>4,317,111.00</b>	<b>-</b>	<b>14,836.75</b>	<b>14,836.75</b>	<b>0.34%</b>
Beach Elementary	352,556.00	352,556.00	-	-	-	0.00%
Shettler Elementary	576,532.00	576,532.00	-	-	-	0.00%
Edgewood Elementary	100,000.00	25,000.00	-	-	-	0.00%
Middle School	1,387,815.00	1,387,815.00	-	-	-	0.00%
High School	1,023,954.00	896,074.00	-	924,074.00	924,074.00	103.12%
<b>Total Mechanical/Controls/AC</b>	<b>3,440,857.00</b>	<b>3,237,977.00</b>	<b>-</b>	<b>924,074.00</b>	<b>924,074.00</b>	<b>28.54%</b>
<b>Overall Contingency</b>	<b>790,912.00</b>	<b>-747,156.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Tower Pinkster Fees</b>	<b>0.00</b>	<b>487,625.00</b>	<b>-</b>	<b>37,933.62</b>	<b>37,933.62</b>	<b>7.78%</b>
<b>Technology</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Non HS Furniture/Band</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Transportation</b>	<b>500,000.00</b>	<b>500,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Cost of Issuance</b>	<b>60,000.00</b>	<b>74,443.00</b>	<b>30,450.00</b>	<b>43,993.60</b>	<b>74,443.60</b>	<b>100.00%</b>
<b>Total Bond</b>	<b>8,020,000.00</b>	<b>8,020,000.00</b>	<b>30,450.00</b>	<b>1,020,837.97</b>	<b>1,051,287.97</b>	<b>13.11%</b>
Estimated Interest Earned (investment)	-20,000.00	-20,000.00	(2.18)	(540.61)	(542.79)	2.71%
<b>Total Capital Projects Fund</b>	<b>8,000,000.00</b>	<b>8,000,000.00</b>	<b>30,447.82</b>	<b>1,020,297.36</b>	<b>1,050,745.18</b>	<b>13.13%</b>
Overage (Surplus)						

## **Personnel Report – March 21, 2022**

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

Emily Klemp, Instructional Assistant, Beach

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

Glenn Gardner, Bus Mechanic

Sandy Sorensen, Instructional Assistant, HS

The following positions are currently posted:

8<sup>th</sup> Grade Football Coach

Business Teacher, HS

Choir Director, MS/HS

Clerical Aide, ECC

Elementary Teacher(s)

Instructional Assistant, Beach

Instructional Assistant, Edgewood

Instructional Assistant, HS

Long-term Substitute Teacher, MS

MTSS Director

Noon Supervisor, MS

Varsity Football Assistant Coach



# Fruitport Community Schools

## Memo

To: FCS Board of Education

From: Laura Gavin

Date: 3.7.22

CC: Maribeth Clarke, Katie Shawl, Jenny Ferels, Mark Mesbergen, Jason Kennedy

Subject: Recommendation for Instructional Assistant Hire

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It is with great pleasure that I recommend the hiring of Emily Klemp for the position of Instructional Assistant in the MOCI program at Beach Elementary. Emily has recently worked as a premier sub for the district but also has experience as a Certified Occupational Therapy Assistant.

Emily comes highly recommended from those that have worked with her during her time subbing in Fruitport.

She plans to start her new position on March 28, 2022.

# Emily Klemp

Muskegon, MI 49441

[emilyklemp9\\_bia@indeedemail.com](mailto:emilyklemp9_bia@indeedemail.com)

+1 231 286 6685

## Work Experience

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### **Substitute Teacher**

EDUStaff, Inc. - Muskegon, MI

February 2022 to Present

Manage classroom in the absence of students' regular teacher, including, but not limited to: interpretation and completion lesson plans provided, manage classroom behaviors, and/or communicate student difficulties and/or successes as seen throughout the academic day. Currently maintains MI Substitute Teaching Certificate.

### **Certified Occupational Therapy Assistant/Licensed**

Concept Rehab, Inc. - Muskegon, MI

March 2021 to Present

Provided skilled therapy services under the supervision of OTR to residents of Christian Care Nursing Center. Therapy services include promotion of independence and/or providing instruction for compensatory strategies with primarily activities of daily living and/or social interactions. Additionally, provide both patient and/or caregiver (i.e. CNAs, family, etc.) education regarding individual resident's care plans. Furthermore, constantly interact with the interdisciplinary team as to ensure the best care for each resident.

Received Employee Recognition Award - December 2021 Currently working PRN

### **Special Education Paraprofessional**

Mona Shores - Muskegon, MI

January 2019 to June 2019

Provided academic assistance to K-2 resource room teacher at Ross Park Elementary School. Duties included accompanying students to various academic, therapeutic and/or social events, assisting with lesson plans, and/or provide a safe environment for both students and staff.

### **Substitute Teacher/Paraprofessional**

The Children's Center for Neurodevelopmental Studies - Glendale, AZ

February 2018 to October 2018

Engage students to work on individual cognitive and behavioral goals

Consistently communicate with professionals on child's Individualized Education Program

Ensure a safe environment for both students and staff

### **Front Desk Fitness Attendant**

Central Michigan University Resident Life Fitness Center - Mount Pleasant, MI

April 2016 to December 2017

Demonstrate multitasking and organizational skills

Educate patrons on fitness programs and events

## Education

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### **Associate's Degree in Applied Health Sciences in Occupational Therapy Assistant**

Baker College of Muskegon - Muskegon, MI  
August 2019 to December 2020

### **Bachelors of Science in Exercise Science in Kinesiology**

Central Michigan University - Mount Pleasant, MI  
2017

## Skills

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- Dementia Care
- Special Education

## Certifications and Licenses

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### **CPR/AED for Health Care Providers**

November 2021 to November 2022

### **Certified Occupational Therapy Assistant**

February 2021 to February 2023

Licensure obtained in Michigan

## Additional Information

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### Skills

- Extremely reliable
- Excellent written and verbal communication skills
- Highly organized
- Proficient at multi-tasking
- American Red Cross CPR/AED/First Aid Certified

Letter of intent to retire

3/14/2022

To Fruitport community schools and the board of education

I glenn gardner is giving fruitport community schools this letter of intent to retire as of  
**Jul 29, 2022**

I would like to take this opportunity to thank you for the years of employment here at fruitport. I have had the opportunity to work here for the past six years and thirty years total in the Michigan school district. By far the past six years have been the best of all. I have had the opportunity to work with some of the best coworkers ever. At this time I would also like to take the opportunity to thank you for letting me be the school santa.

With all that being said I am planning to return as a sub transportation driver and mechanic and of course to return every dec. to be Santa for santa drive me home and visit the class rooms

Sincerely

A handwritten signature in black ink, appearing to read "Glenn Gardner", followed by a long horizontal line extending to the right.

Sandra Sorensen  
7010 Wilson Road  
Nunica, MI 49448

March 11, 2022

Mr. Jason Kennedy & School Board Members  
Fruitport Community Schools  
3255 E. Pontaluna Rd  
Fruitport, MI 49415

Dear Mr. Kennedy and School Board Members,

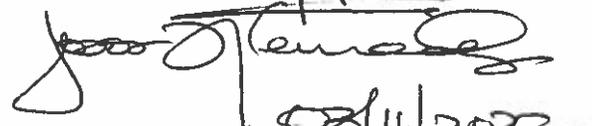
Please accept this letter as an official notification of my intent to retire at the end of the 2021-2022 school year.

When I graduated from Fruitport in 1980, I never envisioned that I would become an employee of Fruitport Community Schools. What began as a long-term clerical substitute position in 1992, led to various subbing jobs until 1998 when I took a permanent position with the technology department. Technology in education was in its formative years, and I am proud to have been a part of the process that allowed technology to become the essential and reliable teaching/learning tool that it is today. For the last two years I have been an instructional assistant in the high school MOCI program. This has been a truly enriching experience, and has provided some of my most memorable career moments.

I am grateful for the opportunity to have worked for a school district comprised of, both past and present, a caring and dedicated staff and School Board. Although I am retiring, my association with our district will continue as my two grandsons currently attend Beach Elementary. I look forward to seeing what the future brings them and FCS.

Respectfully,

Sandy Sorensen

Accepted  
  
03/11/2022

**Business and Finance Committee**

Monday, March 14, 2022

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

**Meeting Minutes**

Attendance: Dave Hazekamp, Elroy Buckner, Kris Cole, Jason Kennedy, Jessica Wiseman, John Winkas, and Mark Mesbergen

1. Draft Proposed Agreement to Convey School Property – North Point

Jason led a discussion regarding the north point drainage district requesting some of the district's land to build a retainage pond.

2. Instructional Assistant TA

Mark presented the tentative agreement for the instructional assistant union. The tentative agreement will come out of the personnel committee.

Meeting adjourned at 12:18 p.m.

Respectfully submitted by Mark Mesbergen

BOARD ACTION REQUEST FORM

Meeting Date: March 21, 2022

To: Board of Education

Attachment # XI-2

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Approval of Food Service Equipment Purchases

Background Information:

The Food Service Fund is only allowed have a certain dollar amount in the fund balance (3 months of expenses). Currently, Fruitport is over the threshold by roughly \$63,000. There are certain things that a district can spend on the excess fund balance and equipment is the main one. Zach has provided a list of needs/wants and quotes for those pieces of equipment. The main use of the excess fund balance is to replace the entire serving line at the middle school. I have discussed the quotes, award process and the accounting with both our fiscal auditors and MDE to ensure that we are following all of the processes and procedures if we were to get audited.

Financial Impact:

\$88,750 coming out of the Food Service Fund (Only the highlighted items will be purchased). Some of these expenses will come out of the current fiscal year and some out of the next year (supply chain issues).

Recommended Action:

To approve the food service equipment purchases as presented in the following attachments.

Action Taken:

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

**Project:**  
Fruitport Schools - Middle School  
E2S- Lansing Quote

**From:**  
Stafford Smith, Inc.  
Tom Ziolkowski  
4055 English Oak Dr.  
Suite C  
Lansing, MI 48911  
269-343-1240  
517-244-8000 3406 (Contact)  
517-749-0976 (Cell)  
517-244-1031 (Fax)  
tziolkowski@staffordsmith.com

Due to the global supply chain issues and subsequent freight issues, Stafford Smith is not responsible for any unforeseen surcharges, price increases and other increases in cost after the order is placed. These costs will be passed along to the customer. Proof of these increases can be surrendered upon request.

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>PASS-THRU HEATED CABINET</b>	\$12,973.79	<b>\$12,973.79</b>



Delfield Model No. GAHPT2-S  
Specification Line® Heated Cabinet, Pass-Thru, two-section, 50.0 cubic feet capacity, (4) full-height hinged solid doors (locking), (6) adjustable chrome wire shelves, 4.3" easyTouch® screen temperature display/control with remote monitoring, incandescent interior lighting, stainless steel exterior front, sides & interior, (4) 5" locking casters, 208-240v/60/1-ph, 10.5 amps, NEMA 6-20P, NSF, cULus

1 ea Introducing: Freight Made Simple

6% on Single purchase orders shipping to one location\*\*.  
Liftgate & inside delivery not included.  
Nationwide Freight\*

\*Continental United States only

\*\*6% Must be manually calculated on your purchase order total.

If you have any questions, please contact Customer Service at 1-800-733-8948

- 1 ea 0460003CN 3 year parts & labor warranty, standard
- 1 ea Left door hinged on left, right door hinged on right, standard (Thermometer side)
- 1 ea Left door hinged on left, right door hinged on right, standard (Rear)
- 1 ea (Front) Full height solid door, standard
- 1 ea (Front) Full height solid door, standard

Item	Qty	Description	Sell	Sell Total
	1 ea	(Rear) Full height solid door, standard		
	1 ea	(Rear) Full height solid door, standard		
	1 ea	Set of (4) 5" locking casters, standard		
			<b>ITEM TOTAL:</b>	<b>\$12,973.79</b>
2	1 ea	<b>OPEN DISPLAY MERCHANDISER</b> Federal Industries Model No. VRSS4878C Vision Series Refrigerated Self-Serve High Profile Merchandiser, 47.25" x 33" x 78", curved ends, (4) tiers adjustable black metal shelves with price tag molding, stainless steel display deck, black interior back panel, welded powder coated steel base, front air intake / front & rear discharge, R449a refrigerant, 3500K LED top light, night curtain, adjustable leg levelers, electronic temperature controls, thermometer, 208-240v/60/1-ph, 12.5 amps, cord & NEMA 6-20P plug, UL, cUL, UL Sanitation	\$10,420.43	\$10,420.43
	1 ea	Laminate base standard color - White		
	1 ea	Black Interior, including shelving		
	1 ea	Clear End Glass, pair		
	1 ea	Condensate Pan Standard		
			<b>ITEM TOTAL:</b>	<b>\$10,420.43</b>
3	1 ea	<b>OPEN DISPLAY MERCHANDISER</b> Federal Industries Model No. VRSS6078C Vision Series Refrigerated Self-Serve High Profile Merchandiser, 59.25" x 33" x 78", curved ends, (4) tiers adjustable black metal shelves with price tag molding, stainless steel display deck, black interior back panel, welded powder coated steel base, front air intake / front & rear discharge, R449a refrigerant, 3500K LED top light, night curtain, adjustable leg levelers, electronic temperature controls, thermometer, 208-240v/60/1-ph, 13.5 amps, cord & NEMA 6-20P plug, UL, cUL, UL Sanitation	\$11,339.22	<Alternate>
	1 ea	Laminate base standard color - White		<Alternate>
	1 ea	Black Interior, including shelving		<Alternate>
	1 ea	Clear End Glass, pair		<Alternate>
	1 ea	Condensate Pan Standard		<Alternate>
			<b>ITEM TOTAL: &lt;Alternate&gt;</b>	<b>\$11,339.22</b>
4	1 ea	<b>CONVECTION OVEN, ELECTRIC</b> Garland/US Range Model No. MCO-ES-20-S Master Series Convection Oven, electric, double-deck, standard depth 39", (2) speed 3/4 HP fan, Master 200 solid state controls with 1 hour timer, dependent 60/40 doors with windows, stainless steel front, sides & top, porcelain cavity, 24" cooking cavity height, with (6) chrome plated oven racks on 13-position rack guides, 6-1/2" legs, 20.8 kW (Garland), cUL, NSF	\$11,047.28	\$11,047.28
	1 ea	(2) year limited parts & (1) year labor warranty, Door warranty (5) year limited parts except window, covers products purchased and installed in the USA & Canada only, standard		
	1 ea	(2) 208v/60/1-ph, 10.4kW, 3/4 hp, 50 amps, standard direct		
	1 ea	Swivel casters with front brakes (set of four)	\$231.67	\$231.67
	1 ea	NOTE: Contact factory for other connection options		



Item	Qty	Description	Sell	Sell Total
			<b>ITEM TOTAL:</b>	<b>\$11,278.95</b>
			Merchandise	\$34,673.17
			Freight	\$2,294.71
			Subtotal	\$36,967.88
			Total	\$36,967.88

TERMS: Upon receipt of application for business account, signed quote/purchase order and review by the credit department, the down payment and terms will be established and shared with the customer and account executive. Stafford-Smith reserves the right to progress bill for equipment as needed. This includes items shipped by the manufacturer to Stafford-Smith for storage and is not conditional upon being installed, mechanically connected or operational. You are welcome to inspect all stored materials.

**Total Cost is \$35,729.58**

Stafford-Smith, Inc. shall retain security interest in all equipment, parts, small wares, accessories, attachments, additions, and any replacements of the above that have been installed, affixed to or used in connection with the items specified in this proposal until all amounts have been paid.

Should the Buyer sell or otherwise dispose of such collateral in violation of the terms of this agreement, Stafford-Smith, Inc. retains an interest in the proceeds from such transactions. Buyer authorizes Stafford-Smith, Inc. to file a financing statement describing the collateral and a copy of this agreement and/or the credit application may be filed as a security agreement for granting a secured interest in Buyer's inventory and sales proceeds thereof.

Past due amounts constitute a default and are subject to service charges of 1 1/2% per month, collection costs, and attorney fees. Warranties are conditioned on your paying the full purchase price for the equipment.

In addition to non-payment, an act of default by the buyer will have occurred if the buyer fails to accept the order of goods or fails to perform any other covenants under this agreement. In the event of default, Stafford-Smith, Inc. may enter any business property and without breach of the peace take possession of any or all collateral and exercise our rights in the event of default of a secured party as specified under the Uniform Commercial Code. Should any disputes arise, Buyer also acknowledges and submits to jurisdiction in the State of Michigan and County of Kalamazoo.

Except as otherwise provided herein, this proposal does not include any applicable State or Federal taxes, any charge for electrical wiring or plumbing and is subject to acceptance by buyer and seller within thirty (30) days from the date of this quote and only in accordance with the terms stated.

When ordering drop-ship equipment, please be aware to inspect your order immediately upon receipt. You may request the driver wait, for a reasonable amount of time, while you inspect and they must comply to your request. If the driver refuses to wait, please mark the receipt "driver not willing to wait" and contact Stafford-Smith within (48) hours in order for a claim to be filed. If there is damage, you may refuse or you can accept and note the damage. Please take photos, if possible, to assist in filing the claim. You must keep all original cartons, even if you accept the damage, so Stafford-Smith can pursue a freight claim on your behalf. Please send the bill of lading and any additional documentation to your Stafford-Smith representative.

If you don't have time to inspect when delivered, you have up to (48) hours to inspect and notify us immediately if there is an issue so we can address the best way to handle the claim. If not notified within (48) hours, your claim may not be valid.

Effective 2-1-22 we will be implementing a 3.5% surcharge on credit card transactions. As an alternative we also accept ACH, ECheck and wire transactions and you can pay directly from our

website.

I agree to the terms hereof and offer to purchase described goods and services as proposed hereby.

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

Printed Name: \_\_\_\_\_

**Project:**  
Fruitport Middle School

**From:**  
Stafford Smith, Inc.  
Bob Napolillo  
220 Lyon NW  
Suite 150  
Grand Rapids, MI 49503  
616-942-2100 Office  
616-401-6416 Cell Phone

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Due to the global supply chain issues and subsequent freight issues, Stafford Smith is not responsible for any unforeseen surcharges, price increases and other increases in cost after the order is placed. These costs will be passed along to the customer. Proof of these increases can be surrendered upon request.

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Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>HOT/COLD SERVING LINE</b> Custom Model No. DELFIELD 306 INCH LONG LINE UP (CONTROL PANEL SIDE) LEFT TO RIGHT		
2	1 ea	<b>ITEM #1</b> Custom Model No. CUSTOM SC-74 SC-74 74" ALL PURPOSE COUNTER WITH DRY UNDERSTORAGE 36 INCHES HIGH (1) B-74 - 74" S/S V-TRAY SLIDE 12" WIDE WITH 3 RIBS, LOCATED ON CUSTOMER SIDE, MOUNTED 34" HIGH  (1) F - LINE-UP INTERLOCK  (1) LAMINATE - LAMINATE FINISH  NOTE: UNIT WT. 271#	\$4,971.71	<b>\$4,971.71</b>
			<b>ITEM TOTAL:</b>	<b>\$4,971.71</b>
3	1 ea	<b>ITEM #2</b> Custom Model No. CUSTOM SH2CR-62-BP SH2CR-62-BP 62" HOT/COLD CNTR (2 HOT WELL, 26" X 21.62" COLD PAN), R290 36 INCHES HIGH (1) B-62 - 62" S/S V-TRAY SLIDE 12" WIDE WITH  3 RIBS, LOCATED ON CUSTOMER SIDE, MOUNTED 34" HIGH  (1) F - LINE-UP INTERLOCK  (1) LAMINATE - LAMINATE FINISH (1) P-50 - S/S OPEN UNDERSTORAGE  1 G-60 GLASS FRONT COUNTER PROTECTOR 60.06 INCHES	\$12,450.61	<b>\$12,450.61</b>

Item	Qty	Description	Sell	Sell Total
		LONG X 18 INCHES WIDE. FIRST TIER S/S TOP AND FIXED GLASS FRONT (1) L-60 - FLUORESCENT LIGHT ON FIRST TIER NOTE: UNIT WT. 686#		
			<b>ITEM TOTAL:</b>	<b>\$12,450.61</b>
4	1 ea	<b>ITEM #3</b> Custom Model No. CUSTOM SH-4 SH-4 FOUR WELL HOT FOOD COUNTER WITH HEATED UNDERSTORAGE 36 INCHES HIGH (1) B-60 - 60" S/S V-TRAY SLIDE 12" WIDE WITH 3 RIBS, LOCATED ON CUSTOMER SIDE, MOUNTED 34" HIGH  (1) E-60 - 60" FOLD-DOWN S/S WORKSHELF 10" WIDE, LOCATED ON OPERATOR SIDE, MOUNTED 36" HIGH  (1) F - LINE-UP INTERLOCK (1) LAMINATE - LAMINATE FINISH  (4) 206C - (4) GATE VALVE(S)  (1) SG9A - SINGLE DOOR MECHANICAL ACCESS TO INTERIOR  G-60 GLASS FRONT COUNTER PROTECTOR 58.06 INCHES  LONG X 18 INCHES WIDE. FIRST TIER S/S TOP AND FIXED GLASS FRONT  (1) LI-60 - INCANDESCENT LIGHT ON FIRST TIER  (1) M-60 - RADIANT HEAT LAMP ON FIRST TIER  NOTE: UNIT WT. 642#	\$19,233.34	<b>\$19,233.34</b>
			<b>ITEM TOTAL:</b>	<b>\$19,233.34</b>
5	1 ea	<b>ITEM #4</b> Custom Model No. CUSTOM SC-50 SC-50 50" ALL PURPOSE COUNTER WITH DRY UNDERSTORAGE 36 INCHES HIGH  (1) B-50 - 50" S/S V-TRAY SLIDE 12" WIDE WITH 3 RIBS, LOCATED ON CUSTOMER SIDE, MOUNTED 34" HIGH  (1) F - LINE-UP INTERLOCK	\$3,908.95	<b>\$3,908.95</b>

Item	Qty	Description	Sell	Sell Total
		(1) LAMINATE - LAMINATE FINISH		
		NOTE: UNIT WT. 206#		
			<b>ITEM TOTAL:</b>	<b>\$3,908.95</b>
6	1 ea	<b>ITEM #5</b> Custom Model No. CUTO SC-60 SC-60 60" ALL PURPOSE COUNTER WITH DRY  UNDERSTORAGE 36 INCHES HIGH  (1) B-60 - 60" S/S V-TRAY SLIDE 12" WITH 3 RIBS, LOCATED ON CUSTOMER SIDE, MOUNTED 34" HIGH  (1) F - LINE-UP INTERLOCK  (1) LAMINATE - LAMINATE FINISH  NOTE: UNIT WT. 241#	\$2,823.26	<b>\$2,823.26</b>
			<b>ITEM TOTAL:</b>	<b>\$2,823.26</b>
			Merchandise	\$43,387.87
			Freight	\$1,928.28
			Installation	\$2,750.00
			Subtotal	\$48,066.15
			<b>Total</b>	<b>\$48,066.15</b>

TERMS: Upon receipt of application for business account, signed quote/purchase order and review by the credit department, the down payment and terms will be established and shared with the customer and account executive. Stafford-Smith reserves the right to progress bill for equipment as needed. This includes items shipped by the manufacturer to Stafford-Smith for storage and is not conditional upon being installed, mechanically connected or operational. You are welcome to inspect all stored materials.

Stafford-Smith, Inc. shall retain security interest in all equipment, parts, small wares, accessories, attachments, additions, and any replacements of the above that have been installed, affixed to or used in connection with the items specified in this proposal until all amounts have been paid.

Should the Buyer sell or otherwise dispose of such collateral in violation of the terms of this agreement, Stafford-Smith, Inc. retains an interest in the proceeds from such transactions. Buyer authorizes Stafford-Smith, Inc. to file a financing statement describing the collateral and a copy of this agreement and/or the credit application may be filed as a security agreement for granting a secured interest in Buyer's inventory and sales proceeds thereof.

Past due amounts constitute a default and are subject to service charges of 1 ½% per month, collection costs, and attorney fees. Warranties are conditioned on your paying the full purchase price for the equipment.

In addition to non-payment, an act of default by the buyer will have occurred if the buyer fails to accept the order of goods or fails to perform any other covenants under this agreement. In the event of default, Stafford-Smith, Inc. may enter any business property and without breach of the peace take possession of any or all collateral and exercise our rights in the event of default of a secured party as specified under the Uniform Commercial Code. Should any disputes arise, Buyer also acknowledges and submits to jurisdiction in the State of Michigan and County of Kalamazoo.

Except as otherwise provided herein, this proposal does not include any applicable State or Federal taxes, any charge for electrical wiring or plumbing and is subject to acceptance by buyer and seller within thirty (30) days from the date of this quote and only in accordance with the terms stated.

When ordering drop-ship equipment, please be aware to inspect your order immediately upon receipt. You may request the driver wait, for a reasonable amount of time, while you inspect and they must comply to your request. If the driver refuses to wait, please mark the receipt "driver not willing to wait" and contact Stafford-Smith within (48) hours in order for a claim to be filed. If there is damage, you may refuse or you can accept and note the damage. Please take photos, if possible, to assist in filing the claim. You must keep all original cartons, even if you accept the damage, so Stafford-Smith can pursue a freight claim on your behalf. Please send the bill of lading and any additional documentation to your Stafford-Smith representative.

If you don't have time to inspect when delivered, you have up to (48) hours to inspect and notify us immediately if there is an issue so we can address the best way to handle the claim. If not notified within (48) hours, your claim may not be valid.

Effective 2-1-22 we will be implementing a 3.5% surcharge on credit card transactions. As an alternative we also accept ACH, ECheck and wire transactions and you can pay directly from our website.

I agree to the terms hereof and offer to purchase described goods and services as proposed hereby.

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

Printed Name: \_\_\_\_\_

**Project:**  
Fruitport Schools - Beach  
Elementary

**From:**  
Stafford Smith, Inc.  
Bob Napolillo  
220 Lyon NW  
Suite 150  
Grand Rapids, MI 49503  
616-942-2100 Office  
616-401-6416 Cell Phone

Due to the global supply chain issues and subsequent freight issues, Stafford Smith is not responsible for any unforeseen surcharges, price increases and other increases in cost after the order is placed. These costs will be passed along to the customer. Proof of these increases can be surrendered upon request.

Item	Qty	Description	Sell	Sell Total
1	1 ea	 <b>INDUCTION RANGE, COUNTERTOP</b> Nemco Food Equipment Model No. 9130A (DPCK118-A) Induction Range, electric, portable countertop, 20-1/2" X 12" X 4-1/2", digital controls with LED display, (10) power settings, (7) warming/holding settings, pan sensing, automatic shut-off, removable air filter, timer function, 1.8kW, 120v/50/60/1-ph, 15.0 amps, 5' cord & plug, NEMA 5-15P, cTUVus, ETL-Sanitation 1 ea One year warranty against electrical & mechanical defects, exclusive of glass breakage, standard	\$2,076.90	\$2,076.90
			<b>ITEM TOTAL:</b>	<b>\$2,076.90</b>
2	1 ea	 <b>INDUCTION RANGE, COUNTERTOP</b> Nemco Food Equipment Model No. 9131A-1 (DPCK26-A) Induction Range, electric, portable countertop, 20-1/2" X 12" X 4-1/2", digital controls with LED display, (10) power settings, (7) warming/holding settings, pan sensing, automatic shut-off, removable air filter, timer function, 2.6kW, 208/240/50/60/1-ph, 12.5/10.8 amps, 5' cord & plug, NEMA 6-20P, cTUVus, ETL-Sanitation 1 ea One year warranty against electrical & mechanical defects, exclusive of glass breakage, standard	\$3,117.65	\$3,117.65
			<b>ITEM TOTAL:</b>	<b>\$3,117.65</b>
3	1 ea	 <b>PIZZA HEATED HOLDING CABINET</b> Alto-Shaam Model No. 500-PH/GD Halo Heat® Pizza Holding Cabinet, (1) glass door, on/off power switch, adjustable thermostat, temperature range 60° to 200°F, indicator light, (13) chrome plated wire shelves with 2" shelf spacing, holds up to (13) 16" (406mm) pizzas maximum weight of 2 lbs. (9kg), (4) stainless steel carrying handles, stainless steel exterior, EcoSmart®, cULus, NSF 1 ea NOTE: Subject to Manufacturer's Terms & Conditions. See Documents Section	\$1,836.62	\$1,836.62

Item	Qty	Description	Sell	Sell Total
	1 ea	120v/50/60/1-ph, 8.3 amps, 1.0kW, NEMA 5-15P		
	1 ea	Window door, hinged on right, standard		
			<b>ITEM TOTAL:</b>	<b>\$1,836.62</b>
			Merchandise	\$7,031.17
			Freight	\$361.08
			Subtotal	\$7,392.25
			Total	\$7,392.25

TERMS: Upon receipt of application for business account, signed quote/purchase order and review by the credit department, the down payment and terms will be established and shared with the customer and account executive. Stafford-Smith reserves the right to progress bill for equipment as needed. This includes items shipped by the manufacturer to Stafford-Smith for storage and is not conditional upon being installed, mechanically connected or operational. You are welcome to inspect all stored materials.

**Total Cost  
is  
\$4,954.27**

Stafford-Smith, Inc. shall retain security interest in all equipment, parts, small wares, accessories, attachments, additions, and any replacements of the above that have been installed, affixed to or used in connection with the items specified in this proposal until all amounts have been paid.

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Except as otherwise provided herein, this proposal does not include any applicable State or Federal taxes, any charge for electrical wiring or plumbing and is subject to acceptance by buyer and seller within thirty (30) days from the date of this quote and only in accordance with the terms stated.

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If you don't have time to inspect when delivered, you have up to (48) hours to inspect and notify us immediately if there is an issue so we can address the best way to handle the claim. If not notified within (48) hours, your claim may not be valid.

Effective 2-1-22 we will be implementing a 3.5% surcharge on credit card transactions. As an alternative we also accept ACH, ECheck and wire transactions and you can pay directly from our website.

I agree to the terms hereof and offer to purchase described goods and services as proposed hereby.

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

Printed Name: \_\_\_\_\_



Personnel Committee  
Monday, March 14, 2022  
4:30 p.m.

## **MEETING MINUTES**

### **Meeting Location:**

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

### **Attendance:**

Dave Hazekamp, Steve Kelly, JB Meeuwenberg, and Jason Kennedy

1. An update was provided to the Committee pertaining to a Personal Protection Order (PPO) that was signed and executed by Judge Gregory Pittman of the 14th Circuit Court for Muskegon County.
2. An update was provided to the Committee pertaining to a personnel issue involving the termination of a support staff member.
3. The Committee reviewed the tentative agreement between the Board of Education and the Fruitport Instructional Assistants Association. The financial impact to the District was discussed for the tentative agreement, as was each change to the language of the Contract. The District recommends the approval and ratification of the Agreement between the Board of Education and the Fruitport Instructional Assistants Association, as presented and discussed. The Board of Education will be asked to approve and ratify the Agreement at the Board meeting on March 21, 2022.
4. The Committee reviewed the Letter of Agreement (LOA), dated March 10, 2022, as it pertains to Article 6(A) of the Agreement between the Board of Education and the Fruitport Education Association (FEA). The District recommends the approval of the LOA, as presented and discussed. The Board of Education will be asked to approve the LOA at the Board meeting on March 21, 2022.

5. An update was provided to the Committee regarding a parent complaint and administrative disciplinary investigation and outcome.
6. Other: The Committee reviewed items from each of the other Board Committee meetings to provide a general overview of the topics to be discussed at the Regular Board Meeting on Monday, March 21, 2022.
7. Public Comment: None
8. Adjournment: The meeting was adjourned at 5:25 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

**BOARD ACTION REQUEST FORM**

**Meeting Date:** March 21, 2022

To: Board of Education

Attachment # XII-2

From: Mark Mesbergen

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

Tentative Agreement with the Fruitport Instructional Assistant Association for a 3-year contract.

**Background Information:**

A tentative agreement has been signed with the Instructional Assistant Association regarding their contract. The tentative agreement has some language to clean up the contract and also increase the number of snow days that are paid without working. Over the three year contract, the district will be awarding steps and some increases to each step so that at the end of the contract, the hourly rate will be between \$14 to \$16 per hour.

**Financial Impact:**

\$45,000 for FY 2022; \$58,357 for FY 2023; and \$56,788 for FY 2024

**Recommended Action:**

That the Tentative Agreement for a three year contract with the Fruitport Instructional Assistant Association be ratified as presented.

**Action Taken:**

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

# Proposal – February 18, 2022

## Language Changes

### Article 5(E) – Snow Days

Move the snow days to the first 6 being with no loss of pay.

### Article 11(A) – Step Adjustments

Change this that the employee will receive their step on the first day of the school year.

## Financials:

All increases will go into effect on March 14, 2022.

### 2021-2022

Add step 5 at \$15.75.

All employees advance one step.

Eliminate current step 1

Each employee shall receive a one-time payment of \$500 (non ORS) on 4/1/22.

### 2022-2023

Steps

Adjustment to the salary schedule (below)

### 2023-2024

Steps

Adjustment to the salary schedule (below)

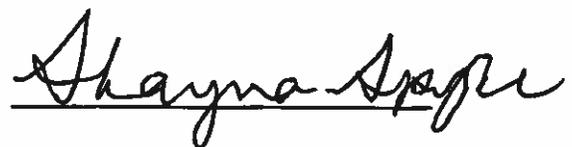
Step	2019	2020	2021	2022	2023	2024
1	11.73	12.08	12.20			
2	12.60	12.98	13.11	13.11	13.50	14.00
3	13.54	13.95	14.09	14.09	14.09	14.60
4	14.68	15.12	15.27	15.27	15.27	15.27
				15.75	15.88	16.03

DISTRICT



2/23/22

ASSOCIATION



**BOARD ACTION REQUEST FORM**

**Meeting Date:** March 21, 2022

To: Board of Education

Attachment # XII-3

From: Mark Mesbergen

**Subject to be Discussed and Policy Reference:**  
Fruitport Education Association Letter of Agreement

**Background Information:**

When the district added a 4<sup>th</sup> section of 2<sup>nd</sup> grade at Edgewood Elementary, it caused an issue with how the district handled the TK section for their specials. The elementary building did not have an open slot for specials; therefore, the building took a class and combined them with the other classes within that special's rotation. This decision violated the FEA contract and the LOA is the solution that the district and union came up with for this year. The district has already started to come up with a plan to ensure that this does not happen in the following years.

**Financial Impact:**

\$2,519 paid out of the general fund.

**Recommended Action:**

To approve the letter of agreement with the Fruitport Education Association.

**Action Taken:**

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

**LETTER OF AGREEMENT**  
**FRUITPORT EDUCATION ASSOCIATION,**  
**and the**  
**FRUITPORT COMMUNITY SCHOOLS**

**RE: Article 6(A)**

*The class size of an elementary teaching specialist will not exceed that of the elementary classroom teacher whose class they have for instruction (i.e., they will not have more than one teacher's class during an instruction period). Exceptions will be made to accommodate students from self-contained special education classrooms.*

The above-named parties hereby agree to the following:

1. It is agreed to compensate the 4 Edgewood special teachers the following for spreading over a first-grade classroom to accommodate TK:
  - a. An hourly rate was determined by using the 1<sup>st</sup> grade overage calculation in Article 7(A) (K-3 (over 27 students): 3.0% of BA base salary x # of days/180). The hourly rate was then multiplied by the number hours per year this happens and number of students that were added to the classroom.
  - b. This is for the 2021-22 school year only.

  
For the District

Dated: 3/10/22

  
For the Association

Dated: 3/10/22



Student Affairs Committee  
Monday, March 14, 2022  
5:30 p.m.

## **MEETING MINUTES**

### **Meeting Location:**

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

### **Attendance:**

Tim Burgess, Susan Franklin, Dave Hazekamp, and Jason Kennedy

1. The Committee was provided a copy of the Board's current policy 5407, Instructional Program and Curriculum Development. The Committee was also provided a copy of the optional policy updates for policy 5407 from Thrun Law Firm. The Committee reviewed the optional policy updates and will revisit the optional policy updates at the April Committee meeting.
2. The Committee was provided a copy of the recommended updates to the District's COVID-19 Mitigation Plan, based upon recommendations and guidance updates from the CDC, MDHHS, and local public health officials. The updated plan will be presented to the Board of Education for approval at the March 21, 2022 meeting of the Board.
3. A preliminary discussion took place with the Committee regarding the purchase of a Paws with a Cause facility therapy dog for Edgewood Elementary School. The Committee will be provided with additional information at an upcoming Committee meeting before a formal recommendation is made to the Board.
4. An update was provided to the Committee pertaining to a lodging assistance request from the Drumline team for their finals competition performance that will take place out of state in April. The Board will need to be provided with information pertaining to cost and details of the trip before being considered.

5. An update was provided to the Committee pertaining to the Career Fair being sponsored by the Fruitport Education Foundation at Fruitport High School on May 10, 2022 from 10:00 a.m. - 1:00 p.m.
6. An update was provided to the Committee pertaining to the creation of a partnership with the Hand 2 Hand Weekend Food Program.
7. The Committee discussed the need to consider a new hockey cooperative program. Two options were discussed with the Committee. These options included joining a cooperative with Grand Haven High School (includes Spring Lake High School), as well as a cooperative with Reeths-Puffer High School (includes Muskegon Catholic Central, Montague, Whitehall, and North Muskegon). A recommendation will be provided to the Committee for recommendation to the Board at an upcoming meeting.
8. A copy of the new Adult Education Handbook was provided to the Committee for review. The Committee will review the handbook and be asked to consider it for recommendation to the Board of Education at the April Board meeting.
9. Other: The Committee reviewed items from each of the other Board Committee meetings to provide a general overview of the topics to be discussed at the Regular Board Meeting on Monday, March 21, 2022.
10. Public Comment: None
11. Adjournment: The meeting was adjourned at 6:25 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

**BOARD ACTION REQUEST FORM**

**Meeting Date:** March 21, 2022

To: Board of Education

Attachment # XIII-2

From: Jason J. Kennedy

**Subject to be Discussed and Policy Reference:** COVID-19 Mitigation Plan

**Background Information:**

Based upon recommendation and guidance updates from the CDC, MDHHS, and local public health officials, the District has updated its COVID-19 Mitigation Plan to align with updated guidance. The Board will be asked to approve the plan updates to take immediate effect.

**Financial Impact:** None

**Recommended Action:**

To approve the District's updated COVID-19 Mitigation Plan, as presented and discussed.

**Action Taken:**

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

## COVID-19 Mitigation Plan

Date: March 14, 2022

**Recovery Phase / Low Community Levels:** Empower community members to make best choices for individual situations while focusing on practical, everyday precautions such as staying up to date with COVID-19 vaccines, maintaining appropriate ventilation, staying home when sick, washing hands, and testing for those who are exposed or symptomatic.

Topic	2020 - 2021	2021 - 2022
Masks indoors	Yes	<p><del>At this time, all students and staff are <b>recommended</b> to wear masks while indoors. This could change with fluctuation of COVID numbers or any requirements from MDHHS.</del></p> <p><b>Update:</b> Masks are not required to be worn by students or staff indoors, but may be <b>recommended</b> as a part of a layered mitigation strategy to prevent viral spread. Masks will be accessible, as recommended. MDHHS currently recommends masks in indoor settings for those who may have heightened individual risk factors or for individuals who work or live with someone who is at greater risk of severe outcomes from COVID-19.</p> <ul style="list-style-type: none"> <li>See <a href="#">Final MDHHS Masking Guidance</a> dated February 16, 2022.</li> <li>See <a href="#">Updated Masking for Michiganders Guidance</a> dated March 2, 2022.</li> </ul>
Masks outdoors	Yes	Masks are not required to be worn by students or staff outdoors.
Masks on busses	Yes	<p><del>Yes, all students are required to wear masks on our buses (including athletes) per the Federal Motor Carrier Safety Administration.</del></p> <p><b>Update:</b> Effective February 25, 2022, the CDC does not require wearing of masks on buses or vans operated by public or private school systems, including early care and education/child care programs. Students and drivers are no longer required to wear masks on our buses.</p> <ul style="list-style-type: none"> <li>See <a href="#">CDC Guidance on Wearing of Face Masks on School Buses</a></li> </ul>
Masks for athletics	Yes	Masks are not required; however, we will continue to comply with any requirements set forth by the MHSAA to be eligible to participate in sponsored events.
Contact tracing, quarantine,	Yes	<del>There is still a need for us to conduct contract tracing when a student is on campus</del>

isolation, and test to stay		<p><del>and is contagious with COVID. This work will be done in conjunction with the Health Department. Teachers will need to keep accurate seating charts at all times.</del></p> <p><b>Update:</b> New CDC guidance encourages health departments to focus contact tracing on high-risk settings such as long-term care facilities, correctional facilities, and homeless shelters. Universal case investigation and contact tracing for COVID-19 are <b>not recommended</b> in K-12 schools, except as part of Test To Stay (TTS) programs. Students and staff who test positive for COVID-19 should quickly notify their close contacts so that they can monitor for symptoms. Students and staff who test positive will be required to fulfill isolation requirements or complete testing protocols to return.</p>
Social distancing in classrooms	As best we could throughout the year	<p>The Health Department has recommended that we strive to keep students at least 3 feet apart. <del>Elementary materials (kidney tables, carpets, etc.) will not be returned to the classroom at this time to maximize the space in the rooms.</del></p> <p><b>Update:</b> One (1) table will be returned to elementary classrooms to assist with parent teacher conferences and best practice teaching and learning.</p>
Sick rooms procedure	Separate sick kids from everyone; sent home immediately; possibly need transportation if parent refusal	Same as last year. Each building will have a sick room.
Sanitizing busses	Yes	<p>Yes, buses will be sanitized between each route like last year.</p> <p><b>Update:</b> Sanitation will occur as a normal part of the routine cleaning process.</p>
Sanitizing desks	Yes	<p>Yes, we will ask teachers/students to sanitize between groups or twice a day.</p> <p><b>Update:</b> Sanitation will occur as a normal part of the routine cleaning process.</p>
Sanitizing student materials between use	Yes	No, materials that are used by students for a short period of time do not need to be sanitized between each use.
Hand sanitizers for students	Yes	Yes, the hand sanitizing stations will be kept up in all of the buildings and procedures should be the same as last year.

Ionizers installed	No	Yes, ionizers were installed to help purify the air. Teachers who have room vents will need to keep the vents clear to maximize air flow in the room.
Arrival procedures	Varied by building	The arrival procedures will be kept similar to last year.
Breakfast procedures	Varied by building	The breakfast procedures will be kept similar to last year.  <b>Update:</b> Buildings will be allowed to return breakfast procedures to pre-covid protocols. This will allow students to utilize the gym spaces for gym classes at our elementary buildings.
Lunch procedures	Varied by building	The lunch procedures will be kept similar to last year.  <b>Update:</b> Buildings will be allowed to return lunch procedures to pre-covid protocols. This will allow students to utilize the gym spaces for gym classes at our elementary buildings.
Snack		As long as students are seated at their desks, snacks in the classroom are fine.
Screening for staff	QR code; monitored daily	There is no formal procedure like last year. The Health Department said to ask yourself 2 questions: <ul style="list-style-type: none"> <li>• Are you sick or feeling ill? (do you have: a temperature of 100.4 F or higher; signs of fever; sore throat; uncontrolled cough; severe headache; loss of taste or smell; or other flu-like symptoms?)</li> <li>• Have you recently been asked to quarantine or isolate due to Covid-19?</li> </ul> If the answer to either of these questions is “yes”, staff need to stay home.
Guests	Only invited guests	<del>At this time, parents/guardians are only allowed in the buildings for Open House and Conferences. Parents are also allowed in for meetings if invited in by a teacher or administrator. Outside guests (with the exception of staff from the ISD) are not allowed at this time.</del>  <b>Update:</b> Parents and guests will be allowed to participate in activities and events, as permitted by the child’s teacher and/or building administrator, and per building and District policy.

Assemblies	Virtual	<p><del>At this time, these are allowed only if the students can stay 3 feet apart and seating charts can be maintained.</del></p> <p><b>Update:</b> Assemblies will be allowed to resume.</p>
Field Trips	No	<p><del>Not at this time. We will re-evaluate this again in the spring. Some exceptions may be made for students in our MOCI program.</del></p> <p><b>Update:</b> Field trips will be allowed to resume.</p>
Concerts, plays	No	<p><del>TBD – Crowd capacity will be determined closer to performance date.</del></p> <p><b>Update:</b> Concerts and plays will be allowed to resume.</p>
Instructional Model Options	Face to face and hybrid	<p><del>All buildings and programs will start the year face to face for 5 days a week.</del></p> <p><b>Update:</b> All buildings and programs will remain face to face for 5 days per week.</p>
Fully Virtual Model Options	Yes	<p>We are offering a virtual option for our parents. Elementary students will be enrolled in the MAISD virtual program and the secondary students will be mentored by FCS staff. The enrollment window has been opened for the Muskegon County Virtual Academy (principal recommendation required) for the 2022-2023 school year.</p>
Remote Instruction Options	Yes	<p>Yes, we will need to be prepared for a closure like last year. In general, the expectations were:</p> <ul style="list-style-type: none"> <li>● Lessons on Mon, Wed, and Fri (synchronous for secondary and asynchronous for elementary)</li> <li>● Outreach on Tues and Thurs</li> <li>● Google Classroom K - 12 (unless you are using the platform of a newly purchased textbook resource)</li> <li>● Encourage use of iReady or Khan Academy</li> </ul> <p><b>Update:</b> While new guidance discourages the closure of businesses and schools as a mitigation measure, in the event that schools were to be closed, the District would follow the expectations, as outlined above.</p>
5D	Focused set of indicators	<p>Teachers will be evaluated using the full set of dimensions and indicators from 5D.</p>

**BOARD ACTION REQUEST FORM**

**Meeting Date:** March 21, 2022

To: Board of Education

Attachment # XIII-3

From: Jason Kennedy

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

Approval of overnight trip requests as follows:

- Girls Varsity Soccer Team Building, March 25-27, 2022, Silver Lake, MI
- DECA International Career Development Conference, April 22-27, 2022, Atlanta, GA
- Girls Varsity Soccer Tournament, May 6-7, 2022, Alpena, MI

**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:**

Approve the overnight trip requests at no cost to the district as presented above.

**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: Girls Varsity Soccer

2. Staff Person(s) in Charge: Chris Belasco

3. Destination: Grace Adventures, 2100 N Ridge Rd, Silver Lake, MI 49436 231-873-3662  
(Address & Phone Contact for Destination)

4. Dates: March 25-27

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: Grace Adventures, 2100 N Ridge Rd, Silver Lake, MI 49436 231-873-3662  
(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: Chaperone 6/ Student 18/ Camp Staff

9. Funding Sources: Paid for from team Fundraising

10. What is the total cost per student? \$0

11. Are all students in the group/class participating? All Varsity players are invited

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? Brian VanTimmeren 231-873-3662 (Grace staff) Chris Belasco 231-343-6113(Coach)

14. **ATTACH** a copy of the parent notification letter.

**5. Purpose of trip:**

**This will be a teambuilding & team bonding trip. I wanted to have an environment for the girls to learn how to be leaders & teammates, work together, learn about each other and overall bond with players and coaches.**

**I think this will be a good opportunity to enhance the High School soccer experience for the girls that has not been available for the past couple of years.**

**7. Transportation:**

**We will be requesting the use of the school vans and will leave for Grace Adventures on March 25<sup>th</sup> after our home game. We will be returning Sunday March 27 and are scheduled to leave Grace at 11AM.**

**The Grace Adventures staff will be putting together activities during our stay with an emphasis on Leadership, Team Bonding and Learning to be great teammates.**

**12. Behavioral Expectations:**

**All players and Coaches/Chaperones will be expected to behave in accordance with the highest of standards. All school and Team rules will be followed in accordance with the Student and Athletic department handbooks.**

**14. Notification:**

**Players/Parents will be notified prior to Team formation and during the Parent meeting after the team has been selected.**



## Fruitport Community Schools Overnight Field Trip Request

The details for this overnight trip are as follows:

### **Background Information**

Group Requesting Permission: DECA

Staff Person(s) in Charge: Danielle Hershey

Funding Sources: Student funding, Business Sponsorships, Voc funds, and School Store

Are all students Participating? No

Chaperone/Student Ratio: 1/6 (2 students will attend)

### **Destination Information**

Destination: Atlanta

Destination Information: Georgia World Congress Center 285 Andrew Young Blvd Atlanta, GA 30313

Purpose of Trip: DECA International Career Development Conference. Students will be competing in the School Based Enterprise event and attending an leadership academy. Concepts from the academy will be brought back to our chapter to utilize in building and running DECA.

### **Lodging Information**

Lodging Accommodations: We are in a hotel lottery, so I don't know the exact hotel yet, but Michigan DECA's three options are Embassy Suites Buckhead, Intercontinental Buckhead, and JW Marriot Atlanta Buckhead. My first choice will be the Embassy

Lodging information: 3285 Peachtree Atlanta Ga 30305 Phone: 404-261-7733

Transportation Arrangements: Attached and linked

[https://docs.google.com/document/d/1aH4EwSEE2I3ikV12\\_EWTIEBdKJwGqaGDPgEu1zz0\\_-0/edit?usp=s](https://docs.google.com/document/d/1aH4EwSEE2I3ikV12_EWTIEBdKJwGqaGDPgEu1zz0_-0/edit?usp=s)  
haring

### **Emergency Information**

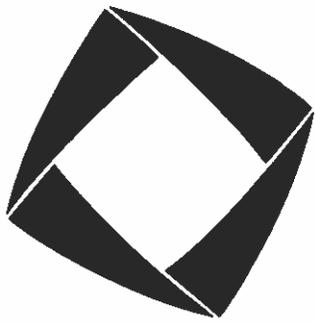
Emergency Contact: Danielle Hershey 231-638-3324

Emergency Forms Complete? Yes

Parent Notification is Complete and Attached to this Form? Yes

  
Principal/Supervisor Signature

  
Date



FRUITPORT HIGH SCHOOL

**DECA**™

March 14, 2022

Dear Parent or Guardian,

I know you're already aware that your student has made it to the highest level of the DECA. They have worked so hard to get to this point and I'm so proud to share that they will have the opportunity to compete with the top business students in the country at Internationals! We call it ICDC, International Career Development Conference in Atlanta, Georgia from Friday, April 22 to Wednesday, April 27. We have 2 students attending this year.

**TRIP EXPENSE BREAKDOWN:** \$1,400 pending flights

- Registration \$369 pp
- Hotel \$625 (five nights split between 2 students) If we can room with another school this could be less.
- Air \$325 (estimate at this point since it has not been booked until return of permission slip)
- Airport Transfers approx \$38
- Luggage \$50 (Bags cannot exceed 50lbs. Students will carry the expense of extra baggage fees.)

**REGISTRATION FEE INCLUDES:**

- Conference Registration
- Michigan DECA state shirt
- Clear stadium bag, name badge, lanyard, mask, conference program
- State Spirit Items (Tie/Scarf & 5 Michigan DECA Pins to Trade)
- Four Day MARTA (Metropolitan Atlanta Rapid Transit Authority) Pass.
- DECA Concert Ticket on Monday April 25
- Atlanta CityPass booklet, which includes admission to:

- Georgia Aquarium, World of Coca-Cola, CNN Studio Tour, Choice of either Zoo Atlanta or the Center for Civil and Human Rights, Choice of either Fernback Museum of Natural History or NFL Football Hall of Fame

**HOTEL:** Michigan DECA has three hotels reserved. We put our preference down, but ultimately they choose for us. The options this year include the JW Marriott-Buckhead, Intercontinental-Buckhead, or Embassy Suites-Buckhead.

**REQUESTED FLIGHT:** TBD out of Grand Rapids

DECA has a travel agent they work with and I have made contact with them to determine prices.

**MEALS:** Are the responsibility of the student. I typically recommend students travel with \$300 for food, it is usually enough for snacks and souvenirs. If they are careful they can come home with extra \$.

Breakfast - \$10/meal x 5 days = \$50 (if we get into the Embassy suites, full breakfast is included)

Lunch - \$15/meal x 5 days = \$75

Dinner - \$25/meal x 4 days = \$100

**PAYMENT SCHEDULE:** We are always working on fundraising options and ways to cut down on expenses. The following is a breakdown of the costs and deadlines for dropping from the competition.

- Student Cost: \$1,225 (Cash or Checks made payable to Fruitport DECA)
- 1st Payment - \$100 due by Thursday, March 17 (\$100 cancellation fee after this date)
- 2nd Payment: \$560 due by Friday, March 23 (\$300 cancellation fee after this date)
- 3rd Payment: Balance in full due by Wednesday, April 6 (\$400 cancellation fee after this date)

**Cut Here and Return the bottom portion to Mrs. Hershey>>>>**-----

Commitment Notice Confirmation - Must be returned in acknowledgement that families are intending to pay fees in full. Students won't be registered without this commitment.

Student Name (Please Print) \_\_\_\_\_

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## DELEGATE CODE OF CONDUCT

Name \_\_\_\_\_ Chapter \_\_\_\_\_

Conference \_\_\_\_\_ Conference Date \_\_\_\_\_

Attendance at any DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, adults, and any other authorized persons attending the conference. This form must be signed by each student, and the student's parent or guardian, attending a DECA conference or activity (including, but not limited to; conferences, meetings, workshops, etc.) and brought to the conference by the chapter advisor.

Delegates shall abide by the rules and practices of DECA at all times, including to and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in Michigan DECA. Determination of penalties for violations will be at the discretion of Michigan DECA. Additional penalties may be imposed by the local school district.

The following shall be regarded as major violations of the DECA Code of Conduct and will result in the student being sent home and not being allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.

1. **Alcohol, drugs, and tobacco:** A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medication prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol or chemical substances in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.
2. **Willful companionship:** Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations.
3. **Personal conduct:** Conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); throwing objects out the window or into the hallway; other serious violations of personal conduct regulations.
4. **Private transportation:** No driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor (delegates are required to stay at state selected hotels). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. Once a driving/riding delegate has arrived at the conference site, s/he shall not be in a private automobile again until leaving the site at the end of the conference.
5. **Abusive behavior and lewd conduct:** A student shall not engage in any lewd, indecent, sexual or obscene act or expression. A student shall not engage in written, verbal, physical or electronic activities that may lead to harassment, hazing or bullying. The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
6. **Violations of the student's school district code of conduct.**

Should a code of conduct violation occur for the following items, regardless of when exposed, the violating student(s) may be sent home and may not be allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.

7. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time). Delegates displaying rude or unprofessional behavior during conference sessions or activities will be subject to disciplinary action.
8. **Curfew:** Failing to be in your assigned sleeping room from the curfew time designated until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering or receiving any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
9. **Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.**
10. **Personal Conduct:** Failing to keep adult advisors informed of activities and whereabouts at all times; participating in unapproved social activities; having a member of the opposite sex in a room if no adult chaperone is present or for behavior unbecoming of a delegate.
11. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for other hotel guests not participating with the DECA conference.
12. **Unregistered individuals are not permitted at DECA conferences.**
13. **Cell phones and electronic devices are not permitted at meetings or conference activities, sessions, or competitions. Students may use them during free-time.**
14. **The chapter advisor shall be responsible for their chapter delegates' conduct. Delegates that do not follow the Code of Conduct may subject their entire delegation to be sent home at the individual's and/or chapter's expense.**
15. **Advisors are responsible for room checks. No group or chapter activities are to be scheduled by advisors after curfew.**
16. **Delegates shall allow Michigan DECA to use conference photographs, video footage, and their names for promotional purposes.**



# DELEGATE CODE OF CONDUCT

DECA is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.

As parent/guardian, I have reviewed the Delegate Code of Conduct with our son/daughter, and he/she agrees to abide by the rules. The Chapter Advisors and/or Michigan DECA has the right to send the delegate home from the activity, at my expense, provided that he/she has violated the Delegate Code of Conduct and I have been notified of the violation and transportation arrangements.

The delegate has my permission to attend the Michigan DECA activity. I understand the delegate will be supervised by the DECA chapter advisor. I, the parent/guardian, will not hold the school, the advisor, the Board of Education, Michigan DECA, nor the conference staff responsible for any injuries while attending or while en-route to and from the DECA sponsored activity.

In the event of accident or illness requiring emergency medical treatment, occurring while in attendance at this DECA activity, I, the undersigned parent/guardian hereby authorizes the DECA chapter advisor to procure suitable medical treatment for the below signed delegate, and I will provide for the payment of those costs on behalf of the named delegate. I also expect the DECA chapter advisor to contact me by telephone, as soon as possible, if medical services are necessary.

Conference or Activity \_\_\_\_\_ Date \_\_\_\_\_

Name of School \_\_\_\_\_

Name of Delegate \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact's Phone \_\_\_\_\_

Please list any medications or physical limitations: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Delegate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Medical Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

**The DECA Chapter Advisor must bring a signed form for each delegate to each conference.**  
It is recommended that this form be notarized for out-of-state travel.

# INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

## FRIDAY, APRIL 22

12:00 PM - 6:00 PM	REGISTRATION <i>For Chartered Association Advisors. Chapter advisors register with their chartered association advisor at their assigned hotel.</i>	B401-B402
12:00 PM - 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
12:00 PM - 9:00 PM	SHOP DECA + BLAZER SHOP	B401-B402
6:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>(by invitation only)</i>	B404

## SATURDAY, APRIL 23

7:00 AM - 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
7:00 AM - 8:30 PM	SHOP DECA + BLAZER SHOP	B401-B402
8:00 AM - 5:00 PM	DECA DAY AT SIX FLAGS OVER GEORGIA <i>(Advance ticket purchase required)</i>	
9:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	B319
9:30 AM	EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING	GWCC
1:00 PM - 5:00 PM	EXHIBIT BOOTH SET-UP	Hall B3
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	Mercedes-Benz Stadium
6:00 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>(by invitation only)</i>	Mercedes-Benz Stadium
8:30 PM	GRAND OPENING SESSION	Mercedes-Benz Stadium
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

## SUNDAY, APRIL 24

7:00 AM - 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
7:00 AM - 5:00 PM	SHOP DECA + BLAZER SHOP	B401-B402
7:30 AM	JUDGES' ORIENTATION	Hall B2
7:30 AM	VIRTUAL BUSINESS CHALLENGE BRIEFING <i>(required)</i>	GWCC
8:00 AM - 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY   FOOD OPERATIONS <i>Sponsored by Otis Spunkmeyer and Intuit</i>	B302-B304
8:00 AM - 4:00 PM	CAREER EXHIBITS + SHOP DECA <i>(Advisors only from 8:00 AM - 9:00 AM)</i>	Hall B3
8:00 AM - 5:00 PM	COMPETITIVE EVENT TESTING <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events</i>	GWCC
8:00 AM - 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Business Operations Research Events, Project Management Events, Entrepreneurship Written Events, Stock Market Game, Virtual Business Challenge</i>	GWCC
8:30 AM - 4:00 PM	EMERGING LEADER SERIES	GWCC + Omni Hotel
9:00 AM - 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	B308-B309
9:30 AM - 1:00 PM	EXECUTIVE MENTOR PROGRAM	GWCC
12:00 PM	MDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association (by invitation only)</i>	B404
12:30 PM - 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY   RETAIL OPERATIONS <i>Sponsored by Otis Spunkmeyer and Intuit</i>	B302-B304
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	GWCC
	DECA NIGHT AT THE GEORGIA AQUARIUM + THE WORLD OF COCA-COLA <i>(Advance ticket purchase required)</i>	Georgia Aquarium + World of Coca-Cola
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

## MONDAY, APRIL 25

7:00 AM - 5:00 PM	SHOP DECA	B401-B402
7:00 AM - 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
7:30 AM	JUDGES' ORIENTATION	Hall B2 + Hall B4
8:00 AM - 4:00 PM	CAREER EXHIBITS + SHOP DECA	Hall B3
8:00 AM - 7:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events, School-based Enterprise, Virtual Business Challenge</i>	Hall B1-B2 + Hall B3
8:30 AM - 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson &amp; Wales University (by invitation only)</i>	B404
8:30 AM - 3:30 PM	EMERGING LEADER SERIES	GWCC + Omni Hotel
9:00 AM - 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	B308-B309
NOON - 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>(by invitation only)</i>	B312-B314
2:00 PM - 3:30 PM	LEADERSHIP RECOGNITION <i>(by invitation only)</i>	B310
2:30 PM - 4:30 PM	MEET THE CANDIDATES SESSION <i>(open to all)</i>	B302-B304
3:30 PM - 4:30 PM	COMPETITIVE EVENTS UPDATE WORKSHOP <i>(Advisors Only)</i>	B308-B309
	DECA EXCLUSIVE CONCERT <i>Advance ticket purchase required</i>	Mercedes-Benz Stadium
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

## TUESDAY, APRIL 26

7:30 AM - 10:30 AM	JUDGES' ORIENTATION	Hall B2
7:30 AM - 6:00 PM	HEADQUARTERS	B401-B402
8:00 AM	ACHIEVEMENT AWARDS SESSION	Mercedes-Benz Stadium
8:30 AM - 6:00 PM	SHOP DECA + FINALIST T-SHIRT + RECOGNITION ITEMS	B401-B402
8:30 AM - 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	Hall B2
NOON	BUSINESS + ELECTION SESSION	Omni Hotel
7:00 PM - 8:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners (by invitation only)</i>	Mercedes-Benz Stadium
8:30 PM	GRAND AWARDS SESSION	Mercedes-Benz Stadium
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

## WEDNESDAY, APRIL 27

9:00 AM - 1:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	Omni Hotel
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Check [deca.org/ICDC](http://deca.org/ICDC) for updates. Events will be held in the **GEORGIA WORLD CONGRESS CENTER, BUILDING B** unless otherwise noted.



## COVID-19 ACKNOWLEDGEMENT AND LIABILITY WAIVER

**All conference participants will be required to complete and turn in this fully signed form when arriving at any Michigan DECA conference.**

Michigan DECA has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus (“COVID-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, Michigan DECA cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge the risk of COVID-19 transmission while participating in or attending Michigan DECA’s events and further acknowledge that I am knowingly assuming that risk by voluntarily participating in or attending an event. I further agree to comply with all protective measures and protocols implemented by Michigan DECA, the event’s host hotel, the event’s suppliers, and partners, and/or established by the CDC and state or local authorities.

**I specifically affirm and attest to the following, to the best of my knowledge:**

- I am not presently experiencing any symptoms of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell.
- I have not been in close contact with someone with a suspected or confirmed case of COVID-19.
- I have not been diagnosed with COVID-19 and/or have been cleared as non-contagious by my medical provider or public health authorities, consistent with CDC guidance.
- If I (a) develop any symptom of COVID-19, (b) come in close contact with someone with a suspected or confirmed case of COVID-19, or (c) am diagnosed with COVID-19, I will not attend the event.
- I am following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus.
- If I have tested positive, I will not attend the event if the test was less than 5 days ago, or if I am still experiencing any symptoms.

Refer to the specific conference deadlines for cancellations and refunds. Refunds are not available after the posted date.

**Accordingly, I voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to my participation in or attendance at the event. I hereby release, covenant not to sue, discharge, and hold harmless Michigan DECA, its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Michigan DECA, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation in or attendance at the event.**

\_\_\_\_\_  
Delegate’s Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Delegate’s Signature

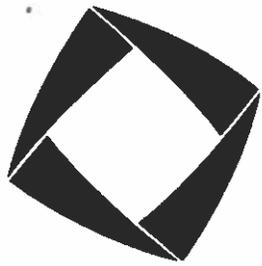
\_\_\_\_\_  
School/Chapter

\_\_\_\_\_  
Parent/Guardian’s Signature *(required if under 18)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date



FRUITPORT HIGH SCHOOL

**DECA**™

March 15, 2022

Greetings!

On behalf of Fruitport DECA, I would like to invite you to become a sponsor of the 2022 DECA International Career Development Conference held in Atlanta, Georgia this April. This year, Fruitport DECA has two students attending the competition, Mackenzie Taylor and Kaitlyn Kriger. These students will be competing in the School Based Enterprise event. We would love to add your family/business to our ICDC T-shirt for being a Diamond, Platinum, or Gold level Sponsor and all levels will receive a social media 'Thank you' in appreciation for your support.

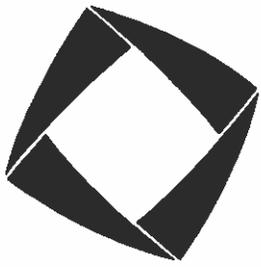
DECA is a 501(c)(3) not-for-profit international student-led organization with more than 250,000 high school members focused on the Marketing, Entrepreneurship, Finance, and Hospitality career pathways. The international conference is a culminating activity where students have already competed at the district and state levels and were chosen to move on to the final level.

Please see the attached sponsorship form. If you have any questions regarding our competition or the DECA organization, please feel free to contact me at [dhershey@fruitportschools.net](mailto:dhershey@fruitportschools.net) or by calling 231-865-4041.

Thank you for your consideration!

Sincerely,

Danielle Hershey  
Fruitport HS DECA Advisor



FRUITPORT HIGH SCHOOL

**DECA**™

**Please Indicate the student(s) that you would like to sponsor :**

School Based Enterprise:      \_\_\_\_\_ Kaitlyn Kriger      \_\_\_\_\_ Mackenzie Taylor

**Name of Sponsor (your name, family name, business name as you want printed on the T-shirt)**

\_\_\_\_\_

**Sponsor Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone number** \_\_\_\_\_

**Level of Sponsorship:**

\_\_\_\_\_ **Platinum (\$ 500.00 and above)**

\_\_\_\_\_ **Diamond (\$ 300.00 -- \$ 499.99)**

\_\_\_\_\_ **Gold (\$ 100.00 -- \$ 299.99)**

\_\_\_\_\_ **Silver (\$ 50.00 --- \$ 99.99)**

\_\_\_\_\_ **Bronze (\$ 25.00 --- \$ 49.99)**

\_\_\_\_\_ **Other**

**Amount of Sponsorship** \_\_\_\_\_

**Checks payable to: "Fruitport DECA"**

**Fruitport High School DECA**

**% Danielle Hershey**

**3255 Pontaluna**

**Fruitport, Michigan 49415**

**Questions can be directed to: Danielle Hershey, DECA Advisor FHS 231-865-4041 or [dhershey@fruitportschools.net](mailto:dhershey@fruitportschools.net).**

**Sponsorships should be received by April 1, 2022**

**Thank you for your support!**



**April 23-26, 2022 - International Conference Atlanta, Georgia - Travel Itineraries**

**All Flights Departing from Detroit, MI except for Plan J out of Grand Rapids, MI**

Plan	Flight	Date	Departs	Arrives	Price
A	Delta #520	Friday, April 22	DTW 6:49pm	ATL 8:50pm	\$ TBC
	Delta #386	Wednesday, April 27	ATL 1:40pm	DTW 3:34pm	
B	Delta #475	Friday, April 22	DTW 4:25pm	ATL 6:29pm	\$ TBC
	Delta #372	Wednesday, April 27	ATL 7:45pm	DTW 9:38pm	
C	Delta #502	Friday, April 22	DTW 9:10am	ATL 11:13am	\$ TBC
	Delta #453	Wednesday, April 27	ATL 7:15am	DTW 9:07am	
D	Delta #305	Friday, April 22	DTW 7:00am	ATL 9:03am	\$ TBC
	Delta #352	Wednesday, April 27	ATL 9:08am	DTW 11:02am	
E	Delta #305	Saturday, April 23	DTW 7:00am	ATL 9:03am	\$ TBC
	Delta #455	Wednesday, April 27	ATL 11:00am	DTW 12:55pm	
F	Delta #502	Saturday, April 23	DTW 9:10am	ATL 11:13am	\$ TBC
	Delta #521	Wednesday, April 27	ATL 3:21pm	DTW 5:15pm	
G	Delta #441	Saturday, April 23	DTW 12:15pm	ATL 2:16pm	\$ TBC
	Delta #455	Wednesday, April 27	ATL 11:00am	DTW 12:55pm	
H	Delta #410	Friday, April 22	DTW 2:20pm	ATL 4:21pm	\$ TBC
	Delta #501	Wednesday, April 27	ATL 5:55pm	DTW 7:48pm	
I	Delta #340	Friday, April 22	DTW 6:00am	ATL 8:02am	\$ TBC
	Delta #486	Wednesday, April 27	ATL 10:43am	DTW 12:34am	
J	Delta #2422	Friday, April 22	GRR 4:29pm	ATL 6:29pm	\$ TBC
	Delta #2910	Wednesday, April 27	ATL 9:00am	GRR 10:56am	

*Tentative flights*

If your chapter would like to fly out of a different airport or day of the week, contact Donna  
[Donna@CadillacTravel.com](mailto:Donna@CadillacTravel.com) for pricing information.



# Overnight Field Trip Request

To the Board of Education

[Print Form](#)

1. Group Requesting Permission: Girls Varsity Soccer

2. Staff Person(s) In Charge: Chris Belasco

3. Destination: Alpena High School 3303 S 3rd Ave. Alpena, MI 49707  
(Address & Phone Contact for Destination)

4. Dates: 05/07/2022

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: Working on a team Hotel  
(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: Parents will be traveling with students

9. Funding Sources: Team account for Tournament Fee

10. What is the total cost per student? \$0

11. Are all students in the group/class participating? All Varsity players are invited

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? Chris Belasco (231)343-6113

14. **ATTACH** a copy of the parent notification letter.

**5. Purpose of trip:**

**This is an opportunity for the team and players to participate in a tournament like experience against teams we will not normally play in season. This will be a chance to compete against teams from a different part of the state and represent Fruitport High School.**

**I think this will be a good opportunity to enhance the High School soccer experience for the girls that has not been available for the past couple of years.**

**7. Transportation:**

**We will have the players/families travel together.**

**Games are scheduled for 05/07/2022**

**12. Behavioral Expectations:**

**All players and Coaches/Chaperones will be expected to behave in accordance with the highest of standards. All school and Team rules will be followed in accordance with the Student and Athletic department handbooks.**

**14. Notification:**

**Players/Parents will be notified prior to Team formation and during the Parent meeting after the team has been selected.**