



*Organizational
Board Meeting*

Board Room

June 26, 2023



**Fruitport Board of Education
Annual Organizational Meeting
June 26, 2023 - 7:00 p.m.
Board Room**

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Approval of Agenda
- V.** Establish the Schedule for Regular Board Meetings (attachment #1)
- VI.** Designate District Staff Member(s) authorized to Post Board Meeting Notices Under the Open Meetings Act (attachment #2)
- VII.** Designate Authorized Check Signers (attachment #3)
- VIII.** Designate Depository(ies) for District Funds (attachment #4)
- IX.** Designation of Legal Counsel (attachment #5)
- X.** Designation of Auditor (attachment #6)
- XI.** Designation of Official Publication (attachment #7)
- XII.** Designation of Board Member Liaison to MASB (attachment #8)
- XIII.** Establish Rental Fees for District Facilities and Equipment (attachment #9)
- XIV.** Adjournment

- Recess -

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # 1

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

The Board of Education, by resolution, must establish the day or days of the month it will meet for the 2023-2024 school year, per Board of Education Policy #2506.

Background Information:

Board of Education meetings have typically been held on the third Monday of the month (*with the exception of December and June*).

Discussion Points to Consider:

*The Board has met on the second Monday in December in the past. Would you like to continue this practice (December 11, 2023), or move the December meeting to the third Monday for consistency?

**The third Monday in February falls on mid-winter break. This has been the past practice of the District; however, I want to be sure that this meets the needs of the Board.

Financial Impact: None

Recommended Action:

Approval to set the regular meetings of the Board of Education for the third Monday of each month beginning at 7:00 p.m., (*with the exception of June*) meetings to be held on a rotating basis, per a set schedule, in the Board of Education meeting room and at District building sites unless otherwise changed by the Board for the 2023-2024 school year.

Roll call vote...

Action Taken:

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

2023-2024 Third MONDAY Meeting Dates

Fruitport Board of Education

July 17, 2023

August 21, 2023

September 18, 2023

October 16, 2023

November 20, 2023

December 18, 2023*

January 15, 2024

February 19, 2024**

March 18, 2024

April 15, 2024

May 20, 2024

June 24, 2024 (4th Monday of June)

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # 2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

The Board of Education must authorize a staff member(s) to post board meeting notices under the Open Meetings Act per Board of Education Policy #2506.

Background Information:

Public notice requirements – a meeting of a public body cannot be held unless public notice is given consistent with the Open Meetings Act. A public notice must contain the public body's name, telephone number, and address, and must be posted at its principal office and any other locations the public body considers appropriate.

Financial Impact:

Recommended Action:

To approve the designation of Jason Kennedy, superintendent, and Danielle VanderMuelen, administrative assistant, as the employees authorized to post Board Meeting Notices per the Open Meetings Act.

Action Taken:

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

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # 3

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

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

Background Information:

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

Financial Impact:

None.

Recommended Action:

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

Action Taken:

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

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # 4

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:
Designation of Banking Institutions. Policy #2506.

Background Information:

It is our recommendation that the district continue to designate Fifth/Third Bank of Fruitport as the district's official depository and banking institution.

It is also recommended that the Board authorize the district to use the following institutions for investment purposes: Michigan Liquid Asset Fund, Fifth/Third Bank, Huntington Bank, and Choice One.

Financial Impact:

Recommended Action:

Approval to continue with Fifth/Third Bank of Fruitport as the district's official depository and banking institution and authorize the district to use Michigan Liquid Asset Fund, Fifth/Third Bank, Huntington Bank, and Choice One for investment of surplus funds.

Action Taken:

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

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # 5

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Designation of Legal Firms.

Background Information:

During the past year the District was authorized to work regularly with many law firms as they represent us in various legal matters concerning the operation of the district. Our recommendations for 2023-2024 are as follows:

- 1) Thrun Law Firm, PC of Lansing
- 2) Miller, Johnson, Cummiskey, & Snell of Grand Rapids
- 3) Secrest, Wardle, Lynch, Hampton, Truex & Morley PC of Troy
- 4) Clark Hill PC

Financial Impact:

Recommended Action:

Approve the authorization to work with Thrun Law Firm, PC of Lansing; Miller, Johnson, Snell & Cummiskey of Grand Rapids; and, Secrest, Wardle, Lynch, Hampton, Truex & Morley PC of Troy; and Clark Hill PC in various legal matters relating to the school district.

Action Taken:

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

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # 6

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:
Designation of an Auditor. Policy #2506.

Background Information:
It is our recommendation that the district continue to utilize the services of Rehmann Robson LLC, 570 Seminole Road, Suite 200, Muskegon, MI 49444 to perform the annual audit.

Financial Impact:

Recommended Action:
Designate Rehmann Robson LLC to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Fruitport Community Schools.

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

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # 7

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Designate an Official Publication
Policy #2506

Background Information:
The reference to “designate a publication” relates to the newspaper(s) the district would use to publish notices, and which it would recommend to others (such as the County Clerk, for election notices) to publish notices on its behalf.

Financial Impact:

Recommended Action:
Approve the use of the *Muskegon Chronicle* for Official Publications.

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

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #8

From: Jason J. Kennedy

Subject to be Discussed and Policy Reference:
Designation of Board Member Liaison to MASB

Background Information:
The Board annually designates one of its members to serve as its official liaison to the Michigan Association of School Boards (MASB). The Board will need to determine who this designee will be for the 2023-2024 school year.

Financial Impact: None

Recommended Action:
To approve the appointment of _____ to serve as the Board's official liaison to the Michigan Association of School Boards (MASB).

Action Taken:

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

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # 9

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Rental Fees for District Facilities and Equipment.
Policy #2506

Background Information:
Use of a building facility is by authorization of the building principal and/or designee. Advance scheduling of Fruitport Community Schools' facilities and equipment is required to ensure orderly use of the facilities. All applicable fees are due prior to the event.

Financial Impact:

Recommended Action:
Approval of the Performing Arts Center fees and district building charges as presented.

Action Taken:

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

**Procedures and Guidelines for Use of the Facilities
of the Fruitport Community Schools**

Use of a building facility is by authorization of the building principal and/or designee. Advance scheduling of Fruitport Community Schools' facilities and equipment is required to ensure orderly use of the facilities and to meet your expectation. Use of facility space is considered confirmed **ONLY** upon receipt of an approved Facilities Use Form. All applicable fees are required for payment and your organization may be required to provide a Certificate of Liability Insurance.

Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator and director of operations.

ALL BUILDINGS OF THE FRUITPORT COMMUNITY SCHOOLS ARE SMOKE-FREE ENVIRONMENTS. Under no circumstance will smoking be permitted.

Your signature on the reverse side of this form verifies your agreement to comply with the terms. Fruitport Community Schools is expected to comply in every respect with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Civil Rights Act of 1964. This includes the provision of reasonable accommodations for disabled participants. Contact the Superintendent's office for further information.

Set-Up and use of district audio/visual equipment must be pre-approved by building principal and/or designees and may include additional charges. Conditions of this rental agreement; to compensate the Fruitport Community Schools District for any damage resulting from persons or organizations use; The renter shall indemnify, save harmless and defend FCS, and each member thereof individual, as their interest may appear, for and from all claims, demands, payments, actions, recoveries, and judgment of every name and description, brought or recovered against them, or either or any of them, for or on account of, any personal injuries or damages to property received or sustained by any person or persons whomsoever, by reason of any act or omission of the said renter, his/her agents, servants, or subcontractors as a result of the rental of any FCS facility. Failure to comply with any of the Procedures and Guidelines for the Fruitport Community Schools' facilities may result in cancellation of your event and/or future use privileges.

Fee Schedule For Services:

Lifeguard	\$14.00	Cafeteria/Cafetorium	\$50.00
Custodial	\$36.00	(MS) Classroom	\$20.00
Maintenance	\$40.00	Computer Lab	\$30.00
Food Service Regular Rate	\$18.00	Gymnasiums	\$50.00
Food Service	\$27.00	Kitchen	\$50.00
Operator/Technician	\$36.00	Library	\$20.00

Fruitport Performing Arts Center

2023-2024

Rate Sheet

BASE RATE INCLUDES

- Use of Auditorium, Dressing Room, and Lobby
- Basic Lighting Rep Plot
- 2 Wireless Microphones
- Sound Playback

**2 Hour Minimum*

Non Profit Rehearsal	Non Profit Performance	Commercial Rehearsal	Commercial Performance
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	Non Profit Rehearsal	Non Profit Performance	Commercial Rehearsal	Commercial Performance
Theater	\$40/hr	\$80/hr	\$65/hr	\$130/hr
Lobby Only	\$40/hr	\$40/hr	\$80/hr	\$80/hr
Green Room	\$20/hr	\$40/hr	\$40/hr	\$80/hr
Scene Shop	\$20/hr	\$20/hr	\$40/hr	\$40/hr
Grand Piano	\$200/day	\$200/day	\$200/day	\$200/day
Choral Riser	\$25 a riser/day	\$25 a riser/day	\$25 a riser/day	\$25 a riser/day
Acoustical Shell	\$200/day	\$200/day	\$200/day	\$200/day
Additional Wireless	\$10 a unit/day	\$10 a unit/day	\$10 a unit/day	\$10 a unit/day
Podium	\$20/day	\$20/day	\$20/day	\$20/day
Projector	\$100/day	\$100/day	\$100/day	\$100/day
Chair	\$3 a chair/day	\$3 a chair/day	\$3 a chair/day	\$3 a chair/day
Tables	\$5 a table/day	\$5 a table/day	\$5 a table/day	\$5 a table/day
AV Streaming	\$200/day	\$200/day	\$200/day	\$200/day

Labor

Event Supervisor	\$45/hr	\$45/hr	\$45/hr	\$45/hr
Technical Staff	\$16/hr	\$16/hr	\$16/hr	\$16/hr
House Manager	\$22/hr	\$22/hr	\$22/hr	\$22/hr
Lighting Designer	\$40/hr	\$40/hr	\$40/hr	\$40/hr
Custodial	\$25/hr	\$25/hr	\$25/hr	\$25/hr

Personnel Policies

- All events require a minimum of an Event Supervisor present during all hours Client is on premises.
- PAC Director will determine crew needs.
- Event Supervisor/Crew call is 30 minutes prior to the Client entering the building to open & prep the space.
- Event Supervisor/Crew is 90 minutes prior to Curtain during performance/event dates.
- Paper Tech meeting is required for all events, unless otherwise determined by the PAC Director--with 3 days minimum notice required.
- House Manager is required for all PAC auditorium events - call is no less than 90 minutes prior to Curtain.
- PAC does not provide Box Office staff or Ushers.
- PAC does not provide ticket sales services.

Guest Rules

- No food or drink in the auditorium, the stage & wings or the scene shop.
- Only PAC staff may operate facility equipment including but not limited to light board, sound board and rigging equipment.
- Only production participants & crew are allowed backstage. Please ask friends & family to wait in the lobby.