



*Regular  
Board Meeting*

*Board Room*

*May 16, 2022*



**Fruitport Community Schools**  
**BOARD OF EDUCATION MEETING**  
**Board Room**  
3255 E. Pontaluna Rd, Fruitport 49415  
**Monday, May 16, 2022 - 7:00 p.m.**

**I. CALL to ORDER**

**II. PLEDGE of ALLEGIANCE**

**III. ROLL CALL**

**IV. APPROVAL OF AGENDA**

**V. PRESENTATIONS**

1. Above and Beyond Awards

**VI. COMMUNICATIONS**

**VII. REMARKS FROM THE PUBLIC\***

**VIII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**

**IX. CONSENT AGENDA**

1. Approval of Special Meeting Minutes of May 9, 2022 (attachment IX-1)
2. Approval of Bills (attachment IX-2)

|                            |                            |
|----------------------------|----------------------------|
| General Fund               | \$178,356.25               |
| Other Funds:               |                            |
| Early Childhood Center     | 775.55                     |
| Food Service               | 99,701.16                  |
| Coop Ed (ISD) Tech Millage | 13,735.60                  |
| <b>Total Bill List</b>     | <b><u>\$292,568.56</u></b> |
3. Acceptance of Monthly Financial Report and ACH Transactions (attachment IX-3)
4. Acceptance of Student Activity Summary Report (attachment IX-4)
5. Acceptance of Credit Card and Utilities Report (attachment IX-5)
6. Approval of Capital Projects Progress Report (attachment IX-6)
7. Approval of 2021 Bond Report (attachment IX-7)
8. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers) (attachment IX-8)

**X. GENERAL BOARD BUSINESS**

1. MAISD 2022-23 General Fund Budget Resolution (attachment X-1)
2. MHSAA 2022-23 Membership Resolution (attachment X-2)

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

**Elroy Buckner, Chairperson**

1. Report of Committee Meeting held May 9, 2022 (attachment XI-1)
2. North Point Drainage District Agreement, Easement, and Quitclaim Deed (attachment XI-2)

**XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS**

**Steve Kelly, Chairperson**

1. Report of Committee Meeting held May 9, 2022 (attachment XII-1)

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

**Susan Franklin, Chairperson**

1. Report of Committee Meeting held May 9, 2022 (attachment XIII-1)
2. Updated Adult Education Handbook (attachment XIII-2)
3. Updated Board Policy #5407 (attachment XIII-3)
4. Home Athletic Event Ticket Pricing Plan (attachment XIII-4)
5. Trip Request (attachment XIII-5)

**XIV. BOARD MEMBER REPORTS AND DISCUSSIONS**

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

1. Business & Finance Committee will meet June 20, 2022 @ 11:30 a.m.
2. Personnel Committee will meet June 20, 2022 @ 4:30 p.m.
3. Student Affairs Committee will meet June 20, 2022 @ 5:30 p.m.
4. Schedule a Truth and Taxation Hearing

**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.**



**Fruitport Community Schools  
Superintendent's Office**

3255 E. Pontaluna Road  
Fruitport, MI 49415  
Ph: 231·865·4100  
Fax: 231·865·3393  
www.fruitportschools.net

May 16, 2022

Mr. Mark Fialek  
3619 Ewing Rd.  
Twin Lake, MI 49457

Dear Mark,

Congratulations! You have been nominated to receive recognition for your contributions to Fruitport Community Schools! It is an honor and a privilege to acknowledge your efforts. The Board of Education was presented with the following information:

*"I would like to nominate Mark Fialek for Above and Beyond recognition. Professional, knowledgeable, hard-working, and a problem-solver are just a few words we can use to describe Mark.*

*Recently, Edgewood had two issues that needed attention. First, there was a need for standing desks in second grade for students with special needs. These desks are expensive and difficult to procure because of supply chain issues. Mark was able to fabricate four standing desks using existing materials. The desks were the answer to our needs.*

*The second issue was with one of the student restrooms. Mark took his time to investigate the problem and managed to find a leak behind the wall. He repaired the leak and after quite some time dealing with this problem, it is finally fixed!*

*Mark has saved our district thousands of dollars using his creative problem solving and master skills to fix and fabricate things. He does his job with an outstanding "can do" spirit and amazes our staff with his creative skill set. We are lucky to have him here in Fruitport." ~ Tom Hamilton, Edgewood Principal*

Please accept this formal recognition and a big thank you for a job well done! We are fortunate to have dedicated people like you going "Above and Beyond" our expectations.

Sincerely,

Dave Hazekamp, President  
Board of Education

Jason Kennedy  
Superintendent of Schools



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April 25, 2022

Mrs. Stasia Fielstra  
6273 Brooks Rd.  
Fruitport, MI 49415

Dear Stasia,

Congratulations! You have been nominated to receive recognition for your contributions to Fruitport Community Schools! It is an honor and a privilege to acknowledge your efforts. The Board of Education was presented with the following information:

*"I would like to nominate Stasia Fielstra for Above and Beyond recognition due to her swift action on Tuesday, April 19th.*

*Stasia is a noon supervisor at Edgewood and happened to be in the lunch room when she noticed a student who was choking. She jumped into action and assessed the situation. She determined the student was having difficulty breathing and began the Heimlich maneuver. Meanwhile, a call to 9-1-1 was placed and the lunchroom was secured.*

*After multiple attempts, Stasia was able to dislodge a large chunk of pepperoni that had been blocking the student's airway. She never gave up and took charge of the situation. Although she says it felt like 10 minutes at the time, it all really happened so fast. She saved this student's life and is a true hero.*

*Stasia is an essential person at Edgewood. Her actions that day were representative of the spirit she brings to our school every day. She is a real gem in Fruitport."*

*~ Tom Hamilton and Emily Basse*

Please accept this formal recognition and a big thank you for a job well done! We are fortunate to have dedicated people like you going "Above and Beyond" our expectations.

Sincerely,

Dave Hazekamp, President  
Board of Education

Jason Kennedy  
Superintendent of Schools

**BOARD ACTION REQUEST FORM**

**Meeting Date:** May 16, 2022

To: Board of Education

Attachments # IX-1  
through IX-8

From: Jason Kennedy

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

- Special Meeting Minutes of May 9, 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  
**Special Board Meeting**  
 Monday, May 9, 2022, 5:00 p.m.  
 Board of Ed Meeting Room  
 3255 E. Pontaluna Rd. Fruitport 49415

## MINUTES

I. The Special Meeting of the Board of Education was **called to order** at 5:03 p.m. by Board President, Dave Hazekamp.

II. **ROLL CALL:** Present – Elroy Buckner, Tim Burgess, Kris Cole, Susan Franklin, Dave Hazekamp, Steve Kelly and JB Meeuwenberg.

### III. APPROVAL OF AGENDA

Item 22-058. MOTION by Buckner, SECOND by Burgess to approve the agenda as presented.  
 MOTION CARRIED 7-0

### IV. REMARKS FROM THE PUBLIC\*

None.

### V. GENERAL BOARD BUSINESS

1. Approval of Board Workshop Meeting Minutes from April 19, 2022  
 Item 22-059. MOTION by Burgess, SECOND by Franklin to approve the Board Workshop Meeting Minutes from April 19, 2022 as presented.  
 MOTION CARRIED 7-0

2. Letter of Agreement with the Fruitport Education Association  
 Item 22-060. MOTION by Franklin, SECOND by Cole to approve the FEA Letter of Agreement with regard to teaching experience as presented.  
 MOTION CARRIED 7-0

3. Change Order  
 Item 22-061. MOTION by Franklin, SECOND by Buckner to approve the Athletic Field Change Order as presented.  
 MOTION CARRIED 7-0

### VI. ADJOURNMENT

Item 22-062. MOTION by Buckner, SECOND by Franklin to adjourn.  
 MOTION CARRIED 7-0  
 The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Steve Kelly, Board Secretary



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

| <u>FUND</u>                           | <u>AMOUNT</u>                     |
|---------------------------------------|-----------------------------------|
| GENERAL FUND                          | \$178,356.25                      |
| EARLY CHILDHOOD CENTER                | \$775.55                          |
| FOOD SERVICE                          | \$99,701.16                       |
| COOPERATIVE EDUC (ISD) - TECH MILLAGE | \$13,735.60                       |
| <b>GRAND TOTAL</b>                    | <b><u><u>\$292,568.56</u></u></b> |



|  |      | GENERAL FUND   | SCHOOL SERVICE FUNDS |               |              | CAPITAL PROJECTS |                          |                          |           |             |             |           | Totals       |
|--|------|----------------|----------------------|---------------|--------------|------------------|--------------------------|--------------------------|-----------|-------------|-------------|-----------|--------------|
|  |      |                | Food Service         | Tech/Security | ECC          | Bldg & Site      | Capital Projects<br>2017 | Capital Projects<br>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:                     |      | 33,124,726     | 1,604,744            | 550,000       | 754,000      | -                | -                        | -                        | -         | -           | -           | -         |              |
| 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. | 2,730,662      | 223,280              | 123,212       | 62,808       | 43,041           | 39                       | 55                       | 33,810    | 30,405      | 124,781     | 54,242    | 3,426,335    |
|  | Mar. | 3,579,131      | 192,677              | 114,887       | 85,922       | 95               | 313                      | 359                      | 13,034    | 11,721      | 48,103      | 20,910    | 4,067,152    |
|  | Apr. | 2,236,863      | 286,619              | 70            | 36,103       | 304              | 809                      | 1,749                    | 131,444   | 87          | 357         | 155       | 2,694,561    |
| Total Actual Revenues                  |      | 21,372,905     | 1,393,096            | 462,631       | 961,877      | 114,537          | 1,916                    | 2,648                    | 808,919   | 609,328     | 2,500,680   | 1,087,040 | 29,315,577   |
| Pro Rated buget Variance to date: Rev  |      | 6,231,033.51   | (55,809.53)          | (4,297.71)    | (333,544.06) |                  |                          |                          |           |             |             |           |              |
| <b>Expenses:</b>                       |      |                |                      |               |              |                  |                          |                          |           |             |             |           |              |
| Budgeted expenditures:                 |      | (33,258,315)   | (1,626,896)          | (442,767)     | (785,536)    | -                | -                        | -                        | -         | -           | -           | -         |              |
| Actual expenditures:^                  |      |                |                      |               |              |                  |                          |                          |           |             |             |           |              |
|  | 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. | (2,960,270)    | (76,038)             | (10,903)      | (72,981)     | (13,730)         | (9,140)                  | -                        | -         | -           | (500)       | -         | (3,143,561)  |
|  | Feb. | (2,601,962)    | (130,279)            | (73,936)      | (89,985)     | -                | (957,820)                | -                        | -         | -           | -           | -         | (3,853,981)  |
|  | Mar. | (2,657,676)    | (186,756)            | (8,095)       | (78,150)     | -                | (376,153)                | (500)                    | -         | -           | (500)       | -         | (3,307,830)  |
|  | Apr. | (3,392,787)    | (164,318)            | (18,205)      | (94,877)     | -                | (167,425)                | (137,335)                | (638,013) | (734,138)   | (1,911,500) | (832,175) | (8,090,772)  |
| Total Actual Expenses                  |      | (23,698,086)   | (1,196,496)          | (462,088)     | (750,667)    | (73,708)         | (5,830,429)              | (1,158,173)              | (807,025) | (743,275)   | (3,049,000) | (921,026) | (38,689,974) |
| Pro Rated budget Variance to date: Exp |      | (4,017,176.79) | (159,250.43)         | 93,115.10     | 96,054.12    |                  |                          |                          |           |             |             |           |              |
| <b>Ending Balance to date:</b>         |      | 2,078,808      | 723,413              | 284,701       | 500,486      | 1,218,998        | 455,629                  | 6,812,406                | 184,597   | 132,890     | 562,761     |           |              |
| <b>Projected Ending Balance:</b>       |      | 4,270,400      | 504,661              | 391,391       | 257,740      | 1,178,169        | 6,284,142                | 7,967,931                | 182,703   | 266,837     | 1,111,081   |           |              |

**Revenues over (under) Expenses to date:** (9,374,396)

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

**April 2022 Transfers**

| Payment Date             | Debit Account Desc                    | Credit Account Desc  | Amount                 |
|--------------------------|---------------------------------------|--|------------------------|
| 4/14/2022                | Checking - General Fnd Inv - USD      | Checking - Payroll - USD<br>***4/15/22 Payroll & ORS Transfer                        | \$ 789,058.18          |
| 4/22/2022                | Checking - General Fnd Inv - USD      | Checking - General Account - USD<br>***MESSA Transfer                                | \$ 525,000.00          |
| 4/28/2022                | Checking - General Fnd Inv - USD      | Checking - Payroll - USD<br>***4/29/22 Payroll, ORS, & 147c Transfer                 | \$ 1,086,787.91        |
| 4/29/2022                | Checking - Debt Retirement Acct - USD | Checking - General Account - USD<br>***AP Transfer                                   | \$ 500.00              |
| 4/29/2022                | Checking - Trust and Agency - USD     | Checking - General Account - USD<br>***Misc Items - Trust & Agency owes General Fund | \$ 17,537.06           |
| Total Transfers in April |                                       |  | <u>\$ 2,418,883.15</u> |

**April 2022 ACH's**

|  |           |                   |
|--|-----------|-------------------|
| EduStaff (contracted staff/subs)             | \$        | 189,328.12        |
| Credit Card                                  | \$        | 119,544.52        |
| Arbiter (official pay)                       | \$        | -                 |
| E-Pars (employee 403b)                       | \$        | 48,202.56         |
| Insurance (MESSA, Priority, Set Seg & HSA's) | \$        | 583,407.96        |
| Total ACH's in April                         | <u>\$</u> | <u>940,483.16</u> |

Fruitport Community Schools  
 Student Activity Summary Report  
 Month ending April 30, 2022

| <b>Student Activity Sub Totals</b>             | <b>BEGINNING BALANCE</b> | <b>NET CHANGE</b>     | <b>ENDING BALANCE</b> |
|--|--------------------------|-----------------------|-----------------------|
| District Wide Student Activity Accounts        | 51,053.14                | (1,639.11)            | 49,414.03             |
| Beach Elementary Student Activity Accounts     | 31,116.32                | (1,053.08)            | 30,063.24             |
| Edgewood Elementary Student Activity Accounts  | 29,527.04                | (2,049.26)            | 27,477.78             |
| High School Class of Student Activity Accounts | 7,554.47                 | -                     | 7,554.47              |
| High School Athletic Student Activity Accounts | 85,000.82                | (8,445.85)            | 76,554.97             |
| High School Student Activity Accounts          | 160,135.03               | (20,750.30)           | 139,384.73            |
| Middle School Student Activity Accounts        | 41,579.89                | (3,498.56)            | 38,081.33             |
| Shettler Elementary Student Activity Accounts  | 21,713.00                | (1,226.88)            | 20,486.12             |
| Alt. High School Student Activity Accounts     | 600.44                   | -                     | 600.44                |
| Millionaire Party Accounts                     | 26,328.24                | (3,495.73)            | 22,832.51             |
| <b>Total Student Activity Fund</b>             | <b>\$ 454,608.39</b>     | <b>\$ (42,158.77)</b> | <b>\$ 412,449.62</b>  |

Credit Card and Utilities Detail  
For the month ending April 30, 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  | \$ 1,215.94  | \$ 1,028.53  |      |      | \$ 10,640.67   |
| <b>Frontier</b>                  | \$ 46.94     | \$ 46.83     | \$ 46.83     | \$ 46.83     | \$ 46.47     | \$ 46.47     | \$ 46.47     | \$ 45.98     | \$ 45.98     | \$ 45.98     |      |      | \$ 464.78      |
| <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 | \$ 51,701.02 | \$ 65,345.89 |      |      | \$ 336,833.26  |
| <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 | \$ 52,962.94 | \$ 66,420.40 | \$ - | \$ - | \$ 347,938.71  |
| <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 | \$ 76,512.13 | \$ 79,077.95 | \$ 95,638.67 |              |      |      | \$ 796,545.34  |
| <b>Early Childhood</b>           | \$ 1,685.50  | \$ 1,421.18  | \$ 1,565.55  | \$ 4,775.53  | \$ 1,573.15  | \$ 1,845.00  | \$ 1,111.67  | \$ 8,410.45  | \$ 2,846.10  |              |      |      | \$ 25,234.13   |
| <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 | \$ 875.26    | \$ 4,429.66  | \$ 1,843.97  |              |      |      | \$ 57,109.90   |
| <b>Student Activities</b>        | \$ 7,160.78  | \$ 17,193.28 | \$ 9,152.52  | \$ 15,655.49 | \$ 22,955.18 | \$ 17,795.58 | \$ 10,797.48 | \$ 16,045.68 | \$ 19,215.78 |              |      |      | \$ 135,971.77  |
| <b>Total Credit Card Charges</b> | \$ 70,752.37 | \$138,911.44 | \$141,334.13 | \$144,032.81 | \$113,280.29 | \$ 89,890.28 | \$ 89,296.54 | \$107,963.74 | \$119,544.52 | \$ -         | \$ - | \$ - | \$1,015,006.12 |

\*\*\*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        | 4,453,614.43         | 43,613,506.78        | 103.07%         |
| 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          | 123,845.48           | 2,981,650.71         | 95.77%          |
| 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          | 135,730.00           | 1,501,316.00         | 101.85%         |
| 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           | -                   | -                   | -                    | -                    | -                   | -                    | -                    | -               |
| <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>5,168,152.12</b>  | <b>49,453,660.85</b> | <b>99.81%</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>5,830,429.22</b>  | <b>53,243,027.33</b> | <b>99.54%</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)         | (1,916.01)           | (1,852,323.57)       | 98.98%          |
| State Police Grant (Revenue)               | 0.00                 | -428,030.00         | (428,030.00)           | -                   | -                   | -                    | (368,923.28)         | (59,107.69)         | (103,875.00)         | (428,030.97)         | 100.00%         |
| VW Reimbursement                           |                      |                     |                        |                     |                     |                      |                      |                     |                      | (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>5,828,513.21</b>  | <b>50,858,797.79</b> | <b>99.35%</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        | -                | 41,348.97           | 41,348.97           | 1.76%          |
| 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>41,348.97</b>    | <b>41,348.97</b>    | <b>0.96%</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        | 574,074.00          | -                | 924,074.00          | 924,074.00          | 160.97%        |
| <b>Total Mechanical/Controls/AC</b>    | <b>3,440,857.00</b> | <b>2,915,977.00</b> | <b>-</b>         | <b>924,074.00</b>   | <b>924,074.00</b>   | <b>31.69%</b>  |
| <b>Overall Contingency</b>             | <b>790,912.00</b>   | <b>-117,531.00</b>  | <b>-</b>         | <b>-</b>            | <b>-</b>            | <b>0.00%</b>   |
| <b>Tower Pinkster Fees</b>             | <b>0.00</b>         | <b>465,000.00</b>   | <b>-</b>         | <b>148,756.84</b>   | <b>148,756.84</b>   | <b>31.99%</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>200,000.00</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>8,005,000.00</b> | <b>30,450.00</b> | <b>1,158,173.41</b> | <b>1,188,623.41</b> | <b>14.85%</b>  |
| Estimated Interest Earned (investment) | -20,000.00          | -5,000.00           | (2.18)           | (2,648.21)          | (2,650.39)          | 53.01%         |
| <b>Total Capital Projects Fund</b>     | <b>8,000,000.00</b> | <b>8,000,000.00</b> | <b>30,447.82</b> | <b>1,155,525.20</b> | <b>1,185,973.02</b> | <b>14.82%</b>  |
| Overage (Surplus)                      |                     |                     |                  |                     |                     |                |

## Personnel Report – May 16, 2022

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

Amanda Gailey, 2<sup>nd</sup> Grade Teacher, Beach

Chad Johnson, Varsity Wrestling Coach

Kristin Lifer, Instructional Assistant, Adult Ed

Griffin Oresky, 2<sup>nd</sup> Grade Teacher, Shettler

Adelaide Petersmark, Secondary Choir Teacher

Jeanne Rance, Instructional Assistant, MOCI Classroom, HS

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

Pamela Sheriff, Instructional Assistant, Beach

The following positions are currently posted:

Bus Driver

Girls Golf Coach

Instructional Assistant, ASD Classroom

Instructional Assistant, MS

Master Heavy Duty Truck Mechanic

MTTS Director for Academics and Behavior

Noon Supervisor, MS

Speech Language Pathologist, Preschool

School Psychologist

# Memo

To: FCS Board of Education  
From: Allison Camp, Curriculum Director  
Date: April 25, 2022  
Re: Recommendation for Hire

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40 teachers applied for our 2 open 2nd grade positions. We narrowed the list to 10 people to bring in for in-person interviews with Courtney Stahl, Janelle Duffey, and myself. From there, 4 candidates came in to do teaching interviews at Shettler and Beach where we decided to offer the positions to Griffin Oresky and Amanda Gailey.

Griffin will be teaching at Shettler Elementary next year. He comes to us as a Graduate of Wayne State University with a major in Elementary Education with a concentration in Early Childhood Education. Amanda will be teaching at Beach Elementary next year and comes to us with a Bachelor's degree in Integrated Science and Elementary Education and a Master's degree in Instruction and Curriculum and Early Childhood Education. I highly recommend them for hire and am excited that they are joining the FCS team!



# Amanda Gailey

Email: [agailey@muskegonisd.org](mailto:agailey@muskegonisd.org)

Phone: 231-670-6906

Other: <https://amandajgailey.weebly.com>

## EDUCATION

### **Grand Valley State University: Graduate (2015)**

Master of Education

MAJOR: Instruction & Curriculum

MAJOR: Early Childhood Education (ZS Endorsement)

### **Grand Valley State University: Undergraduate (2007)**

Bachelor of Science

MAJOR: Integrated Science (DI Endorsement 6<sup>th</sup>-8<sup>th</sup>)

MINOR: Elementary Education (All Subjects K-5<sup>th</sup> & Self C.C K-8<sup>th</sup>)

### **MI TEACHING CERTIFICATE**

License Number: IF0000000235333 (Issued: 3/18/2020 Expiration: 6/30/2025)

## CLASSROOM & CHILD DEVELOPMENT EXPERIENCE

### **MAISD (2020-2022)**

Lead Blend Teacher for GSRP/Head-Start @ Glenside ECC (Muskegon, MI)

- Aided in the implementation of an example child's file for new hires
- Conducted virtual learning on ZOOM platform (during times of closure)
- Organized lessons incorporating C4L, SEEDS, and Conscious Discipline
- Developed a medical tracking sheet for child with Type 1 Diabetes
- Provided leadership and support to AmeriCorps Tutor and team members

### **Volunteering (2018-2020)**

1st Grade: (2018/2019 @ Shoreline Elementary)

- Positive approach used to redirect students to learning task
- Monitored and engaged learning during reading centers
- Differentiated instruction during small math groups

2nd Grade: (2019/2020 @ Shoreline Elementary)

- Focused on teaching reading strategies for all three level of readers 1:1
- Monitored fluency in decodables, administered timed reading, and organized oral comprehension checks and retells for challenge passages

### **Homeschooling (2015-2017 & 2018-2020)**

Preschool program aligned with state standards for early learning and development

- Created a balanced specialized curriculum for each child
- Administered informal checks in addition to ASQ and ELAP assessments

### **Graduate Field Experience (Fall 2014)**

Transition Program: Autism/Early Childhood Developmental Delay @ Zeeland ECC (Zeeland, MI)

- Opportunity to help parents build visuals for their children with ASD using PECS
- Successfully completed lesson with full participation of all students 1:1

**Oakbrook CDC (March 2010-May 2011)**

Lead 2's Teacher (Summerville, SC)

- Teacher of the Year Award 2011
- Administered ELAP/LAP3 assessments biannually for each child
- Provided caregivers with activities to promote growth in struggling areas of development

**Substitute Teacher (Sept. 2007-Dec. 2009)**

PESG (150+ days)

Long Term Position (Kindergarten & 1<sup>st</sup>) April-June 2008 @ Nims Elementary (MPS)

- Selected for position by staff and principal

Long Term Position (2<sup>nd</sup>) September-November 2008 @ Nims Elementary (MPS)

- Selected for position by teacher during her maternity leave

**Student Teaching (Winter 2007)**

Third Grade @ Nims Elementary (Muskegon Public Schools)

**Teacher Assisting (Fall 2006)**

Kindergarten @ Griffin Elementary (Grand Haven Public Schools)

**PROFESSIONAL DEVELOPMENT**

|   |   |
|---|---|
| <p><b>MAISD Trainings/Certifications (2020-2022)</b></p> <ul style="list-style-type: none"> <li>• Conscious Discipline (Dr. Becky Bailey)</li> <li>• SEEDS (Literacy and Math)</li> <li>• Connect 4 Learning (Curriculum)</li> <li>• Teaching Strategies Gold (Assessment)</li> <li>• CPI Certified</li> </ul> <p><b>Graduate Field Experience (2014)</b></p> <ul style="list-style-type: none"> <li>• Parent Education (PECS Visuals: Children with Autism)</li> <li>• ECSE Teacher Collaboration &amp; Curriculum Planning</li> </ul> <p><b>Center for Child Care Career Development (2010)</b></p> <p>South Carolina</p> <ul style="list-style-type: none"> <li>• If I Only Had a Brain, Dorothy (Brain Development)</li> <li>• ELAP/LAP 3 Assessment Training</li> <li>• Realistic Expectations Regarding Childs Behavior</li> <li>• Good Enough Never Is (Going Above and Beyond)</li> <li>• The Power of Small (Small Changes Big Changes)</li> </ul> | <p><b>College of Education In-Service Topics (2007)</b></p> <ul style="list-style-type: none"> <li>• Planning and Implementing Integrated Units that Meet State Standards</li> <li>• Building Classroom Community and Fostering Students Self Esteem</li> <li>• Preparing for Urban Environments</li> <li>• Conferencing and Collaborating with Families</li> <li>• Utilizing Differentiated Instruction Strategies and Techniques</li> <li>• Adapting and Accommodating Lessons for Various Types of Learning Styles and Special Needs Children, "Working With Children Who Struggle in General Classrooms"</li> <li>• Acquiring Effective Substitute Teaching Methods and Techniques</li> </ul> |
|---|---|

## REFERENCES

**Staci Backensto** (Assistant Teacher @ Glenside ECC)

Home: 231-903-5512

Email: [sbackensto@muskegonisd.org](mailto:sbackensto@muskegonisd.org)

**Sarah Sikkenga** (MAISD Early Childhood Educational Specialist-Muskegon Programs)

Work: 231-720-2591

Email: [ssikkenga@muskegonisd.org](mailto:ssikkenga@muskegonisd.org)

**Meg Jennings** (Coordinator Early Childhood Reading Corps @ Glenside ECC)

Work: 231-720-2539

Email: [mjennings@muskegonisd.org](mailto:mjennings@muskegonisd.org)

**Sue Fuller** (Master Coach and Trainer with Michigan Education Corp, Preschool Curriculum Consultant)

Work: 231-557-3257

Email: [sfuller@muskegonisd.org](mailto:sfuller@muskegonisd.org)

**Rylee Beauvais** (LMSW for MAISD)

Work: 231-767-7273

Email: [rleaver@muskegonisd.org](mailto:rleaver@muskegonisd.org)

**Hilsen Gutierrez** (Behavioral Consultant)

Work: 231-726-0217

Email: [hgutierrez@muskegonisd.org](mailto:hgutierrez@muskegonisd.org)

**Rachel Kacel** (Nurse Care Manager)

Home: 231-740-9254

Email: [Rachel.mae213@gmail.com](mailto:Rachel.mae213@gmail.com)

**Penny Corwin** (Director at Oakbrook Child Development Center: South Carolina)

Home: 843-696-1123

Email: [corwin742@gmail.com](mailto:corwin742@gmail.com)



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

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## Recommendation of next wrestling coach

1 message

**Morehouse, Jonny** <jmorehouse@fruitportschools.net>

Tue, Apr 26, 2022 at 3:22 PM

To: Jason Kennedy &lt;jkennedy@fruitportschools.net&gt;, Lauren Chesney &lt;lchesney@fruitportschools.net&gt;, "Rogers, Robert" &lt;rrogers@fruitportschools.net&gt;

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

I would like to recommend Chad Johnson as our next varsity wrestling head coach. He did a wonderful job helping our program finish the year strong and has built tremendous relationships with our wrestling students and community. He has great experience, very knowledgeable within the sport, and very well respected. I know Chad will do an amazing job as our next head coach. Below is his resume and letter of interest. Please let me know if you need anything else. Thank you.

 [Scanned from a Xerox Multifunction Printer.pdf](#)

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



## CHAD L. JOHNSON

2659 Spring Green Drive, Fruitport, MI 49415  
cjohnson1477@hotmail.com  
616.638.7201

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April 25, 2022

Jonny Morehouse  
Director of Athletics  
Fruitport High School  
357 N. 6<sup>th</sup> Ave.  
Fruitport, MI 49415

Dear Mr. Morehouse:

I am writing to express my interest in the Wrestling Head Coach position at Fruitport High School. My Fruitport wrestling journey began when I was a wrestler for the program. The program has evolved significantly since then.

In my career, I have coached at the assistance level and the head coach level for different wrestling programs, which has given me a different perspective of the sport. My past experiences have allowed me to help evolve the wrestling program at Fruitport High School. While I have been at Fruitport the last six years, I have dedicated time to all three programs (youth, middle school, and high school).

I have learned that one individual cannot build a program it takes a community. Fruitport has been privileged to be able to support a youth, middle school, and high school program.

As a coach, role model, father, and a mentor I strive to organize productive practices that are tailored to each wrestler. In addition, my goal is to promote a positive environment that will further their passion for the sport. Since my full-time job is seasonal, I have the ability to fully commit to the wrestling program.

Thank you for considering me for the position and I look forward to answering any questions you may have.

Go blue!

Sincerely,

Chad L. Johnson

# CHAD L. JOHNSON

2659 Spring Green Drive, Fruitport, MI 49415  
cjohnson1477@hotmail.com  
616.638.7201

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## Wrestling Experience

|  |                                 |
|--|---------------------------------|
| <b>Fruitport High School</b><br>Head Coach: Mike Michelli<br>Assistant Coach                                   | 2018 - Present<br>Fruitport, MI |
| <b>Muskegon Catholic Central</b><br>Head Coach: Mike Michelli<br>Assistant Coach                               | 2016 - 2018<br>Muskegon, MI     |
| <b>Holton High School</b><br>Head Coach  | 2013 - 2016<br>Holton, MI       |
| <b>Fruitport High School</b><br>Head Coach: Jack Nummerdor<br>Assistant Coach                                  | 2012 - 2013<br>Fruitport, MI    |
| <b>Holton High School</b><br>Head Coach: Kevin Gue<br>Assistant Coach<br><i>Team Regional Champion in 2012</i> | 2009 - 2012<br>Holton, MI       |
| <b>Hart High School</b><br>Head Coach: Brad Atland<br>Volunteer  | 2008 - 2009<br>Hart, MI         |

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## Work History

|  |                                |
|--|--------------------------------|
| <b>Asphalt Paving, Inc.</b><br>Supervisor: Charlie Pleimling | 2006 - Present<br>Muskegon, MI |
|--|--------------------------------|

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## Education

|                                   |             |
|-----------------------------------|-------------|
| <b>Muskegon Community College</b> | 2006 - 2008 |
| <b>Fruitport High School</b>      | 2003 - 2006 |

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## Licensures & Certifications

|   |                  |
|---|------------------|
| <b>CPR &amp; First-Aid (AED) Certification</b><br>National CPR Foundation | Expires Nov 2023 |
|---|------------------|

**Coaches Advancement Program**  
Michigan High School Athletic Association

X?X?XX?

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## References

Available upon request

TO: Fruitport School Board of Education Members

FROM: Brenda Baker,  
Fruitport Adult Education Director

DATE: May 10, 2022:

RE: New Hire for Adult Education Administrative Assistant

The team of Emily Nieboer, Bill Stone and Brenda Baker interviewed Kristen Lifer for the position of Adult Education Administrative Assistant.

We all agree that Kristen is highly qualified for this position and brings many attributes that are a vital asset to our program. We would like to recommend Kristen for this position.

Kristen Lifer  
5185 Martin Road  
Norton Shores, MI 49441

The starting salary for this position is \$16.00 per hour. If there are any questions regarding this matter, please feel free to contact me at (231) 865-4130.

cc: Jason Kennedy  
Katie Shawl

# Kristen Lifer

Muskegon, MI

[kristenlifer7\\_etr@indeedemail.com](mailto:kristenlifer7_etr@indeedemail.com)

+1 518 569 0670

## Work Experience

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### **Optometric Technician**

Lakeshore Professional Eyecare - Norton Shores, MI

October 2021 to Present

- Screening patients
- Collecting information
- Measuring eye pressure
- Dilating patients
- Scribing with the Dr.

### **Ophthalmic Technician/Scribe**

Pediatric Ophthalmology - Grand Rapids, MI

June 2020 to Present

- Screening patients and collecting information
- Checking in patients
- Measuring eye pressure
- Dilating patients
- Scribing with the Dr.
- Answering phone calls
- Scheduling visits

### **Ophthalmic Technician/scrub tech**

Bryan Vekovius MD Neuro-Ophthalmology and Oculoplastic surgery - Shreveport, LA

January 2017 to March 2020

- Collecting patient information and inputting into EMR
- Screening patients and checking vitals
- Preparing and stocking examination rooms
- Applying eye drops and dilating patients
- Measuring eye pressure
- Performing diagnostic testing
- Cleaning and sterilizing instruments
- Drawing up local injections
- Assisting in sterile procedures
- Authorizing insurance for surgery
- Scheduling surgeries
- Informing patients about surgeries and answering questions
- Biopsying lesions and filling out paperwork for pathology
- Providing medical records and information
- Completing medical record requests



### **MSR/ Head Teller/ Vault Teller/Loan Officer**

Carter Federal Credit Union - Shreveport, LA

February 2014 to January 2017

- Supervising employees
- Selling all products and services
- Ordering money for the vault
- Performing monthly audits
- Completing mail in loan deposits
- Typing daily logs
- Balancing a teller drawer
- Processing loan applications
- Opening checking and savings accounts

### **Assistant Manager**

Sun Tan City - Shreveport, LA

August 2013 to February 2014

- Cleaning and sanitizing beds
- Selling memberships to customers
- Promoting lotion sales and upgrades
- Working opening and closing shifts
- Completing paperwork
- Supervising other employees

### **Assistant Manager**

Maurice's - Bossier City, LA

September 2011 to July 2012

- Educating employees on how to sell the credit card
- Training on how to use the cash register
- Coaching the different ways to help customers
- Leading the team by setting examples
- Making deposits

### **Cashier**

Sam's Club - Plattsburgh, NY

September 2010 to May 2011

- Providing customer service to members
- Explaining the benefits of a PLUS membership
- Renewing memberships
- Selling the credit card

### **Cashier**

Buck's Discount Center - Plattsburgh, NY

March 2005 to September 2010

- Assisting customers
- Cleaning and stocking shelves
- Training new employees
- Completing work on time everyday

**Optometric Technician**

Lakeshore Professional Eyecare

October 2021

Screening patients

Collecting information

Measuring eye pressure

Dilating patients

Scribing with the Dr.

**Education**

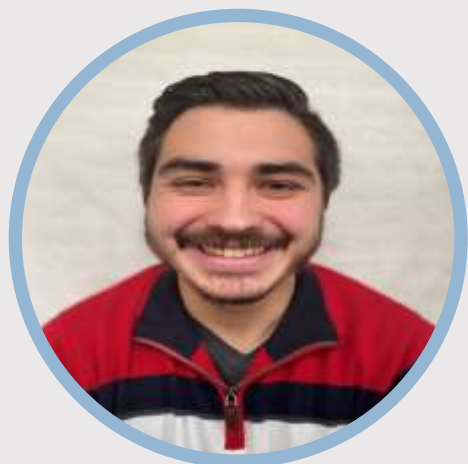
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**Associate's degree in Humanities and Social Sciences**

Clinton Community College

**General Studies**

Beekmantown High School



# GRIFFIN ORESKEY

Elementary and Early Childhood  
Educator

## CREDENTIALS

Graduate of Wayne State University  
Bachelor of Science in Education  
Major: Elementary Education  
Concentration: Early Childhood  
ZA and ZG endorsements

## CONTACT

PHONE:  
586-530-5430

WEBSITE:  
<https://sites.google.com/view/griffinoreskyportfolio/about-me>

EMAIL:  
[griffin.oresky@gmail.com](mailto:griffin.oresky@gmail.com)

## REFERENCES

Teacher Mentor of Willow Woods  
Elementary | Thea Delisle  
[tdelisle@wcskids.net](mailto:tdelisle@wcskids.net)  
Letter of Recommendation-

Teacher Mentor of the Wayne State  
Early Childhood Center | Holly Solack  
[holly.f.solack@gmail.com](mailto:holly.f.solack@gmail.com)  
Letter of Recommendation-

Teacher Mentor of Ferndale Lower  
Elementary | Shannon Piornack  
[shannon.piornack@ferndaleschools.org](mailto:shannon.piornack@ferndaleschools.org)  
[g](#)

## EDUCATION

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**Highschool | L'anse Creuse Highschool**  
2013 – 2017

**College | Wayne State University**  
2017 – 2022  
4.0 GPA. Dean's List

## TEACHING EXPERIENCE

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**Teens for Tots | L'anse Creuse Highschool**  
2015 - 2016

Two years of working as a student teacher at the L'anse Creuse Pankow preschool program.  
Two-time first place student teacher winner.

**Teacher Cadet | Yakes Elementary**  
2017

One year as working as a part time student teacher in Mrs. Rose's kindergarten classroom at Yakes Elementary for L'anse Creuse Highschool's teacher cadet program.

**Pre-Student Teaching | Ferndale Lower Elementary**  
2021

One semester as a part time student teacher in Mrs. Piornack's first grade classroom at Ferndale lower Elementary in Ferndale. I taught a hybrid classroom with in person the first half of the day and virtual the second half of the day.

**Student Teaching | Wayne State Early Childhood Center**  
2021

One semester as a student teacher in Mrs. Solack's Preschool class at the Wayne State Early Childhood center in Detroit

**Student Teaching | Willow Woods Elementary**  
2022

One semester as a full-time teacher in Mrs. Delisle's fourth grade classroom at Willow Woods Elementary in Sterling Heights

# Memo

To: FCS Board of Education  
From: Allison Camp, Curriculum Director  
Date: May 6, 2022  
Re: Recommendation for Hire

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On April 25, Jeff Grossenbacher, Monte Kelly, Laura Lopez, Katie Cadwell and myself interviewed 6 candidates for the Choir Director positions. After the interviews, 3 candidates were moved forward to the 2<sup>nd</sup> Round interviews which were held in the PAC as teaching interviews with students on Apr. 27. Present in those interviews were Maryia Sumner, Kelly Chase, Tim Priest, Michelle Jonasson, Rob Rogers, Jeff Grossenbacher, and myself. At the end of the interviews, it was unanimous that we offer the position to Adelaide (Addie) Petersmark.

Addie has her Bachelor of Music Education from Grand Valley State University. She taught for 3 years in North Carolina and another 3 years for Grand Rapids Public Schools. Her energy and experience are 2 of the reasons that I recommend her for hire as our next Choir Director.

# Adelaide R. Petersmark

---

1030 Hollywood St. NE  
Grand Rapids, MI 49505  
(269) 352-8932  
addieclock@gmail.com  
www.adelaideclock.weebly.com

## EDUCATION

### Grand Valley State University

*Bachelor of Music Education*

Major: Music Education

Emphasis: Vocal/Choral

GPA: 3.94

Certification: Music Education (JQ) K-12

April, 2016  
Allendale, MI

## WORK EXPERIENCE

### Grand Rapids Public Schools

*Full Time Choir Director*

- Alger Middle School
- 6<sup>th</sup> through 8<sup>th</sup> grade choirs
- Implemented new curriculum for Music Production and Song Writing

Grand Rapids, MI  
August 2019-present

### Walker Charter Academy

*Co-Director of School Musical*

- James and the Giant Peach Jr.
- Co-Directed 70 5<sup>th</sup> through 8<sup>th</sup> grade students

Walker, MI  
September 2021-February 2022

### Southern Middle School

*Full Time Choir Director*

- 6<sup>th</sup> through 8<sup>th</sup> grade choir and advanced Royals Choir.
- Drama Club director for 2 years
- Nominated Teacher of the Year in 2019.

Aberdeen, NC  
August 2016-June 2019

### Crestwood Middle School

*Student Teacher* with Andrea Gay

- 6<sup>th</sup> through 8<sup>th</sup> Grade Choir, Madrigals Choir and 6<sup>th</sup> Grade General Music.
- Assistant Director of school musical

Kentwood, MI  
January 2016-April 2016

### Ridgeview Elementary School

*Teacher Assistant* with Vanessa Ruffer

- K-2<sup>nd</sup> General Music

Sparta, MI  
September 2015-December 2015

### Grand Rapids Museum School

*Volunteer/Tutor*

- Tutored 6<sup>th</sup> grade literacy with a Language Arts emphasis.

Grand Rapids, MI  
October 2015-December, 2015

### Interlochen Center for the Arts

*Alto Section Leader/Music Theory Teacher/Camp Counselor*

- Led alto sectionals and co-taught in small and large capacities with high school choir students.

Interlochen, MI  
August 18-24, 2015

### Grand Valley State University

*Student Conductor*

- Rehearsed and conducted Select Women's Ensemble under Professor Ellen Pool.

Allendale, MI  
April, 2015

### Grand Valley State University

*Music Theory I and II, and Aural Perception I and II Tutor*

Allendale, MI  
September 2014- April 2015

## PROFESSIONAL DEVELOPMENT

|  |              |
|--|--------------|
| <i>Member</i> , National Association of Music Education    | 2013-present |
| <i>Member</i> , Michigan Music Association                 | 2013-2016    |
| <i>Member</i> , North Carolina Music Educators Association | 2016-2019    |
| <i>Member</i> , Michigan School of Vocal Music Association | 2019-present |

## HONORS

Deans List - Grand Valley State University  
Magna cum laude Graduate  
Fredrick Meijer Honors College Graduate  
Phi Kappa Phi Honors Society Member

## MUSIC ENSEMBLES

|                                       |           |
|---------------------------------------|-----------|
| Select Women's Ensemble               | 2011-2012 |
| University Arts Chorale               | 2012-2015 |
| Euphoria                              | 2012-2015 |
| Cantate Chamber Ensemble              | 2013-2015 |
| Staff Notes                           | 2019-2021 |
| Grand Rapids Symphony Community Choir | 2020      |

## REFERENCES

Bernard Colton  
Principal  
Alger Middle School  
921 Alger St. SE  
Grand Rapids, MI 49507  
Work: (616) 819-6200  
Cell: (616) 719-6222  
coltonb@grps.org

Erik Love  
Mentor/PLC Leader  
Choir Teacher of GRPS  
1331 M.L.J.Jr St SE  
Grand Rapids, MI 49506  
Work: (616) 819-6595  
Cell: (608) 228-2236  
lovee@grps.org

Kara Degenhardt  
PLC Leader  
Choir Teacher of GRPS  
1331 M.L.J.Jr St SE  
Grand Rapids, MI 49506  
Work: (616) 819-1516  
Cell: (616) 916-9577  
degenhardtk@grps.org

Marcy Cooper  
Principal  
Southern Middle School  
717 Johnson St.  
Aberdeen, NC 28315  
Work: (910) 693-1550  
Cell: (910) 690-6745  
mcooper@ncmcs.org

Wendy Edgerley  
Band Director and Mentor  
Southern Middle School  
717 Johnson St.  
Aberdeen, NC 28315  
Cell: (910) 384-4681  
wedgerley@bellsouth.net

Rosemary Cusack  
Choir Teacher and Colleague  
Riverside Middle School  
265 Eleanor St NE  
Grand Rapids, MI 49505  
Work: (616) 819-7520  
Cell: (616) 900-7675  
cusackr@grps.org



# Fruitport Community Schools

## Memo

To: FCS Board of Education

From: Laura Gavin

Date: 5.10.22

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 Jeanne Rance for the position of Instructional Assistant in the MOCI program at Fruitport High School. Jeanne has many years of experience as an Instructional Assistant in various school districts. She is also a member of the Fruitport community.

The entire interview team felt that Jeanne would be a great fit with the current team at Fruitport High School

She plans to start her new position on May 23, 2022.

# Jeanne Rance

Fruitport, MI 49415  
jrance592km9n\_jqn@indeedemail.com  
6164052441

## Work Experience

### **Teacher Assistant**

Grand Haven Area Public Schools - Grand Haven, MI  
January 2018 to Present

In ASD room. 3-4th grade.

### **Paraprofessional**

Ravenna public schools - Ravenna, MI  
October 2006 to September 2016

Worked in multiple areas with EI K-12 students at NEEC

## Education

### **High school diploma**

Grand Haven High School - Grand Haven, MI  
May 1977

## Skills

- Classroom Management
- Special Needs
- Autism Experience
- Special Education
- Applied Behavior Analysis
- Behavioral Therapy

## Certifications and Licenses

### **First Aid Certification**



4-21-22

To: Fruitport Community School Board

From: Pamela Sheriff

To Whom it May Concern:

This letter is to inform the school board that I, Pamela Sheriff intend to retire at the end of the 2021-22 school year.

Respectfully,  
Pamela Sheriff

Accepted  
for [Signature]  
04/21/2022

**BOARD ACTION REQUEST FORM**

**Meeting Date:** May 16, 2022

To: Board of Education

Attachment # X-1

From: Jason Kennedy

**Subject to be Discussed and Policy Reference:**  
MAISD’s 2022-23 General Fund Budget Resolution.

**Background Information:**  
See attachment.

**Financial Impact:**  
None.

**Recommended Action:**  
Adopt the MAISD’s 2022-23 General Fund Budget Resolution as presented. **Roll Call Vote** .....

**Action Taken:**

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

         \_\_\_ Kelly      \_\_\_ Meeuwenberg

**APPROVAL OF BUDGET**  
**BUDGET RESOLUTION**

Adopted by Fruitport Community Schools

A Regular meeting of the board of education of the above named District was held in the Board Room in the District, on the 16th day of May, 2022, at 7:00 o'clock in the p.m. .

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_ :

**WHEREAS:**

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget; and
3. The Muskegon Area Intermediate School District (MAISD) delivered its proposed General Fund Operating Budget for the 2022-23 school year to each local district superintendent for review on Monday, April 11, 2022, and the MAISD Board of Education held a budget review on Tuesday, April 26, 2022 via Zoom to present its proposed General Fund Operating Budget.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. The board of education has received and reviewed the proposed MAISD General Fund Operating Budget for the 2022-23 school year in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed MAISD budget.

2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the MAISD Board or Superintendent no later than June 1, 2022.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes:       Members

Nays:       Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Fruitport Community Schools, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a Regular meeting held on May 16, 2022, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

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Secretary, Board of Education

**BOARD ACTION REQUEST FORM**

**Meeting Date:** May 16, 2022

To: Board of Education

Attachment # X-2

From: Jason Kennedy

**Subject to be Discussed and Policy Reference:**  
MHSAA 2022-23 Membership.

**Background Information:**  
See attached

**Financial Impact:**

**Recommended Action:**  
Adopt 2022-23 Membership Resolution as Prepared by MHSAA for Participation. Roll call vote .....

**Action Taken:**

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



# 2022-23

1661 Ramblewood Drive  
East Lansing, MI 48823  
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2022 — through July 31, 2023

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

***(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2022-23 must be listed on the back of this form)***

\_\_\_\_\_ City/Township of \_\_\_\_\_

County of \_\_\_\_\_, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2022 and shall remain effective until July 31, 2023, during which the authorization may not be revoked.

### RECORD OF ADOPTION

*The above resolution was adopted by the Board of Education/Governing Body of the*

\_\_\_\_\_ School(s), on the \_\_\_\_\_ day of \_\_\_\_\_, 2022,  
*and is so recorded in the minutes of the meeting of the said Board/Governing Body.*

\_\_\_\_\_  
(Governing Body Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City & Zip Code)

\_\_\_\_\_  
(Contact E-mail)

\_\_\_\_\_  
Board Secretary Signature  
or Designee

Check if Designee

# Schools Which Are To Be MHSAA Members During 2022-23

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

**A.** This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.

**B.** If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

## Name the Member Junior High /Middle School(s)

*(member 6th, 7th and 8th-grade buildings)*

List separately from HS even if all grades are housed in the same building.

1. \_\_\_\_\_  

Name of Member School

*Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9):* \_\_\_\_\_  
 Provide anticipated 2022-23 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2022-23 6th-grade enrollment \_\_\_\_\_  
  
 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
  
 \_\_\_\_\_
2. \_\_\_\_\_  

Name of Member School

*Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9):* \_\_\_\_\_  
 Provide anticipated 2022-23 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2022-23 6th-grade enrollment \_\_\_\_\_  
  
 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
  
 \_\_\_\_\_
3. \_\_\_\_\_  

Name of Member School

*Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9):* \_\_\_\_\_  
 Provide anticipated 2022-23 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2022-23 6th-grade enrollment \_\_\_\_\_  
  
 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
  
 \_\_\_\_\_

If necessary, list additional schools for either column on a separate sheet.

## **Business and Finance Committee**

Monday, May 9, 2022

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

### **Meeting Minutes**

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

1. North Point Drainage District

Jason gave an update on the North Point Drainage. There may be an action item on the upcoming board meeting.

2. Bulletin 01 Change Order Request

Jason and Mark gave an update on the change order. This change order is due to the updated drawings. There was an approved allowance but the change order is above the allowance amount. There will be an action item at the special board meeting on 5/9/2022.

3. Turf, Track, and Parking Civil Engineering

Jason gave an update on the civil engineering with Fruitport's project.

4. Other – Athletic Passes

Jason and the committee discussed updating the athletic season passes. This may decrease the athletic gate revenue.

5. Other – SOC Data

Mark presented some data points on school of choice. He will be giving more data at the truth and taxation hearing in June.

6. Other – LOA FEA

Mark and Jason discussed a letter of agreement with the FEA. This letter of agreement is to eliminate, for one year, language within the contract so that we can count years of service from a private school.

Meeting adjourned at 12:34 p.m.

Respectfully submitted by Mark Mesbergen



**BOARD ACTION REQUEST FORM**

**Meeting Date:** May 16, 2022

To: Board of Education

Attachment # XI-2

From: Jason J. Kennedy

**Subject to be Discussed and Policy Reference:** North Point Drainage District Agreement, Drainage Easement, and Quitclaim Deed

**Background Information:** The District will grant an easement over the Easement Area outlined in the attached map to the Drainage District, and will coordinate with the Drainage District in applying and obtaining a land split from Fruitport Township for the Detention Area. The District will also quitclaim the Detention Area to the Drainage District. Once construction of the Detention Area is complete, the Drainage District will coordinate with the District and construct a fence on the District’s remaining property to create a fenced barrier to the Detention Area. The District shall be responsible for all future maintenance, repair, and replacement of the fence. The District and Drainage District agree that the District will not be liable for any assessments related to this project.

**Financial Impact:** The District will receive long term drainage benefits for future projects that it may undertake within the Drainage District. The District will have the right to outlet the portion of its property currently within the Drainage District to the drain. It will receive flexibility in the drainage standards used in its current athletic stadium project that are important to the District’s architect, engineer, and District. The cost of these benefits likely exceed the value of the property conveyance.

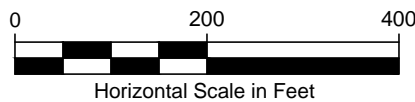
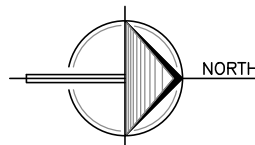
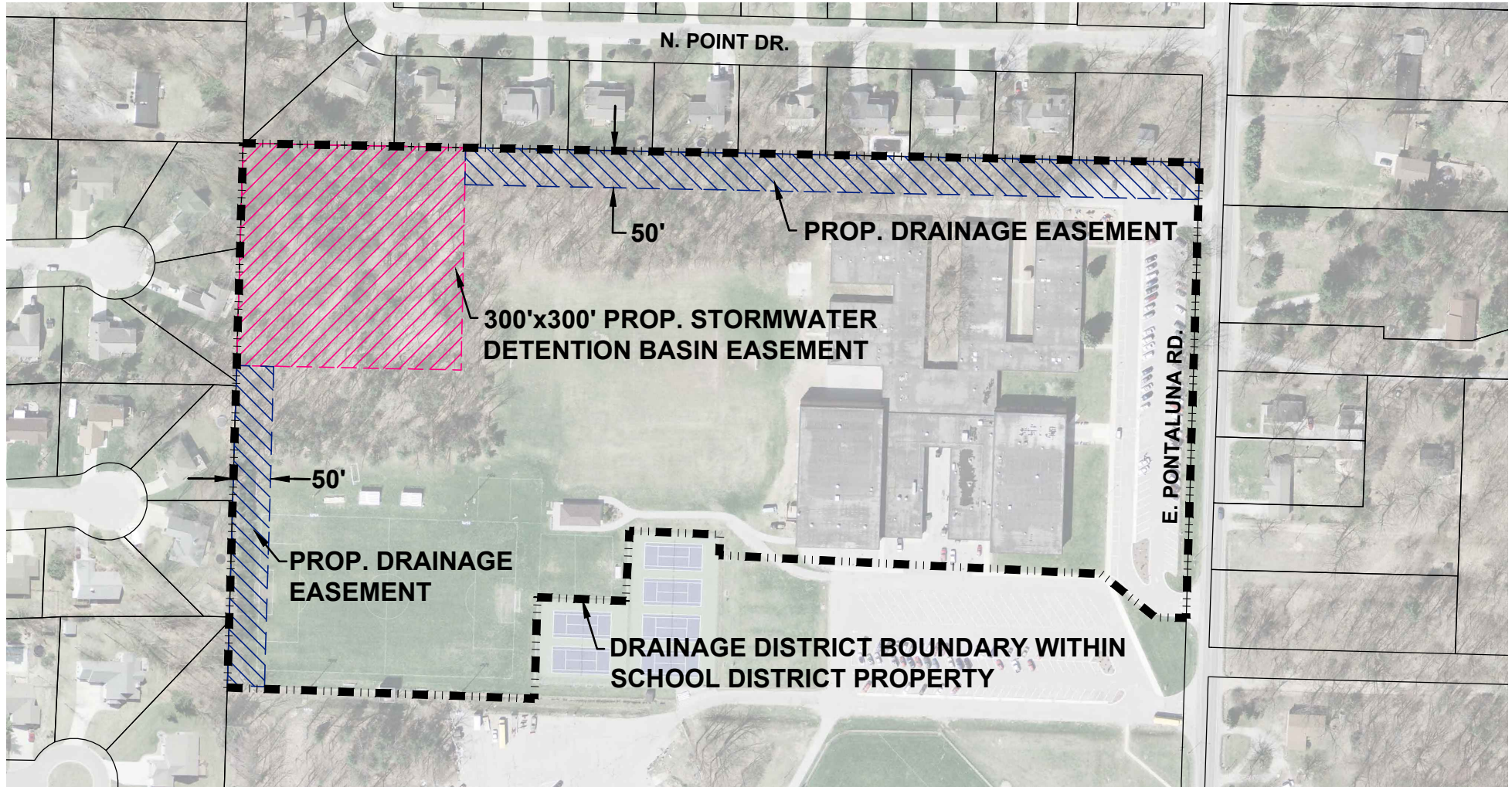
**Recommended Action:** To authorize Jason Kennedy, the Superintendent, or his designee, to sign the North Port Drain Drainage District Agreement, the related easement and quit claim deed, and execute any other necessary documents to effectuate the conveyance, subject to review and approval of the District’s legal counsel.

**Action Taken:**



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

# 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

## AGREEMENT

**THIS AGREEMENT** (“Agreement”), made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Muskegon County Water Resources Commissioner, on behalf of the North Point Drain Drainage District, (“Drainage District”), whose address is 141 E. Apple Avenue, Muskegon, Michigan 49442, and 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”), whose address is 305 E. Pontaluna Road, Fruitport, Michigan 49414.

**WHEREAS**, the Drainage District is in the process of designing and constructing a petition project (“Project”) on the North Point Drain (“Drain”); and

**WHEREAS**, the School owns the lands described in **Exhibit A** (“Property”), with a portion of the Property located within the boundaries of the Drainage District as depicted on the map in **Exhibit A**; and

**WHEREAS**, the School in consideration of drainage benefits to be received from the Project, agrees to (1) quitclaim a portion of the Property, described and depicted in the attached **Exhibit B** (“Detention Area”), and (2) grant an easement over a portion of the Property, as described and depicted in the attached **Exhibit B** (“Easement Area”); and

**WHEREAS**, the Drainage District and the School agree that the School is currently exempt from special assessments under Public Act 40 of 1956, as amended (“Drain Code”), and in accordance with this Agreement, the School shall not be liable for any assessment related to the Project.

**NOW, THEREFORE**, in consideration of the foregoing promises, covenants of each, and the following terms and conditions, the parties hereto agree as follows:

1. The School shall grant an easement over the Easement Area to the Drainage District in a form consistent with the easement language attached as **Exhibit C**.
2. The School and Drainage District shall coordinate in applying and obtaining a land split from Fruitport Township (“Township”) for the Detention Area.
3. The School shall quitclaim the Detention Area to the Drainage District.
4. After the Project related construction on the Property is complete, Drainage District shall coordinate with the School and construct a fence on the School’s remaining Property to create a barrier to the Detention Area. After the fence is constructed, the School shall be responsible for all future maintenance, repair, and replacement.
5. The School shall have the right to outlet the portion of the Property currently within the Drainage District (as depicted in the attached **Exhibit A**) to the Drain. The method and location of

said outlet must be approved in writing by the Drainage District, which shall not be unreasonably withheld.

6. In consideration of the foregoing, the School and Drainage District agree that the School shall not be liable for any assessments related to the Project.

7. Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties.

8. This Agreement shall become effective upon its execution by the School and the Drainage District and shall be binding upon the successors and assigns of each party.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by the duly authorized officers as of the day and year first above written.

**NORTH POINT DRAIN DRAINAGE DISTRICT**

---

By: Brenda M. Moore  
Muskegon County Water Resources Commissioner

**FRUITPORT COMMUNITY SCHOOLS  
a Michigan general powers school district**

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By:  
Its:

**DRAINAGE EASEMENT**  
**Parcel I.D. No. 61-15-135-200-0011-00**  
**NORTH POINT DRAIN**

For and in consideration of the payment of One Dollar (\$1.00) and the prospective benefits to be derived because of the establishment, construction, operation, maintenance and improvement of the North Point Drain (the “Drain”), a county drain under the supervision of the Muskegon County Water Resources Commissioner, whose address is 141 E Apple Avenue, Muskegon, Michigan 49442;

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 (successor in interest to Fruitport Community Schools 4<sup>th</sup> Class School District #22), of 305 E. Pontaluna Road, Fruitport, Michigan 49414 (the “Landowner”), which is the owner of lands described in *Exhibit A* (“Property”), now conveys and releases to the North Point Drain Drainage District (“Drainage District”), of 141 E Apple Avenue, Muskegon, Michigan 49442, an easement for purposes of establishment, construction, operation, maintenance and improvement of the Drain over and across the Property (“Drainage Easement”), as described and depicted in the attached *Exhibit A* (“Drainage Easement Area”).

This conveyance shall be deemed a sufficient conveyance to vest in the Drainage District an easement over the Drainage Easement Area for the uses and purposes of drainage with such rights of entry upon, passage over, storing of equipment and materials including excavated earth as may be necessary or useful for the establishment, construction, operation, maintenance, and improvement of the Drain.

Non-movable or permanent structures shall not be constructed by Landowner, its agents, employees, or contractors within the specific limits of the Drainage Easement Area without the prior written consent of the Drainage District. Notwithstanding the foregoing, Landowner shall have the right to maintain the existing parking lot, soccer field, and a future fence within the Drain Easement Area (“Encroachments”). The Encroachments are depicted in the attached *Exhibit A*. Landowner shall not have the right to replace, improve, or increase the footprint of the Encroachments without receiving prior written consent from the Drainage District and obtaining all necessary local, state and federal permits. If an Encroachment is removed, partially removed, or damaged due to the Drainage District’s construction activities on the Property, the Drainage District shall be responsible for repair/replacement of said Encroachment. All other costs related to maintenance, repair, and replacement of the Encroachments shall be the sole responsibility of the Landowner.

This conveyance shall also be deemed sufficient to vest in the Drainage District an easement over the Drainage Easement Area for the clearing and/or grading of the Drainage Easement Area and the spreading and/or removal of spoils and excavated materials.

Landowner reserves the right to use the Drainage Easement Area for the purposes not inconsistent with the Drainage District's use of the Drainage Easement Area.

The Drainage Easement shall be binding upon Landowner and the Drainage District, their heirs, assigns, successors in interest and successors in office and be deemed to run with the land in perpetuity.

Exempt pursuant to: MCL 207.505(a) and MCL 207.526(a).

**Fruitport Community Schools, a Michigan general powers school district**

Dated: \_\_\_\_\_, 2022

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

STATE OF MICHIGAN )  
COUNTY OF \_\_\_\_\_ ) ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before me, a Notary Public in and for said County, personally appeared \_\_\_\_\_, \_\_\_\_\_ of Fruitport Community Schools, a Michigan general powers school district, as fully authorized to execute all documents necessary and related to the above conveyances, to me known to be the person described in and who executed the foregoing instrument and acknowledged the same to be his/her free act and deed.

\_\_\_\_\_, Notary Public  
State of \_\_\_\_\_, County of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_

**Drafted By:**

Cole D. Hedrick (P81919)  
Fahey Schultz Burzych Rhodes PLC  
4151 Okemos Road  
Okemos, Michigan 48864  
(517) 381-0100

**When Recorded Return To:**

Brenda M. Moore  
Muskegon County Water Resources Commissioner  
141 E Apple Avenue  
Muskegon, Michigan 49442  
(231) 724-6219

# Quitclaim Deed

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**Grantor:**

Name: Fruitport Community Schools  
Street Address: 305 E. Pontaluna Road,  
City/State/Zip: Fruitport, Michigan 49414

**Grantee:**

Name: North Point Drain Drainage District  
Agent: Muskegon County Water Resources Commissioner  
Street Address: 141 E Apple Avenue  
City/State/Zip: Muskegon, Michigan 49442

---

**BY THIS QUITCLAIM**, 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 (successor in interest to Fruitport Community Schools 4<sup>th</sup> Class School District #22), whose mailing address is 305 E. Pontaluna Road, Fruitport, Michigan 49414 (“Grantor”), quitclaims to the North Point Drain Drainage District, whose mailing address is 141 E Apple Avenue, Muskegon, Michigan 49442 (“Grantee”).

**WITNESSETH** that Grantor, for good and valuable consideration and for the sum of One Dollar (\$1.00) paid by the Grantee, does hereby remise, release, and quitclaim unto Grantee forever, all the right, title, interest and claim, which the Grantor has in and to the parcel described and depicted in the attached **Exhibit A**.

IF THE REAL ESTATE GRANTED HEREIN IS UNPLATTED, the Grantor grants to the Grantee the right to make zero divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended. This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Subject to easements, restrictions and reservations of record, together with all and singular the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

This transaction is exempt from real estate transfer tax pursuant to MCL 207.505(h)(i) and MCL 207.526(h)(i).

IN WITNESS WHEREOF, Grantor has caused this Quitclaim to be executed by the duly authorized officer as of the day and year written below.

**FRUITPORT COMMUNITY SCHOOLS  
A Michigan general powers school district**

Dated: \_\_\_\_\_

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

STATE OF MICHIGAN )  
COUNTY OF \_\_\_\_\_ )<sup>ss.</sup>

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022\_, before me, a Notary Public in and for said County, personally appeared \_\_\_\_\_, \_\_\_\_\_ of Fruitport Community Schools, a Michigan general powers school district, as fully authorized to execute all documents necessary and related to the above conveyances, to me known to be the person described in and who executed the foregoing instrument and acknowledged the same to be his/her free act and deed.

\_\_\_\_\_, Notary Public  
State of \_\_\_\_\_, County \_\_\_\_\_ of  
\_\_\_\_\_  
My Commission Expires:  
\_\_\_\_\_  
Acting in the County of  
\_\_\_\_\_

**Drafted By:**  
Cole D. Hedrick (P81919)  
Fahey Schultz Burzych Rhodes PLC  
4151 Okemos Road  
Okemos, Michigan 48864  
(517) 381-0100

**When Recorded Return To:**  
Brenda M. Moore  
Muskegon County Water Resources Commissioner  
141 E Apple Avenue  
Muskegon, Michigan 49442  
(231) 724-6219





# MUSKEGON COUNTY

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# M I C H I G A N



## OFFICE OF THE WATER RESOURCES COMMISSIONER

**Brenda M. Moore**  
Water Resources Commissioner  
moorebr@co.muskegon.mi.us

**141 E. Apple Avenue**  
Muskegon, Michigan  
49442-3404

**231-724-6219**  
(Fax) 231-724-3480  
[www.co.muskegon.mi.us/492/Water-Resources-Commissioner](http://www.co.muskegon.mi.us/492/Water-Resources-Commissioner)

May 11, 2022

To: Rebecca Page, PE (Holland Engineering)  
FR: Muskegon County Water Resources Commissioner's Office  
C: Justin Clish (Village of Fruitport)  
Todd Dunham (Fruitport Township)

RE: Site Plan Approval for Fruitport Community Schools - Athletics Improvements  
3255 E. Pontaluna Road, Fruitport, MI

This letter serves as an approval of the storm water calculations and management plan submitted to this office for the above project.

From the standpoint of this office, you may proceed with the project. We require final PDFs of the project "as built". These records are to help your client when they provide a "post construction" report to confirm their storm water management system is working as designed.

Thank you in advance for your cooperation.

Brenda M. Moore, Water Resources Commissioner

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Please note: this approval is intended only for storm water management purposes, in this case as tie-barred to the site plan review process of the local municipality. Other local site plan review conditions may still apply. Further, additional approvals like a driveway/access permit from the Michigan Department of Transportation (**777-3451**) or the Muskegon County Road Commission (**788-2381**) may be necessary. A Soil Erosion and Sedimentation Control permit may also be required (**724-6411**). The owner is responsible for obtaining all other approvals and /or permits required.



Personnel Committee  
Monday, May 9, 2022  
4:30 p.m.

## **MEETING MINUTES**

### **Meeting Location:**

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

### **Attendance:**

The meeting was called to order at 4:30 p.m. and Dave Hazekamp, Steve Kelly, JB Meeuwenberg, and Jason Kennedy were present.

1. **Letter of Agreement: Fruitport Education Association (FEA)** - The Committee discussed a LOA between the Board of Education and the FEA as it pertains to Article 4(b) of the Collective Bargaining Agreement between the parties. A copy of the LOA was provided to the Committee. It is recommended that the Board of Education approve and ratify the LOA at the special meeting on May 9, 2022, as presented and discussed.
2. **Teacher Hiring Recommendations** - The Committee reviewed the hiring process for the following positions: Second grade (2 positions), secondary choir, elementary STEM, high school science, and high school business. The second grade positions and the secondary position hiring recommendations will be included for approval under the personnel report in the consent agenda at the Board meeting. The hiring process for the remaining positions listed above is still ongoing, with the intent of hiring each of these positions prior to the end of the school year.
3. **Bulletin 01 Change Order Request** - The Committee reviewed an update on the change order request outlined in Bulletin 01. This change order request is due to updated drawings, as discussed. An approved allowance was originally budgeted for these changes, but the change order is above the budgeted allowance amount. This was reviewed with the Committee prior to the special meeting of the Board on May 9, 2022.

4. 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, May 16, 2022.
5. Public Comment: None
6. Adjournment: The meeting was adjourned at 5:00 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Student Affairs Committee  
Monday, May 9, 2022  
5:30 p.m.

## **MEETING MINUTES**

### **Meeting Location:**

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

### **Attendance:**

The meeting was called to order at 5:30 p.m. with Tim Burgess, Susan Franklin, Dave Hazekamp, and Jason Kennedy present.

1. **Adult Education Handbook** - The Committee discussed edits to the Adult Education Handbook that were brought forward at the April 2022 Committee meeting. Jason will review these edits with Brenda Baker and the Adult Education Staff, and will provide an electronic copy of the handbook with the requested changes to the Board. It is recommended that the Board approve the Adult Education Handbook with the modifications discussed in committee.
2. **Board Policy 5407: Instructional Program and Curriculum Development** - The Committee discussed the Board's current policy 5407, Instructional Program and Curriculum Development, as well as the optional policy updates for policy 5407 from Thrun Law Firm. It is recommended that the Board approve the policy updates, as discussed in committee.
3. **Ticket Pricing Plan** - The Committee discussed a new ticket pricing plan that was proposed by Jonny Morehouse, Athletic Director. This plan covers admission into home athletic events and is designed to support students and their families, while reducing the cost burden of our families in attending home athletic events. The proposed ticket structure for the 2022-2023 school year is as follows:
  - Family Pass: \$200 (includes everyone in the immediate family of one household)
  - Adult Pass: \$75

- Student Pass: \$20
- Staff: Free (must present staff badge at the event)
- Family cap of \$20 per event when purchasing tickets at the gate.

It is recommended that the Board approve the ticket pricing plan, as discussed in committee.

4. **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, May 16, 2022.
5. Public Comment: None
6. Adjournment: The meeting was adjourned at 6:15 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

**BOARD ACTION REQUEST FORM**

**Meeting Date:** May 16, 2022

To: Board of Education

Attachment # XIII-2

From: Jason J. Kennedy

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

Adult Education Handbook

**Background Information:**

Updates to the District’s Adult Education Handbook were discussed with the Student Affairs Committee, and a copy of the handbook with the updated changes has been provided to the Board. Modifications to the handbook have been highlighted and outlined in the copy provided to the Board.

**Financial Impact:**

None

**Recommended Action:**

To approve the District’s updated Adult Education Handbook, as presented and discussed.

**Action Taken:**

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

Fruitport Adult Education

# Handbook



BRENDA BAKER, PROGRAM DIRECTOR

231-865-4130

EMAIL: [BBAKER@FRUITPORTSCHOOLS.NET](mailto:BBAKER@FRUITPORTSCHOOLS.NET)

LORI LIFER, SECRETARY

231-865-4014

EMAIL: [LLIFER@FRUITPORTSCHOOLS.NET](mailto:LLIFER@FRUITPORTSCHOOLS.NET)

**CLASS TIMES:** Monday – Thursday  
10:00 A.M. – 3:00 P.M.  
4:00 P.M. – 9:00 P.M.

*The mission of Fruitport Adult Education is to provide a safe, nurturing environment, opportunities for success, basic academic and living skills, and to empower students to improve their quality of life.*

***Like us on Facebook!*** Page 55 of 146

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# SECTION 1 – GENERAL INFORMATION

All rules and guidelines stated in this handbook must be observed, as well as all rules and regulations of Fruitport Community Schools. **Current Board of Education policy will supersede any policy language to the contrary found in this handbook.** The school maintains the right to dismiss students for violations or for any conduct that reflects negatively on the reputation or operation of the school. **Any student suspected of being in possession or under the influence of any type of drug will be instructed to leave the classroom and campus immediately. Reinstatement will not occur unless the administration is assured that the problem has been corrected.**

The Adult Education Center offers a flexible, individualized program for adult students to earn the credits needed to complete their high school diploma or GED™. The Adult Education Center is open from 10:00 a.m. to 3:00 p.m. and 4:00 p.m. to 9:00 p.m. Monday through Thursday.

Upon arrival to the classroom, a daily attendance and COVID contact tracing sheets are provided. **Students must sign in when they arrive at the Adult Education Center and sign out when they leave.** Class hours are recorded daily and cumulative hours are tabulated. If a student leaves the building at any time without permission, he/she will be signed out of the Adult Education Center.

## Student Eligibility

**PUPIL:** An individual at least 16 and less than 18 years of age may be eligible if the following conditions exist:

1. An individual becomes the head of a household or otherwise needs to secure employment to support the family.
2. A female is pregnant or has a child and will not be returning to regular school.
3. An individual has a medical condition or learning disability that prevents him/her from completing a regular school program.
4. An individual has been expelled from school and will not be able to return to graduate with his/her class.
5. An individual has been disruptive in the community and/or has had problems with law enforcement, and court officials such as a judge or probation officer, or a school psychologist, or a social worker recommend attending an adult education program as being in the interest of the individual.
6. An individual who has exhausted all other options, has earned a minimum number of high school credits and cannot

- possibly graduate with his/her class and wishes to move on to employment, job training, college, or military.
7. An individual who is unable to stay in regular school, and with the support and agreement of his/her family and program director, it is determined that it is in the best interest of the student to attend an adult education program to continue with employment, job training, admission to a college, university or the military.

This program offers classes in High School Completion (HSC), GED™, Adult Basic Education (ABE), and English as a Second Language (ESL).

**PARTICIPANT:** Any student 18 years or older by July 1<sup>st</sup>. This program offers classes in High School Completion (HSC), GED™, Adult Basic Education (ABE), and English as a Second Language (ESL).

## Enrolling in School

Fruitport Adult Education has open enrollment for High School Completion (HSC), GED™, Adult Basic Education (ABE), and English as a Second Language (ESL). Students from any district are invited to attend. When enrolling, pupils will need to be accompanied by a parent/guardian and provide the following documents:

- Birth Certificate
- Proof of Residency (Utility bill, rent/mortgage agreement)
- Valid ID (driver's license, state ID, school ID or other form of government issued ID)

For Participants enrolling, they need to provide a valid ID and know your social security number. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. A transcript release form will be sent to the prior school to obtain this document.

## English Learners

This program offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all students are expected to attain.

Cross Reference:

THRUN 3115 *Nondiscrimination and Retaliation*

THRUN 5405 *Title I Parent and Family Engagement Policy*

## Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student and/or parent/guardian is required to notify the program director if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. A student excluded because of a communicable disease will be permitted to school only when they provide a letter from the student's doctor stating the student is no longer contagious or at risk of spreading the communicable disease.
4. Please see specific COVID-19 guidelines/requirements on the district website under COVID resources.

Cross Reference:

THRUN 3404 *Communicable Diseases*

THRUN 5702 *Student Illness and Injury*

THRUN 5713 *Immunizations and Communicable Diseases*

THRUN 3405 *Bloodborne Pathogens*

## Head Lice

The school will observe the following protocols regarding head lice.

1. Students are required to notify the program director if they are suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. A student excluded because of head lice will be permitted to return to school only after being checked by the program director or program employee and is determined to be free of head lice and eggs (nits).

## Special Education

Fruitport Adult Education provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Eastern Service Unit at 231-865-4100, opt. 8.

## Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (“IDEA”) or Section 504 of the Rehabilitation Act of 1973 (“Section 504”) are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term “student with a disability” means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a “student with a disability” and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 502, a “student with a disability” is a person who:

1. Has a physical or mental impairment, which substantially limits one or more of such person’s major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Cross Reference:

THRUN 5601 *Special Education*

THRUN 5202 *Unlawful Discrimination, Harassment, and Retaliation Against Students*

THRUN 5603 *Section 504*

THRUN 5604 *Student Assistance Process*

## Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Cross Reference:

THRUN 5206B *Student Discipline – Students with Disabilities*

THRUN 5206E *Student Discipline – Suspension from Class, Subject, or Activity by Teacher*

Section 504 of the Rehabilitation Act of 1973 (Section 504)

## TEACHER QUALIFICATIONS

Parents of students under the age of 18 or students 18+ may request information about the qualifications of a student's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications

If you would like to receive any of this information, please contact the Adult Education office.

Cross Reference:

THRUN 4401 *Professional Staff Definition*

MCL 380.1249

MCL 380.1249a

## Instructional Materials

A student's (under age 18) parent/guardian or student 18+ may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

## Student Records

For purposes of this section in the handbook, the word “student” refers to both pupils and participants.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school, video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes.

The Family Educational Rights and Privacy Act (FERPA) and the Michigan Revised School Code afford parents/guardians and students over 18 years of age certain rights with respect to the student’s school records. They are:

- 1. The right to inspect and copy the student’s education records within 30 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. The parent/guardian of a student less than 18 years old has the right to copy and inspect their child’s education records. Once the student turns 18 the right to copy and inspect education records is transferred to the student. A parent/guardian or student should submit to the program director a written request that identifies the record(s) he or she wishes to inspect. The program director will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The District will not charge for copying records, which contain personally identifiable information about the student that is collected or created by the school district as part of the pupil’s education records.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/guardian or student over 18 years of age believes are inaccurate, irrelevant, or improper.**

A parent/guardian or student 18+ years may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the program director and should clearly identify the record the parent/guardian or student 18+ wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or student 18+ of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or student 18+ when notified of the right to a hearing

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or the Michigan Revised School Code authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardian or student 18+ will receive prior written

notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or student 18+ is notified of the court order before the documents are produced; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

Education records are maintained for at least 60 years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.

**5. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to the District's defined list of information that is "directory information" as contained in the District's policies and procedures. Such directory information may include:

- Name and Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, email addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors



- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

***Any parent/guardian or student 18+ may prohibit the release of any or all of the above information by delivering a written objection to the program director within 30 days of the date of this notice.***

- 6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian or student 18+ submits a written request that the information not be released without the prior written consent of the parent/guardian or student 18+. If you wish to exercise this option, notify the program director.
- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

Cross Reference:  
 THRUN 5309 *Student Records and Directory Information*  
 THRUN 5401 *Parent/Guardian Involvement in Education*  
 MCL 380.1136

## **FIRE, TORNADO, AND EVACUATION DRILLS**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3)

lockdown drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross Reference:  
THRUN 3402 *Drills, Plans, and Reports*  
MCL 29.19

## EMERGENCY CLOSINGS AND DELAYS

If the School must be closed because of inclement weather or other conditions, the School will notify local radio and television stations. Closing information will also be posted on our district web page and Adult Education Facebook page. **If Fruitport Community Schools are closed, so is Adult Education.**

Cross Reference:  
THRUN 3401 *School Cancellation, Delay, and Early Dismissal*

## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos material used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Cross Reference:  
THRUN 3407 *Asbestos Management*

## Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Superintendent's office at 231-865-4100.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross Reference:  
THRUN 3406 *Integrated Pest Management*  
MCL 324.8316

## VISITORS

All visitors need to check in at the Adult Education office upon their arrival. Friends of students are not to be on campus while classes are in session.

Cross Reference:  
THRUN 3105 *Visitors and Volunteers*

## STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are susceptible targets for theft. The school cannot be responsible for their safekeeping and **will not** be liable for loss or damage to personal valuables.

## STUDENT PARKING

Students must park in the designated Adult Education parking area. All laws appropriate to the use of a vehicle are applicable when on school property.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots may be searched by contraband dogs and administration. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Cross Reference:  
THRUN 3104 *School Cameras and Monitoring*  
THRUN 5103 *Student Rights – Search and Seizure*  
THRUN 5803 *Student Driving and Parking*

## Academics, Grading & Promotion

### Grades

Fruitport Adult Education has a standard grading procedure. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon assignments and test results. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

The Adult Education program uses the following grading system:

- |             |             |
|-------------|-------------|
| A = 93-100% | C = 73-76%  |
| A- = 90-92% | C- = 70-72% |
| B+ = 87-89% | D+ = 67-69% |
| B = 83-86%  | D = 63-66%  |
| B- = 80-82% | D- = 60-62% |
| C+ = 77-79% | F = 0-59%   |
- CR = Credit was granted for class  
NC = No credit

### Placement

A student's progress toward graduation and receiving a diploma is determined by completing required coursework and earning the necessary credits. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student

and parent's responsibility to keep in contact with the program director and teachers to ensure that all requirements are being met. Information about credit and course requirements are available through the program director.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance/participation, and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference:  
 THRUN 5411 *Student Promotion, Retention, or Placement*

## High School Graduation Requirements

To graduate with a high school diploma, each student must successfully complete all District graduation requirements.

| <b>PARTICIPANTS</b> |              |
|---------------------|--------------|
| English             | 4.00         |
| Math                | 4.00         |
| Social Studies      | 2.00         |
| Government          | .50          |
| Economics           | .50          |
| Science             | 2.00         |
| Biology             | 1.00         |
| Health              | .50          |
| Physical Education  | .50          |
| Visual Arts         | 1.00         |
| World Language      | 2.00         |
| <b>TOTAL</b>        | <b>18.00</b> |

| <b>PUPILS</b>        |              |
|----------------------|--------------|
| English 9            | 1.00         |
| English 10           | 1.00         |
| English 11           | 1.00         |
| English 12           | 1.00         |
| General Math         | 1.00         |
| Algebra 1            | 1.00         |
| Algebra 2            | 1.00         |
| Geometry             | 1.00         |
| World History & Geog | 1.00         |
| US History & Geog    | 1.00         |
| Government           | .50          |
| Economics            | .50          |
| Science              | 2.00         |
| Biology              | 1.00         |
| Health               | .50          |
| Physical Education   | .50          |
| Visual Arts          | 1.00         |
| World Language       | 2.00         |
| Electives            | 2.00         |
| <b>TOTAL</b>         | <b>20.00</b> |

**PARTICIPANT ELIGIBILITY CRITERIA:** To be eligible to be a participant funded under Section 107, an individual shall be enrolled in a Section 107 funded adult basic education program, an adult secondary program, that meets the requirements of Section 107, and for which instruction is provided, and shall be at least 18 years of age and the individual's graduating class has graduated. (STATE DEFINED: AN

INDIVIDUAL IS ELIGIBLE JULY 1 AFTER THE INDIVIDUAL'S 18<sup>TH</sup> BIRTHDAY.)

\*Enrolling students are required to earn at least 0.50 credit to receive their high school diploma.

Cross Reference:  
THRUN 5409 *Academic Credits and Graduation*  
MCL 380.1278a  
MCL 380/1278b  
MCL 380.1165  
MCL 380.1166(2)

## TRANSCRIPTS

When a student requests a transcript from our program, there will be a 48-hour turnaround time. We will attempt to honor your request of providing the document sooner but it will depend on circumstances.

## STUDENT ASSESSMENT

To measure student progress, students under the age of 18 will be tested in accordance with State Standards and District policy. In the junior year, students are required to take the SAT, WorkKeys and M-STEP tests. Make-up dates are scheduled, but unnecessary absences should be avoided. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Fruitport Adult Education will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## GED™

GED™ Preparation classes are offered if you wish to earn your GED™. These classes are **free** and will help prepare you to pass the GED™ tests. GED™ tests are **free if you take the preparation classes**. There are four (4) tests. When you pass the GED™ tests, you will receive a certificate that is regarded as equivalent to a high school diploma. The four (4) tests include: Reasoning Through Language Arts, Science, Mathematics and Social Studies. Across the four (4) tests you will be tested on your ability to read and process information, solve problems and communicate effectively.

Before taking a GED™ test with Fruitport Adult Education, all students **must** have a valid ID which shows name, address, date of birth, signature and photograph; such as, driver's license, state ID, passport, military ID or other form of government issued ID.

All rules of the Adult Education Center apply to students in the GED™ classes and testing center. You must also follow the rules and regulations for GED™ testing. Failure to do so could result in removal from the program.

## **ON-LINE LEARNING**

For any on-line learning course you are taking, the following is required:

1. You are required to take notes. A spiral notebook will be provided to you.
2. These notes will be handed into your grade teacher after you take your final exam. These will count towards your final grade for your class.
3. All submissions must have a grade of 70% or better. You will be required to review the lesson/take more notes if a submission grade is below 70%.

## **PLAGIARISM**

Any student consciously involved in any act of cheating or plagiarism on an assignment, exam, or test will receive a grade of "0" or "F" for that marking period.

Plagiarism includes any one or more of the following:

1. Using specific ideas or concepts without citing the source.
2. Using the wrong bibliographical information to cite information.
3. Using more than three words directly from a source and not placing them in quotations and citing the source.
4. Using words of the original source, but changing the order of the words is still plagiarism even if you cite the source because the information is not in your own words.
5. Copying and pasting from the internet, Google docs, or any other electronic source.

To avoid plagiarism, you must give credit whenever you use:

1. Any other person's idea, opinion, or theory.
2. Any facts, statistics, graphs, drawings – any pieces of information that are not originally your own or common

knowledge.

3. Quotations of another person's actual spoken or written words.
4. A paraphrase or summary of another person's spoken or written words.



# **SECTION 2 – STUDENT CONDUCT**

## **STUDENT’S RESPONSIBILITIES AND RIGHTS**

The policies, rules and regulations published here in are representative of the official position of Fruitport Community Schools and have been approved by the Superintendent and adopted by the Board of Education for the purpose of carrying out the educational process. The policies set forth are guidelines for proper student conduct while the rules and regulations dictate action, which may be taken in specific situations. Each policy, rule, and regulation was adopted with a dual purpose of providing each student with a quality education and providing for the orderly operation of the school.

## **PHILOSOPHY – STUDENTS’ RIGHTS**

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual or by external authority. It includes the entire program of adapting the individual student to life in society and involves two major emphases:

1. To guide the student, enhancing the immediate efforts of teachers and other students in the learning situation and, therefore, does not threaten the classroom and those students who avail themselves of such a learning environment.
2. To assist the student in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming adult responsibilities.

The school system has a responsibility to assist students to assume more responsibility for their actions as they mature and gain experience. One purpose of the school is to help students develop self-control and self-discipline.

Since students are basically motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding students and understanding, establishing, and maintaining these acceptable behavioral standards. However, administrators, teachers and school employees also have rights, privileges, duties and responsibilities. The school is required by law to maintain a suitable environment of learning and has the

responsibility of maintaining and facilitating the educational program. To maintain the necessary environment, school administrators have both the inherent and statutory authority to maintain order and discipline in the schools by adopting reasonable rules and establishment, maintenance, management, and carrying on of the public school system. This responsibility necessarily encompasses rules and regulations relative to the conduct of students on school property, at school events and in other situations where school authorities have general supervisory jurisdiction.

### **Student Well-Being**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and lockdown drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff member immediately.

State law requires that all students must have emergency medical information kept up to date and filed in the school office. Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the school office.

### **Equal Opportunity/Nondiscrimination Statement**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Greg Bodrie  
Fruitport Community Schools  
3255 E. Pontaluna Rd.  
Fruitport, MI 49415  
231-865-4100, option 8

The School District's complaint procedure may be obtained from Greg Bodrie.

For further information, you may also contact:

Office for Civil Rights

U.S. Department of Education

1350 Euclid Avenue, Suite 325

Cleveland, OH 44115

Telephone: 216-522-4970

Fax: 216-522-2573

Email: [OCT.Cleveland@ed.gov](mailto:OCT.Cleveland@ed.gov)

Cross Reference:

THRUN 3115 *Nondiscrimination and Retaliation*

THRUN 5603 *Section 504*

## **Bullying, Intimidation & Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- While in school, on school property.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Report to: Brenda Baker, Program Director**

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension or expulsion consistent with the school and district discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Cross Reference:

THRUN 5202 *Unlawful Discrimination, Harassment, and Retaliation Against Students*

THRUN 5207 *Anti-Bullying Policy*

MCL 380.1310b

MCL 380.1300a

## Sexual Harassment

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, or treatment;
- Has the purpose or effect of:
  - Substantially interfering with a student's educational environment;
  - Creating an intimidating, hostile, or offensive educational environment;
  - Depriving a student of educational aid, benefits, services or treatment; or
  - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

## Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, program director, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith

complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**Nondiscrimination Coordinator:**

Greg Bodrie  
3255 E. Pontaluna Rd.  
Fruitport, MI 49415  
231-865-4100, option 8  
[gbodrie@fruitportschools.net](mailto:gbodrie@fruitportschools.net)

**Complaint Manager:**

Lauren Chesney, FHS Principal

**Program Director:**

Brenda Baker

## Care of Students with Diabetes

If a student has diabetes and requires assistance with managing this condition while at school, a Diabetes Care Plan should be submitted to the program director. This applies to both Pupils and Participants. The parent/guardian or student should:

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Plan Care.
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

A student with diabetes may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so they can access educational programs and services. For further information, please contact the Eastern Service Unit at 231-4100, option 8.

Cross Reference:  
THRUN 5603

## **Students with Severe Food Allergy or Chronic Illness**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the program director at 231-865-4130.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available at the Eastern Service Unit office.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

Cross Reference:  
THRUN 5603 *Section 504*

## **Homeless Child's Right to Education**

When a student loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent/guardian of the homeless student has the option of either:

- Continuing the student's education in the school of origin for as long as the student remains homeless or, if the student becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- Enrolling the student in any school that non-homeless students who live in the attendance area in which the student is actually living, are eligible to attend.

Cross Reference:  
THRUN 5307 *Homeless Students*  
*McKinney-Vento Homeless Assistance Aid*

## **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and

depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross Reference:  
THRUN 5710 *Student Suicide Prevention*

## ATTENDANCE

It is our expectation that students are in attendance at all times. If there is an absence, the student must communicate with the office. Appropriate paperwork needs to be filled out.

Possible excuses are listed below, yet not limited to only these:

|                    |                          |
|--------------------|--------------------------|
| No transportation  | Court appearance         |
| Illness            | Professional Appointment |
| Lack of child care | Other                    |

Attendance requirements will begin the day the student is slated to begin. Class hours may be made up anytime the Learning Center is open. All quarter and/or semester classwork and hours must be completed by the end of each semester.

## Attendance Sheets

Each student **MUST** sign in and record **actual** time of arrival. When leaving for the day, they must sign out and record **actual** time leaving the classroom.

## STUDENT CODE OF CONDUCT

To promote consistency and to make known the school's expectation, the following guidelines are given. They are not all inclusive, and will not give a clear cut answer to every question. These guidelines do describe the atmosphere we believe is most conducive to maintaining an optimal environment for "excellence in education".

**Respect for People** – A primary goal of education is to prepare students for a healthy, functional life in society. This goal can best be



accomplished in a teaching learning environment built upon mutual respect. The following guidelines are relevant:

1. All teachers, staff members, and students are to be treated respectfully.
2. Language both in nature and tone must be appropriate for school. Profanity and vulgar slang expressions will not be tolerated and may result in a consequence.
3. **Displays of affection should be appropriate for a public place.**
4. Fighting, roughhousing, harassment, etc. have no place in school.

**Respect for Property** – Destruction or theft of any property will not be tolerated. The following guidelines are relevant:

1. School property such as textbooks, chromebooks, desks, etc., should be used not abused. One such property is assigned for the student's use, it is his/her responsibility to keep it in good repair. Failure to do so will result in appropriate fines for replacement or repair of that particular item.
2. Private property of students must be respected. Stealing by any name is still stealing. Those involved in the theft of any item may be referred to the police and will be disciplined at school.
3. Private property of our neighbors should be treated with care. Loitering on or littering of lawns near school is unfair and a negative reflection on all members of the school community.

## **General Behavior**

1. Loitering in the building, cars or in the parking lot is prohibited, including before/after school (cars/parking lot).
2. There is good reason to believe that people act according to the way they dress. While fashion changes, the reason for being in school does not. Students are in school to learn. We encourage students to dress in a fashion (dress, accessory, and hairstyle) which reflects a serious approach in school, neat, clean, and modest. Anyone dressed in a way that disturbs the educational process and/or the normal routine operation of the school or in a manner that creates a health or safety hazard will not be admitted to class and will be required to change their attire before being admitted back to class/school.

## School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean and well-fitting manner while on school property. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

**Note: Removed reference to COVID-19 masks.**

1. Student dress may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, gangs, or other inappropriate images.
2. Student dress may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Winter coats, long or heavy coats, and sunglasses should not be worn in the building during the school day unless they are medically necessary.
4. The length of shorts or skirts must be appropriate for the school environment. If shorts or skirts are too short, the student will be required to change clothing. Shirts/tops may not be sexually provocative. This includes but is not limited to: low cut, see through, or those exposing the midriff.
5. Low riding pants are unacceptable and not permitted.
6. Appropriate footwear must be worn at all times.
7. No clothing or clothing accessories that are sexually provocative or gang related.

Cross Reference:

THRUN 5204 *Student Appearance and Dress Code*

## Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including e-cigarettes or vape pens.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling: any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.

- Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
4. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  5. Students who are under the influence of any prohibited substances are not permitted to attend school and are treated as though they have the prohibited substance, as applicable, in their possession.

**Any student who violates the rules listed above are subject to discipline up to and including expulsion.**

6. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.
7. Use of Tobacco – **Fruitport Community Schools maintain a smoke free/tobacco free/nicotine free environment at all times.**  
Smoking, including e-cigarettes/"mods" and other tobacco uses such as the use of chewing tobacco are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco including e-cigarettes during school time. Violations of this rule could result in suspension or expulsion and will result in a referral to law enforcement. Possession of

chewing tobacco or cigarettes including e-cigarettes may result in suspension depending upon the circumstances involved. At the very least, any chewing tobacco or cigarettes including e-cigarettes **will be confiscated.**

Students caught smoking including e-cigarettes/"mods" or using tobacco products on the school premises, within 1,000 feet of the property boundaries of the school will be disciplined up to and including suspension. When possible, other alternatives will be utilized.

***The use of tobacco products including e-cigarettes by individuals under the age of 18 is illegal. Students caught using or possessing these items will be referred to the Fruitport Police Department.***

8. **Fighting** – Students will not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher or program director. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend himself/herself long enough to disengage from fighting to report it to an appropriate school official.

When it is possible to make a distinction between the fighters as to who may be more responsible for the fight, the penalty may be adjusted accordingly. When such a distinction does not exist, both fighters will be disciplined. In addition, anyone found guilty of inciting a fight or interfering with the orderly procedures of the school will face discipline. It must also be noted that students who observe a fight are to notify an adult immediately. Those who choose to actively watch or encourage students to fight will be held responsible and disciplined accordingly.

9. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting".

**Violations of this rule could result in disciplinary action.**

10. Disobeying rules of student conduct or directives from staff members or school officials.
11. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
13. Causing or attempting to cause damage to, stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law including but not limited to, assault, battery, criminal sexual assault, theft, gambling, eavesdropping, and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible without the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) at any location on school property; or (d) in the case of drugs and alcohol, substances ingested by the person.

Cross Reference:

THRUN 3102 *Smoking, Tobacco Products, Drugs, and Alcohol*

THRUN 5209 *Student Use of Cell Phone and Electronic Communication Devices*

MCL 380.1303

MCL 380.1311

MCL 380.1313

MCL 380.1312

## Student Discipline

The Board of Education is continually concerned about the safety and welfare of District students and staff, and therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment. School rules apply going to and from school, at school, on school property, and while working online at home.

## Disciplinary Measures

The following list of disciplinary measures is a range of options that will not always be applicable in every case.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardian (for student under 18 years of age).
2. Disciplinary conference.
3. Withholding of privileges.
4. Return of property or restitution for lost, stolen, or damaged property.
5. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
6. Suspension from school for up to 10 days. A suspended student is prohibited from being on school grounds.
7. Expulsion from school for a definite time period. An expelled student is prohibited from being on school grounds.
8. Notifying juvenile authorities or other law enforcement

whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes”, alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

## **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

## **Weapons, Arson, Criminal Sexual Conduct**

In compliance with State and Federal law, the Board (~~Superintendent~~) shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as a “firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term “firearm” is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board that:

The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon; the weapon was not knowingly possessed; the student did not know or have reason to know that the object or instrument

possessed constituted a dangerous weapon; or the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

|  |
|--|
| Cross Reference:<br>THRUN 3408 <i>Firearms and Weapons</i> |
|--|

## **Physical and Verbal Assault**

The Board shall permanently expel a student in the adult education program if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in the adult education program for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or “violence”.

The Board shall suspend or expel a student in the adult education program for a period of time as determined at the Board’s discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building or property.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

“At school” means in a classroom or elsewhere on school premises or while a student is working online.



## **Factors to be Considered Before Suspending or Expelling a Student**

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board shall consider the following factors:

- Student's age
- Student's disciplinary history
- Whether the student has a disability
- The seriousness of the violation or behavior
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member
- Whether restorative practices will be used to address the violation or behavior
- Whether a lesser intervention would properly address the violation or behavior

The Board will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

## Restorative Practices

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

- Are initiated by the victim;
- Are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

## Expulsions/Suspensions – Required by Statute

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a *firearm or dangerous weapon* in a weapon-free school zone together with the name of the school, the number of students expelled, and the types of firearm or weapons that were brought into the weapon-free school zone.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer, or contractor may apply for reinstatement in accordance with the following guidelines:

- If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
- The Superintendent shall, within ten (10) school days after receiving the request, submit the request, together with any other information he/she deems pertinent to the requested reinstatement, to a Board appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District Student.
- The committee shall within ten (10) school days after being appointed, review all pertinent information and submit its recommendation to the Board.

The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:

- The extent to which reinstatement would create a risk of harm to students or school personnel;
- The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
- The age and maturity of the student;
- The student's school record before the expulsion incident;
- The student's attitude concerning the expulsion incident;
- The student's behavior since the expulsion and the prospects for remediation;
- If the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or parent who filed the reinstatement request to:
  - Abide by a behavior contract which may involve the student, his/her parents and an outside agency;

- Participate in an anger management program or other counseling activities;
- Cooperate in processing and discussing periodic progress reviews;
- Meet other conditions deemed appropriate by the committee;
- Accept the consequences for not fulfilling the agreed upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, follow the same procedure it has established in paragraph above for the reinstatement of a District student or rely upon the recommendation of the Superintendent.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer, or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with:

- The procedures set forth above, OR
- The standards and the procedures it determines to be appropriate under the circumstances.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) school days) or long-term suspension (for more than ten (10) school days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law, "expulsion" shall be the permanent exclusion of a student

from the schools of this District. Students who are expelled permanently may petition for reinstatement only under the provisions stipulated above.

Cross Reference:

THRUN 5206 *Student Discipline*

MCL 380.1301

MCL 380.1309

MCL 380.1310

MCL 380.1310d

MCL 380.1311

MCL 380.1311a

MCL 380.1312

MCL 380.1313

20 U.S.C. 3351

State Board of Education, Resolution to Address School Discipline Issues Impacting Student Outcomes, Adopted June 12, 2012

## Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Cross Reference:

THRUN 5203 *Hazing*

MCL 750.411t

## Search and Seizure

In order to maintain safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

## **School Property and Equipment, Personal Effects**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials or other agencies including Interquest to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, backpacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Cross Reference:  
THRUN 5103 *Search and Seizure*  
MCL 380.1306  
MCL 380.1313

## Video and Audio Monitoring System

A video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross Reference:  
THRUN 3104 *School Cameras and Monitoring*

## Computer Acceptable Use Policy

The purpose of this policy is to define acceptable use of Fruitport Community Schools (FCS) Technology Resources by FCS students. Students are encouraged to use Fruitport Community School's Technology Resources and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the network and/or the internet at school, students must sign the Acceptable Use Policy and User Agreement for FCS Technology Resources. A copy of those policies and agreements can also be found on the district website.

Cross Reference:  
THRUN 3116 *District Technology and Acceptable Use*

**BOARD ACTION REQUEST FORM**

**Meeting Date:** May 16, 2022

To: Board of Education

Attachment # XIII-3

From: Jason J. Kennedy

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

Policy 5407 – Instructional Program and Curriculum Development.

**Background Information:**

Updates to the District’s policy on instructional programming and curriculum development were discussed with the Student Affairs Committee. Additional policy language pertaining to parental and guardian rights, and a complaint process about instructional materials and library materials was discussed and recommended for approval. A copy of the policy with recommended modifications has been provided to the Board.

**Financial Impact:**

None

**Recommended Action:**

To approve Board of Education Policy 5407, Instructional Program and Curriculum Development, as presented.

**Action Taken:**

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



## Series 5000: Students, Curriculum, and Academic Matters

### 5400 Curriculum, Instruction, and Parent/Guardian Involvement

#### 5407 *Instructional Program and Curriculum Development*

The District will provide students with at least the minimum number of instructional hours and days each school year required by the state for full state aid funding. The District may deviate from this requirement only as permitted by state law.

The Board, advised by the Superintendent, will adopt a curriculum and procure textbooks and materials to support the curriculum.

The Superintendent or designee is responsible for providing and directing District-wide planning for curriculum, instruction, assessment, and staff development in accordance with Policy 2203. Committees consisting of educational professionals, including administrators, and community members, may be established to design instructional strategies and assessments to implement the curriculum.

#### A. Parent/Guardian Rights

As described in Policy 5401, the District will provide a parent/guardian the opportunity to review District-approved curriculum, textbooks, and instructional materials upon request to the building principal. See Policy 5401 for appropriate procedures.

#### B. ~~[Optional]~~ Complaints about Instructional Materials

If a parent/guardian objects to their student's instructional materials, the following procedures will apply:

1. First Level – Objection to Teacher. The parent/guardian must submit an objection and explanation in writing to the relevant classroom teacher. The teacher will review the parent's/guardian's objection and either discontinue using the material or advise the parent/guardian of the educational and pedagogical reasons for the material.

2. Second Level - Appeal to Building Principal. If the parent/guardian disagrees with the teacher's response, the parent/guardian may submit a written appeal to the building principal stating the reasons why the parent/guardian objects to the materials. The building principal will confer with the relevant classroom teacher within 5 school days. The building principal will review the written objection and the materials in question to determine whether:

a. the stated objection outweighs the educational and pedagogical reasons;

b. the materials require the student to engage in conduct or practice that violates the student's sincerely held religious belief;

c. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or

d. the materials are inappropriate or harmful for the age range of the students in question.

The building principal will provide all parties with a written response granting or denying the appeal within 10 school days after conferring with the teacher.

3. [Optional. If selected, choose Option 1 Superintendent Review or Option 2 Committee Review]

~~Option 1: Third Level - Superintendent Review. If the parent/guardian disagrees with the building principal's response, the parent/guardian may submit a written appeal to the Superintendent within 5 school days after receiving the building principal's response. The Superintendent will review the parent's/guardian's written objection, the building principal's written response, the parent's/guardian's written appeal, the materials being challenged, and any other information the Superintendent deems relevant. The Superintendent will issue a written decision within 30 calendar days of receiving the appeal based on the factors described in Section 2 above. The Superintendent's decision is final.~~

4. ~~Option 2: Third~~ **Fourth Level – Board Committee Review.** If the parent/guardian disagrees with the building principal's Superintendent's response, the parent/guardian may submit a written appeal to the Student Affairs Committee of the Board of Education within 5 school days after receiving the building principal's Superintendent's response. ~~The Superintendent will create a committee to review the appeal. The Committee will review the parent's/guardian's written objection, the building principal's Superintendent's written response, the parent's/guardian's written appeal, the materials being challenged, and any other information the Committee deems relevant. The Committee will issue a written decision within 30 calendar days of receiving the appeal based on the factors described in Section 2 above. The Committee's decision is final.~~

C. [Optional, but recommended] Complaints about Library Materials

If a parent/guardian objects to materials in the school library, the parent/guardian must submit an objection and explanation in writing to the Superintendent identifying:

1. the basis for the objection;

2. any recent known use of the library materials in the school; and

3. any other relevant information.

The Superintendent will review the written objection and the materials in question in their totality to determine whether:

1. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or
2. the materials are inappropriate or harmful for the age range of the students in question.

The Superintendent may, in his or her sole discretion, designate review to another administrator or employee. The Superintendent or designee will endeavor to provide a written response to the parent/guardian within 30 calendar days after receiving the objection. The Superintendent or designee's decision is final.

The District will not restrict access to the challenged material during the review process.

Legal Authority: MCL 380.1137, 388.1706

Date adopted:

Date revised:

**BOARD ACTION REQUEST FORM**

**Meeting Date:** May 16, 2022

To: Board of Education

Attachment # XIII-4

From: Jason J. Kennedy

**Subject to be Discussed and Policy Reference:**  
Home Athletic Ticket Pricing Plan for 2022-2023

**Background Information:**

Concerns about the financial impact to families attending home athletic events was discussed with the Student Affairs Committee, as were issues around ticket pricing for home athletic events. In an effort to promote attendance at home events by students and families, the following home athletic ticket pricing plan was discussed with the Committee and recommended to the Board for approval:

- Family Pass - \$200 (Immediate family members in one household)
- Adult Pass - \$75
- Student Pass - \$20
- Staff Pass - Free (Must present staff badge)
- Family cap of \$20 when purchasing tickets at the gate.

**Financial Impact:** The proposed plan will result in decreased athletic gate revenue.

**Recommended Action:**

To approve the home athletic ticket pricing plan for the 2022-2023 school year, as presented.

**Action Taken:**

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

**BOARD ACTION REQUEST FORM**

**Meeting Date:** May 16, 2022

To: Board of Education

Attachment # XIII-5

From: Jason Kennedy

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

Approval of overnight trip requests as follows:

- Boys Golf Team Regional Trip, Ludington, MI ~ May 30-31, 2022

**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 request at no cost to the district as presented above.

**Action Taken:**

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



# Overnight Field Trip Request

Print Form

To the Board of Education

1. Group Requesting Permission: BOYS GOLF

2. Staff Person(s) in Charge: AARON GREGORY

3. Destination: GOLF REGIONAL BEST WESTERN 5005 W US HIGHWAY 10 LUDINGTON, MI, 49431  
(Address & Phone Contact for Destination)

4. Dates: MAY 30 - MAY 31

5. Purpose of trip:

Please **ATTACH** the rationale that indicated how this activity will promote learning for students. Please include how the success of the trip will be evaluated and reported and what follow-up activities are planned. This should have your Administrator's approval signature.

6. Lodging Accommodations: SEE ABOVE (231) 843-2140  
(Address & Phone Contact for Lodging)

7. Transportation Arrangements: **ATTACH** a travel itinerary and a schedule of activities for the field trip.

8. Chaperone/Student ratio: 9 ATHLETES 2 ADULTS

9. Funding Sources: TEAM ACCOUNT

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

11. Are all students in the group/class participating? IN THE PRACTICE ROUND + 5 playing in the regionals

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?  
AARON GREGORY 815.514.5333

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

## **Golf Team Regional Trip**

**Purpose:** Building of team camaraderie, supporting teammates who are competing, and regional competition

**Transportation:** Two vans with Jason Kennedy and Aaron Gregory driving.

**Itinerary:** Day one: Travel to Crystal Mountain for one round of golf, travel to Ludington for dinner and night stay at the Best Western. Day two: Regional Match at Lincoln Hills in Ludington, head home following match

**Behavioral Expectations:** All code of conduct for student-athletes to be followed. Athletes are to be with the team the entire time. Student-athletes and chaperones are to leave every space we are in, as good or better than we found it. Once we arrive at the hotel they are not to leave without an adult chaperone going with them. Student-athletes are not to leave their rooms after 10PM

**Parent Notification:** The itinerary has already been sent to parents. A separate email will be sent with the specific guidelines shared above and detailed timeline once we know all tee times.

MAISD BOARD OF EDUCATION  
**2022-2023**  
**General Fund Budget**

**Fiscal Year Ending June 30, 2023**

**APRIL 18, 2022**





April 11, 2022

Dear Budget Review Representative:

I am pleased that your board has designated you to be its representative at the MAISD Budget Review for constituent districts. The budget has been prepared in a “function and program” format that should be helpful to you in reviewing the programs and services being offered by the MAISD.

The major assumptions we made in preparing the 2022/23 General Fund Budget are found on the pages immediately following this letter.

The MAISD coordinates over 100 different programs in the general education field. Our organization also oversees approximately \$40 million in special education funding. Our ISD also oversees the Head Start Program for Muskegon and Oceana Counties, as well as the Great Start Readiness Program for our constituent school districts as part of the Early Childhood Program. Additionally, the Technical Education funding for the county high schools and Career Tech Center flow through the MAISD. All of the programs see an ebb and flow of funding applications, oversight responsibility, and mandated reporting cycles handled by MAISD staff, thereby removing some of the burden of work from local schools and districts.

The funding of public education in Michigan presents us with even more challenges. We are able to accomplish a great deal when working together as a region. We have developed an economy of scale to increase productivity at all levels.

Our mission is to provide leadership, programs, and services that enhance the success of everyone it serves. As an example of this, the MAISD offers business services with four districts taking advantage of that service at this time, and also assist in coordinating collaborations in transportation, custodial services, and technology services.

The MAISD appreciates your presence at this important meeting. As a reminder, the Budget Review meeting will take place on Tuesday, April 26, 2022, at 5:30 p.m. and it will be held virtually via Zoom. We will limit the length to one hour and include a brief update on the MAISD’s use of its general fund to help sustain local school district priorities.

If you have any questions that cannot be answered by your local district, please contact Mike Schluentz, Associate Superintendent for Administrative Services, 767-7207, or me at 767-7201.

Sincerely,



John Severson  
Superintendent

**2022-23 General Fund Budget**

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## 2022-23 General Fund Budget

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### Major Assumptions for Preparation of the Budget

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#### Revenues

1. Property Taxes/Millage

- A 3.5 % increase in taxable valuation to \$5,158,900,000
- Last year's increase was 3.96%

2. State Aid

- Section 81 increase of 5% per Governor's budget proposal.
- Section 51f kept at a 3% reimbursement rate, same as prior year.
- No new money from SE millage proposal
- All other State Aid calculations are based on no increase over FY2021.

#### Expenditures

1. Adjustments for all salary and wage schedules as follows:

- Wesley Teachers and Paraprofessionals - 2% COLA plus steps.
- CTC Teachers – Added a new Step 22 which is a 2.25% increase over Step 21. Step 1 is eliminated. All staff receive full step, plus a 1% off-schedule payment for those on Step 22.
- All other staff are budgeted with a 3% COLA increase plus steps.

2. Employee health insurance costs are based on an estimated increase to the state mandated cap estimated at 3.7% on January 1<sup>st</sup> 2023 for half our fiscal year. Dental and vision rates were increased by 2%.

3. It is assumed that the Michigan School Employees Retirement System blended contribution rate will range from 37.61% to 44.88%, depending on the employee's retirement plan (Prior year rate ranged from 36.01% to 43.28%)

**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT**  
**General Fund Budget**  
**For Fiscal Year Ending June 30, 2023**  
**April 18, 2022**

| <b>Category</b>                | Actual            | 2021-22              | 2022-23               |
|--------------------------------|-------------------|----------------------|-----------------------|
|                                | 2020-21           | Amended<br>1/18/2022 | Proposed<br>4/26/2022 |
| Local Sources                  | 9,664,315         | 12,292,997           | 12,494,772            |
| State Sources                  | 11,387,414        | 14,896,760           | 13,035,781            |
| Federal Sources                | 11,024,602        | 13,305,091           | 12,900,067            |
| Other Financing Sources        | 2,402,867         | 2,258,997            | 2,478,663             |
| <b>Total Revenues</b>          | <b>34,479,198</b> | <b>42,753,845</b>    | <b>40,909,283</b>     |
| Basic Programs                 | 1,375,041         | 1,910,350            | 2,181,541             |
| Added Needs                    | 425,573           | 509,125              | 0                     |
| Adult and Continuing           | 74,534            | 154,217              | 151,698               |
| Pupil                          | 904,476           | 1,060,064            | 1,344,382             |
| Instructional                  | 5,176,230         | 7,110,316            | 7,150,269             |
| General Administration         | 738,806           | 986,604              | 994,093               |
| School Administration          | 106,845           | 366,861              | 383,523               |
| Business                       | 1,558,255         | 1,674,917            | 1,626,027             |
| Operation & Maintenance        | 932,743           | 1,048,991            | 1,111,539             |
| Pupil Transportation           | 768,544           | 1,079,549            | 897,856               |
| Central Services               | 3,288,427         | 4,143,025            | 4,236,451             |
| Other                          | 0                 | 0                    | 0                     |
| COMMUNITY SERVICES             | 5,837,724         | 6,369,214            | 6,294,119             |
| OTHER FINANCING USES           | 12,796,075        | 16,474,013           | 14,495,897            |
| <b>Total Expenditures</b>      | <b>33,983,272</b> | <b>42,887,246</b>    | <b>40,867,395</b>     |
| Excess Revenues (Expenditures) | 495,925           | -133,401             | 41,888                |
| Fund Balance, July 1           | 6,179,854         | 6,675,779            | 6,542,378             |
| Fund Balance, June 30          | 6,675,779         | 6,542,378            | 6,584,266             |

**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT**  
**General Fund Budget**  
**For Fiscal Year Ending June 30, 2023**  
**April 18, 2022**

| <b>Category</b>                                     | Actual            | 2021-22              | 2022-23               |
|---|-------------------|----------------------|-----------------------|
|   | 2020-21           | Amended<br>1/18/2022 | Proposed<br>4/26/2022 |
| Local   | 9,664,315         | 12,292,997           | 12,494,772            |
| State   | 11,387,414        | 14,896,760           | 13,035,781            |
| Federal   | 11,024,602        | 13,305,091           | 12,900,067            |
| Other Financing Sources                             | 2,402,867         | 2,258,997            | 2,478,663             |
| <b>Total Revenues</b>                               | <b>34,479,198</b> | <b>42,753,845</b>    | <b>40,909,283</b>     |
| Adolescent and School Health                        | 81,852            | 124,490              | 131,250               |
| Aesthetic Education                                 | 8,428             | 47,232               | 32,887                |
| Art   | 27,484            | 31,439               | 28,924                |
| Balanced Formative Assessment                       | 0                 | 6,059                | 6,059                 |
| Close Up  | 0                 | 10,840               | 10,840                |
| Critical Incident Stress Management                 | 0                 | 6,315                | 6,315                 |
| Diversity, Equity and Inclusion                     | 8,743             | 20,000               | 5,000                 |
| Early Literacy Teacher Coaches                      | 818,454           | 1,334,324            | 1,392,484             |
| English Language Learners (ELL)                     | 21,718            | 15,000               | 15,000                |
| Hackley Community Care                              | 42,054            | 40,000               | 42,978                |
| Health Professional Development                     | 0                 | 1,145                | 1,200                 |
| Instructional Services                              | 582,807           | 612,851              | 839,098               |
| Kindergarten Readiness Assessment (KRA)             | 0                 | 24,648               | 0                     |
| Literacy  | 461,894           | 515,405              | 532,961               |
| Math  | 456,513           | 343,389              | 337,466               |
| Math Olympiad                                       | 0                 | 182                  | 0                     |
| MiBLSI  | 90,055            | 15,980               | 0                     |
| Michigan Health Endowment Fund                      | 38,031            | 17,000               | 0                     |
| MiSTEM Advisory Council                             | 0                 | 45,731               | 32,288                |
| MTSS / Continuous Improvement                       | 214,511           | 392,224              | 225,174               |
| Muskegon County Virtual Academy (MCVA)              | 434               | 1,455,858            | 1,668,678             |
| MyAlliance Mental Health                            | 538,656           | 1,756,268            | 844,432               |
| NOAA Watershed                                      | 54,810            | 23,360               | 79,995                |
| One Room School                                     | 25,291            | 5,283                | 4,154                 |
| Positive Behavior Interventions and Supports (PBIS) | 76,549            | 153,424              | 202,196               |
| Project SAFE  | 1,102,122         | 1,289,454            | 1,180,378             |
| REAL Science Project                                | 17,498            | 22,789               | 0                     |
| Regional Assistance Grant (RAG)                     | 349,756           | 861,413              | 937,322               |
| Regional Foundation Fund                            | 14,630            | 22,224               | 24,000                |
| REMC / Instructional Technology                     | 224,200           | 284,199              | 239,416               |
| Science   | 2,795             | 25,000               | 24,500                |
| Social Studies                                      | 148,731           | 175,165              | 181,378               |
| SparkEd   | 0                 | 1,345                | 1,345                 |
| State Continuing Education Clock Hours              | 5,367             | 4,050                | 4,065                 |
| Title III   | 26,920            | 74,141               | 71,782                |
| Title IX McKinney-Vento                             | 0                 | 121,397              | 129,859               |
| WINGS   | 2,100             | 2,498                | 2,498                 |
| <i>Total Instructional Services</i>                 | <i>5,442,403</i>  | <i>9,882,122</i>     | <i>9,235,922</i>      |

| Category   | Actual            | 2021-22              | 2022-23               |
|--|-------------------|----------------------|-----------------------|
|  | 2020-21           | Amended<br>1/18/2022 | Proposed<br>4/26/2022 |
| Early Childhood - 32p (Great Start Collaborative of Muskegon County) | 182,240           | 201,586              | 182,498               |
| Early On Michigan  | 286,440           | 392,785              | 602,743               |
| Great Start Investment Fund  | 35,524            | 34,873               | 18,482                |
| Great Start Home Visiting  | 164,257           | 178,246              | 172,836               |
| Great Start Readiness - Pre-K  | 5,957,978         | 7,818,959            | 7,037,955             |
| Head Start Operations - Administration                               | 842,575           | 1,006,051            | 896,994               |
| Head Start Operations - Program                                      | 7,805,644         | 8,139,923            | 8,226,901             |
| Head Start Training & Technical Assistance                           | 77,458            | 104,220              | 90,600                |
| Head Start - COVID-19 & ARPA Funds                                   | 435,838           | 1,217,398            | 691,550               |
| Read Early Read Often  | 41,235            | 112,661              | 122,861               |
| RTT - Trusted Advisors   | 23,095            | 68,750               | 68,750                |
| <i>Total Early Childhood Education</i>                               | <u>15,852,284</u> | <u>19,275,452</u>    | <u>18,112,170</u>     |
| Juvenile Transition Center   | 469,410           | 559,492              | 0                     |
| Title I D  | 95,442            | 79,641               | 0                     |
| <i>Total Non-Traditional Education</i>                               | <u>564,852</u>    | <u>639,133</u>       | <u>0</u>              |
| Data Warehouse   | 27,998            | 29,008               | 29,008                |
| Lakeshore Technology Consortium                                      | 327,109           | 368,322              | 388,872               |
| MiConnect  | 28,203            | 0                    | 0                     |
| Network Services   | 270,767           | 342,266              | 353,601               |
| Phone System - VOIP  | 41,788            | 55,340               | 55,340                |
| Shoreline Fiber Network  | 78,486            | 133,932              | 123,367               |
| Student Management System  | 426,905           | 559,990              | 594,829               |
| Technology Services  | 267,760           | 278,751              | 296,490               |
| <i>Total Technology Services</i>                                     | <u>1,469,016</u>  | <u>1,767,609</u>     | <u>1,841,507</u>      |
| Administration   | 466,049           | 520,122              | 521,090               |
| Administrative Academy   | 2,977             | 28,500               | 28,500                |
| Associate Superintendent for Academic Services                       | 235,022           | 426,457              | 437,283               |
| Board of Education   | 51,296            | 63,295               | 63,345                |
| College Access   | 110,927           | 135,666              | 139,873               |
| Communications   | 373,425           | 440,075              | 523,033               |
| Document Center  | 459,992           | 408,212              | 360,957               |
| Early College of Muskegon County                                     | 69,621            | 83,100               | 87,200                |
| Early/Middle College - Section 61b                                   | 147,112           | 106,315              | 106,315               |
| Human Resources  | 446,000           | 546,103              | 560,410               |
| Kickstart to Career  | 27,420            | 25,439               | 27,297                |
| Legislative Services   | 80,014            | 80,000               | 80,000                |
| Linked Muskegon - Section 107 Special Programs                       | 201,719           | 323,317              | 323,317               |
| Medicaid Caring 4 Students (C4S)                                     | 22,472            | 135,526              | 153,322               |
| Promise Zone   | 7,872             | 10,315               | 45,315                |
| Pupil Accounting Services  | 191,898           | 275,970              | 299,477               |
| Web and Social Media   | 90,663            | 89,640               | 92,201                |
| <i>Total Administration</i>  | <u>2,984,479</u>  | <u>3,698,052</u>     | <u>3,848,935</u>      |

| Category                                | Actual            | 2021-22              | 2022-23               |
|---|-------------------|----------------------|-----------------------|
|   | 2020-21           | Amended<br>1/18/2022 | Proposed<br>4/26/2022 |
| Building Improvements                   | 495,922           | 0                    | 41,887                |
| District Financial Support              | 118,012           | 226,914              | 205,399               |
| Financial Management System             | 539,847           | 607,484              | 637,212               |
| Financial Services                      | 588,489           | 562,990              | 637,578               |
| Headlee Obligations for Data Collection | 5,531             | 4,823                | 4,823                 |
| Insurance - Property                    | 77,991            | 84,800               | 84,800                |
| Mail Services                           | 25,298            | 46,390               | 41,741                |
| MAISD South Campus                      | 128,679           | 137,500              | 139,500               |
| Multicultural                           | 0                 | 0                    | 0                     |
| Operations & Maintenance                | 706,468           | 777,339              | 859,283               |
| Pension Benefits                        | 9,530             | 11,313               | 11,313                |
| School Safety Grant                     | 5,886             | 0                    | 0                     |
| Technology Enhancement Millage          | 4,968,587         | 5,165,325            | 5,165,325             |
| <i>Total Business &amp; Finance</i>     | <u>7,670,238</u>  | <u>7,624,878</u>     | <u>7,828,861</u>      |
| <b>Total Expenditures</b>               | <b>33,983,272</b> | <b>42,887,246</b>    | <b>40,867,395</b>     |
| Excess Revenues (Expenditures)          | 495,925           | -133,401             | 41,888                |
| Fund Balance, July 1                    | <u>6,179,854</u>  | <u>6,675,779</u>     | <u>6,542,378</u>      |
| Fund Balance, June 30                   | <u>6,675,779</u>  | <u>6,542,378</u>     | <u>6,584,266</u>      |

**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT**  
**Special Education Fund Budget**  
**For Fiscal Year Ending June 30, 2023**  
**April 18, 2022**

| <b>Category</b>                | Actual            | 2021-22              | 2022-23               |
|--------------------------------|-------------------|----------------------|-----------------------|
|                                | 2020-21           | Amended<br>1/18/2022 | Proposed<br>4/26/2022 |
| Local Sources                  | 16,574,868        | 18,773,036           | 18,982,561            |
| State Sources                  | 7,918,625         | 9,447,048            | 10,376,612            |
| Federal Sources                | 8,346,956         | 9,518,264            | 10,549,903            |
| Other Financing Sources        | 0                 | 0                    | 0                     |
| <b>Total Revenues</b>          | <b>32,840,449</b> | <b>37,738,348</b>    | <b>39,909,076</b>     |
| Basic Programs                 | 0                 | 0                    | 0                     |
| Added Needs                    | 6,041,560         | 7,009,840            | 7,675,942             |
| Adult and Continuing           | 0                 | 0                    | 0                     |
| Pupil                          | 5,323,394         | 6,519,393            | 7,492,619             |
| Instructional Staff            | 2,081,847         | 2,607,434            | 2,597,248             |
| General Administration         | 20,609            | 29,610               | 29,610                |
| School Administration          | 887,648           | 976,621              | 970,485               |
| Business                       | 1,530             | 5,500                | 5,500                 |
| Operation & Maintenance        | 553,088           | 692,754              | 696,669               |
| Pupil Transportation           | 3,332             | 53,125               | 93,817                |
| Central Services               | 392,915           | 883,120              | 819,130               |
| Other                          | 0                 | 2,000                | 2,000                 |
| COMMUNITY SERVICES             | 17,312            | 1,800                | 1,800                 |
| OTHER FINANCING USES           | 17,448,114        | 19,012,725           | 19,958,264            |
| <b>Total Expenditures</b>      | <b>32,771,349</b> | <b>37,793,922</b>    | <b>40,343,084</b>     |
| Excess Revenues (Expenditures) | 69,100            | -55,574              | -434,008              |
| Fund Balance, July 1           | 920,482           | 989,582              | 934,008               |
| Fund Balance, June 30          | 989,582           | 934,008              | 500,000               |

Budgets for intermediate school districts must be separated by funds. ISDs levy a Special Education millage which must be accounted for separate from the General Education tax levy.



**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT**  
**General Fund & Special Education Funds Combined**  
**For Fiscal Year Ending June 30, 2023**  
**April 18, 2022**

| <b>Category</b>                                       | Actual            | 2021-22              | 2022-23               |
|---|-------------------|----------------------|-----------------------|
|   | 2020-21           | Amended<br>1/18/2022 | Proposed<br>4/26/2022 |
| Local Sources   | 26,239,183        | 31,066,033           | 31,477,333            |
| State Sources   | 19,306,039        | 24,343,808           | 23,412,393            |
| Federal Sources                                       | 19,371,558        | 22,823,355           | 23,449,970            |
| Other Financing Sources                               | 2,402,867         | 2,258,997            | 2,478,663             |
| <b>Total Revenues</b>                                 | <b>67,319,646</b> | <b>80,492,193</b>    | <b>80,818,359</b>     |
| Basic Programs  | 1,375,041         | 1,910,350            | 2,181,541             |
| Added Needs   | 6,467,133         | 7,518,965            | 7,675,942             |
| Adult and Continuing                                  | 74,534            | 154,217              | 151,698               |
| Pupil   | 6,227,870         | 7,579,457            | 8,837,001             |
| Instructional   | 7,258,077         | 9,717,750            | 9,747,517             |
| General Administration                                | 759,414           | 1,016,214            | 1,023,703             |
| School Administration                                 | 994,492           | 1,343,482            | 1,354,008             |
| Business  | 1,559,786         | 1,680,417            | 1,631,527             |
| Operation & Maintenance                               | 1,485,831         | 1,741,745            | 1,808,208             |
| Pupil Transportation                                  | 771,876           | 1,132,674            | 991,673               |
| Central Services                                      | 3,681,342         | 5,026,145            | 5,055,581             |
| Other   | 0                 | 2,000                | 2,000                 |
| <b>COMMUNITY SERVICES</b>                             | <b>5,855,036</b>  | <b>6,371,014</b>     | <b>6,295,919</b>      |
| <b>OTHER FINANCING USES</b>                           | <b>30,244,189</b> | <b>35,486,738</b>    | <b>34,454,161</b>     |
| <b>Total Expenditures</b>                             | <b>66,754,621</b> | <b>80,681,168</b>    | <b>81,210,479</b>     |
| Excess Revenues (Expenditures)                        | 565,025           | -188,975             | -392,120              |
| Fund Balance, July 1                                  | 7,100,336         | 7,665,361            | 7,476,386             |
| Fund Balance, June 30                                 | 7,665,361         | 7,476,386            | 7,084,266             |
| Fund Balance as a percentage<br>of total expenditures | 11.48%            | 9.27%                | 8.72%                 |

This budget displays the General Education and Special Education Funds combined. This financial statement is presented as if it were a K-12 district combining General and Special Education funds.

# Instructional Services

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MAISD Instructional Services department provides services and activities to the local districts around the following categories that focus on the need to assist and enable districts with instructional improvement for increased student learning and achievement:

- Arts Education Support
  - Complementary Student Programs and Models
  - Continuous Improvement
  - Curriculum and Assessment Development
  - Development of Effective Learning Environments and Positive Behavior Support Systems
  - Enhanced Content Area Awareness
  - Health and Wellness for Students and Staff
  - Multi-Tiered Systems of Support (MTSS)
  - Priority & Focus Schools
  - System Support
  - Title Programs
- 

## Adolescent and School Health

- Grant to support and advance comprehensive school health through expert consultation, collaboration with local schools and community groups and coordination of community resources, thereby enabling students to learn positive health behaviors, reduce risk behaviors and prevent disease
- Provides training and implementation of the Michigan Model for Health and supporting comprehensive school health education curricula
- State funding through the State of Michigan Health and Wellness Initiatives
- Serves Muskegon, Newaygo and Oceana counties

## Aesthetic Education

- Provides training for classroom teachers and teaching artists to be able to participate in the Aesthetic Education program
- Classroom teachers are provided two authentic arts experiences annually - typically one in the performing arts and one in the visual arts
- Coordinates classroom teachers' experience selections and pairs them with teaching artists for in-classroom lessons
- Additional workshops are held to help participants plan for each new experience
- Collaboratively supported by the MAISD, Muskegon Museum of Art, and the West Michigan Symphony

## Art

- Coordinates professional development and training to support the fine arts
- Serves as liaison connecting schools to art communities locally, statewide, nationally and worldwide
- Provides information on all fine arts including the visual arts, vocal and instrumental music, dance, theatre and film
- Sustains and cultivates relationships and funding to maintain and broaden art education for area schools

- Hosts area-wide reception for local school district art students at the Muskegon Museum of Art

### **Balanced Formative Assessment**

- Provides professional learning for teachers and administrators around the elements of a balanced assessment system and focused support to districts for M-STEP, PSAT, and SAT

### **Close Up**

- Supports local district high school students to attend the Close Up Washington, a week-long civic education program
- Provides resources and expenses related to local pre-trip preparation and seminars

### **Critical Incident Stress Management**

- Provide a coordinated and consistent crisis response to support districts stress management after traumatic events
- Trains teams of school staff in how to manage a crisis
- Creates a network of teams across the county to call upon in the event of an acute traumatic incident

### **Diversity, Equity and Inclusion**

- Coordinates and provides professional development related to culturally responsive teaching
- Provides districts, teachers, students and families with resources related to equitable instruction and school climate
- Provides staff and students with opportunities to build relationships across differences
- Assists local districts with the creation and implementation of a plan for addressing equity issues
- Creates opportunities for educator learning and growth around issues of race, class, gender, sexual orientation, culture and diversity

### **Early Literacy Teacher Coaches**

- Provides literacy coaching to support K-3rd grade teachers in using research-supported instructional and assessment practices
- Provides classroom learning labs and goal-driven coaching cycles across the school year
- Develops building-level literacy leaders who support grade level professional learning
- Develops a countywide professional learning network focused on research-supported practices for all students

### **English Language Learners (ELL)**

- Supports English learner teachers and instructional staff in school districts with English learners.

### **Hackley Community Care**

- Supports partnership with Hackley Community Care (HCC)
- Collects various health-related data to identify district needs in the areas of physical, mental, and oral health of students
- Provides data reports to HCC, school districts, and other health-related agencies to determine health needs of students and the community
- Helps districts develop needs-based, individualized school health plans and align districts with available community services and resources

### **Health Professional Development**

- Provides professional development training for health education-related workshops

### **Instructional Services**

- Provides direct support to constituent groups including superintendents, curriculum specialists, high school principals, middle school principals, elementary school principals, and Prek-12 teachers
- Overall liaison responsibilities to Michigan Department of Education and the General Education Leadership Network for school districts with regard to general education grants and legislative requirements
- Collects data on local district needs and performance as well as collects data on MAISD Instructional Services to engage districts in a coordinated and collaborative planning process resulting in equitable and efficient service delivery plans

### **Literacy**

- Coordinates, facilitates information, and provides professional development related to English Language Arts and Literacy
- Liaison with Michigan Department of Education, Michigan Association of Intermediate School Administrators (MAISA), and grant agencies for local districts regarding English Language Arts and Literacy
- On-site support and consultation related to English Language Arts and Literacy Development
- Coordinates information related to research-supported practices and innovative models for English Language Arts and Literacy instruction
- Coordinates and participates in local and state efforts to improve and enhance English Language Arts education
- Coordinates with Instructional Services Department and Special Education to ensure the successful implementation of the Michigan English Language Arts, K-12 Standards
- Focuses professional development and support in Literacy for grades K-12 countywide with differentiated reading and writing instruction

### **Math**

- Coordinates and facilitates information and provides professional development related to mathematics education

- On-site support and consultation related to mathematics education and school improvement
- Provides technical assistance relating to state and federal accountability requirements
- Coordinates and participates in local and state efforts to improve and enhance mathematics education including MiSTEM Network grant activities
- Coordinates with Instructional Services Department and Special Education to ensure the successful implementation of the Michigan Mathematics K-12 Standards

### **Michigan Health Endowment Fund**

- Working with selected districts to empower Food Service Directors to drive student nutrition initiatives such as breakfast after the bell, student wellness teams, student gardens, local food production, etc.

### **MiSTEM Advisory Council**

- Place-based education (PBE) connects schools with their communities to create learning experiences for students that have lasting impact on the local environment
- Engages teachers and students in meaningful watershed educational experiences utilizing PBE
- Provides professional development for teachers to better facilitate inquiry-based and project-based learning
- Provides students with the civic engagement opportunity to address local environmental issues

### **MTSS / Continuous Improvement**

- Provides professional development and information dissemination in the areas of continuous improvement and instructional best practices to support tiered instruction
- Maintains a liaison with Michigan Department of Education for local districts regarding state assessments, Title I, and Continuous Improvement
- Supports and coordinates training for analyzing and preparing for state assessments at all levels and in all content areas
- Supports districts and schools in multiple aspects of data analysis associated with local and state assessments, specifically in the area of assessing needs
- Supports districts and schools in completing the Michigan Integrated Continuous Improvement Process (MICIP)
- Supports districts with compliance in regard to state and federal budgeting, programming, audits, and on-site reviews
- Supports continuous improvement teams
- Supports district and building leadership teams to establish an integrated MTSS framework in support of the whole child (academic, behavioral, physical, social, and emotional)
- Supports district and building leadership teams to provide ongoing professional learning (training, coaching, and technical assistance) related to implementing schoolwide and classroom Positive Behavioral Interventions and Supports (PBIS)

### **Muskegon County Virtual Academy**

- Virtual student program implemented in collaboration with participating districts
- Offers a 100% virtual option for districts from districts that may not have the numbers to scale their own program

- Uses a data and MTSS approach to focus on student success

### **MyAlliance Mental Health**

- Oversee and administer Section 31N grants offered through the State of Michigan
- Enhance and expand the availability of mental health services and supports to general education K-12 students
- Integrate mental health support into school buildings through collaborative work with county agencies and organizations

### **NOAA Watershed**

- Place-based education (PBE) connects schools with their communities to create learning experiences for students that have lasting impact on the local environment
- Engages teachers and students in meaningful watershed educational experiences utilizing PBE
- Provides professional development for teachers to better facilitate inquiry-based and project-based learning
- Provides students with the civic engagement opportunity to address local environmental issues

### **One Room School**

- Promotes the Maple Ridge School Endowment
- Coordinates, manages and supports the historical one-room school
- Offers student visits with teacher-guided instruction, play activities and educational materials of the late 1800s and early 1900s

### **Positive Behavior Interventions and Supports (PBIS)**

- Enhance and expand systems of support for developing and sustaining a multi-tiered behavioral framework (PBIS) within Muskegon County districts
- Provides ongoing professional learning, coaching, and technical assistance to district and building leadership teams in multiple aspects of planning, structuring and implementing a multi-tiered behavioral framework
- Training and Information dissemination in the areas of PBIS, trauma sensitive schools, social and emotional learning, and school climate and culture
- Supports schools in multiple aspects of data analysis and problem solving
- Supports integration of mental health services within schools

### **Project SAFE**

- Enhance and expand systems of support for developing and sustaining a multi-tiered behavioral framework (PBIS) within Muskegon County districts
- Provides ongoing professional learning, coaching, and technical assistance to district leadership teams, building leadership teams, and individual staff members in multiple aspects of planning, structuring and implementing schoolwide and classroom Positive Behavior Intervention and Supports (PBIS) at Tiers 1, 2, and 3, with mental health integration (Interconnected Systems Framework).

- Training and Information dissemination in the areas of PBIS, school climate and culture, trauma sensitive schools, social and emotional learning, restorative practices, and school mental health integration
- Supports schools in multiple aspects of data analysis and problem solving
- Supports integration of mental health services within schools (ISF)

### **Regional Assistance Grant (RAG)**

- Provides assistance to Muskegon County schools identified under the Michigan school accountability system as Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), and Additional Targeted Support (ATS).
- Provides support to districts and schools in the areas of data analysis, data-based decision-making, and evidence-based practices
- Provides support for professional development in areas matched to district and school needs
- Coordinates support efforts to CSI Schools as delineated by the Michigan Department of Education
- Supports districts with CSI Schools in the coordination of coaching supports
- Coordinates services to install systems for success provided by the Statewide Field Team to identified schools through the Technical Assistance Grant.

### **Regional Foundation Fund**

- Place-based education (PBE) connects schools with their communities to create learning experiences for students that have lasting impact on the local environment
- Engages teachers and students in meaningful watershed educational experiences utilizing PBE
- Provides professional development for teachers to better facilitate inquiry-based and project-based learning
- Provides students with the civic engagement opportunity to address local environmental issues

### **REMC / Instructional Technology**

- Instructional media and technology services provided to school districts in Muskegon, Newaygo, and Oceana counties (approximately 44,000 students)
- Provides cooperative purchasing support
- Provides a Discovery Center of maker and STEM resources and support. Teachers may checkout collections of items/kits to support curriculum (i.e. resources include 3D printers, codable robots and drones, VR headsets, 360 cameras, stop motion project kits, electric circuit kits, and more)
- Offers regional and state consortium pricing for resources including annual Discovery Education Streaming and Public Performance Site licenses
- Professional development for emerging technology, i.e. teaching in a virtual environment, using Zoom and Google Meet, 3D printers, and online assessment tools
- Training and support for Google Apps including Google Classroom
- Professional development for administrators, teachers and support staff in technology use and curriculum integration
- Professional development for MAISD/REMC 4 Technology Directors and REMC 4 MAISD/REMC 4 Librarians Group
- Provides support and training for MAISD/REMC 4 Technology Teachers Group

- Represent the needs of school districts on state REMC SAVE cooperative purchasing committees
- Provide community outreach - inviting staff from agencies and nonprofits to attend workshops, provide direct instruction for partner agencies, provide workshops for the community in area libraries, and partner with area libraries to obtain public library cards for every student
- Provide customized Google Form support for special projects - i.e. facility use forms, school of choice forms, preschool report cards

### **Science**

- Coordinates information and professional development related to science education
- On-site support and consultation related to science education and school improvement
- Provides technical assistance relating to state and federal accountability requirements
- Coordinates and participates in local and state efforts to improve and enhance science education
- Coordinates with Instructional Services Department and Special Education to ensure the successful implementation of the Michigan Science Standards and the Common Core

### **Social Studies**

- Coordinates information and professional development related to social studies education
- On-site support and consultation related to social studies education and school improvement
- Provides technical assistance relating to state and federal accountability requirements
- Coordinates and participates in local and state efforts to improve and enhance social studies education
- Collaborates with Instructional Services department for Common Core Implementation, and opportunities to integrate literacy practices into opportunities to master social studies standards
- Collaborates with Instructional Services and Special Education Departments to implement Universal Design for Learning Principles in classrooms and districts

### **SparkEd**

- Provides a forum of learning for districts to share success stories with other districts
- Coordinates SparkED events

### **State Continuing Education Clock Hours**

- Michigan Department of Education (MDE) sponsor for approval of State Continuing Education Clock Hours (SCECHs)
- Provides processing of SCECHs for renewal of selected certificates issued by the Michigan Department of Education
- SCECH processing supports certification renewal for K-12 teachers, psychologists, counselors and administrators
- Provides training to all educators to review SCECH policies and procedures for certification renewal
- Maintains SCECH records and responsible for State audit



### **Title III**

- Provides supplemental funding for district language acquisition programs to be used over and above the districts required EL services
- Assists local districts in providing high quality language instruction to increase student English proficiency and academic achievement

### **Title IX McKinney-Vento**

- Provides support to districts and schools in the areas of homeless identification, reducing barriers to enrollment and school participation, and advisement of student and family rights under McKinney-Vento law.
- Provides professional development and information dissemination to support district homeless liaisons and McKinney-Vento homeless youth.
- Maintains a liaison with Michigan Department of Education for local districts regarding McKinney-Vento legal requirements, funding, and grant coordination.

### **WINGS**

- Widening Interest through New Experiences for Gifted Students (WINGS)
- Supports summer enrichment program
- Provides in-depth summer study experiences for students in first through sixth grade who show exceptional interest and/or talent in focused subjects
- Classes designed for passionate learner, curious minds and outside-the-box thinking

# Early Childhood Education

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The Special Education and Early Childhood Services department operates the following grant-funded projects budgeted through the General Fund:

- 32p Early Childhood Programs
  - Early On®
  - Great Start Readiness Program
  - Head Start and Early Head Start
- 

## **Early Childhood – 32p (Great Start Collaborative of Muskegon County)**

- Data is gathered from a diverse source of community partners, analyzed and synthesized into a written plan of action
- Development and implementation of a comprehensive early childhood strategic plan for Muskegon County
- Establishment of a Parent Coalition which advocates to Lansing on a host of early childhood development topics
- Focus on providing early literacy and community information resources and referrals to families
- Financial support of community-based early literacy promotion, countywide ‘play and learn’ early literacy and socialization groups for parents/children birth - five, maternal health, and Read Early. Read Often. early literacy campaign

## **Early On® Michigan**

- Early identification, referrals and follow up of newborn infants at local hospitals who have a developmental delay or an established condition
- Provide services to eligible infants and toddlers
- Public awareness activities for families, professionals, and agencies about *Early On* services
- Leadership in the Muskegon Interagency Coordinating Council and the multi-purpose collaborative body
- Provide coordination with Spectrum Health NICU and Muskegon County
- Provide inservice training for parents and professionals

## **Great Start Investment Fund**

- Provide local funding to early childhood initiatives.
- Donated funds are used for support of early childhood activities

## **Great Start Home Visiting**

- State of Michigan Section 32p(4) grant - Early Head Start (state funding)
- State funding provided to support the Early Head Start model for two home visitors, serving 22 of the 65 Early Head Start children/pregnant women.

## **Great Start Readiness – Pre-K**

- Great Start Readiness Program (GSRP) provides a free preschool experience to eligible four-year-old children. Funds 1,588 preschool slots at county districts (956 children)

# Early Childhood Education

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- State funded preschool program for eligible four-year-old children
- Funding flows through the MAISD to several LEAs and Community-based Providers (i.e., private pre-schools per contractual agreements). MAISD operates GSRP programming in Muskegon, Muskegon Heights, Fruitport and Mona Shores districts.

## **Head Start Operations – Administration**

- Provide for Head Start and Early Head Start administration costs which cannot exceed 15% of total program operations

## **Head Start Operations – Program**

- Provide comprehensive early childhood development services to income-eligible families and preschool-aged children
- Serves 66 three- and four-year-old children in classrooms throughout Muskegon and Oceana counties
- Eligibility is based on federal poverty guidelines
- Program operated as a consortium of four partner districts and the MAISD is providing programming in Muskegon, Muskegon Heights, Fruitport and Mona Shores districts.

## **Early Head Start**

- Serves 65 pregnant women and families with children ages infant - three.
- Weekly home visitation services provided to eligible families in Muskegon and Oceana counties. Federally-funded program providing comprehensive early childhood development services.

## **Head Start Training & Technical Assistance**

- Professional development training for Head Start and Early Head Start staff

## **Head Start - COVID-19 & ARPA Funds**

- One-time finding to provide resources to address COVID-19 mitigation issues in continuing to provide Head Start & Early Head Start services
- One-time funding expiring in March 2023

## **Read Early Read Often**

- Donated funds support early literacy enhancement activities, including book purchases
- Limited ISD funds support part time staff liaison position

## **RTT - Trusted Advisors**

- Supports early literacy programming at community partners; funding is sporadic via state agency. Limited time funding.

# Technology Services

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MAISD Technology Services provides data solutions and technical support to districts throughout West Michigan. Services include the Lakeshore Technology Consortium (LTC), Enterprise Solutions - Programs for Schools, Network Services, and Client Services.

Other technology-related services provided include MI School Data and Our School Data (Data Warehouse Services), Instructional Technology support and training, and REMC media services and training.

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## Data Warehouse

- A central site for educational data, including demographics, state assessments and local assessment data. Hosted by Kent ISD.
- Assists with loading information into the data warehouse for access of reports and data by staff
- Offers a large variety of reports for data analysis, including the ability to cross-reference available data and drill down from district-wide information to individual student levels

## Lakeshore Technology Consortium

- Provides technology leadership and support to those local school districts (LEA) that choose to participate
- The LTC is a model for supporting districts as they integrate and advance their technology programs
- Assists with planning, acquiring, deploying, and supporting the appropriate technologies for school districts in a unified, efficient, timely and cost-effective manner
- Technology services focus on vision and strategy, leadership, operational and budgetary oversight, and project coordination for the LTC team and member districts
- Client services focus on implementing technology projects and achieving the technology goals of the LEA; providing day-to-day technology support; and working closely with the LEA to implement technology best practices and standards of operation
- Network services targets the management/support of the LEA networks (both the network physical plant and electronics), server administration and hosting, and enterprise level applications and systems

## Network Services

- Provides coordination of network repair and maintenance
- Network design, planning, and documentation
- Administration and support for server hosting, wireless networks, security systems, VOIP phone systems, network firewall and filtering, backup services, cabling plan, network directory, Google Applications for Education (GAFE), print management, multimedia/AV systems and hardware acquisitions
- Provides service hosting for websites, Destiny, HelpSpot, PowerSchool, Moodle, servers and Active Directory and ShoreTel VOIP

## Phone System – VOIP

- Supports Voice Over Internet Protocol (VOIP) system for all MAISD buildings
- Hosted VOIP service for eleven local districts

# Technology Services

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## Shoreline Fiber Network

- Management and support of a countywide fiber network which connects all local school districts, Muskegon County governmental sites, Central Police Dispatch (911) sites, and three higher education sites – Muskegon Community College, Baker College and Merit Network, Inc.
- 130 miles of fiber attaching to 3,500 poles
- Coordination of Internet service purchase from Merit Network, Inc., on behalf of all schools
- Repair and maintenance of fiber and equipment
- Provides locator services
- Pole transfers

## Student Management System

- Host and support the PowerSchool web-based student information system (SIS) for local MAISD school districts
- Attendance management and tracking for period or daily recording methods
- A web portal with real time access to data, including grades, attendance, and teacher comment
- Building master schedules based on student requests and staff resources.
- Full support for Michigan Student Data System (MSDS) and related applications
- Customize reports for districts to define their own versions of transcripts and other official reports

## Technology Services

- Technical assistance with planning and design of local and wide area networks
- Assistance with district technology planning/visioning
- Firewall and filtering services
- Helpdesk/ticket support
- Technology hardware/equipment acquisition assistance
- Technology device management and support
- User account management
- Multimedia/AV systems support
- Project management
- Inventory asset ID and management
- Software licensing
- Applications/systems support
- Google Application for Education (GAPE) management
- Form workflow management

# Administration

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Administration oversees the Offices of the Superintendent, Associate Superintendent for Academic Services, Associate Superintendent for Administrative Services, Associate Superintendent for Special Education, Associate Superintendent for Human Services & Auxiliary Programming, Executive Director for Early Childhood Services, and Director of Communications

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## Administration

- Office of the Superintendent
- Positively impact the achievement and success of all students in the MAISD service area
- Enhance public understanding of and support for public education
- Maintain a highly qualified, dynamic staff that is committed to continuously learning
- Help educators collaborate on initiatives that benefit all students and staff
- Provide professional development programming that addresses the priorities of local school districts in the MAISD service area
- Engage local school districts in exploring a framework for the future of education
- Provides administrative support services to entire organization
- Oversees the Thrive initiative, a community-based movement formed by Muskegon County business, education and community leaders to establish clear educational focus areas for our community, leading to successful graduates who contribute to a thriving economy and a vibrant culture in Muskegon County
- Partners with West Michigan Talent Triangle (WMTT) to establish direct partnerships with business organizations, to develop a framework for determining legislative positions and community and legislative leader engagement strategies
- Partners with Talent 2025, a catalyst to create a truly integrated talent development system designed to make West Michigan a magnet for both talent and jobs
- Coordinates local and regional community partnerships, grants and programming (HealthWest, DHHS, United Way, Rotary, and many others)
- Represents various local, regional, and state association committees and boards that represent the work and needs of our county schools and districts

## Administrative Academy

- Professional development programs for administrators
- Provides leadership for the Muskegon Area Public Schools Superintendents' Association
- Engage local school districts in exploring a framework for the future of education

## Associate Superintendent for Academic Services

- Office of the Associate Superintendent for Academic Services and administrative support services

## Board of Education

- Five member board, selected by local school board members, establishes goals and policies, reviews the budget and aligns funding priorities with district goals, approves recommended curriculum, adopts policies governing staffing and determines school facility needs
- Balanced geographic representation of large and small districts, as well as urban, suburban and rural

### **College Access**

- Leads development of career and college programming
- Provides support for the Local College Access Network (LCAN), Muskegon Opportunity, that helps students with college access services
- Member of Executive Board and Advisory Board for Muskegon Opportunity

### **Communications**

- Develops public image and range of public communications for the MAISD and local districts to build confidence in public education and advance the strategic goals of the MAISD
- Creates and implements informational campaigns and reports for education and its programs and services including school district and MAISD millages/bonds, Read early.Read often., Muskegon Area Promise, and the Technology & Security Enhancement Millage Accountability Report
- Produces video programs to support the strategic goals of the MAISD and constituent districts
- Builds relationships with news media to promote good news about public education
- Provides crisis communications support for MAISD and local districts
- Enhances MAISD and local district communications through consult, design, social media and print services

### **Document Center**

- Enhances MAISD and local district communications through consult, design, and production of full-color and single color prints
- Utilizes digital print equipment for production and finishing of high quality brochures, booklets, programs, newsletters, forms, posters, stickers, notepads, business cards, and other customized materials
- Provides high-quality, customized printing and finishing at a low-cost from a variety of compatible electronic files or from hard-copy originals
- Coordinates with Communications Department and MAISD staff to purchase promotional, marketing, and printed materials the Document Center is unable to produce internally. Such as high volume runs of letterhead, envelopes and newsletters, banners, yard signs, bumper stickers, rulers, and other specialized print pieces
- Facilitates professional design services for schools and MAISD community outreach programs, such as Dads on Deck, Early College, Muskegon Area Promise, Muskegon Made, Read Early Read often, and more.

### **Early College of Muskegon County**

- Partnership between all school districts and Muskegon Community College
- Enables students to earn both high school diploma and two years of college credit simultaneously at no cost to student
- Support for Dean and Mentor expenses
- Support for student meetings, advisory and graduation
- Provides marketing materials for the program

### **Early/Middle College - Section 61b**

- Covers costs for college credits offered through CTC programs

- Provides staff support for students working toward career goals

### **Human Resources**

- Operation of the Human Resource office, support services, and Pupil Membership for Muskegon County.
- Serves as the district's compliance official
- Coordination and support of the Human Resources Managers' group
- Assists local districts in complying with federal and state employment, safety and environmental regulations
- Assists districts with understanding and utilizing pupil accounting rules and regulations
- Coordinates the Staff, annual awards ceremony recognizing years of service, retiring staff and outstanding service
- Coordinates health insurance and retiree benefits for MAISD employees
- Acts as a chief negotiator for all employee contracts
- Responsible for recruiting potential employees
- Responsible for all new hires training and the onboarding process

### **Kickstart to Career**

- A collaboration with Community Foundation for Muskegon County
- Communicate with elementary principals and teachers to promote program to students and schedule in school activities
- Present program information to the community, donors and parents to gain knowledge of program layout
- Attend parent events to answer questions and provide explanation to their student accounts
- Participate in CSA consortium groups to share and gather data and best practices

### **Legislative Services**

- The West Michigan Talent Triangle acts as the state and federal government liaison
- Assist in legislation development beneficial to education and attends local legislators' meetings
- Provides timely legislative reports, House and Senate bills, analysis and public acts

### **Linked Muskegon - Section 107 Special Programs**

- A collaboration between Muskegon County Adult Education programs, Michigan Works, the Muskegon Area Career Tech Center and local employers
- Supports cost of Navigator to work with students to design an Adult Learning Plan for the career pathway of each student
- Supports instruction costs for students attending CTC technical courses, employability skills curriculum, and recruitment/retention of adult education students

### **Medicaid Caring 4 Students (C4S)**

- Medicaid reimbursement for services provided to General Education students

### **Promise Zone**

- Provides leadership and support to schools to increase scholarship attainment
- Facilitates work of the Promise Zone Authority Board including fund development



- Leverages the Promise to improve student achievement through marketing activities

### **Pupil Accounting Services**

- Provides state-mandated auditing functions to assist districts with student count procedures
- Supports districts in their pupil accounting and documentation to maximize student count
- Provides technical support for local districts related to pupil membership
- Provides county wide truancy services

### **Web and Social Media**

- Manages website including annual maintenance and web redesign
- Serves as MAISD ADA Web Accessibility Coordinator/Web Compliance Officer
- Crafts Transparency Report and ISD Web Report
- Manages and maintains MAISD APP
- Leverages website and social media to promote MAISD and enhance support for public education

# Business and Finance

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The Office of Business and Finance provides assistance to districts in fiscal matters and coordinating Lakeshore Business Officials and Facility Directors user groups

Regulatory functions include state and federal reporting, financial auditing, transportation and financial monitoring of grants

On an internal basis, responsibilities lie in the areas of fiscal management, insurance programs and facilities management

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## **Building Improvements**

- Supports future facility needs using excess local property tax funds

## **District Financial Support**

- Provides business services for local school districts
- Processes payroll services for local school districts

## **Financial Management System**

- Provides management and support for participating districts
- Tyler MUNIS Enterprise Financial Management & Accounting Software is a multi-fund accounting system that integrates general ledger, payroll, and human resources
- Content Manager transforms paper forms and documents into electronic images and integrates with Tyler Content Manager
- Oversees compliance with local, state, and federal reporting including 1099, GASB, FID, ORS, REP, OSHA

## **Financial Services**

- Office of the Associate Superintendent for Administrative Services and administrative support services
- Provides technical assistance and support
- Acts as the liaison with local districts and the Michigan Department of Education
- Supports constituent groups including Superintendents Committee and Business Managers Committee
- Provides administrative review of local districts targeted under Early Warning legislation
- Furnishes an annual Statistical Summaries & Information
- Coordinates district salary/benefit survey and rankings
- Provides state and federal grant oversight and financial reports
- Distributes Special Education funds to local districts as prescribed by Special Education funding plan
- Develops and manages MAISD budgets
- Provides comprehensive accounting services and support

**Headlee Obligations for Data Collection**

- Data collection for the Center for Educational Performance and Information (CEPI)

**Insurance – Property**

- District property and liability insurance

**Mail Services**

- Provides regular interschool mail delivery serving each local district

**MAISD South Campus**

- Provides support and service for medical tenants
- Houses offices for MAISD Finance and Financial Systems staff
- Houses offices for MAISD Early Childhood staff

**Operations and Maintenance**

- Supports the operation and maintenance costs of the MAISD North and South buildings and facilities
- Coordinates a cooperative purchasing system for custodial/maintenance supplies as needed
- Coordinates and supports a countywide Maintenance Directors group

**Pension Benefits**

- Provides life insurance and supplements health insurance costs

**Technology Enhancement Millage**

- One-mill property tax increase approved by Muskegon County voters on February 25, 2014, to support district technology and security
- All funds collected are passed through the MAISD to local districts



[www.muskegonisd.org](http://www.muskegonisd.org)




[www.twitter.com/maisd](http://www.twitter.com/maisd)



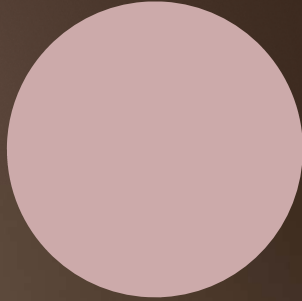
[www.facebook.com/muskegonisd](http://www.facebook.com/muskegonisd)



## The Muskegon Area ISD's Role

- ▶ Ensures Implementation of Six Core Service Areas:
  1. Early Childhood
  2. Teaching and Learning
  3. Student Services
  4. Technology Services
  5. Shared Operational Services
  6. Developing Partnerships
- ▶ Maximize Resources
- ▶ Train Teachers
- ▶ Lead in Technology
- ▶ Provide Specialized Services
- ▶ Support Schools in the Areas of School Improvement, Assessments and Mandates



## Current Year Budget Summary

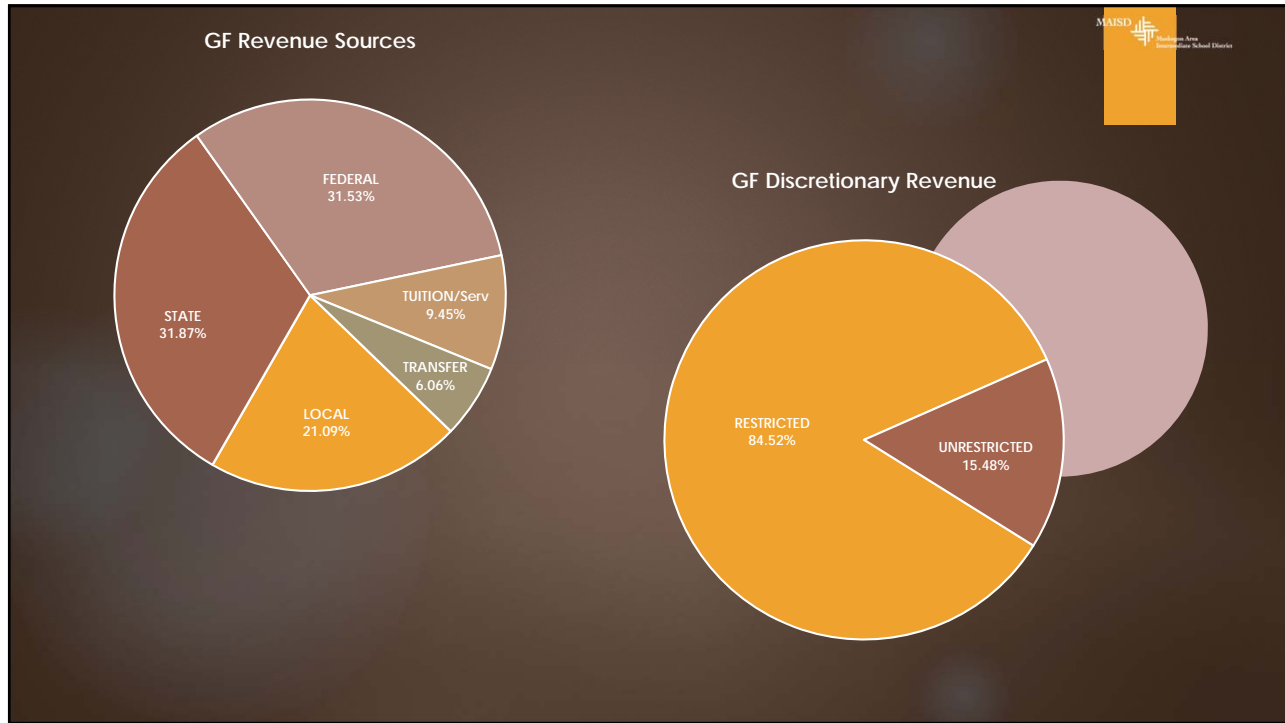


| 2021/22 MAISD Budgets             |                      |
|-----------------------------------|----------------------|
| General Fund                      | \$ 42,887,246        |
| Special Education Fund            | 37,793,922           |
| <b>TOTAL General Fund if K-12</b> | <b>\$ 80,681,168</b> |
| Vocational Education Fund         | \$ 7,828,708         |
| Food Service Fund                 | 192,278              |
| Capital Projects Fund             | 257,910              |
| School Activity Fund              | 49,000               |
| <b>TOTAL Budget</b>               | <b>\$ 89,009,064</b> |

## Major Assumptions for 2022/23 General Fund

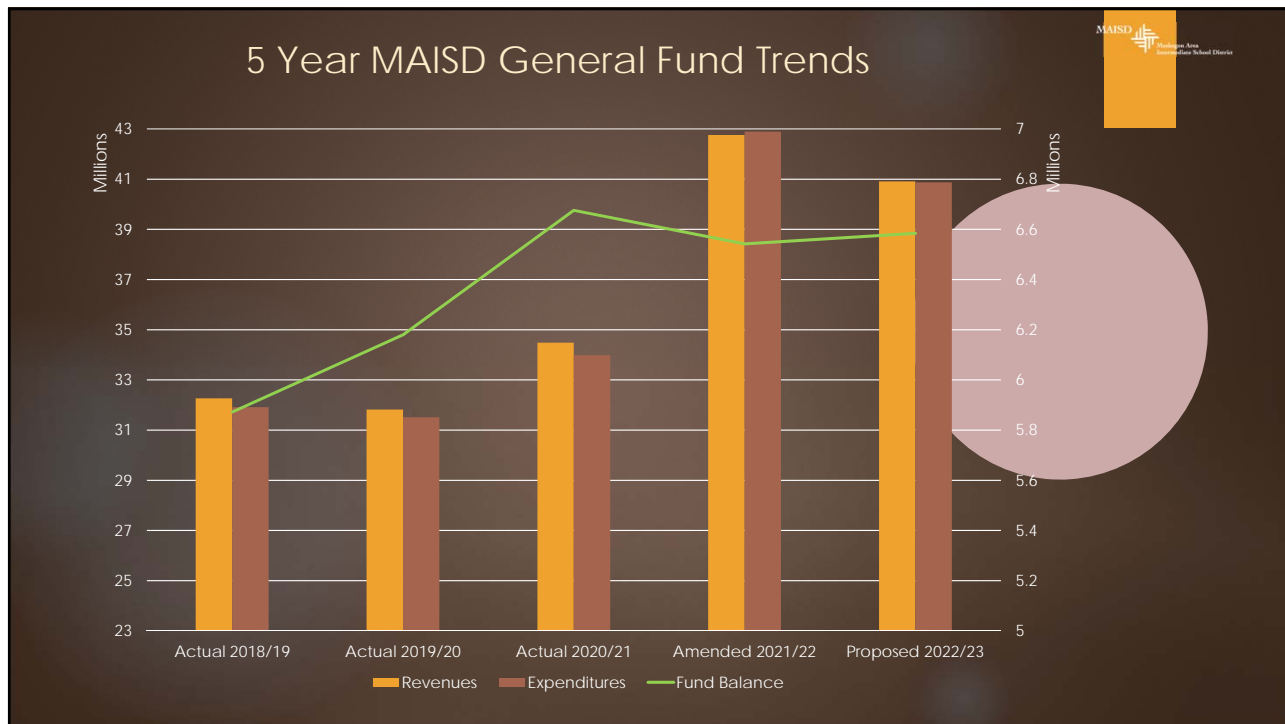


- ▶ Expecting a 3.5% increase in Taxable Value (\$80,000 increase)
- ▶ ISD General Operations (Sec 81) – 5% increase over prior year (\$63,500 increase)
- ▶ Wage increases as follows
  - ▶ Wesley Teachers and Paraprofessionals – 2% COLA plus step. Still in negotiations
  - ▶ CTC Teachers – 22<sup>nd</sup> Step added (2.25% over Step 21) first step eliminated. 1% off schedule payment added to Step 22.
  - ▶ All other unaffiliated staff - 3% COLA plus step.
- ▶ Increase Health Benefit cost by an estimated 3.7% to the current year CAP figures effective January 1, 2023.
- ▶ Using retirement contribution rates proposed in the Governor's budget. The most common rate at the MAISD saw an increase from 43.28% to 44.88%
- ▶ Non-wage and non-benefit costs carried forward from prior year to department discretionary line items



### Proposed Next Year General Fund Budget

| General Fund MAISD Budget |                      |                      |                      |                      |                      |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                           | 2019/20 Actual       | 2020/21 Actual       | 2021/22 Original     | 2021/22 Amended      | 2022/23 Proposed     |
| <b>Revenues</b>           |                      |                      |                      |                      |                      |
| Local                     | \$ 10,194,400        | \$ 9,664,315         | \$ 10,341,012        | \$ 12,292,997        | \$ 12,494,772        |
| State                     | 10,240,617           | 11,387,414           | 11,645,985           | 14,896,760           | 13,035,781           |
| Federal                   | 9,273,016            | 11,024,602           | 11,090,622           | 13,305,091           | 12,900,067           |
| Other                     | 2,106,749            | 2,402,867            | 2,461,736            | 2,258,997            | 2,478,663            |
| <b>TOTAL Revenues</b>     | <b>\$ 31,814,782</b> | <b>\$ 34,479,198</b> | <b>\$ 35,539,355</b> | <b>\$ 42,753,845</b> | <b>\$ 40,909,283</b> |
| <b>Expenditures</b>       |                      |                      |                      |                      |                      |
| Instructional             | \$ 1,722,160         | \$ 1,875,148         | \$ 1,799,436         | \$ 2,573,692         | \$ 2,333,239         |
| Support Services          | 12,564,447           | 13,474,325           | 15,053,137           | 17,470,327           | 17,744,140           |
| Community Services        | 4,985,124            | 5,837,724            | 5,482,309            | 6,369,214            | 6,294,119            |
| Other Financing Uses      | 12,235,365           | 12,796,075           | 13,131,958           | 16,474,013           | 14,495,897           |
| <b>TOTAL Expenditures</b> | <b>\$ 31,507,096</b> | <b>\$ 33,983,272</b> | <b>\$ 35,466,840</b> | <b>\$ 42,887,246</b> | <b>\$ 40,867,395</b> |
| <b>Surplus (Deficit)</b>  | <b>\$ 307,686</b>    | <b>\$ 495,925</b>    | <b>\$ 72,515</b>     | <b>(\$ 133,401)</b>  | <b>\$ 41,888</b>     |
| <b>Ending Fund Equity</b> | <b>\$ 6,179,854</b>  | <b>\$ 6,675,779</b>  | <b>\$ 6,467,730</b>  | <b>\$ 6,542,378</b>  | <b>\$ 6,584,266</b>  |



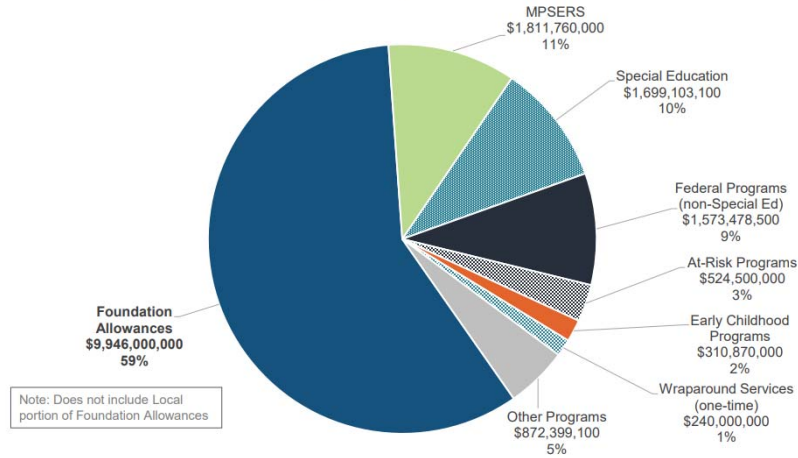
## State of School Funding





## FY 2021-2022 Gross Appropriations

About **59%** of the **\$17.0 billion** School Aid budget supports per pupil foundation allowances used for school district general operations.



House Fiscal Agency

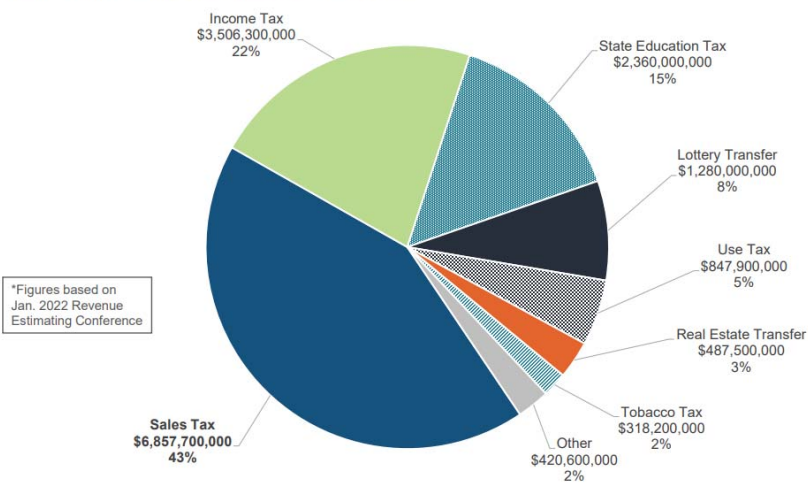
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January 2022



## SAF Revenue Sources

Sales tax is the largest revenue source, contributing nearly half of the **\$16.1 billion** in total estimated SAF revenue for FY 2021-22.



House Fiscal Agency

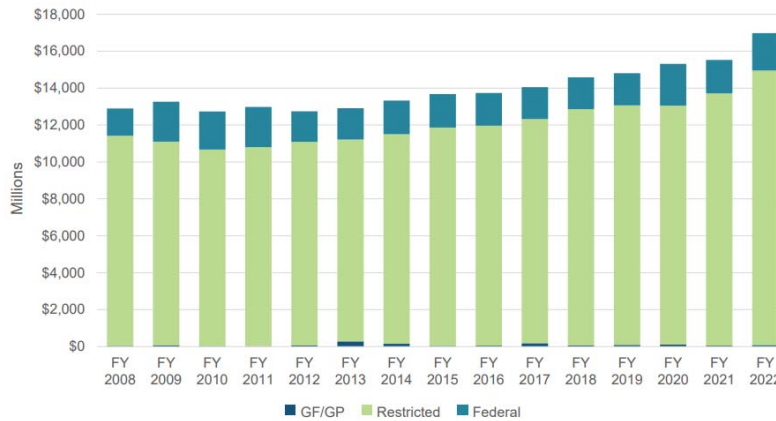
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January 2022



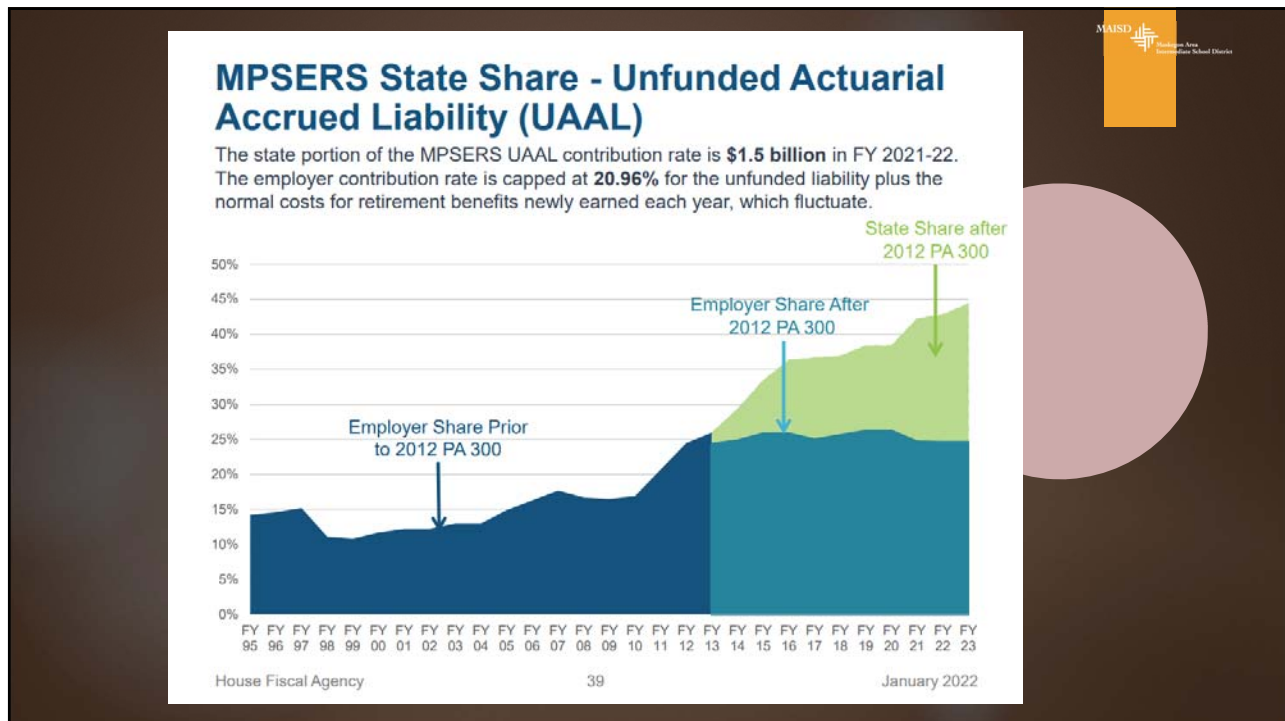
## School Aid Budget Funding History

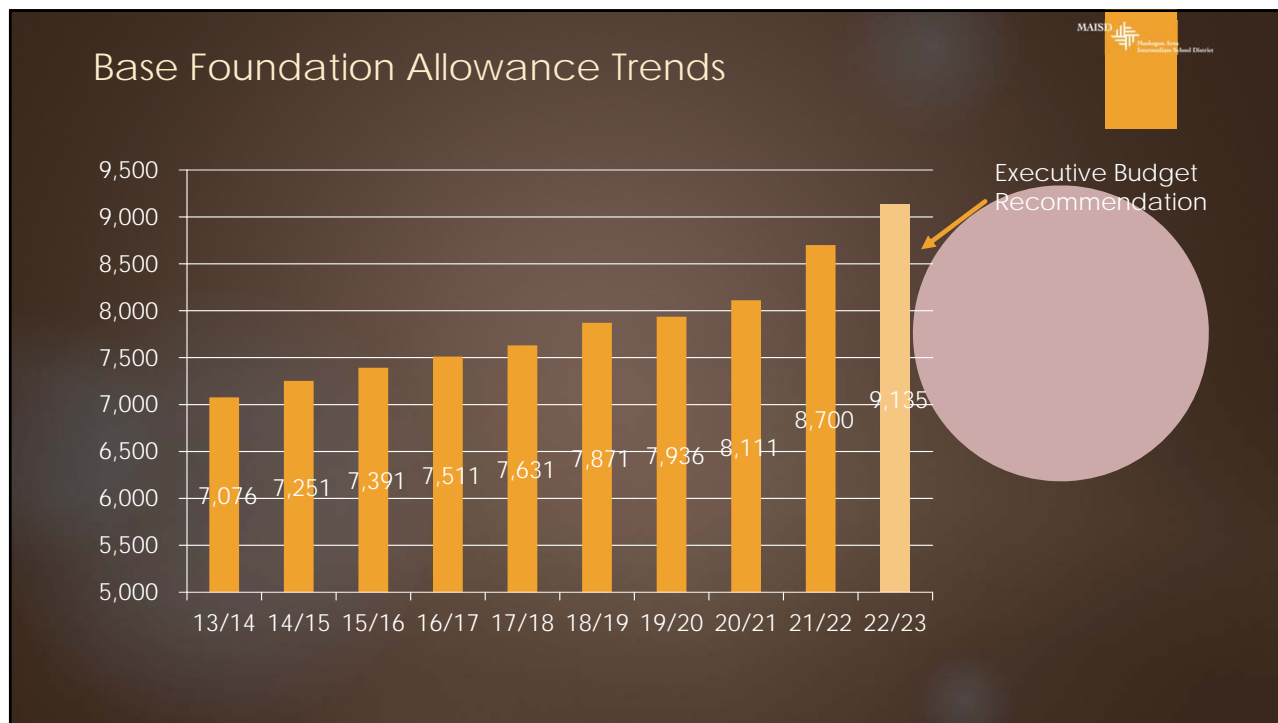
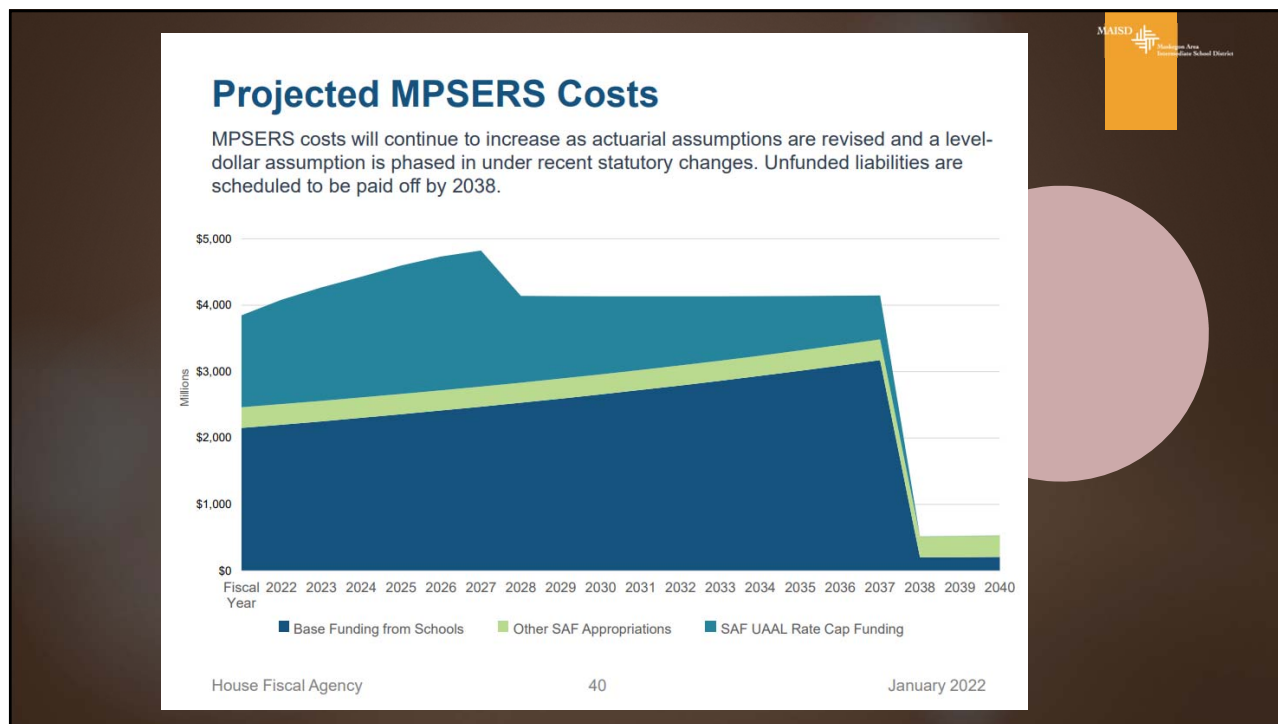
Funding for School Aid has grown by **32%** over the last 15 years, with **71%** of that growth driven by increases in state funding for public school retirement and federal funding for school food programs, special education, and other federal education programs.



## FY 2021-22 School Aid Fund Balance Sheet

|   | FY 2021-22        | Baseline FY 2022-23 |
|---|-------------------|---------------------|
| <b>BEGINNING BALANCE</b>                        | <b>\$2,889.1</b>  | <b>\$3,608.2</b>    |
| <b>REVENUE</b>                                  |                   |                     |
| School Aid Fund (SAF) Revenue                   | \$16,078.2        | \$16,246.7          |
| General Fund/General Purpose (GF/GP)            | \$91.4            | \$89.9              |
| Other Restricted Funds                          | \$72.0            | \$72.0              |
| Federal Funds                                   | \$2,018.5         | \$1,905.5           |
| <b>TOTAL REVENUE</b>                            | <b>\$18,260.1</b> | <b>\$18,314.1</b>   |
| <b>EXPENDITURES</b>                             |                   |                     |
| School Aid (Adj for lapses/consensus revisions) | \$16,648.2        | \$16,395.7          |
| Community Colleges                              | \$431.4           | \$432.7             |
| Higher Ed                                       | \$461.4           | \$447.9             |
| <b>TOTAL EXPENDITURES</b>                       | <b>\$17,541.0</b> | <b>\$17,276.2</b>   |
| <b>CURRENT YEAR: REVENUES - EXPENDITURES</b>    | <b>\$719.1</b>    | <b>\$1,037.9</b>    |
| <b>TOTAL ENDING BALANCE</b>                     | <b>\$3,608.2</b>  | <b>\$4,646.1</b>    |

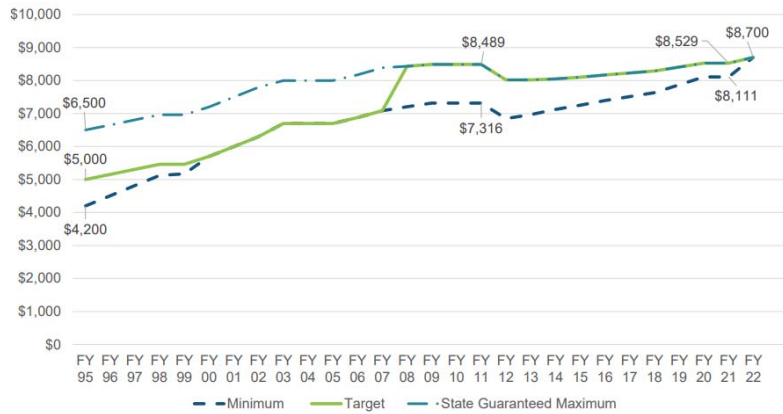






## Foundation Allowance History Growth Since Proposal A

The Minimum, Target, and State Guaranteed Maximum are all set equal to **\$8,700** for FY 2021-22, closing the remaining "equity gap" of \$418 in the previous year.

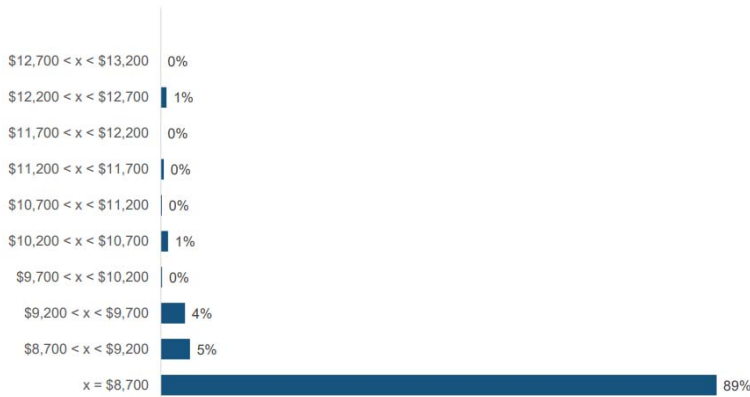


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## Equity Among Districts FY 2021-22 Pupil Distribution

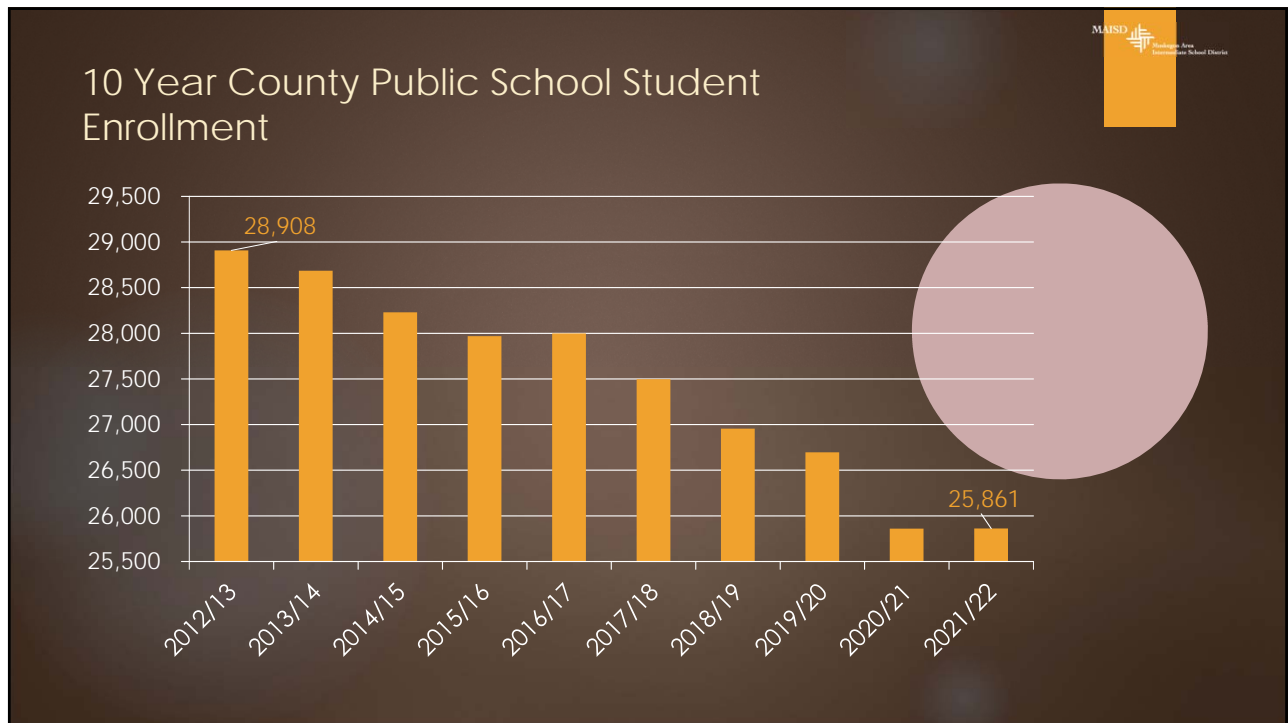
In FY 2021-22, **89%** of pupils are in districts with a foundation allowance at the Minimum/Target, **\$8,700**. The remainder of pupils are in Hold Harmless districts.

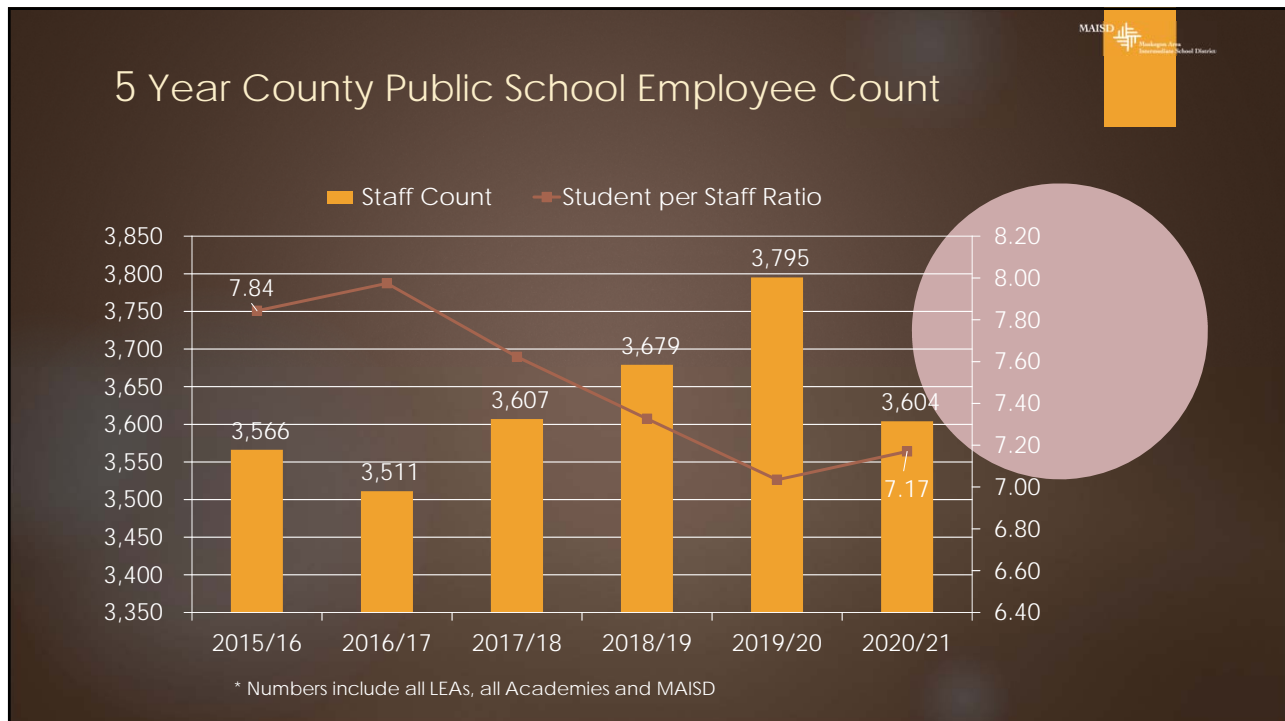
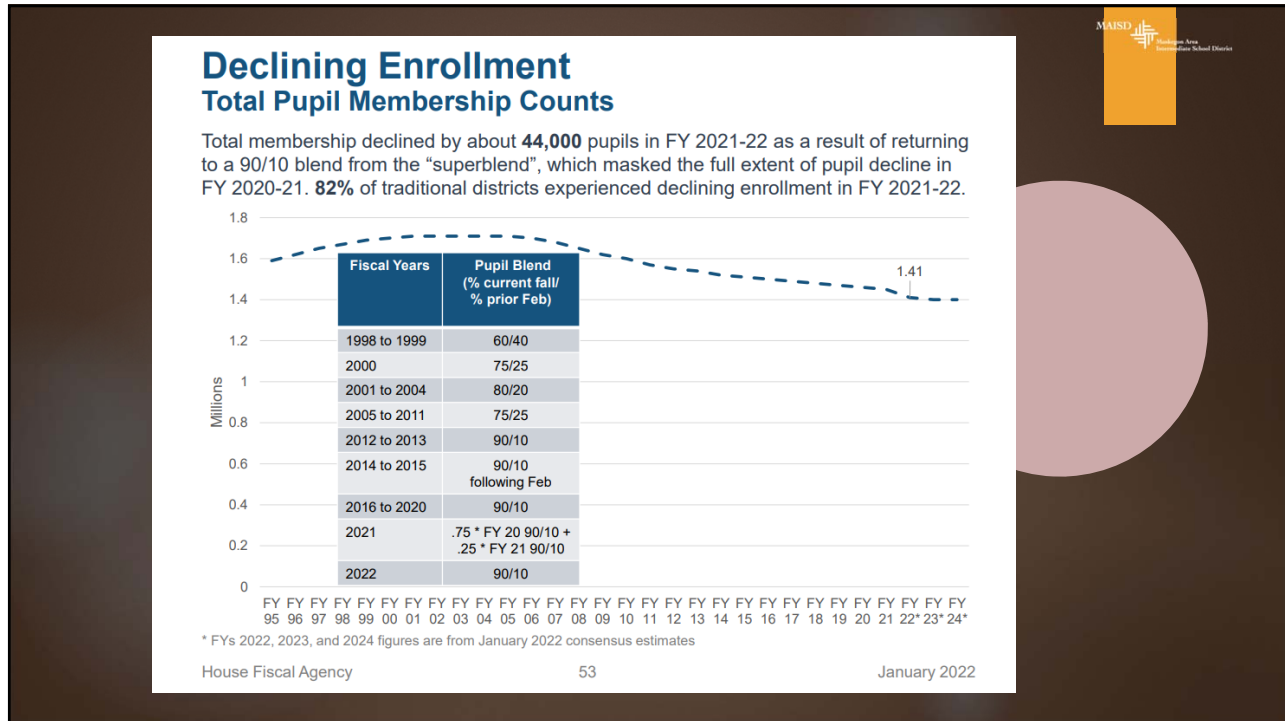


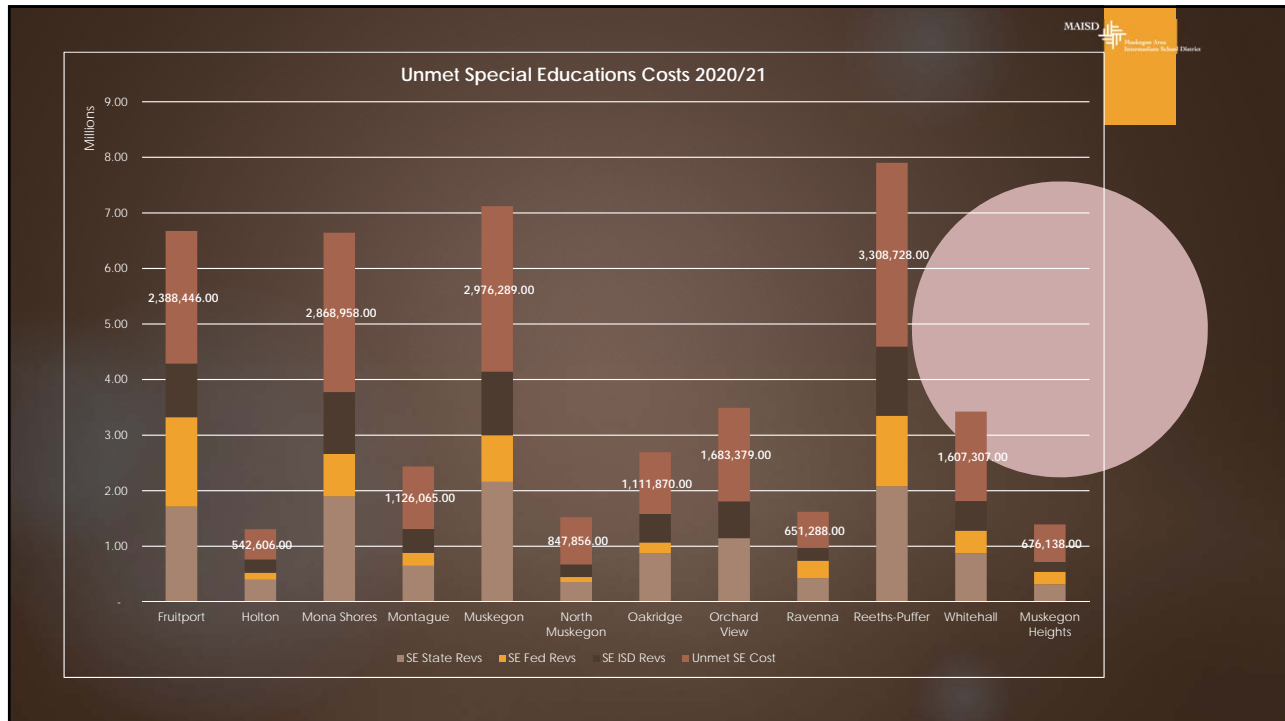
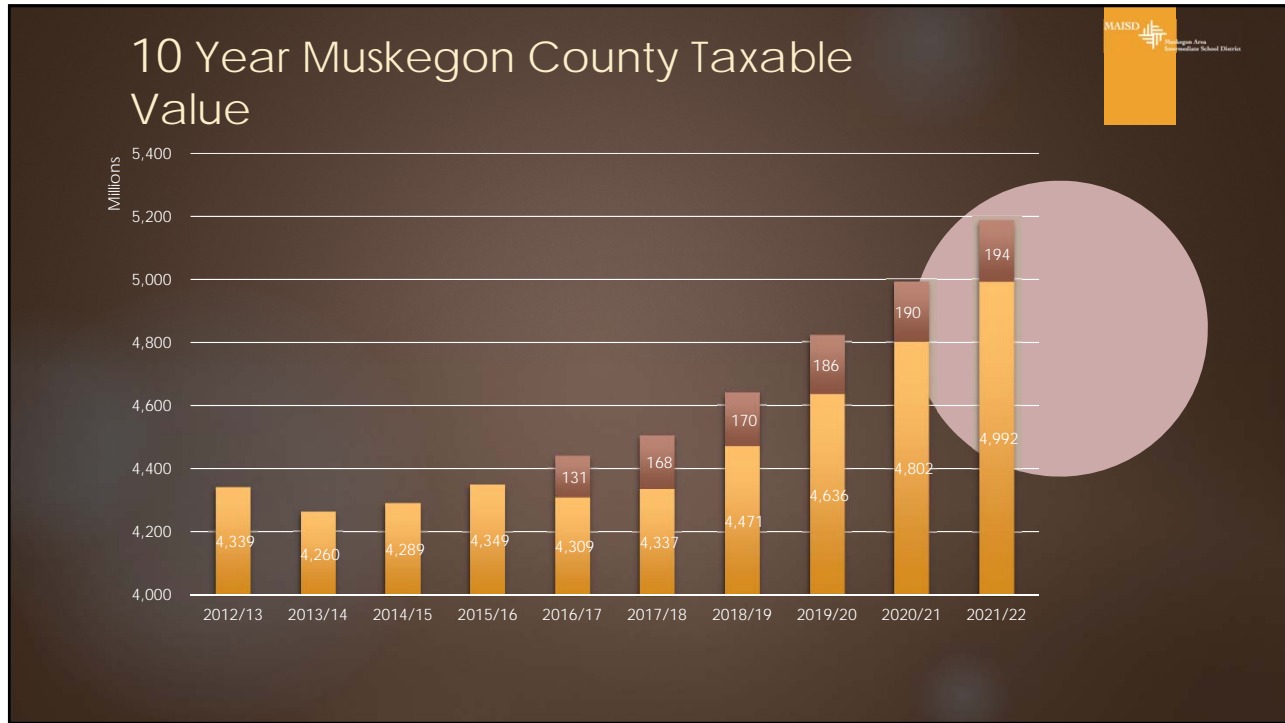
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MAISD Muskegon Area Intermediate School District

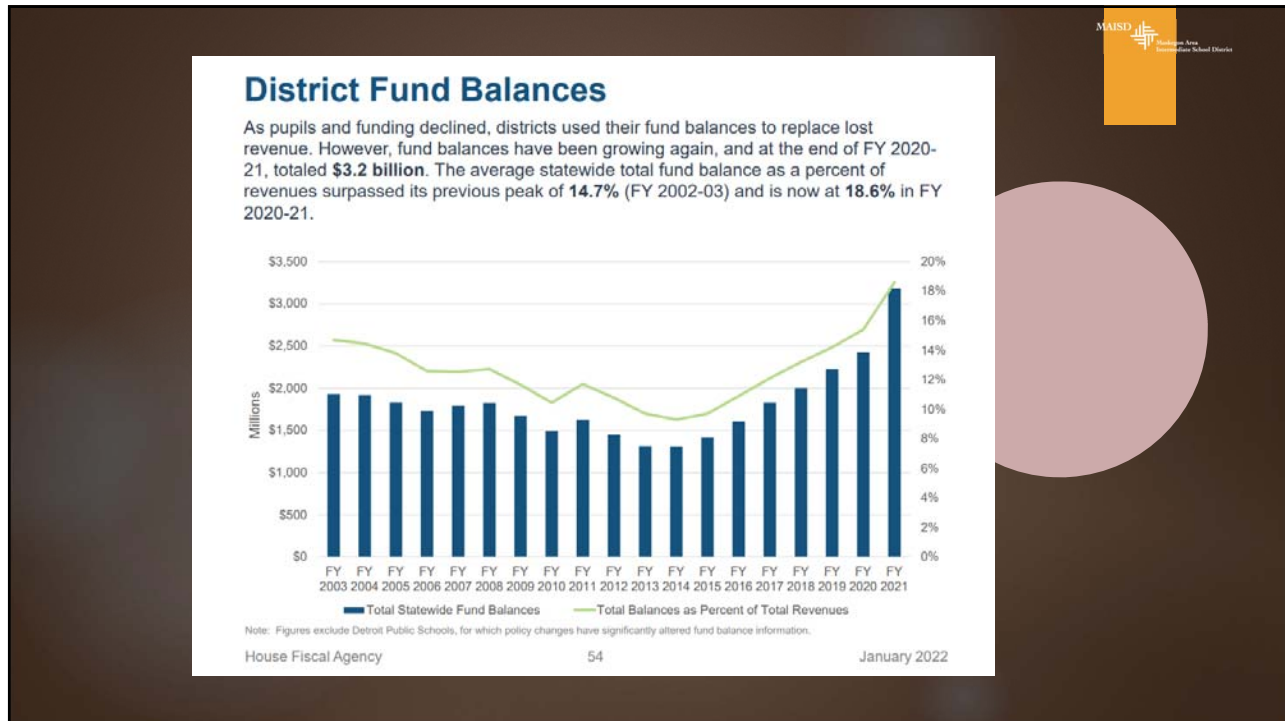
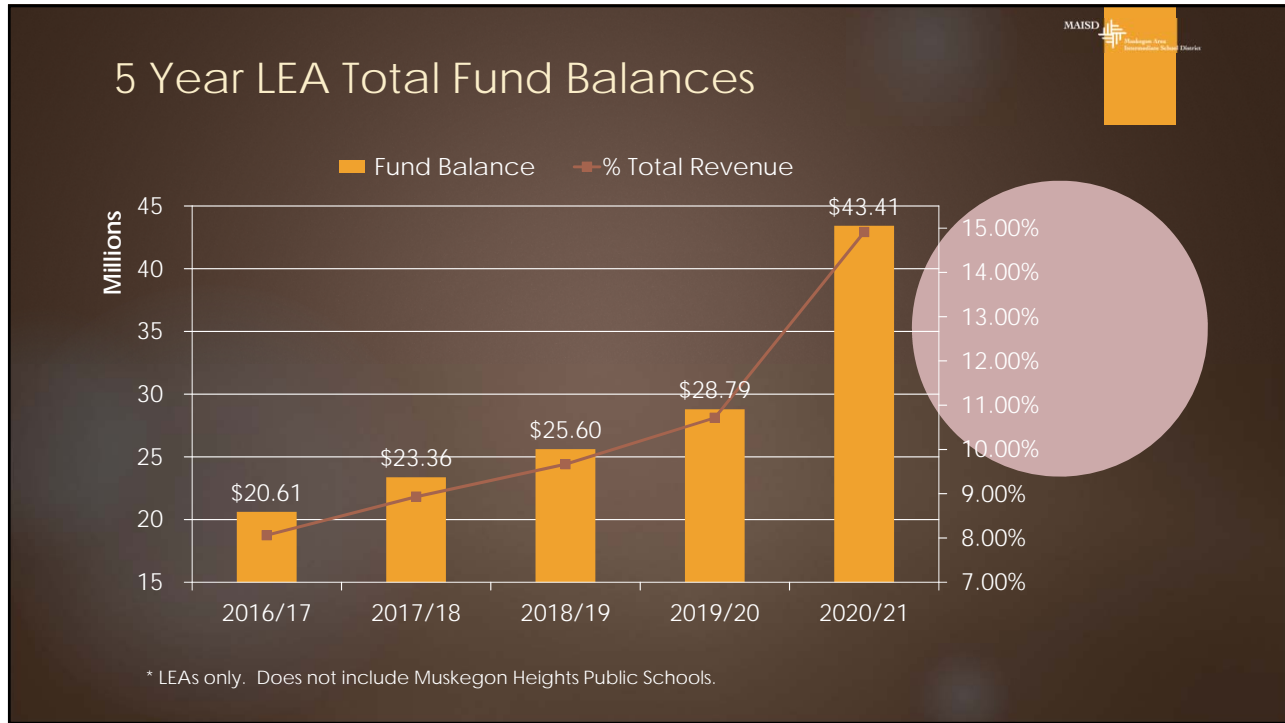
# Muskegon Area Information











# Questions

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