



*Regular
Board Meeting*

Board Room

March 18, 2024



**Fruitport Community Schools
BOARD OF EDUCATION MEETING
Board Room**

3255 E. Pontaluna Rd, Fruitport 49415
Monday, March 18, 2024 - 7:00 p.m.

- I. CALL to ORDER**
- II. PLEDGE of ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. PRESENTATIONS**
- VI. COMMUNICATIONS**
 - a. Muskegon County Public School Board Alliance Spring Dinner Meeting
 - b. West Michigan Conference Application Status Letter
- VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**
 - a. Salary Schedules and Allowable Salary Increases (ORS FAQ Document)
 - b. Schools of Choice Advertisement of Available Openings
 - c. Kindergarten Oral Health Screening Requirement
- VIII. REMARKS FROM THE PUBLIC***
- IX. CONSENT AGENDA**
 - 1. Approval of Bill Listing (attachment IX-1)

<u>Fund</u>	<u>Amount</u>
General Fund:	\$333,988.32
Other Funds:	
Early Childhood Center	\$84.54
Food Service	\$158,795.54
Cooperative Education (ISD) – Tech Millage	\$3,731.88
Capital Projects (Bond) (2021)	\$92.95
Total Bill List:	<u>\$496,693.23</u>

- 2. Acceptance of Monthly Financial Report (attachment IX-2)
 - 3. Acceptance of Student Activity Summary Report (attachment IX-3)
 - 4. Acceptance of Credit Card and Utilities Report (attachment IX-4)
 - 5. Approval of Transfers and ACH Transactions Report (attachment IX-5)
 - 6. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers) (attachment IX-6)
 - 7. Approval of Special Meeting Minutes of February 19, 2024 (attachment IX-7)
 - 8. Approval of Regular Meeting Minutes of February 19, 2024 (attachment IX-8)
- X. GENERAL BOARD BUSINESS**
 - 1. MAISD Annual Budget Review, Resolution, and Board Delegate Appointment (attachment X-1)
 - 2. ARP/ESSER III: Return to Learn / Continuity of Services Plan Reconfirmation (attachment X-2)
 - 3. Project Management Stipend – 259 N 3rd Ave., Fruitport, MI 49415 (attachment X-3)

XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

Elroy Buckner, Chairperson

1. Report of Committee Meeting held March 12, 2024 (attachment XI-1)
2. Request to Relinquish Federal Funds – Title III, Part A: Immigrant Students (attachment IX-2)

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS

Steve Kelly, Chairperson

1. Report of Committee Meeting held March 11, 2024 (attachment XII-1)

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

Susan Franklin, Chairperson

1. Report of Committee Meeting held March 11, 2024 (attachment XIII-1)
2. Adult / Alternative Education Graduation Requirements (attachment XIII-2)
3. Virtual Learning Pathway / Muskegon County Virtual Academy (attachment XIII-3)
4. 15 Days of Virtual Instruction Under State School Aid Act Section 21f (attachment XIII-4)
5. Overnight Trip Request – DECA International Competition: Anaheim, CA (attachment XIII-5)
6. Overnight Trip Request: High School Robotics Team State Championship Competition – Saginaw Valley State University (attachment XIII-6)
7. Overnight Trip Request: High School Robotics Team FIRST World Championship Competition – George R. Brown Convention Center, Houston, TX (attachment XIII-7)
8. First Reading: Field Trips – Policy 5506 (attachment XIII-8); No Action

XIV. SUPERINTENDENT’S EVALUATION

1. Final Review of Superintendent’s Evaluation for calendar year ending December 31, 2023

XV. BOARD MEMBER REPORTS AND DISCUSSIONS

XVI. AGENDA ITEMS FOR FUTURE MEETINGS

The Board will need to confirm the following tentative dates and times:

1. Business & Finance Committee Meeting: April 9, 2024 at 5:00 p.m.
2. Personnel Committee Meeting: April 8, 2024 at 5:00 p.m.
3. Student Affairs Committee Meeting: April 8, 2024 at 5:30 p.m.
4. Board of Education Meeting: April 15, 2024 at 7:00 p.m.

XVII. REMARKS FROM THE PUBLIC*

XVIII. ADJOURNMENT

*Time is provided for members of the audience to address the Board of Education regarding any topic including items on the agenda. The Board is providing two opportunities for the public to comment during the meeting. The first is for people who wish to bring issues to the Board of Education for board consideration. At the end of the meeting, the Board will provide a brief opportunity for community members to comment on activities and/or discussion that took place during the Board meeting. Time limits may be placed if a large number of individuals would like to address the Board.

Note: Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.

TO: Local Superintendents
MCC President

FROM: Mary Schaab, President, Muskegon County Public School Boards Alliance
Randy Lindquist, MAISD Superintendent

DATE: February 19, 2024

SUBJECT: Spring Dinner Meeting – Wednesday, April 17, 2024

The following arrangements have been completed for the spring meeting. The meeting is for board members and central office administrators. Spouses and/or guests **ARE** included in this activity.

DATE: **Wednesday, April 17, 2024**

TIME: **5:30 p.m.** Social Time

6:00 p.m. Dinner

6:45 p.m. Business Meeting – Treasurer’s Report

Program: Impact of Artificial Intelligence (AI) on Schools
- Andy Mann, MAISD Educational Technology Consultant

8:00 p.m. Adjourn

PLACE: **Lake Bluff Grille**
2801 Lakeshore Drive, Muskegon

COST: **\$30.00 per person**

A reservation form is enclosed for your district. Your board members have received the invitation and have been asked to call your office with their reservations by Monday, April 1, 2024.

Please return the reservation form to Barb Irey no later than **Monday, April 8, 2024** (with check to follow). Please make checks payable to the MAISD.

Thank you.



Member Schools of the West Michigan Conference

Lakes

**Fremont
Ludington
Manistee
Montague**

**Oakridge
Orchard View
Whitehall**

**Hart
Holton
Hesperia**

Rivers

**Mason County Central
North Muskegon
Ravenna
Shelby**

February 23, 2024

Jonny,

The West Michigan Conference has received Fruitport's letter of interest to join the West Michigan Conference. Representatives from our current membership will be in touch as we navigate the expansion process. Please be aware, we are currently adjusting our league bylaws to better align with our recent league expansion to 14 schools. We hope to have the updated bylaws ratified in the next few months. Once they are voted on, and adopted by both the Athletic and Executive Committees, we will be able to communicate a more accurate timeline and process, in response to your letter of interest. If in the meantime you have questions, or feedback, please direct to Dave Walls, Athletic Director, Fremont, as he is currently serving in the capacity of President of the Athletic Committee during the 2023-24 school year.

Sincerely,
Athletic Committee
West Michigan Conference



ORS PSRU

Salary Schedules and Allowable Salary Increase FAQs

Salary Schedules and Allowable Salary Increase

Based on the Michigan Supreme Court's June 2, 2023, order, the Normal Salary Increase (NSI) schedules described in the Reporting Instruction Manual (RIM) will no longer be used for compensation earned after June 30, 2020 (fiscal year 2020). In its place, the Office of Retirement Services (ORS) will periodically request a normal salary schedule for those positions that generally have fewer than three members in the same job classification. If a normal salary schedule doesn't exist for that position, then ORS will request one for the most nearly identical job classification in that reporting unit.

Determining reportable or nonreportable increases

When the position being reviewed has a salary schedule, or a nearly identical job classification salary schedule, ORS will verify that the reported wages followed the schedule. If so, the wage increase is considered reportable. Wages above the salary schedule increase may be considered nonreportable. ORS will use the salary schedule provided by the reporting unit to determine the allowable salary increase for the position.

Frequently asked questions

1. What is the normal salary increase limitation?

The Retirement Act limits the crediting of pay increases (relative to that which was credited for the previous year) to the extent that an increase is supported by the normal salary schedule for the member's position. If the member works in a job classification with fewer than three members, the normal salary schedule for the most nearly identical job classification in the reporting unit or in similar reporting units shall be used.

2. What is a normal salary schedule?

A salary schedule is an outline of the base salary that an employee can achieve. The Michigan Public School Employees Retirement Act refers to them as normal salary

schedules (MCL 38.1303a(3f)). See the RIM section [4.05: Normal salary schedule](#) for more information.

3. Why is there a requirement to follow a normal salary schedule when determining reportable compensation?

The Michigan Public School Employees Retirement Act requires that all compensation increases fall under an established normal salary schedule. See RIM section [4.05: Normal salary schedule](#) for more information. Note that an employer can offer, and pay, any increase amount to an employee, but only the allowable salary increase, as determined using a salary schedule, will be included as part of that employee's reportable compensation.

4. Are the Normal Salary Increase (NSI) schedules, or percentage tables, still in use?

The NSI schedules provided in the RIM will only be used for compensation earned through June 30, 2020 (FY 2020). For historical purposes, you can access the tables in RIM sections: [4.05.01: Normal salary increase \(NSI\) schedules for K12, charter schools/PSAs, ISDs, and libraries \(employment class codes 1110, 1120, and 1130\)](#) and [4.05.02: Normal salary increase \(NSI\) schedule for colleges and universities \(employment class codes 1110, 1120, and 1130\)](#).

5. If the NSI schedules are no longer used, how will ORS determine allowable salary increases?

During annual wage reviews, the wage inflation rate will be used as a baseline for allowable salary increases. When an employee retires, ORS will request a salary schedule to determine the employee's allowable salary increase for each fiscal year (beginning with FY 2021).

6. If a salary paid in FY 2020 met the NSI schedule in FY 2020, will that become the new "baseline" for future year increases?

ORS will still compare the reportable compensation reported in FY 2020 to reportable compensation in FY 2021. The allowable salary increase percentage will be based on the salary schedule submitted by the employer. The allowable salary with increases for one fiscal year becomes the base salary upon which the next year's allowable increase is calculated.

7. How will ORS handle significant raises intended to pay a competitive salary or to retain an employee (keep them from leaving for another district offering higher compensation)?

An employer can offer, and pay, any increase amount to an employee, but only increases supported by the normal salary schedule for the member's position (or for the most

nearly identical position in the reporting unit or in similar reporting units), known as the allowable salary increase, will be included as part of that employee's reportable compensation.

8. What happens if a salary schedule doesn't exist for a position?

If a salary schedule doesn't exist for that position, ORS will request a salary schedule for the most nearly identical job classification in that reporting unit. It is the reporting unit's responsibility to determine the salary schedule to provide.

9. How will ORS use the salary schedule from a similar position to determine the reporting compensation for a position?

ORS will compare the salary increases of the two similar positions. ORS will use the similar salary schedule to calculate the percentage increase, and will use only the percentage increase, not the actual wages, to determine the reportable compensation in the similar position. For example: if a director position salary schedule is used for comparison to a superintendent position, the actual director wages are not considered, just the percent of the increase.

Reporting Unit Impact

10. Will ORS provide an example of a salary schedule?

ORS has not established a preferred format for a salary schedule. The expectations are to receive clear and specific documentation supporting the salary increase(s), as well as clear documentation of the approval by the board of control. This could be information explicitly included in an approved contract, information clearly captured in an adopted board resolution, or something else entirely that meets the criteria.

11. Do salary schedules need to be formally established as an appendix? If it is written into individual contracts, would that be acceptable?

No, they do not need to be established as an appendix. ORS has not established a preferred format for a salary schedule. The expectations are to receive clear and specific documentation supporting the salary increase(s), as well as clear documentation of the approval by the board of control. This could be information explicitly included in an approved contract, information clearly captured in an adopted board resolution, or something else entirely that meets the criteria.

12. Will ORS accept retrospective salary schedules created to reflect the compensation that was paid for the years in question?

No. Salary schedules must be in place prior to when the compensation was earned. ORS will not accept supporting documentation that has been postdated. If a salary schedule

doesn't exist for the position being reviewed, ORS will request a salary schedule for the position that is the most nearly identical job classification in that reporting unit. Using the normal salary schedule and the associated documentation, ORS will evaluate reported compensation in view of the allowable percentage amounts indicated, as described above.

13. If we can't offer supporting documentation for the increases above the normal salary schedule, will contributions be returned to the employee and employer?

The rules for processing record adjustments have not changed. When an adjustment is required to remove nonreportable compensation, the employer will receive a credit of employee and employer contributions at the time the adjustments post. It is the responsibility of the employer to refund the contributions to their employee.

14. Will the types of documentation ORS accepts be changing as part of this new process?

The type of documentation ORS accepts has not changed. ORS will continue to ask for supporting documentation for all reportable compensation. Supporting documentation must be approved prior to the employee earning the wage. The supporting document cannot be accepted if amended or postdated. See RIM section [1.02.01: Targeted audits and reviews](#).

15. Should salary schedules contain all reportable compensation (e.g., longevity and merit pay) or just base salary?

No, salary schedules do not need to contain all reportable compensation; however, all types of additional compensation should be documented. ORS has not established a preferred format for a salary schedule. The expectations are to receive clear and specific documentation supporting the salary increase(s), as well as clear documentation of the approval by the board of control. This could be information explicitly included in an approved contract, information clearly captured in an adopted board resolution, or something else entirely that meets the criteria.

16. Will ORS still review compensation for additional duties for reportability when determining increases that exceed the allowable salary increase?

Yes, we will still review compensation for additional duties. Sometimes salary increases are intended to provide additional compensation to employees who have taken on additional duties and responsibilities (not resulting from an increase in volume of the same duties). Yet the additional duties are not enough to warrant reclassification to a higher job grade level or a different title. Additional duties are considered reportable compensation if both the following criteria are met:

- The additional duties taken on are not compensated for in the normal base salary.

- The payment is not resulting from an increase in volume of the same duties.

See RIM [4.04: Special situations](#) for more information.

17. Would the principal group salary schedule be an acceptable substitution for a business director?

If the positions are deemed to be the most nearly identical, then yes. We rely on the employer to make the determination of “most nearly identical.” If a salary schedule doesn’t exist for that position, ORS will request a salary schedule for the most nearly identical job classification in that reporting unit. It is the reporting unit’s responsibility to determine the salary schedule to provide.

18. Does a salary schedule need to include compensation for future fiscal years?

Typically, salary schedules cover multiple years, including future years. If the salary schedule provided by the reporting unit is set to expire or covers only one year, ORS will contact the reporting unit the next year for another salary schedule.

Active and Retired Member Impact

19. How will a retiree be affected by the removal of the NSI tables?

The NSI rate tables will not be used past FY 2020. ORS does not plan to review anyone who retired prior to the Supreme Court Ruling issued June 2, 2023.

20. Are employees notified that their salary increase may impact their retirement benefits?

Yes. At the time ORS finds an employee’s reported wages exceeded the allowable salary increase, we notify both the employer and employee of the adjustments.

21. As an employer, will I receive notification once a review is completed?

No, ORS will not notify the employer; however, we send the employee a final letter once their retirement application has been finalized.

22. How far back will ORS look to determine an employee’s final average compensation (FAC)?

The process to calculate an applicant’s FAC has not changed. ORS is responsible for finding the highest consecutive years of reportable wages to calculate an applicant’s FAC. The number of years in the calculation depends on the member’s retirement plan. The member website explains [Final Average Compensation](#) in more detail.

23. Which employees are likely to have salary schedules requested for review?

The Retirement Act's normal salary increase limitation applies to all members. In cases where a member's position is governed by a normal salary schedule (e.g., teachers, paraprofessionals, food-service workers, etc.), the normal salary schedule for the member's position is used. However, in cases where a member's pay is not determined by a normal salary schedule, ORS will evaluate reported compensation increases with respect to the normal salary schedule for the position most similar to the member's, as discussed above. ORS strives to minimize any processing delay, but it is important to understand that all reported compensation increases are subject to validation.

24. What can help minimize delays in processing an employee's retirement?

As an employer, send ORS supporting documentation, such as contracts, salary schedules, and documentation for additional payments as soon as requested. ORS needs this documentation to complete the review for the fiscal years requested. In addition, documentation that clearly states why the employee earned any additional payment will help to prevent delays.



Salary Schedules and Allowable Salary Increase FAQs

Copyright State of Michigan

Muskegon Area Intermediate School District
Collaborative Schools of Choice Program

AVAILABLE OPENINGS

For School Year – 2024-25

Resident District: Fruitport Community Schools

Grade	Number of Openings	Comment
DK		
K	15	
1	8	
2	19	
3	1	
4	7	
5	2	
6	3	
7	6	
8	2	
9	10	
10	10	
11	5	
12	1	
Total	89	

This information is due at the Muskegon Area Intermediate School District
by **March 11, 2024**

Send to the attention of Barb Irey
MAISD, 630 Harvey Street, Muskegon, MI 49442;
or via Email (birey@muskegonisd.org) or fax to 767-7299

Superintendent Signature: _____

Date: March 11, 2024



Kindergarten Oral Health Assessment Program

Frequently Asked Questions -- Schools

In an effort to improve the oral health of Michigan children and ensure school readiness, [Public Act 316 of 2023](#) was recently enacted which significantly changed Michigan's original oral health assessment law. Beginning in the 2024-2025 school year, all children in Michigan enrolling into their first year of school are **required** to have an oral health assessment (dental screening); these assessments were previously optional.

The Kindergarten Oral Health Assessment Program (KOHA) is administered by the Michigan Department of Health and Human Services (MDHHS). School personnel will likely be approached by parents and guardians of students seeking information and assistance with complying with this requirement. Following are answers to some commonly asked questions pertaining to the dental assessments.

- ***Why was Public Act 316 signed into law?***

Although fully preventable with good oral hygiene and access to dental care, tooth decay (cavities) remains the most common chronic disease of childhood and is responsible for 51 million missed school hours nationally each year. In Michigan, almost half of Head Start children have tooth decay and close to one-third have untreated decay. Oral health problems can cause distracting pain, and a child may be unable to eat foods essential for growth and unable to sleep well at night, all of which can prevent children from reaching their full learning potential. Students will benefit from having a dental assessment because it will identify those who may have issues requiring dental care and connect them to that care.

- ***How is MDHHS accomplishing this program?***

The law includes the requirement that MDHHS establish and maintain a dental oral health assessment program in each area of the state served by a local health department. To accomplish this, MDHHS is funding local health departments to conduct the assessments. The program is being implemented in a phased approach with a goal for full implementation across all 45 local health departments in Michigan by 2025.

- ***Is a dental assessment required for each student enrolling into school?***

Yes, beginning in the 2024-2025 school year.

- ***When should the dental assessment be done?***

The assessment should be done prior to starting school but not earlier than 6 months before the start of school. MDHHS does allow local health department screeners to conduct in-school screenings on

kindergarteners up until May 31st of the kindergarten year; this provides an opportunity for children to receive a no-cost assessment if they did not have it done prior to starting school.

- ***Where can children get screened?***

The dental assessments can be done at a private dental office, through the local health department or at a pre-enrollment event (e.g. Roundups, registration events) where dental assessments are offered. There is no cost for the assessment if it is done by the local health department.

- ***How can our school assist with this requirement?***

Schools should include information about the dental assessments and the [KOHA Assessment form \(MDHHS-6067\)](#) in their school registration packets. Schools should use their distribution channels (e.g. parent letters, social media) to promote the assessments and raise awareness of the importance of good oral health. Schools should consider working with the [local health department](#) to offer dental assessments at pre-enrollment events. Schools are responsible for keeping a record of assessment in a child's school health record.

- ***How can we help parents who do not have a dentist?***

Consider assisting families with enrollment into [Michigan's Healthy Kids Dental Program](#). You can also contact the local health department for help finding a dental home for a family and assistance with community dental resources. The [Michigan Oral Health Directory](#) lists dental safety-net resources by county.

- ***Do schools have to report any data to MDHHS?***

Schools are required to submit school dental assessment data to MDHHS by November 1st of each year. This requirement will begin in the 2024-2025 school year. Instructions for school district reporting of data will be announced once the reporting mechanism is implemented. There is no reporting due for the 2023-2024 school year.

More information and supportive materials can be found on the [MDHHS KOHA website](#). For additional questions about the Kindergarten Oral Health Assessment Program, contact: MDHHS-KOHA@michigan.gov

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachments # IX-1 through IX-8

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

- Bill Listing
- Monthly Financial Report
- Student Activity Summary Report
- Credit Card and Utilities Report
- Transfers and ACH Transactions
- Personnel Report
- Approval of Special Meeting Minutes of February 19, 2024
- Approval of Regular Meeting Minutes of February 19, 2024

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 COMMUNITY SCHOOLS
BILL LIST
Month of February 2024**

<u>FUND</u>	<u>AMOUNT</u>
GENERAL FUND	\$333,988.32
EARLY CHILDHOOD CENTER	\$84.54
FOOD SERVICE	\$158,795.54
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$3,731.88
CAPITAL PROJECTS (BOND)2021	\$92.95
GRAND TOTAL	<u><u>\$496,693.23</u></u>

Fruitport Community Schools Monthly Financial Report 02/29/2024

		GENERAL FUND	SCHOOL SERVICE FUNDS			CAPITAL PROJECTS					Totals
			Food Service	Tech/Security	ECC	Bldg & Site	Capital Projects 2021	2010	2017	2021	
Beginning Fund Balance:		5,368,312	721,510	486,637	831,050	1,534,325	5,449,435	142,624	639,207	117,048	
Revenues:											
Budgeted revenues:		40,140,528	2,012,821	592,500	914,000	-	-	-	-	-	
Actual revenues:											
	Jul.	2,242,646	-	-	80,122	18,309	17,109	5,047	15,862	3,965	2,383,060
	Aug.	355,419	7,797	8,174	73,356	4,926	16,998	90,278	283,738	70,923	911,609
	Sep.	1,091,368	27,999	45,940	79,142	5,354	16,057	213,400	670,702	167,649	2,317,610
	Oct.	2,494,653	213,375	20	86,929	5,575	15,570	5,834	18,337	4,583	2,844,878
	Nov.	5,130,856	95,614	180,396	73,732	5,444	14,527	717,804	1,926,061	481,440	8,625,874
	Dec.	2,821,223	236,903	851	55,202	5,649	14,612	4,126	12,968	3,242	3,154,775
	Jan.	3,219,991	183,488	23,967	90,088	5,614	14,321	119,512	375,619	93,890	4,126,490
	Feb.	4,270,141	276,997	153,262	74,105	5,207	13,153	18,762	58,966	14,739	4,885,331
Total Actual Revenues		21,626,297	1,042,173	412,609	612,675	56,077	122,348	1,174,764	3,362,252	840,431	29,249,627
Pro Rated buget Variance to date: Rev		5,134,054.52	299,708.09	(17,609.31)	(3,342.11)						
Expenses:											
Budgeted expenditures:		(39,953,897)	(2,029,146)	(373,898)	(1,084,631)	-	-	-	-	-	
Actual expenditures:^											
	Jul.	(826,855)	(23,297)	(17,657)	(46,562)	(5,000)	46,657	-	-	-	(872,713)
	Aug.	(995,066)	(121,773)	(63,511)	(75,482)	(520,000)	(171,655)	-	-	-	(1,947,485)
	Sep.	(3,763,062)	(145,776)	(10,470)	(110,327)	-	(9,228)	-	-	-	(4,038,865)
	Oct.	(3,010,751)	(303,582)	(12,096)	(80,945)	-	(338,819)	(124,500)	(1,099,400)	(105,875)	(5,075,968)
	Nov.	(3,071,110)	(75,431)	(21,878)	(85,625)	-	(137,442)	-	-	-	(3,391,486)
	Dec.	(2,907,564)	(252,085)	(14,687)	(108,123)	-	(21,306)	(1,000)	-	-	(3,304,765)
	Jan.	(3,114,510)	(230,336)	(15,003)	(80,063)	-	(60,184)	-	(500)	-	(3,500,596)
	Feb.	(2,903,641)	(218,674)	(6,696)	(82,333)	-	(93)	-	-	-	(3,211,437)
Total Actual Expenses		(20,592,559)	(1,370,953)	(161,999)	(669,461)	(525,000)	(692,069)	(125,500)	(1,099,900)	(105,875)	(25,343,315)
Pro Rated budget Variance to date: Exp		(6,043,372.59)	18,189.47	(87,266.68)	(53,626.80)						
Ending Balance to date:		6,402,051	392,729	737,248	774,265	1,065,402	4,879,714	1,191,887	2,901,559		
Projected Ending Balance:		5,554,943	705,185	705,239	660,419	1,534,325	5,449,435	142,624	639,207		

Revenues over(under) Expenses to date:

3,906,312

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

Fruitport Community Schools
Student Activity Summary Report
Month ending February 29, 2024

Student Activity Sub Totals	BEGINNING BALANCE	NET CHANGE	ENDING BALANCE
District Wide Student Activity Accounts	86,061.77	(1,681.82)	84,379.95
Beach Elementary Student Activity Accounts	4,284.46	(912.34)	3,372.12
Edgewood Elementary Student Activity Accounts	71,519.71	(9,458.35)	62,061.36
High School Class of Student Activity Accounts	7,966.47	-	7,966.47
High School Athletic Student Activity Accounts	118,837.17	7,779.10	126,616.27
High School Student Activity Accounts	241,326.40	12,923.18	254,249.58
Middle School Student Activity Accounts	47,325.14	191.83	47,516.97
Shettler Elementary Student Activity Accounts	37,224.55	23.96	37,248.51
Alt. High School Student Activity Accounts	600.44	-	600.44
Millionaire Party Accounts	11,971.35	11,006.45	22,977.80
Total Student Activity Fund	\$ 627,117.46	\$ 19,872.01	\$ 646,989.47

Credit Card and Utilities Detail
For the month ending February 29, 2024

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Utilities:													
Consumers	\$ 576.76	\$ 769.55	\$ 815.10	\$ 274.08	\$ 1,199.23	\$ 987.39	\$ 1,019.21	\$ 809.18					\$ 6,450.50
Frontier	\$ 46.82	\$ 46.89	\$ 46.94	\$ 46.94	\$ 47.62	\$ 47.62	\$ 47.62	\$ 47.63					\$ 378.08
MISEC	\$ 28,332.91	\$ 27,808.37	\$ 26,951.62	\$ 30,850.42	\$ 1,773.41	60,473.76	\$ 34,305.45	\$ 46,127.07					\$ 256,623.01
Total Utilities	\$ 28,956.49	\$ 28,624.81	\$ 27,813.66	\$ 31,171.44	\$ 3,020.26	\$ 61,508.77	\$ 35,372.28	\$ 46,983.88	\$ -	\$ -	\$ -	\$ -	\$ 263,451.59
Credit Cards:													
General Fund	\$ 62,280.88	\$ 99,693.24	\$ 106,624.86	\$ 75,459.39	\$ 71,246.99	\$ 106,697.79	\$ 59,706.91						\$ 581,710.06
Early Childhood	\$ 2,173.76	\$ 4,845.71	\$ 2,832.47	\$ 4,455.62	\$ 3,354.02	\$ 1,414.02	\$ 1,671.01						\$ 20,746.61
Tech/Security Millage	\$ 1,795.63	\$ 5,005.08	\$ 1,441.43	\$ 2,734.34	\$ 1,892.40	\$ 1,493.40	\$ 3,499.71						\$ 17,861.99
Student Activities	\$ 2,802.76	\$ 15,785.19	\$ 25,227.62	\$ 39,781.54	\$ 35,535.93	\$ 24,084.01	\$ 21,896.99						\$ 165,114.04
Total Credit Card Charges	\$ 69,053.03	\$ 125,329.22	\$ 136,126.38	\$ 122,430.89	\$ 112,029.34	\$ 133,689.22	\$ 86,774.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 785,432.70

***Credit cards are always a month behind

February 2024 Transfers

Payment Date	Debit Account Desc	Credit Account Desc	Amount
2/1/2024	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***147c Transfer	\$ 298,554.31
2/1/2024	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***2/2/24 Payroll & ORS Transfer	\$ 936,286.63
2/9/2024	Checking - Debt Retirement Acct - USD	Checking - General Account - USD ***AP Transfer	\$ 1,500.00
2/9/2024	Checking - Trust and Agency - USD	Checking - General Account - USD ***Misc Items - Trust & Agency owes General Fund	\$ 21,693.27
2/9/2024	Checking - General Fnd Inv - USD	Checking - General Account - USD ***MESSA Transfer	\$ 534,750.00
2/15/2024	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***2/16/24 Payroll & ORS Transfer	\$ 949,436.49
2/21/2024	Checking - General Fnd Inv - USD	Checking - General Account - USD ***Investment & Low Balance Transfer	\$ 3,300,000.00
2/22/2024	Checking - POS - USD	Checking - General Account - USD ***POS Balance Transfer	\$ 300,000.00
2/29/2024	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***3/1/2024 Payroll, ORS, & 147c Transfer	\$ 1,347,659.54
Total transfer in February			<u>\$ 7,689,880.24</u>

Personnel Report – March 18, 2024

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

Ashley Brown – Instructional Assistant – Edgewood ASD
Adam Hernandez – Building Maintenance and Operations
Alyssa Proctor – Noon Supervisor – Middle School
Patrick Richardson – Food Service – Dishwasher – High School
Elizabeth Slack – Noon Supervisor – Middle School
Randy Swainston – Transportation – Bus Aide
Lisa Woodland – Noon Supervisor – Edgewood

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

Lisa Dirkse – Teacher – Edgewood
Dawn Falkowski – Beach Library/Media Clerk
Lisa Link – Teacher - Edgewood
Kathy Six – Teacher – Edgewood
Jamie Stahl – Teacher – Middle School
Jeff Woodard – Teacher – Middle School

The following positions are currently posted:

Behavior Services Coordinator
Building Maintenance
Bus Aide
Bus Driver
Instructional Assistant – Multiple Positions
JV Volleyball Coach
School Psychologist
School Psychology Apprentice/Intern (Year 3)
Science Teacher – Middle School (Fall 2024)
Social Studies Teacher – Middle School (Fall 2024)
Spanish Teacher and ELL Coordinator
Special Education Teacher – Middle School (Fall 2024)
Year Round Child Care Assistant



Fruitport Community Schools

Memo

To: FCS Board of Education

From: Katie Houseman

Date: 2/29/2024

CC: Danielle VanderMeulen, Katie Shawl, Jenny Ferels, Mark Mesbergen, Jason Kennedy

Subject: Recommendation for ASD Instructional Assistant Hire

It is with pleasure that I recommend the hiring of Ashley Brown for the position of ASD Instructional Assistant at Edgewood Elementary. Ashley impressed the interview team consisting of Kathrine Houseman-Parker and Rochelle Zimmerman. Her hourly pay will be \$15.61 per hour at Step 2.

She will begin her new position approximately on March 18th pending background check and the hiring process.

Ashley Brown

Muskegon, MI 49442

ashleybrown86676_b8p@indeedemail.com

+1 231 683 9976

Willing to relocate: Anywhere

Work Experience

Nursing Aide

Robbinswood Assisted Living Community - Grand Haven, MI

March 2023 to Present

First aide certified, take care of residents

Office Coordinator

Trinity Health - Muskegon, MI

August 2022 to March 2023

Medical Assistant

Trinity Health - Grand Haven, MI

April 2021 to July 2021

Dunhams sports

Cashier, stocker

October 2019 to June 2021

Education

Bachelor of Science in Nursing

Baker college - Muskegon, MI

August 2023 to Present

Associate of Applied Science

Ross education - Muskegon, MI

April 2022 to January 2023

Certification in Medical Assisting

Ross - Muskegon, MI

August 2021 to November 2022

High school diploma

Skills

- Cash Handling
- Cashiering

- Cleaning Experience
- Packaging
- Shipping & Receiving
- Load & Unload
- Pallet Jack
- Merchandising
- Sales
- Commercial Cleaning
- Order Picking
- Warehouse Experience
- RF Scanner
- Maintenance
- Freight Experience
- Warehouse Management
- Materials Handling
- Customer service
- Nursing
- Nursing
- Childcare
- Computer skills
- Front desk
- Documentation review
- EMR systems
- Phone triage
- Medical office experience
- HIPAA
- Triage
- Phone etiquette
- Medical terminology
- Communication skills
- Epic
- Customer service
- Medication administration
- Blood sampling
- Animal restraint
- Multi-line phone systems
- Pet care
- Cash handling
- Problem management
- Organizational skills

- Computer literacy
- IT
- Vital signs
- Laboratory experience
- Critical care experience
- Typing
- Experience administering injections
- Cash register
- Merchandising
- Warehouse management
- Sales
- Load & unload
- Freight
- Driving
- Surgery
- Discharge planning
- Working with people with disabilities
- Experience with children

Certifications and Licenses

BLS Certification

First Aid Certification

August 2023 to October 2025

CPR Certification

August 2023 to October 2025

Driver's License

July 2018 to August 2026

Certified Medical Assistant

Child Development Associate Certification

CCMA Certification

RMA



Fruitport Operations Department
3113 E. Pontaluna Rd
Fruitport, Michigan 49415
Ph: 231-865-4018

February 11, 2024

Re: Recommendation of new hire: Adam Hernandez

After the interview process, it is my recommendation that we hire Adam Hernandez for the District wide 2nd shift building maintenance position. (Pending background check)

Adam comes to us with a vast background of maintenance experience and will be an asset to FCS moving forward. Please let me know if you have any questions.

John Winkas
Director of Operations

*Empowering individuals to
positively impact their world*

665 LINCOLN CT MUSKEGON HTS, MI 49444 (231)571-4046 mister.hernandez.ah@gmail.com

ADAM HERNANDEZ

OBJECTIVE

To obtain a challenging position with an established company that will allow me to apply my experience and skills for a chance for advancement.

SUMMARY OF QUALIFICATIONS

- CPO 49-138341, national pool and spa foundation, OH. Chief Engineer and Holi-Kare levels 1&2, Intercontinental Hotels Group, GA. State of Michigan builders License number 241900143
- Electrical, plumbing with advanced knowledge of water chemistry in closed loop systems, pool and spa operation and maintenance, H.V.A.C., also upkeep of cosmetic appearances of facilities such as; appliances, wallpaper, drywall, tile. Fluent in Spanish and I also possess great customer service that comes with years of working with people.

WORK EXPERIENCE

3/19 - Present A&E Maintenance Services L.L.C.

Owner

Owner of a small home remodeling company licensed through the state of Michigan. Got my license to help give work to a lot of good workers who did not have a license. Tried to give reasonable prices for service to help improve the local community. Most of the guys have been able to move on to bigger and better things and I really enjoy dealing with people from all over. Looking for a position where I can still be a impact in my community and meet people from all over.

4/18 - 3/19 Carbon Footprint Home Improvement

Project Manager

I am responsible for meeting customers at their homes. I make detailed reports on what they would like done. I price out the job and submit an estimate to the customer. Upon acceptance I schedule the job and ensure all permits are pulled and that the crew has all they need. I keep in constant communication with the customer to ensure they are satisfied. Ensure billing is accurate and the customer is satisfied when work is completed.

3/16 – 4/18 Lighthouse Property Management Muskegon, MI

Property Manager/Maintenance Coordinator

I was responsible for all the lakeshore properties we managed from Whitehall to Holland. I worked with investors when they wanted an opinion on a property or location of a property they were looking at buying. I would do video walkthroughs, ruff assessments of what would be needed to bring property up to rental code. Once we had the deed insurance with the management agreement for that property I would work within the investors budget to bring the property up to our standards. I would then register it with the city and schedule all required inspections to acquire a valid rental cert. I would then work with leasing to ensure the property was up to the tenants needs. I also handled all the day to day maintenance. I would assign the appropriate contractor based on skill rate of pay and availability to address the issue. I would run monthly expense reports for investors that requested more detailed explanations than what our system provided. I would work with our attorney on evicting tenants after exhausting all efforts to retrieve rents, go to court then the eviction. After any tenant moved out I would assess tenant charges and evaluate cost to flip the unit for the next tenant, assign the appropriate contractors. All while providing customer service

with tenants and city officials and owners.

5/15 – 10/15 KMG Amazon Apartments Muskegon, MI

Lead Maintenance Tech

I maintain an apartment complex of 126 units. I assist in the turn/make ready of vacant units. I Gather bids from outside contractors for projects needing contractors. I am responsible for ordering and maintaining stock not just the maintenance aspect of operations but as well as for the housekeeping side. I am also responsible for assuring all work orders are completed correctly and in a timely manner.

9/14 – 4/15 Tiffany Woods Roosevelt Park, MI

Maintenance supervisor

I supervised a team of 5 (1 maintenance, 2 turns, 2 housekeepers) maintaining an apartment complex of 302 units. I was responsible for scheduling every aspect of the turns/make ready. From walking/inspecting vacant units listing all work needed with timelines, to scheduling any outside contractors if needed. All while ensuring all common/public areas were kept up to corporate standards. In the time I had been there I had successfully gotten the work order process down from 2 weeks to 72 hours, while virtually eliminating call backs/repeat orders.

5/13 – 3/16 Midnite Sun and Cruise / Sun Tan City Grand Haven, MI

Facilities

Maintaining physical upkeep on 15 locations, installing/setting up tanning beds, moving equipment, inspecting, troubleshooting, repairing malfunctioning equipment as need, and provided detailed preventive maintenance on equipment and facility while maintaining detailed logs.

3/12 -5/13 Professional Pool and patio North Muskegon, MI

Cashier/Service tech

I greeted customers in the store and via phone or email. I was responsible for scheduling all jobs. I was also responsible for inventory ordering stocking and display of all store products. I also implemented a new computer system for better tracking of merchandise and more accurate scheduling. I also set up the company's Facebook and online store. I also assisted on service calls servicing hot tubs and swimming pools both residential and commercial.

1/12 – 3/12 Holiday Inn Express & Suites Grand Rapids, MI

Executive Housekeeper

Interviewed and hired new employees as well as trained. I was responsible for inspecting and putting rooms in the system in a time pressed constraint while meeting and exceeding brand standards and our guests' experience.

3/11 - 1/13 Maginity Property Management Muskegon, MI

Maintenance

Inspect properties, renovate and bring up to code. Handled any maintenance issues that arose when property was rented.

6/10 - 12/10 Comfort Inn Muskegon, MI

Chief Engineer

I maintained a 117 room facility with 120 person conference center. I was responsible for all ordering contracting and department scheduling.

2/2002 - 12/2009 Holiday Inn Muskegon Harbor Muskegon, MI

Chief Engineer

I accomplished the complete operation of maintaining a two hundred and one guest room facility of which fourteen are ADA compliant and seven hot tub rooms. Nine banquet rooms with a combined capacity to hold up to five hundred and fifty people. As well as a two hundred and fifty person restaurant, a fifty person indoor pool, spa, and an exercise facility. While maintaining all safety regulations and meeting all brand standards. Managing and scheduling a staff of up to eight subordinates for a 24 hour operation, all purchasing and inventory while providing a guest experience up to brand standards. I was also responsible for contracting contractors for major projects, reviewing bids, negotiating and submitting final bids to the corporate office. From April 2009 till November 2009 I oversaw a complete facility two million dollar renovation. All while meeting and exceeding budget goals, and maintaining customer satisfaction.

4/1998 - 2/2002 Gandini Fashion Centers Grand Rapids, MI

Assistant Manager

I was solely responsible for any and all the maintenance needs for seven stores. Electrical, H.V.A.C., plumbing and miscellaneous duties. Developing creative solutions to cut cost without limiting quality. When needed I also helped out with sales and customer service

06/1998 -12/1999 Steekette's Muskegon, MI

Loss Prevention Agent

Duties included preventing theft and damages also taking action when theft was discovered and assisted in light maintenance.

04/1996 - 02/1998 Dykehouse Marine and Excavating Fruitport, MI

Site Supervisor

Duties responsible for but not limited to included managing the site team from two to seven people. General construction and labor shoreline construction. Decks, docks, retaining walls, I made sure the boss's instructions were followed while he was not there while ensuring the crew was respecting the customers property along with the neighboring properties.

EDUCATION

M-TEC, MI.GED/ general , National pool and spa foundation, OH. CPO/ aquatics chemistry, Licensed State of Michigan Builder.

Muskegon High, MI

NONE/general

LANGUAGES

Spanish and English

REFERENCES

References Available Upon Request

Alyssa Proctor

Muskegon, MI 49442

alyssaproctor123bh6u8_sk@indeedemail.com

+1 231 215 0888

Work Experience

Child Care Teacher

Sailor Care - Muskegon, MI

August 2022 to Present

- I would play with the kids and make sure they were having fun.

Crew Member/Manager

Wendy's - Norton Shores, MI

August 2018 to February 2022

Fast past, and to multitask, prep

Cashier

Meijer - Muskegon, MI

October 2020 to March 2021

Education

Graduated High school

Whitehall High School - Whitehall, MI

May 2022

Skills

- Cashiering
- Cleaning Experience
- Packaging
- Food Preparation
- Kitchen Experience
- Food Service
- Cash Handling
- Cooking
- Quality Control
- Food Handling
- Shift Management
- Food Safety
- Merchandising

- Retail Sales
- Restaurant experience
- Food Production
- Serving Experience
- Meal Preparation
- Host/Hostess
- Busser
- Supervising Experience
- Social listening (1 year)
- Sales
- Teaching
- Retail sales
- Social listening
- Cash handling
- Cash register
- Serving
- Supervising experience
- Childcare
- Shift management
- Customer service
- Typing
- Experience working with students

Certifications and Licenses

ServSafe

CPR

September 2022

First Aid Certification

ELIZABETH SLACK

3512 Max Paulsen Dr.

Muskegon MI. 49444

(231) 402-1352

OBJECTIVE: To be able to utilize my skill set to help in the work place.

EDUCATION: Fruitport High School (2012-2018)

WORK HISTORY:

Wendy's: (2018-2019) Team Member. Cooking Food, General Restaurant Cleaning duties.

Texas Roadhouse: (2019-2020) Hostess

Red Robin: (early 2020- summer 2022) Food Prep, Janitorial work.

Landscape Design Services: (Summer 2022- Fall 2022) General landscaping work.

Shoreline Inn and Conference Center: (July 2023- January

EXPERIENCE: Formerly serve safe certified. Helper of the CI classroom when in school at Fruitport. Years of experience dealing with people and children.

REFERENCE:

Brenda Myles

Red Robin Manager

Work: (231)- 798- 4100

Karen

Shoreline Inn and Conference Center

Cell:(231)-343-2063

Dakota Carlson

I clean his house

Cell: (231)-402-8509

Randy Swainston

randyswainstonrcwqk_d3e@indeedemail.com

Work Experience

Self Employed Owner/Operator

RPS

September 2017 to February 2024

Owner operator cleaning business

Pizza Delivery Driver

Michigan Pizza Hut - Grand Haven, MI

July 2007 to January 2020

Pizza Delivery Driver

Custodian

Fruitport Community Schools - Fruitport, MI

November 2009 to February 2014

Custodian

Education

Some college in General Studies

Muskegon Community College - 221 S. Quarterline Rd

September 1980 to December 1981

Skills

- Custodial Experience
- Box Truck
- Delivery Driver Experience
- Load & Unload

February 20,2024

To Whom It May Concern:

I am writing to inform you that as of June 7, 2024, I will be retiring from Fruitport Community Schools. As an FCS alumni(class of 1983), it has been my honor and privilege to contribute to so many fourth graders' education over the past 29 years. I am confident about the direction our school is heading under the care of Jason Kennedy. I have worked for a great many administrators and superintendents over my tenure, and in my opinion, Mr. Kennedy is the best. We are so lucky to have him here in Fruitport and our schools are in good hands.

Sincerely,



Lisa Dirkse
Fourth Grade Teacher
Edgewood Elementary School
Fruitport, Michigan 49415

Accepted
Jason Kennedy
2/20/2024

Fruitport Community Schools

Board of Education

Dear Friends:

I would like to inform you I will be retiring effective June 30, 2024.

For the last 35 years, Fruitport Community Schools has been my home away from home. I have been allowed the honor of spending time with thousands of children over the years and each one has a special place in my heart. With the passing years, many of my former kiddos now have children of their own that go to Beach Elementary. This is such a thrill for me.

These years have given me so many wonderful friends that I call family. I will always cherish my time spent at school. Where else can you go that you are greeted every day with love and kindness.

I will miss my morning hugs and children expressing their happiness to see me. I am truly blessed.

I am looking forward to spending more time with my grandchildren and traveling.

If I can be of any assistance before or after my retirement, please let me know.

Again, thank you for the opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Falkowski". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

Dawn Falkowski

I have been proud to be a TROJAN since I started kindergarten at Edgewood in 1975! My goal when I graduated GVSU was to work in the elementary school that I attended. In 1995, that dream came true! It has been my pleasure to work for Fruitport Community Schools for 29 years. But alas, all good things must come to an end. I will tremendously miss being a third grade teacher, but it is time for me to leave. Effective June 30th, I will no longer be employed by FCS. Please accept this as my official announcement of retirement.

Sincerely,

Alisa A. Link

Accepted

Joseph Lemaire

2/20/2024

This notice is to inform you that I, Kathleen J Six am officially retiring from Fruitport Community Schools effective Jun 30, 2024 . The online information has been submitted and final paperwork is being processed.

Signed Kathleen J Six

Note: It has been a pleasure to be a 1981 alumni as has my husband and children. I have loved my years at Fruitport. We are the best district in all of Muskegon Co. Thanks for many amazing years.

Accepted
Jessica [Signature]
2/20/2024



Jamie Stahl

15762 Pruin, Spring Lake, MI 49456

Phone: 231.638.7392

E-Mail: stahljamie@yahoo.com

February 28, 2024


Dear Jason Kennedy and the Fruitport Board of Education,

Fruitport has been my home for 24 years and what an opportunity it has provided to me to meet my wife, make lasting friendships and impact so many lives. I will be forever grateful to the Fruitport Community for all the love and support over the years. With that being said, please accept this letter as my official notice that I will be retiring from FCS at the end of the 2023-2024 school year.

Thank you for all you do to support the staff and students of FCS!



Jamie Stahl

Accepted

02/29/2024

February 21st, 2024

To whom it may concern,

I am writing this letter to inform you of my intention to retire effective at the end of the 2023-24 school year. Per contract I am informing you prior to March 1st.

Sincerely,
Jeff Woodard
FMS 7th/8th grade Science teacher

Accepted

Jeff Woodard
2/21/2024



Fruitport Community Schools
SPECIAL BOARD MEETING
Monday, February 19, 2024 – 6:30 p.m.

Location:

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

MINUTES

I. CALL to ORDER

The Special Meeting of the Board of Education was called to order at 6:30 p.m. by Board President, Dave Hazekamp.

II. ROLL CALL

Present – Elroy Buckner, Tim Burgess, Kris Cole, Susan Franklin, Dave Hazekamp;
Absent: Steve Kelly, JB Meeuwenberg.

III. APPROVAL OF AGENDA

Item 24-19. MOTION by Buckner, SECOND by Franklin to approve the agenda, as presented.

MOTION CARRIED: 5-0; 2 absent.

IV. REMARKS FROM THE PUBLIC: None

V. GENERAL BOARD BUSINESS

A. Approval of Organizational Board Meeting Minutes of January 15, 2024

Item 24-20. MOTION by Cole, SECOND by Franklin to approve the Organizational Board Meeting Minutes of January 15, 2024, as presented.

MOTION CARRIED: 5-0; 2 absent.

B. Approval of Regular Board Meeting Minutes of January 15, 2024

Item 24-21. MOTION by Franklin, SECOND by Cole to approve the Regular Board Meeting Minutes of January 15, 2024, as presented.

MOTION CARRIED: 5-0; 2 absent.

C. Closed Session Student Discipline Hearing Pursuant to Michigan Open Meetings Act Section 8(b) - Student: 1635007620

Item 24-22. MOTION by Franklin, SECOND by Buckner to enter into closed session at 6:33 p.m. pursuant to Section 8(b) of the Michigan Open Meetings Act, and upon the written request of the student's parent, for the purpose of conducting a hearing to consider the discipline of a student whose identity is known to the Board as Student 1635007620.

Roll call: Buckner - yes, Cole - yes, Franklin - yes, Hazekamp - yes, Kelly - absent, Meeuwenberg - absent; Burgess - yes.

MOTION CARRIED: 5-0; 2 absent.

D. Return to Open Session

Item 24-23. MOTION by Franklin, SECOND by Buckner to return to open session at 6:52 p.m.

Roll call: Buckner - yes, Cole - yes, Franklin - yes, Hazekamp - yes, Kelly - absent, Meeuwenberg - absent; Burgess - yes.

MOTION CARRIED: 5-0; 2 absent.

E. Board Resolution for Student Discipline: Student 1635007620

Item 24-24. MOTION by Franklin, SECOND by Buckner to approve the Board resolution for student discipline for a student whose identity is known to the

Board as Student 1635007620. The student shall be expelled for a minimum of 180 school days, but may apply for reinstatement to the Board of Education after 150 school days. The student shall provide evidence of regular attendance in counseling during the period of expulsion, and meet all other conditions of reinstatement at the time of application for reinstatement. The student will remain permanently expelled from Fruitport Community Schools until such time as the Board of Education reinstates the student.

Roll call: Buckner - yes, Cole - yes, Franklin - yes, Hazekamp - yes, Kelly - absent, Meeuwenberg - absent; Burgess - yes.

MOTION CARRIED: 5-0; 2 absent.

VI. **ADJOURNMENT**

Item 24-25. MOTION by Buckner, SECOND by Franklin to adjourn.

MOTION CARRIED: 5-0; 2 absent.

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Susan Franklin, Board Secretary

Jason Kennedy, Acting Recording Board Secretary



Fruitport Community Schools
REGULAR BOARD MEETING MINUTES
Monday, February 19, 2024 – 7:00 p.m.

Meeting Location:

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

- I. **CALL TO ORDER:** The Regular meeting of the Board of Education was called to order at 7:00 p.m. by Board President, Dave Hazekamp.
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited by those in attendance at the meeting.
- III. **ROLL CALL:** Present – Elroy Buckner, Tim Burgess, Kris Cole, Susan Franklin, Dave Hazekamp; Absent: Steve Kelly, JB Meeuwenberg.
- IV. **APPROVAL OF AGENDA**

Item 24-26. MOTION by Buckner, SECOND by Cole to approve the agenda, as presented.

MOTION CARRIED: 5-0; 2 absent.
- V. **PRESENTATIONS:** None
- VI. **COMMUNICATIONS:**

- **MAISD Annual Budget Review, Resolution, and Board Delegate**

The Board reviewed a communication received from the MAISD. The Board reviewed the budget adoption, resolution, and board delegate process. According to laws regarding intermediate school district budgets, local school district boards must adopt a resolution on the MAISD's general fund budget between May 1 and June 1 of each year. To facilitate this process, the MAISD board shall submit the budget, for review, to a meeting of one (1) board member named from each constituent district to represent that district. The Muskegon Area Intermediate School District Board of Education has set Thursday, April 25, 2024 at 5:30 p.m. for this review, and it will be

held in the MAISD Superior Room. The District must provide notice of our District's delegate selection to the MAISD by March 29, 2024. Only one (1) board member may officially represent our District at this review. The Board will select a delegate at the March 18, 2024 Board of Education meeting.

- **OK Conference Ticket Price Increase Survey and Advisory Vote**

The Board reviewed a communication from the OK Conference that stated that the Conference was reviewing and considering an increase in ticket prices for Conference athletic events from \$5.00 per ticket to \$7.00 per ticket. The Conference conducted a survey of the Conference membership, which was not an official vote, but rather an advisory vote. Fruitport High School voted "no" on this membership survey, and returned the survey prior to the requested February 2, 2024 deadline set by the Conference for doing so.

VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS:

- **MAISD Superintendent Introduction and Strategic Plan** - Randy Lindquist, MAISD Superintendent, was present at the meeting and introduced himself to the Board of Education. Mr. Lindquist discussed the strategic plan of the MAISD and shared a copy of the goal focus areas of the MAISD's strategic plan.
- **State School Aid Act - Section 27k: Student Loan Repayment** - The Board discussed updates pertaining to Section 27k of the State School Aid Act and the process being used by the District to comply with this.
- **Annual Education Reports** - The Board discussed the completion and posting of the Annual Education Reports for each building and the District. Cover letters and Annual Education Reports were posted to the District's website prior to the February 15, 2024 deadline.
- **15 Days of Virtual Instruction Under State School Aid Act Section 21f** - The Board discussed a document pertaining to Section 21f of the State School Aid Act, and discussed the need for the District to develop a plan, while having the plan Board approved if it chooses to use the virtual instructional time allowed under this section.
- **MAISD Collaborative Schools of Choice Program** - The Board discussed the Collaborative Schools of Choice Program that has been approved by the MAISD for use in schools across the county for the 2024-2025 school year. The schools of choice window is open from May 1-30, 2024, and remains unchanged from the current year.
- **Alternative and Adult Education Graduation Requirements:** The Superintendent reviewed a proposal from the Instructional Council with the Board to consider reducing the number of credits required for graduation from the Alternative and Adult Education programs from 22 credits to the State mandated 18 credit minimum

requirement. All core course credits will still be required and a formal proposal will be forthcoming to the Board for consideration in March after the second reading of the proposal has been conducted with the District's Instructional Council on February 22, 2024.

- **Virtual Learning Pathway / Muskegon County Virtual Academy** - The Board discussed a pathway presented to the District by the MAISD that would support virtual learners and homeschooled students in earning credits through virtual programming. The District would receive the FTE for the students and the MCVA would provide the instruction for these students, with students being able to participate in extracurricular activities just as our virtual learners are currently able to do, as long as the requirements of the MHSAA are fulfilled.

VIII. REMARKS FROM THE PUBLIC:

- Nancy Venema shared that she was attending the meeting on behalf of the support staff, while representing the transportation, food service, and maintenance employees. She expressed concerns regarding the 2024 - 2025 calendar. A brief discussion was held to address concerns relating to the days and hours of instruction, and the impact on student learning and outcomes.

IX. CONSENT AGENDA

Item 24-27. MOTION by Cole, SECOND by Buckner to approve the Consent Agenda as listed below:

1. Approval of Bill Listing in the amount of \$447,478.63
2. Acceptance of Monthly Financial, Bond, and Capital Projects Report
3. Acceptance of Student Activity Summary Report
4. Acceptance of Credit Card and Utilities Report
5. Approval of Transfers and ACH Transactions Report
6. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers)

MOTION CARRIED: 5-0; 2 absent.

X. GENERAL BOARD BUSINESS:

1. MPSCS Member Subscriber Agreement

Item 24-28. MOTION by Cole, SECOND by Buckner to approve the MPSCS Member Subscriber Agreement, as discussed.

MOTION CARRIED: 5-0; 2 absent.

2. Strategic Action Plan 2023-2028

Item 24-29. MOTION by Franklin, SECOND by Cole to approve the Strategic Action Plan for 2023-2028, as discussed.

MOTION CARRIED: 5-0; 2 absent.

3. Emergency Operations Plan (EOP) Reconfirmation

Item 24-30. MOTION by Cole, SECOND by Buckner to approve the reconfirmation of the District's Emergency Operations Plan, as discussed.

MOTION CARRIED: 5-0; 2 absent.

XI. BUSINESS AND FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

1. Report of committee meeting held on February 12, 2024

Elroy Buckner reported on a Business and Finance Committee meeting held on February 12, 2024 at 6:01 p.m. Kris Cole, Elroy Buckner, Jason Kennedy, Kyle Nielsen, Mark Mesbergen, John Winkas, and Jessica Wiseman were present. The Committee discussed the results of the request for proposal for asbestos abatement at 259 N. 3rd Avenue, discussed a camera server recommendation, discussed a middle school surveillance camera update recommendation, discussed a fiber run recommendation, discussed a wireless and network update recommendation, discussed a transportation vehicle recommendation, discussed the MPSCS Subscriber Agreement, and discussed the reconfirmation of the District's Emergency Operations Plan. The meeting was adjourned at 6:46 p.m.

2. Asbestos Abatement at 259 N. 3rd Avenue, Fruitport, MI 49415

Item 24-31. MOTION by Buckner, SECOND by Cole to approve the competitive bid from HBC & GFL Environmental Company in the amount of \$69,300 to complete the asbestos abatement at 259 N. 3rd Avenue, Fruitport, MI 49415, as discussed.

MOTION CARRIED: 5-0; 2 absent.

3. Surveillance Camera Server Recommendation

Item 24-32. MOTION by Buckner, SECOND by Cole to approve the quote from Town and Country Group to purchase two (2) surveillance camera servers for the District in the total amount of \$112,382, with funds coming out of Section 97 (School Safety - FY 2023), as discussed.

MOTION CARRIED: 5-0; 2 absent.

4. Middle School Surveillance Camera Upgrade Recommendation

Item 24-33. MOTION by Buckner, SECOND by Cole to approve the purchase of fifty-five (55) surveillance cameras from CDWG, via the REMC consortium bid price, in the amount of \$61,109.96, coming out of Section 97 (School Safety Funds - FY 2023), as discussed.

MOTION CARRIED: 5-0; 2 absent.

5. Wireless Access and Network Update Recommendation

Item 24-34. MOTION by Buckner, SECOND by Cole to approve the bid from Vector to purchase a larger fiber switch and upgrade our wireless network infrastructure, at a cost of \$71,314.38, coming out of the Technology and Security Fund. The District expects to receive a reimbursement from E-rate for \$57,051.51 for this project, with the net impact to the Technology and Security Fund being \$14,262.87, as discussed.

MOTION CARRIED: 5-0; 2 absent.

6. Transportation Vehicle Purchase Recommendation

Item 24-35. MOTION by Buckner, SECOND by Cole to approve the future purchase of two (2) transportation SUVs, for a not to exceed amount of \$80,000 (total for two), with funds being paid from Section 221, pupil transportation funding, as discussed.

MOTION CARRIED: 5-0; 2 absent.

7. Western Tel-Com Fiber Project Recommendation

Item 24-36. MOTION by Buckner, SECOND by Cole to approve the bid from Western Tel-Com to run fiber to the new administration building at 259 N. 3rd Avenue, Fruitport, MI 49415, and to the transportation garage, in the amount of \$63,106 coming out of the Technology and Security Fund. The District expects to receive a reimbursement from E-Rate in the amount of \$50,484.80. The District also intends to apply for reimbursement funding to cover the remaining cost of \$12,621.20, as discussed.

MOTION CARRIED: 5-0; 2 absent.

8. Installation of Middle School Surveillance Cameras and Data Runs

Item 24-37. MOTION by Buckner, SECOND by Cole to approve the quote from Vector Tech Group to complete the Middle School camera cabling project and installation of surveillance cameras, in the amount of \$22,725 coming out of Section 97 (School Safety - FY 2023) funding, as discussed.

MOTION CARRIED: 5-0; 2 absent.

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS:

1. Report of committee meeting held on February 12, 2024

Jason Kennedy reported on a Personnel Committee meeting held on February 12, 2024 at 5:00 p.m. Dave Hazekamp, Mark Mesbergen, JB Meeuwenberg, and Jason Kennedy were present. The Committee discussed the Personnel Report for February 2024, and it reviewed the 2024-2025 tentative agreement that was approved and ratified by the FEA membership. The Committee also reviewed the Superintendent's Evaluation Process, and it reviewed updates pertaining to Section 27k of the State School Aid Act. The Committee discussed updates that were made to the EOP, including the update of names and contact numbers in the plan, and it discussed a Letter of Agreement (LOA) pertaining to the distribution of funds received by the District under the Educator Compensation Program and Section 27l of the State School Aid Act. The meeting was adjourned at 5:31 p.m.

2. Letter of Agreement with FEA: Section 27l - Educator Compensation Program

Item 24-38. MOTION by Franklin, SECOND by Burgess to approve the Letter of Agreement (LOA) between the Board of Education and the Fruitport Education Association, as discussed.

MOTION CARRIED: 5-0; 2 absent.

3. 2024-2025 Calendar Tentative Agreement

Item 24-39. MOTION by Franklin, SECOND by Burgess to approve and ratify the tentative agreement with the FEA on the 2024-2025 school calendar, as discussed.

MOTION CARRIED: 5-0; 2 absent.

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

1. Report of committee meeting held on February 12, 2024

Susan Franklin reported on a Student Affairs Committee meeting held on February 12, 2024 at 5:31 p.m. Tim Burgess, Jenny Ferels, Susan Franklin, Dave Hazekamp, and Jason Kennedy were present. Jenny Ferels discussed the District's updated process for electronic enrollment and registration with the Committee. The Committee discussed the need to reconfirm the Continuity of Learning / Return to Learn Plan under the American Rescue Plan and ESSER III, and it discussed the completion and posting of the Annual Education Reports for each building and the District. The Committee discussed Section 21f of the State School Aid Act, and it discussed the Collaborative Schools of Choice Program that has been approved by the

MAISD for use in schools across the county for the 2024-2025 school year. The Committee reviewed a proposal from the Instructional Council to consider reducing the number of credits required for graduation from the Alternative and Adult Education programs from 22 credits to the State mandated 18 credit minimum requirement, with all core course credits still being required. The Committee discussed a pathway presented to the District by the MAISD that would support virtual learners and homeschooled students in earning credits through virtual programming, and it discussed an updated final draft of the strategic action plan for the District. The Committee also discussed updates that were made to the EOP, including the update of names and contact numbers in the plan. The meeting was adjourned at 6:01 p.m.

2. American Rescue Plan (ARP) / ESSER III: Return to Learn and Continuity of Services Plan Reconfirmation

Item 24-40. MOTION by Franklin, SECOND by Burgess to approve and reconfirm the American Rescue Plan (ARP) / ESSER III Continuity of Services Plan and Return to Learn Plan, as reviewed and discussed.

MOTION CARRIED: 5-0; 2 absent.

XIV. SUPERINTENDENT'S EVALUATION

1. Superintendent's Evaluation

The Board discussed providing a final copy of the Board approved evaluation of the superintendent, for the year ending December 31, 2023, to the superintendent at the March 18, 2024 meeting of the Board of Education.

XV. BOARD MEMBER REPORTS AND DISCUSSIONS:

Kris Cole shared that the high school robotics team will be competing in their first competition of the year at Orchard View High School on March 15-16, 2024. He invited everyone in attendance at the meeting to consider stopping by to support the team.

Susan Franklin shared that the students in this year's musical have been working hard, with the musical performance taking place on March 21-23, 2024 at the Fruitport High School Performing Arts Center.

Dave Hazekamp shared that the date has been set for the next Fruitport Hall of Fame induction ceremony. The date of the event will be October 19, 2024.

XVI. AGENDA ITEMS for FUTURE MEETINGS & SCHEDULING OF ANY SPECIAL MEETINGS

1. The Business and Finance Committee will meet on March 12, 2024 at 5:00 p.m.
2. The Personnel Committee will meet on March 11, 2024 at 5:00 p.m.
3. The Student Affairs Committee will meet on March 11, 2024 at 5:30 p.m.
4. The Board of Education will meet on March 18, 2024 at 7:00 p.m.

XVII. REMARKS FROM THE PUBLIC:

Lenna Kramer shared concerns about the calendar for the 2024-2025 school year; however, was thankful for the responses provided to the public during the first section of public comment during this meeting.

Nancy Venema had questions about the graduation requirement proposal for alternative and adult education students after hearing about this at the meeting. A brief discussion was held on this topic to better help those in attendance at the meeting understand the purpose of this future proposal.

XVIII. ADJOURNMENT

Item 24-41. MOTION by Buckner, SECOND by Franklin to adjourn.

MOTION CARRIED: 5-0; 2 absent.

The meeting adjourned at 7:51 p.m.

Respectfully submitted,

Susan Franklin, Board Secretary

Jason J. Kennedy, Acting Recording Secretary

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachments #X-1

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Board Delegate Appointment – MAISD Annual Budget Review

Background Information: According to laws regarding intermediate school district budgets, local school district boards must adopt a resolution on the MAISD’s general fund budget between May 1 and June 1 of each year and may submit comments on the budget. To facilitate this statute, the MAISD board shall submit the budget, for review, to a meeting of one (1) board member named from each constituent district to represent that district.

The Muskegon Area Intermediate School District Board of Education has set Thursday, April 25, 2024 at 5:30 p.m. for this review and it will be held in the MAISD Superior Room. The District must submit the name of our selected delegate to the MAISD by March 29, 2024. Only one (1) board member may officially represent our district at this review.

Financial Impact: None

Recommended Action:

To approve and appoint _____ to serve as the Board of Education delegate to represent Fruitport Community Schools at the MAISD Annual Budget Review on Thursday, April 25, 2024 at 5:30 p.m., as discussed. The Board approves and appoints _____ as an alternate delegate in the event that the appointed delegate cannot attend the meeting after first being approved and appointed.

Action Taken:

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

MEMO

To: Local Superintendents

From: Barb Irey, Senior Executive Assistant

Date: February 12, 2024

Subject: **ANNUAL 2024-25 BUDGET REVIEW – THURSDAY, APRIL 25, 2024**

Attached is a copy of the memo that was sent to your board secretary regarding our Annual Budget Review, along with a copy of the Budget Review Timeline. Please use this form to designate one of your board members to represent your district at this review. Please complete [this form](#) by **March 29, 2024**.

Following the April 25, 2024 budget review, local districts must adopt a resolution of support/disapproval (at your May board meeting) of the MAISD's general fund budget by June 1. Once adopted, a copy of the resolution, along with any specific comments, should be sent to the MAISD Superintendent's Office. Sample resolutions will be included in the budget packet that is mailed to superintendents in April.

MEMO

To: Secretaries of Boards of Education of Constituent School Districts

From: Randy Lindquist, MAISD Superintendent

Copy: Local District Superintendents

Date: February 12, 2024

Subject: **ANNUAL 2024-2025 BUDGET REVIEW – THURSDAY, APRIL 25, 2024**

According to laws regarding intermediate school district budgets, local school district boards must adopt a resolution on the MAISD's general fund budget between May 1 and June 1 of each year and may submit comments on the budget.

To facilitate this statute, the MAISD board shall submit the budget, for review, to a meeting of one (1) board member named from each constituent district to represent that district.

The Muskegon Area Intermediate School District Board of Education has set **Thursday, April 25, 2024 at 5:30 p.m.** for this review and it will be held in the MAISD Superior Room.

You are requested to advise this office of your delegate selection by **March 29, 2024**. Please be reminded that only **one board member** may officially represent your district at this review.

Thank you.



Budget Review Timeline

Date/Deadline	ISD Budget Review
January 16, 2024	Set date for budget review (April 25, 2024).
February 12, 2024	Superintendent sends letter to LEA Board Secretaries to designate Board representative.
March 29, 2024	LEA Boards notify MAISD of designated Board representative.
April 8, 2024	Presentation of budget to superintendents at MAPSSA meeting.
April 9, 2024	Send resolution and budget to local superintendents, if not received at MAPSSA meeting.
April 15, 2024	Presentation of budget to MAISD Board at MAISD Board meeting.
April 16, 2024	MAISD distributes budget packet to designated Board representatives and superintendents (preferably 7 to 10 days before meeting but after April MAISD board meeting)
April 25, 2024	Annual budget review presentation to LEA Boards.
May 24, 2024	Deadline for local district response to MAISD general fund budget. Local districts must pass a resolution of support/disapproval and any specific objections.
June 17, 2024	MAISD considers local district input/adopts general fund budget.

Local District Responsibility	MAISD Responsibility
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BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachments #X-2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Updated Continuity of Learning / Return to Learn Plan Reconfirmation: ARP ESSER III

Background Information: The Centers for Disease Control (CDC) has updated their guidance to control respiratory viral infections such as COVID-19, Influenza, etc. Effective March 1, 2024, the guidance no longer recommends holding people out of activities, events, or schooling for five (5) days when infected with COVID-19. The guidance and recommendations now group respiratory viral infections together with the same treatment. The new guidelines suggest: 1) staying up to date with vaccinations, 2) practicing good hygiene, 3) taking steps to bring more fresh outside air in or taking steps to purify indoor air, and 4) staying home and away from others until your symptoms have improved and you are fever free without medication for 24 hours.

Financial Impact: None; Updates guidance on respiratory viral infections released by the Centers for Disease Control (CDC), effective March 1, 2024; All other areas of the plan remain unchanged.

Recommended Action:

To approve and reconfirm the American Rescue Plan / ESSER III Continuity of Learning and Return to Learn Plan to include updated guidance on respiratory viral infections released by the Centers for Disease Control (CDC), effective March 1, 2024, as discussed.

Action Taken:

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



Fruitport Community Schools
Return to Learn and Continuity of Services Plan
2022-2023; 2023-2024

Fruitport Community Schools will continue to prioritize full, in-person teaching and learning which provides the greatest benefit to students. Ensuring that this can happen both consistently and safely during the upcoming school year, the 2022-2023 Return to Learn Plan provides detailed guidance to ensure that COVID-19 prevention and mitigation measures are implemented in a way that fosters optimal learning environments while simultaneously ensuring the health and safety for students and staff in Muskegon County. This plan was collaboratively developed by Fruitport Community Schools with support and guidance from the Public Health of Muskegon County Department to ensure that our school district has a detailed plan for a successful and safe return to school and learning environment.

Please Note: This plan may change and evolve as knowledge changes surrounding current and potential variants or if the risks of severe disease, hospitalizations, or death increase. The plan may also need to vary based on in-school COVID-19 activity and outbreaks. If such changes are necessary, transition time may be needed to allow the district or building to make adjustments to mitigation strategies. Periodically, but not more than every six months during the life of the grant, the plan will be reviewed and updates will be completed, if deemed necessary.

Plan of Review, Updates, and Reconfirmation:

- September 19, 2022: Goal reporting, public plan review, including public review of funding for learning loss.
- October 17, 2022: Board of Education meeting and public plan review
- February 20, 2023: Board of Education meeting and public plan review, goal reporting, and plan reconfirmation
- June 26, 2023: Board of Education meeting and public plan review, end of year goal reporting, and plan reconfirmation
- September 11, 2023: Board Student Affairs Committee meeting and public plan review
- September 18, 2023: Board of Education meeting and public plan review and reconfirmation
- February 19, 2024: Board of Education meeting and public plan review, goal reporting, and plan reconfirmation

- March 18, 2024: Board of Education meeting and public plan review, Updates plan to align with CDC guidance on respiratory viral infections, effective March 1, 2024, as released by the CDC.

Supporting Documents:

- [Updated CDC Guidance on Respiratory Virus Recommendations – Effective March 1, 2024](#)
- [MDE and MDHHS – Managing Communicable Diseases in Schools](#)
- [MDHHS Readiness, Response, Recovery Cycle](#)
- [CDC Community Levels](#)
- [MI Safe Start Map: Grand Rapids Region](#)

The CDC will determine the COVID-19 community level for the county. Based on the community COVID-19 level, as determined by the CDC, Fruitport Community Schools, in consultation with MDHHS and Public Health of Muskegon County, as necessary, will determine the number of mitigation strategies to implement to foster optimal learning environments while simultaneously ensuring the health and safety of students and staff.

The District will comply with any and all local, state, and federal mandates/orders.

The following plan outlines measures for the CDC COVID-19 Community Levels of low, medium, and high.

The levels do not apply in situations of COVID-19 outbreaks in schools, classrooms, or athletics.

Recommended Prevention/Mitigation Strategies:

LOW	MEDIUM	HIGH
INSTRUCTIONAL FORMAT		
In-person instruction will occur.	In-person instruction will occur.	In-person instruction will occur, but some classes, grades, or buildings may be moved temporarily to remote instruction if recommended by the health department due to outbreaks and to control in-school spread.

ATHLETICS		
Athletic practices and competitions will be permitted. MHSAA guidelines will be followed.	Athletic practices and competitions will be permitted. MHSAA guidelines will be followed.	Athletic practices and competitions will be permitted and additional health and safety protocols as deemed appropriate may be put into place. MHSAA guidelines will be followed.
<i>Athletic testing will not be required unless mandated by the MHSAA or a local or state agency and/or a sanctioning body.</i>		
CLEANING AND DISINFECTING		
The District will follow regular cleaning and disinfection procedures.	The District will follow regular cleaning and disinfection procedures.	The District will follow regular cleaning and disinfection procedures. Additional cleaning and disinfecting procedures may be implemented in classrooms during the day, as recommended.
COHORTING		
Mixing of students will not be restricted.	Mixing of students will not be restricted.	Mixing of students may be restricted in some areas, activities, classrooms, and/or buildings.
COVID-19 TESTING		
Testing will not be required, but may be offered to families, and may be used as a Test to Stay (TTS) option under high levels of transmission.		
EXTRACURRICULAR AND FIELD TRIPS		

Extracurricular activities may occur as scheduled.	Extracurricular activities may occur as scheduled.	Extracurricular activities and field trips may be paused.
FACE COVERINGS (MASKS)		
Staff, students, volunteers, and visitors are recommended to wear face masks, if unvaccinated and/or immunocompromised.	Staff, students, volunteers, and visitors are recommended to wear face masks, if unvaccinated and/or immunocompromised.	Staff, students, volunteers, and visitors are recommended to wear face masks in all areas and for all activities. The District may choose to require masks when recommended by Public Health of Muskegon County.
FOOD SERVICE		
Normal foodservice operations will occur.	Normal foodservice operations will occur.	Normal food service operations will occur. Additional health and safety protocols will be put in place as required by Public Health of Muskegon County.
GATHERING AND FACILITY USE		
No restrictions on gatherings or use of facilities.	No restrictions on gatherings or use of facilities.	Restrictions on gathering size and/or use of facilities may be implemented. Outside agency use of facilities may be restricted.
HAND HYGIENE AND RESPIRATORY ETIQUETTE		
Hand Hygiene/Hand Sanitation and Respiratory Etiquette are expected.	Hand Hygiene/Hand Sanitation and Respiratory Etiquette are expected.	Hand Hygiene/Hand Sanitation and Respiratory Etiquette are expected.

ISOLATION AND QUARANTINE

The District will follow current guidance and recommendations of Public Health of Muskegon County, MDHHS, and CDC pursuant to the District’s authority under MCL 380.11a(3) and Rule 325.175(2).

The District will follow updated guidance from the CDC on respiratory virus recommendations that was released on March 1, 2024, as linked in the supporting documents above.

MEETINGS AND CONFERENCES

In-district/out-of-district meetings and conferences will be permitted.

In-district/out-of-district meetings and conferences will be permitted.

In-district/out-of-district meetings and conferences will be permitted, but may be limited, virtual, or may be suspended.

OFFICES

District and building offices will be open for normal school business. Visitors and guests are allowed in buildings per district policy.

District and building offices will be open for normal school business. Visitors and guests are allowed in buildings per district policy.

District and building offices will be open for normal school business. Additional health and safety protocols may be put in place as deemed appropriate. Visitors and guests are allowed in buildings per District policy, but may be limited.

REMOTE/VIRTUAL LEARNING

The District will do its best to provide resources for students who are unable to attend in person due to isolation or quarantine. If a classroom or school is closed, all students impacted by the closure may be provided remote learning opportunities throughout the closure.

SOCIAL DISTANCING

Social distancing measures are not required.	Social distancing measures are not required.	Feasible social distancing measures may be put in place. Adjustments to school procedures, schedules, activities, etc., may be made to adjust to the social distancing requirements.
HEALTH SCREENING		
<p>Parents/guardians should conduct a daily student wellness check prior to sending students to school.</p> <p><i>DO NOT SEND STUDENTS TO SCHOOL IF THEY ARE SICK.</i></p> <p>See the student illness section.</p>		
STUDENT ILLNESS		
<p>Parents/Guardians are not to send children to school who display symptoms of a communicable disease per the Public Health Code and MDHHS guidance found in the referenced Managing Communicable Diseases in Schools document. Students exhibiting the following symptoms that are new or different/worse from their baseline of any chronic illness shall remain home or excluded from school or excluded from school until the student is symptom-free for 24 hours without the aid of medication or as indicated for their illness.</p> <ul style="list-style-type: none"> ● Severely ill (lethargic or less responsive, has difficulty breathing) ● Fever (temp over 100.4) or feeling feverish/chills ● Cough, shortness of breath ● Sore throat ● Runny or stuffy nose (congestion) ● Muscle or body aches ● Headaches ● Fatigue (tiredness) ● Vomiting (two or more times) ● Diarrhea (two or more loose or watery stools) ● Abdominal pain ● Rash with fever ● Wearing skin sores that cannot be covered ● New loss of taste or smell 		

TRANSPORTATION

Normal transportation operations will occur.

Normal transportation operations will occur.

Normal transportation operations will occur. Additional health and safety protocols may be put in place as deemed appropriate.

VACCINATIONS

The District is not requiring staff or students to be vaccinated. Public Health of Muskegon County, MDHHS, and CDC recommend COVID-19 vaccination as the leading public health prevention strategy to end the COVID-19 pandemic as well as keep schools, extracurricular activities, and sports safely operational and in person.

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachments #X-3

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Project Management Stipend – 259 N 3rd Ave., Fruitport, MI 49415 (attachment X-3)

Background Information: The District has provided construction management stipends to John Winkas in the past for responsibilities and time above his normally worked hours within his pay agreement to manage and oversee construction projects within the District. Time above normally worked hours has been necessary to complete the construction project at 259 N. 3rd Ave., Fruitport, MI 49415 to convert the newly acquired property into a central administration office. It is recommended that John Winkas be provided with two, one-time \$2,500 stipends (one paid in March 2024 and one paid in March 2025) to compensate him for time above his normally worked contractual hours to manage this project.

Financial Impact: \$2,500 to be paid in March 2024 and \$2,500 to be paid in March 2025 from the General Fund.

Recommended Action:

To approve construction management stipends in the amount of \$2,500 (one to be paid in March 2024 and one to be paid in March 2025) for John Winkas, as discussed. The stipend will be paid through a non-elective 403b plan contribution.

Action Taken:

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

Business and Finance Committee

Tuesday, March 12, 2024

5:00 p.m., Superintendent's Office

Meeting Minutes



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

1. Request to Relinquish Federal Funds – Title III, Part A: Immigrant Students

Jason discussed a requirement under the consolidated application that if a district is not accepting a federal grant, the district needs to have the board of education sign the attached document. Title 3 is a grant that the district has a tough time spending due to the allowable expenses along with the State giving a grant that is more flexible.

2. Salary Schedules and Allowable Salary Increases (ORS FAQ)

Jason gave an update regarding the new ORS updated FAQs regarding a recent decision regarding salary increases for employees. The committee discussed the potential impacts and potential solutions the district is looking at. There will be more to come in the upcoming months.

Meeting adjourned at 5:26 p.m.

Respectfully submitted by Mark Mesbergen

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachments #XI-2

From: Mark Mesbergen and Allison Camp

Subject to be Discussed and Policy Reference:

Request to Relinquish Federal Funds – Title III, Part A: Immigrant Students

Background Information: New this year, Districts not planning to use allocated federal grant funds must complete and have the Board approve a relinquishing funds form to be submitted with the District’s Consolidated Application. The District receives a small Title III, Part A grant for immigrant students that the District has never accepted. This is because it is a small amount of money (\$1134), and the District does not have enough students or the capacity to spend all of the Section 41 (approximately \$10,000) money and other Title III money (\$3,619) that it receives.

Financial Impact: The District will relinquish \$1,134 from Title III, Part A – Immigrant Students to the Michigan Department of Education.

Recommended Action:

To approve the relinquishment of funds in the amount of \$1,134 from Title III, Part A – Immigrant Students, and authorize the Board President and Superintendent to sign and execute the Request to Relinquish Federal Funds Form with the Michigan Department of Education, Office of Educational Supports, as discussed.

Action Taken:

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



Kennedy, Jason <jkennedy@fruitportschools.net>

Relinquish Fund Form

Camp, Allison <acamp@fruitportschools.net>
To: Jason Kennedy <jkennedy@fruitportschools.net>
Cc: Mark Mesbergen <mmesbergen@fruitportschools.net>

Mon, Mar 4, 2024 at 12:04 PM

Hi Jason

A new thing with the Consolidate App this year was that if we were not planning to use any of the grants that were awarded to us that we needed to fill out a Relinquishing Funds form and have it be approved by the Board. We receive a small grant called Title 3 Immigrant grant that we have never accepted because it is a small amount of money and we don't have enough kids or capacity to spend the Section 41 and "regular" Title 3 money that we get. The allocation for Title 3 Immigrant this year was \$1134 (whereas we received \$3619 from Title 3 - EL and around \$10K for Section 41).

Would it be possible to get approval to relinquish these funds? If so, we need your signature on the attached document and either a Board Resolution or an Approved Board Action to make it official...

Let me know!
Allison

Allison Camp
Director of Curriculum and Instruction
[Fruitport Community Schools](#)
[3255 E. Pontaluna Rd.](#)
[Fruitport, MI 49415](#)
231.865.4003

 **Relinquish_Federal_Funds_Form (1).docx**
165K



Office of Educational Supports

Request to Relinquish Federal Funds Form

The Local Educational Agency (LEA) / Public School Academy (PSA) / Intermediate School District (ISD) not applying for any or all Federal funds for the current Fiscal Year (FY) must complete this Request to Relinquish Federal Funds Form. This Form must be e-mailed to OFSFinancial-Unit@michigan.gov by **November 30** of the current FY in order to relinquish funds for that FY; and must be re-submitted each FY the funds are to be relinquished. This Form must be signed by both the Superintendent / Director and the President of the School Board, and must be accompanied by a Board Resolution or Approved Board Action to relinquish funds.

Fruitport Community Schools (61080) wishes to relinquish the following Federal funds for the 2023-24 FY:

- | | |
|--|---|
| <input type="checkbox"/> Title I, Part A | <input type="checkbox"/> Title I, Part A Carryover |
| <input type="checkbox"/> Title I, Part C - Regular School Year Migrant | <input type="checkbox"/> Title I, Part C - Summer Migrant |
| <input type="checkbox"/> Title I, Part D | <input type="checkbox"/> Title I, Part D Carryover |
| <input type="checkbox"/> Title II, Part A | <input type="checkbox"/> Title II, Part A Carryover |
| <input checked="" type="checkbox"/> Title III, Part A - Immigrant Students | <input type="checkbox"/> Title III, Part A - Immigrant Students Carryover |
| <input type="checkbox"/> Title III, Part A - English Learners | <input type="checkbox"/> Title III, Part A - English Learners Carryover |
| <input type="checkbox"/> Title IV, Part A | <input type="checkbox"/> Title IV, Part A Carryover |
| <input type="checkbox"/> Title V, Part B - Rural and Low-Income Schools | <input type="checkbox"/> Title V, Part B - Rural and Low-Income Schools Carryover |
| <input type="checkbox"/> McKinney-Vento Homeless Students | <input type="checkbox"/> McKinney-Vento Homeless Students Carryover |

One of the following is attached:

- | | |
|---|---|
| <input type="checkbox"/> Board Resolution | <input checked="" type="checkbox"/> Approved Board Action |
|---|---|

Superintendent/Director Signature

President of the School Board Signature



Personnel Committee
Monday, March 11, 2024
5:00 p.m.

MEETING MINUTES

Meeting Location:

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

Attendance:

The meeting was called to order at 5:00 p.m. Dave Hazekamp, Steve Kelly, JB Meeuwenberg, and Jason Kennedy were present.

- 1. March 2024 Personnel Report** - The Committee reviewed the Personnel Report for March 2024. This report included each of the recommendations for new hire, resignations, retirement notices, and positions that are still posted and vacant in the District.
- 2. Salary Schedules and Allowable Salary Increases (ORS FAQ Document)** - The Committee reviewed a recently released frequently asked questions document by the Office of Retirement Services (ORS). This document is based on a recent court order. This order is under appeal with oral arguments scheduled to be heard by the Michigan Supreme Court in April 2024.

The guidance from ORS on the court order states:

“Normal Salary Increase (NSI) schedules described in the Reporting Instruction Manual (RIM) will no longer be used for compensation earned after June 30, 2020 (fiscal year 2020). In its place, the Office of Retirement Services (ORS) will periodically request a normal salary schedule for those positions that generally have fewer than three members in the same job classification. If a normal salary schedule doesn’t exist for that position, then ORS will request one for the most nearly identical job classification in that reporting unit.

When the position being reviewed has a salary schedule, or a nearly identical job classification salary schedule, ORS will verify that the reported wages followed the schedule. If so, the wage increase will be considered reportable. Wages above the salary schedule increase may be considered non-reportable. ORS will use the salary schedule provided by the reporting unit to determine the allowable salary increase for the position.”

3. **Other** - None

4. **Public Comment:** None

5. **Adjournment:** The meeting was adjourned at 5:28 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Student Affairs Committee
Monday, March 11, 2024
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. **Field Trip Request Policy Update - Policy 5506: Field Trips** - The Committee discussed a policy pertaining to overnight and out of state field trips requiring Board of Education approval, and reviewed the first reading of the policy. The Board will be asked to approve the policy update after completing a second reading at the April 2024 Committee and Board meetings.
2. **Overnight Trip Request - DECA International Competition: Anaheim, CA** - The Committee reviewed a trip request from Danielle Hershey for DECA students to participate in the International Career Development Conference and Competition held at the Anaheim Hilton and Convention Center in Anaheim, CA on April 26, 2024 through May 1, 2024. Additional details are included in the trip request packet.
3. **15 Days of Virtual Instruction Under Section 21f** - The Committee reviewed a document pertaining to Section 21f of the State School Aid Act and a sample template to comply with this section from Wayne RESA. The Committee discussed the need for the District to develop a plan and have the plan Board approved if it chooses to use the virtual instructional time allowed under this section.
4. **Alternative and Adult Education Graduation Requirements** - The Committee reviewed a proposal from the Instructional Council for a second time to consider reducing the number of credits required for graduation from the Alternative and Adult

Education programs from 22 credits to the State mandated 18 credit minimum requirement. All core course credits will still be required.

5. **Virtual Learning Pathway / Muskegon County Virtual Academy** - The Committee discussed a pathway presented to the District by the MAISD for a second time that would support virtual learners and homeschooled students in earning credits through virtual programming. The District would receive the FTE for the students and the MCVA would provide the instruction for these students, with students being able to participate in extracurricular activities just as our virtual learners are currently able to do.
6. **Other:** None
7. **Public Comment:** None
8. **Adjournment:** The meeting was adjourned at 5:42 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachments #XIII-2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Adult / Alternative Education Graduation Requirements

Background Information: The District’s Instructional Council has approved and proposed reducing the number of credits required for graduation from the Alternative and Adult Education programs from 22 credits to the State mandated 18 credit minimum requirement. Graduates of these programs would participate in the graduation ceremony; however, these students would receive a different diploma. All core course credits will still be required.

Financial Impact: None

Recommended Action:
To approve the credit requirements for students graduating from the District’s Alternative Education and Adult Education programs, effective immediately, as discussed.

Action Taken:

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

Alternative and Adult Ed Credit Proposal

Current	Proposed Change
All students need 22 credits to graduate	Alternative Ed and Adult Ed students would need the state minimum of 18 credits to graduate
FHS and FAHS students receive FHS diploma	FAHS students would participate in the same ceremony, but would have a different diploma

Credit Requirements for Alternative and Adult Ed

Current

- 4 credits in ELA
- 4 credits in Math
- 3 credits in Science
- 3 credits in Social Studies
- 1 credit in PE + Health
- 1 credit in Visual, Performing or Applied Arts
- 2 credits in World Language
- **4 credits in Electives**

Proposed

- 4 credits in ELA
- 4 credits in Math
- 3 credits in Science
- 3 credits in Social Studies
- 1 credit in PE + Health
- 1 credit in Visual, Performing or Applied Arts
- 2 credits in World Language

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachments #XIII-3

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Virtual Learning Pathway / Muskegon County Virtual Academy

Background Information: The District has partnered with the Muskegon Area Intermediate School District to develop an educational pathway that would support virtual learners and homeschooled students in earning credits through virtual programming. The District would receive the FTE for the students and the MCVA would provide the instruction for these students, with students being able to participate in extracurricular activities just as our virtual learners are currently able to do.

Financial Impact: The District would receive the foundation allowance for each student in the program, but be required to use that foundation to pay for the service through MAISD. The net proceed from the foundation allowance for each student would remain with the District.

Recommended Action:

To approve the Muskegon County Virtual Academy Virtual Learning Pathway, as discussed.

Action Taken:

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

Fruitport Community Schools Homeschool Pathway



Flexible Scheduling & Courses

Access to Classes Anywhere, Anytime!

Online Tutors Available 24/7!



Empowering individuals to positively impact their world.



Serving virtual learners in Muskegon County.

Beginning fall, 2024 Fruitport Community Schools and Muskegon County Virtual Academy are offering an option for school courses specifically designed for the homeschool community. This pathway offers homeschool parents the opportunity for their students to participate in Fruitport Community Schools activities while in a virtual environment where parents retain supervision of their student's coursework.

The Fruitport Community Schools Homeschool Pathway offers several advantages to parents participating in homeschool courses:

- Online learning environment allows students take virtual classes from the security of their own homes
- Freedom for parents to review the course curriculum allows parents voice in the course content
- Flexible at home learning environment allows opportunity for parents to supplement the school day with content important to their values
- Students complete robust lesson plans in a variety of core and elective classes
- Highly-qualified, dedicated Muskegon County based teachers with daily office hours offer individual support
- Courses taught by certified Michigan teachers allow for reduced grading and prep for homeschool parents

- Ability to participate in Fruitport Community Schools sports, clubs, music, graduation, dances, and more
- Students can qualify for free college tuition through the Muskegon Area Promise
- Students are eligible to participate in the band, choir, Career Tech Center, Early Middle College, dual enrollment, Advanced Placement, or Work Based Learning
- Option for classes with live lessons or a flexible schedule where students work at their own pace
- Students with IEPs or 504 plans are eligible to participate
- Students in grades 3-12 are eligible to participate
- Parents can choose a part-time or full-time virtual schedule for their students

Part-time Enrollment	Full-time Enrollment
<ul style="list-style-type: none"> ● Students participate in elective classes only ● Students continue math, science, English, and social studies in their current homeschool program ● Part-time students are eligible to participate in band, choir, Career Tech Center, clubs, or Fruitport Community Schools activities ● Not eligible to participate in MHSAA sponsored athletics 	<ul style="list-style-type: none"> ● Students participate in elective and core classes ● Full-time students are eligible to participate in Michigan High School Athletic Association athletics if student meet MHSAA academic eligibility ● Students are eligible to participate in the band, choir, Career Tech Center, Early Middle College, dual enrollment, Advanced Placement, or Work Based Learning

How to qualify:

- Students living in the Fruitport Community Schools school district can enroll through the school district enrollment process.
- If a student resides in another school district, they can enroll as a school of choice student. The school of choice window is open May-June.
- Full-time students will follow the graduation requirements for Fruitport High School.
- Full-time students are required by the State of Michigan to participate in state testing. Part-time students are not required by the state to participate in state testing.
- Students participating in athletics will need to be full-time students passing two-thirds of their classes, per Michigan High School Athletic Association requirements.

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachments #XIII-4

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

15 Days of Virtual Instruction Under State School Aid Act Section 21f

Background Information: Under Section 21f of the State School Aid Act (MCL 388.1621f), a district may provide up to 15 days of virtual instruction without the need for consent from the pupil’s parent or legal guardian where the district has a created a plan for providing virtual instruction to pupils during these days, the plan has been approved by the district’s board of education, and notice has been provided to the impacted pupils and their parents or legal guardians prior to implementation.

Use of these days is limited to emergency closures, student testing days, which can include any day where testing is taking place, including but not limited to state assessment days, or professional development purposes. The District seeks to have the Board approve the plan included in the Board packet for these purposes.

Financial Impact: None

Recommended Action:

To approve the District’s Virtual Instruction Plan to provide up to 15 days of instructional time, as allowable under Section 21f of the State School Aid Act, for the purposes of emergency closure, student testing days, or professional development, as discussed.

Action Taken:

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

Fifteen (15) DAYS OF **VIRTUAL** INSTRUCTIONAL TIME PROVIDED UNDER 21F
Section 21f of the State School Aid Act (MCL 388.1621f)

A district **may provide up to 15 days of virtual instruction** without the need for consent from the pupil's parent or legal guardian

A. The District Plan:

The district must create a plan for providing virtual instruction to pupils during these days:

1. the plan has been approved by the district's board of education
2. **notice has been provided to the impacted pupils and their parents** or legal guardians prior to implementation.
3. The district's implementation plan should delineate how pupils will be provided access to technology to allow every pupil to participate in virtual instruction during these days.
4. The district's implementation plan should identify how teachers are going to be made available to pupils during this instructional time.

B. Use of these days is limited to:

1. emergency closures, which means a day where instruction has been canceled due to circumstances beyond the control of school authorities
2. student testing days, which can include any day where testing is taking place, including but not limited to state assessment days
3. professional development purposes, however, normal instructional time that is substituted for these purposes is limited to not more than 30 hours.

C. Suggestions:

Make the implementation plan simple and easy to navigate.

- Get the Board to approve before use.
- How are you notifying families?
- How are your students able to use their technology?
- How is your teaching staff communicated with and are they available?
- Does the EA need to be consulted with per your Master Agreement?

D. Pupil Accounting/Auditing

Districts should anticipate the need to provide their auditor with a calendar that designates the use of these days where possible. Districts should also anticipate the need to provide their auditor with proof of the amount of instructional time being

claimed, which may include documentation of the number of hours that teachers were made available to pupils and pacing guides.

THE STATE SCHOOL AID ACT OF 1979 (EXCERPT)
Act 94 of 1979

388.1621f Virtual courses; primary district; requirements; denial of enrollment; appeal; rights and access to technology; definitions.

Sec. 21f. (1) A primary district shall enroll an eligible pupil in virtual courses in accordance with the provisions of this section. A primary district shall not offer a virtual course to an eligible pupil unless the virtual course is published in the primary district's catalog of board-approved courses or in the statewide catalog of virtual courses maintained by the Michigan Virtual University pursuant to section 98. The primary district shall also provide on its publicly accessible website a link to the statewide catalog of virtual courses maintained by the Michigan Virtual University. Unless the pupil is at least age 18 or is an emancipated minor, a pupil must not be enrolled in a course that meets virtually for more than 15 days in a school year without the consent of the pupil's parent or legal guardian.

(2) Subject to subsection (3), a primary district shall enroll an eligible pupil in up to 2 virtual courses as requested by the pupil during an academic term, semester, or trimester.

(3) A pupil may be enrolled in more than 2 virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:

(a) The primary district has determined that it is in the best interest of the pupil.

(b) The pupil agrees with the recommendation of the primary district.

(4) If the number of applicants eligible for acceptance in a virtual course does not exceed the capacity of the provider to provide the virtual course, the provider shall accept for enrollment all of the applicants eligible for acceptance. If the number of applicants exceeds the provider's capacity to provide the virtual course, the provider shall use a random draw system, subject to the need to abide by state and federal antidiscrimination laws and court orders. A primary district that is also a provider shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in virtual courses and may use that limit as the reason for refusal to enroll a nonresident applicant.

(5) A primary district may not establish additional requirements beyond those specified in this subsection that would prohibit a pupil from taking a virtual course. A pupil's primary district may deny the pupil enrollment in a virtual course if any of the following apply, as determined by the district:

(a) The pupil is enrolled in any of grades K to 5.

(b) The pupil has previously gained the credits that would be provided from the completion of the virtual course.

(c) The virtual course is not capable of generating academic credit.

(d) The virtual course is inconsistent with the remaining graduation requirements or career interests of the pupil.

(e) The pupil has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content.

(f) The pupil has failed a previous virtual course in the same subject during the 2 most recent academic years.

(g) The virtual course is of insufficient quality or rigor. A primary district that denies a pupil enrollment request for this reason shall enroll the pupil in a virtual course in the same or a similar subject that the primary district determines is of acceptable rigor and quality.

(h) The cost of the virtual course exceeds the amount identified in subsection (10), unless the pupil or the pupil's parent or legal guardian agrees to pay the cost that exceeds this amount.

(i) The request for a virtual course enrollment did not occur within the same timelines established by the primary district for enrollment and schedule changes for regular courses.

(j) The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subdivision does not apply to a request made by a pupil who is newly enrolled in the primary district.

(6) If a pupil is denied enrollment in a virtual course by the pupil's primary district, the primary district shall provide written notification to the pupil of the denial, the reason or reasons for the denial under subsection (5), and a description of the appeal process. The pupil may appeal the denial by submitting a letter to the superintendent of the intermediate district in which the pupil's primary district is located. The letter of appeal must include the reason provided by the primary district for not enrolling the pupil and the reason why the pupil is claiming that the enrollment should be approved. The intermediate district superintendent or designee shall respond to the appeal within 5 days after it is received. If the intermediate district superintendent or designee determines that the denial of enrollment does not meet 1 or more of the reasons specified in subsection (5), the primary district shall enroll the pupil in the virtual course.

(7) To provide a virtual course to an eligible pupil under this section, a provider must do all of the following:

(a) Ensure that the virtual course has been published in the pupil's primary district's catalog of board-approved courses or published in the statewide catalog of virtual courses maintained by the Michigan Virtual University.

(b) Assign to each pupil a teacher of record and provide the primary district with the personnel identification code assigned by the center for the teacher of record. If the provider is a community college, the virtual course must be taught by an instructor employed by or contracted through the providing community college.

(c) Offer the virtual course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

(d) If the virtual course is offered to eligible pupils in more than 1 district, the following additional requirements must also be met:

(i) Provide the Michigan Virtual University with a course syllabus that meets the definition under subsection (14)(g) in a form and manner prescribed by the Michigan Virtual University for inclusion in a statewide catalog of virtual courses.

(ii) Not later than October 1 of each fiscal year, provide the Michigan Virtual University with an aggregated count of enrollments for each virtual course the provider delivered to pupils under this section during the immediately preceding school year, and the number of enrollments in which the pupil earned 60% or more of the total course points for each virtual course.

(8) To provide a virtual course under this section, a community college shall ensure that each virtual course it provides under this section generates postsecondary credit.

(9) For any virtual course a pupil enrolls in under this section, the pupil's primary district must assign to the pupil a mentor and shall supply the provider with the mentor's contact information.

(10) For a pupil enrolled in 1 or more virtual courses, the primary district shall use foundation allowance or per-pupil funds calculated under section 20 to pay for the expenses associated with the virtual course or courses. A primary district is not required to pay toward the cost of a virtual course an amount that exceeds 6.67% of the target foundation allowance for the current fiscal year as calculated under section 20.

(11) A virtual learning pupil has the same rights and access to technology in the pupil's primary district's school facilities as all other pupils enrolled in the pupil's primary district. The department shall establish standards for hardware, software, and internet access for pupils who are enrolled in more than 2 virtual courses under this section in an academic term, semester, or trimester taken at a location other than a school facility.

(12) If a pupil successfully completes a virtual course, as determined by the pupil's primary district, the pupil's primary district shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A pupil's school record and transcript must identify the virtual course title as it appears in the virtual course syllabus.

(13) The enrollment of a pupil in 1 or more virtual courses must not result in a pupil being counted as more than 1.0 full-time equivalent pupils under this article. The minimum requirements to count the pupil in membership are those established by the pupil accounting manual as it was in effect for the 2015-2016 school year or as subsequently amended by the department if the department notifies the legislature about the proposed amendment at least 60 days before the amendment becomes effective.

(14) Subject to the requirements in this subsection, a district may provide instruction under this section for not more than 15 days in a school year. If a district plans to provide instruction under this section to pupils for not more than 15 days during a school year, the district's plan must be approved by the board of the district and the district must provide notice of the plan to impacted pupils and their parents or legal guardians before enactment of the plan. Days of instruction under this subsection may only be used for the following purposes, as defined by the department:

(a) Emergency closures.

(b) Student testing days.

(c) Professional development purposes, not to exceed a total of 30 hours during a school year.

(15) As used in this section:

(a) "Instructor" means an individual who is employed by or contracted through a community college.

(b) "Mentor" means a professional employee of the primary district who monitors the pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. A mentor may also serve as the teacher of record if the primary district is the provider for the virtual course and the mentor meets the requirements under subdivision (e).

(c) "Primary district" means the district that enrolls the pupil and reports the pupil for pupil membership

purposes.

(d) "Provider" means the district, intermediate district, community college, or other third-party vendor that the primary district pays to provide the virtual course or the Michigan Virtual University if it is providing the virtual course.

(e) "Teacher of record" means a teacher who meets all of the following:

(i) Is appropriately placed under a valid Michigan teaching certificate or a teaching permit, authorization, or approval issued by the department. As used in this subparagraph, "appropriately placed" means holding a valid Michigan educator credential with the required grade range and discipline or subject area for the assignment, as defined by the superintendent of public instruction.

(ii) Is responsible for providing instruction, determining instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies and modifying lessons, reporting outcomes, and evaluating the effects of instruction and support strategies.

(iii) Has a personnel identification code provided by the center.

(iv) If the provider is a community college, is an instructor employed by or contracted through the providing community college.

(f) "Virtual course" means a course of study that is capable of generating a credit or a grade and that is provided in an interactive learning environment where any portion of the curriculum is delivered using the internet and in which pupils may be separated from their instructor or teacher of record by time or location, or both.

(g) "Virtual course syllabus" means a document that includes all of the following:

(i) An alignment document detailing how the course meets applicable state standards or, if the state does not have state standards, nationally recognized standards.

(ii) The virtual course content outline.

(iii) The virtual course required assessments.

(iv) The virtual course prerequisites.

(v) Expectations for actual instructor or teacher of record contact time with the virtual learning pupil and other communications between a pupil and the instructor or teacher of record.

(vi) Academic support available to the virtual learning pupil.

(vii) The virtual course learning outcomes and objectives.

(viii) The name of the institution or organization providing the virtual content.

(ix) The name of the institution or organization providing the instructor or teacher of record.

(x) The course titles assigned by the provider and the course titles and course codes from the National Center for Education Statistics (NCES) school codes for the exchange of data (SCED).

(xi) The number of eligible pupils that will be accepted by the provider in the virtual course. A primary district that is also the provider may limit the enrollment to those pupils enrolled in the primary district.

(xii) The results of the virtual course quality review using the guidelines and model review process published by the Michigan Virtual University.

(h) "Virtual learning pupil" means a pupil enrolled in 1 or more virtual courses.

History: Add. 2013, Act 60, Eff. Oct. 1, 2013;—Am. 2013, Act 130, Imd. Eff. Oct. 9, 2013;—Am. 2014, Act 116, Imd. Eff. Apr. 11, 2014;—Am. 2014, Act 196, Eff. Oct. 1, 2014;—Am. 2015, Act 85, Eff. Oct. 1, 2015;—Am. 2015, Act 139, Eff. Oct. 7, 2015;—Am. 2016, Act 249, Eff. Oct. 1, 2016;—Am. 2017, Act 143, Imd. Eff. Nov. 2, 2017;—Am. 2018, Act 265, Imd. Eff. June 28, 2018;—Am. 2020, Act 147, Imd. Eff. Aug. 20, 2020;—Am. 2021, Act 3, Imd. Eff. Mar. 9, 2021;—Am. 2021, Act 48, Eff. Oct. 1, 2021;—Am. 2022, Act 144, Imd. Eff. July 14, 2022;—Am. 2023, Act 103, Eff. Oct. 1, 2023.

Compiler's note: Enacting section 1 of Act 130 of 2013 provides:

"Enacting section 1. This amendatory act takes effect October 1, 2013."

Enacting section 1 of Act 139 of 2015 provides:

"Enacting section 1. In accordance with section 30 of article IX of the state constitution of 1963, total state spending from state sources on state school aid under article I of the state school aid act of 1979, 1979 PA 94, MCL 388.1601 to 388.1772, as amended by 2015 PA 85 and this amendatory act for fiscal year 2015-2016 is estimated at \$12,124,885,100.00 and state appropriations for school aid to be paid to local units of government for fiscal year 2015-2016 are estimated at \$11,967,255,600.00."

District Name: _____

District Code: _____

Superintendent Name: _____

Phone Number: _____

Date plan was approved by Board of Education: _____

Indicate methods used to notify impacted pupils and their parents or legal guardians prior to implementation.

--

Describe how pupils will be provided access to technology to allow every pupil to participate in virtual instruction.

--

Identify how teachers are going to be made available to pupils during this instructional time.

--

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachments #XIII-5

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request – DECA International Competition: Anaheim, CA

Background Information: The Board is being asked to approve an overnight trip request from Danielle Hershey for DECA students to participate in the International Career Development Conference and Competition held at the Anaheim Hilton and Convention Center in Anaheim, CA on April 26, 2024 through May 1, 2024. Additional details are included in the trip request packet.

Financial Impact: Students are responsible for the cost of the trip; however, business sponsorships, CTE funding received by the District to help offset these types of programs, and profits made through school store purchases and fundraising will be used to support the costs of the trip.

Recommended Action:

To approve the overnight field trip request by Danielle Hershey for DECA students to participate in the International Career Development Conference and Competition held at the Anaheim Hilton and Convention Center in Anaheim, CA on April 26, 2024 through May 1, 2024, as discussed.

Action Taken:

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



Fruitport Community Schools Overnight Field Trip Request

The details for this overnight trip are as follows:

Background Information

Group Requesting Permission: FHS DECA

Staff Person(s) in Charge: Danielle

Start of Trip Date 4/26/2024

End of Trip Date 5/1/2024

Funding Sources: Students are responsible for the cost of the trip and will be seeking business sponsorships. A portion will be paid through CTE funding and school store profit along with DECA fundraising

Are all students Participating? No

Chaperone/Student Ratio: 1/5

Destination Information

Destination: Anaheim, CA

Destination Information: Dave Wait-State Director Michigan DECA Eastern Michigan University 212 King Hall Ypsilanti, MI 48197. 734-487-3322.

Anaheim Convention Center-800 W Katella Ave, Anaheim, CA 92802

Purpose of Trip: DECA International competition-Students use classroom theory and apply it to competitive scenarios. Those who advance through the district and state competition, compete at an international level. Competition consists of judged case studies and occupational exams, written business plans, or were accepted into a leadership academy.

Lodging Information

Lodging Accommodations: Anaheim Hilton

Lodging information: 777 W Convention Way, Anaheim, CA 92802 (714) 750-4321

Transportation Arrangements:

Friday, April 26, 2024

Chapters Arrive

8:00 – 9:30 p.m. Advisor Registration at Anaheim Hilton

10:00 p.m. State Meeting at Anaheim Hilton

11:00 p.m. Curfew

Saturday, April 27, 2024

City tour of Los Angeles

8:30 p.m. – 10:00 p.m. Opening Session at Convention Center

11:00 p.m. Curfew

Sunday, April 28, 2024

Leadership Academies at Convention Center

9:00 a.m. – 12:00 p.m. State Competitive Events at Anaheim Hilton

International Competitive Events at Convention Center

11:00 p.m. Curfew

Monday, April 29, 2024

Career and Sales Exhibits at Convention Center

Leadership Academies at Convention Center

9:00 a.m. – 1:00 p.m. State Competitive Events at Anaheim Hilton

International Competitive Events at Convention Center, SBE Competition

4:00 p.m. – 10:00 p.m. DECA Night at Disney's California Adventure

11:00 p.m. State Recognition Session at Anaheim Hilton

11:30 p.m. Curfew

Tuesday, April 30, 2024

8:00 a.m. – 10:30 a.m. Second General Session at Convention Center

9:30 a.m. – 6:00 p.m. Competitive Event Finals at Convention Center

6:30 p.m. – 8:00 p.m. Scholarship Reception at Convention Center

8:30 p.m. – 10:30 p.m. Grand Awards Session at Convention Center

11:30 p.m. Curfew

Wednesday, May 1, 2024

Chapters Return Home

Emergency Information


Emergency Contact: Danielle Hershey 231-638-3324

Emergency Forms Complete? Yes

Parent Notification is Complete and Attached to this Form? Yes



Principal/Supervisor Signature



Date



March 15, 2024

Dear DECA Parents/Guardians,

Your DECA member has earned the honor of representing Michigan DECA and Fruitport High School at DECA's 2018 International Career Development Conference held in Anaheim, California from April 26-May 1.

Michigan DECA has been assigned to stay at the Anaheim Hilton located at 777 West Convention Way. All conference competition and activities will take place at the Anaheim Convention Center. Flight information will be provided soon. DECA uses Cadillac Travel, but we will also price out on our own.

Students have been given sponsorship letters toward fundraising already, but the *approximate* cost breakdown per person is \$1600 and includes the following:

\$800 Hotel and Registration (includes Registration, DECA night at California Adventure, LA Tour, T-shirt, Hotel Security, Conference Material, and state spirit items)

\$600 Estimated Flight Cost

\$80 baggage

\$75 Transfer to hotel/airport

(This does not include lunch/dinner or spending; however, some meals will be provided pending fundraisers)

I will keep you updated as information becomes available. Please feel free to call me at 231-865-4041 or e-mail dhershey@fruitportschools.net with any questions or concerns you may have before then. Registration is due to Michigan DECA by March 20, and I apologize for the tight turnaround.

Sincerely,

Danielle Hershey



Yes, my student will be attending DECA's ICDC Competition in Anaheim. I agree to pay (final amount will be updated here: Approx \$1600) in total by April 15, 2024 and acknowledge this amount does not include food and spending. If my student does not attend the ICDC conference, I understand the penalty and refund information below.

After March 20, 2019-\$100 Cancellation fee paid to MI DECA
After March 24, 2019-\$200 Cancellation fee paid to MI DECA
After April 10, 2019-\$400 Cancellation fee paid to MI DECA
After April 18, 2019-\$600 Cancellation fee paid to MI DECA

All of the fees above are in addition to any airline cancellation fees.

Parent Signature _____ Date _____



Tentative Schedule:

Friday, April 26, 2024

Chapters Arrive

8:00 – 9:30 p.m. Advisor Registration at Anaheim Hilton

10:00 p.m. State Meeting at Anaheim Hilton

11:00 p.m. Curfew

Saturday, April 27, 2024

City tour of Los Angeles

8:30 p.m. – 10:00 p.m. Opening Session at Convention Center

11:00 p.m. Curfew

Sunday, April 28, 2024

Leadership Academies at Convention Center

9:00 a.m. – 12:00 p.m. State Competitive Events at Anaheim Hilton

International Competitive Events at Convention Center

11:00 p.m. Curfew

Monday, April 29, 2024

Career and Sales Exhibits at Convention Center

Leadership Academies at Convention Center

9:00 a.m. – 1:00 p.m. State Competitive Events at Anaheim Hilton

International Competitive Events at Convention Center, SBE Comp

4:00 p.m. – 10:00 p.m. DECA Night at Disney's California Adventure

11:00 p.m. State Recognition Session at Anaheim Hilton

11:30 p.m. Curfew

Tuesday, April 30, 2024

8:00 a.m. – 10:30 a.m. Second General Session at Convention Center

9:30 a.m. – 6:00 p.m. Competitive Event Finals at Convention Center

6:30 p.m. – 8:00 p.m. Scholarship Reception at Convention Center

8:30 p.m. – 10:30 p.m. Grand Awards Session at Convention Center

11:30 p.m. Curfew

Wednesday, May 1, 2024

Chapters Return Home

DELEGATE CODE OF CONDUCT

Name _____ Chapter FruitportConference ICDC Conference Date April 26-May 1

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

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

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

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

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

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

DELEGATE CODE OF CONDUCT

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

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

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

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

ICDC

April 26-May 1

Conference or Activity

Date

Fruitport

Name of School

Name of Delegate

Date of Birth

Address

City

State

Zip

Daytime Phone

Evening Phone

Emergency Contact

Emergency Contact's Phone

Please list any medications or physical limitations: _____

Parent/Guardian's Signature

Date

Delegate's Signature

Date

Advisor's Signature

Date

Principal's Signature

Date

Medical Insurance Company

Policy Number

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

International Conference Registration Information

Deadlines:

February 15 - Membership Invoices must be paid by this date to be eligible to attend ICDC

March 18 - Qualifier Not Attending Form Due to Michigan DECA

March 20 - Travel Forms Due to travel agency

March 20 - Housing and Registration Due through the Conference Registration Portal

April 10 - Final Payment Deadline

Anaheim is always a fun location for DECA's International Career Development Conference! Participants are in for an action-packed and exciting time as they compete with the best marketing students in the world.

Michigan DECA will be using the online portal to process registrations for the conference found at <https://www.decaregistration.com/mi-icdc>

Membership Invoices MUST be PAID IN FULL by February 15 to be eligible to register and attend the conference. The registration portal will also require you to register the required number of adults attending (1 adult per 5 students) to be able to submit your registration. Please contact Ann at aday7@emich.edu if you have any questions on submitting your registration. Please note: Registration for this conference will open Sunday, March 17, 2024, and close at 5:00pm on March 20, 2024.

Deadlines and Late Fees

A \$15.00 per delegate late fee will be added for all registrations and payments that do not meet the above deadlines. Michigan DECA has a commitment to those registering on time to register them with DECA Inc. without paying late charges. Chapters that register late may also run the risk of staying at a different hotel than with the Michigan delegation.

Michigan DECA accepts payments in the form of check, money order, and credit cards (American Express, Visa, MasterCard, and Discover). **Payments made by students/parents should be turned over to the school and have a school check issued to Michigan DECA. We are only able to accept personal checks from chapter advisors.**

International Conference Registration Fee

The registration fee will include lodging, conference registration, security, staff and state officer travel, and state spirit items such as (shirt, pins, and glow items) and state tours/activities. Specific information will be posted online by March 9, 2024, and discussed at the advisor meeting at the State Conference.

Cancellations

Registration refunds will only be given if the request is submitted on the official State Refund Request Form. A registration cancellation fee will apply, based on the refund schedule, which is found in the information packet (distributed at the SCDC Advisor Meeting and posted online). The sooner the written request is received, the larger the refund. Housing refunds may not be possible if other roommates are still occupying the hotel room.

Any refunds will be processed to the school's account, and not a specific individual.

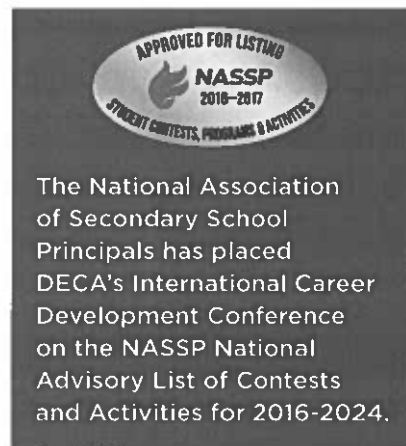
Please be aware that airline tickets are not refundable.

Travel Information

Michigan has reserved flights with a travel agency to coordinate our travel needs for the conference. This is done so we ensure a fair price for all Michigan delegates. Because we have advanced over \$30,000 to reserve the space, individuals or schools that use the travel agency will receive a credit for each registered attendee off of their registration balance. .

Eligibility

Only Michigan DECA members who qualified at the State Conference, attending a Leadership Academy, or incoming and outgoing state officers are eligible to attend at the International Career Development Conference. **Membership Invoices MUST be PAID IN FULL by February 15 to be eligible to attend the conference.**



International Conference Hotel Information

All hotel reservations must be made through Michigan DECA. Hotel rewards and/or loyalty points may not be used.

Michigan DECA has been assigned to

Anaheim Hilton

777 W Convention Way, Anaheim, California 92802

714.750.4321

Student Housing

Student housing is based on four (4) delegates to a room. If delegates from your chapter do **not** complete a room of four, consider finding roommates from another chapter. **Michigan DECA will not be matching attendees to fill hotel rooms.** Advisors should contact other advisors if you would like to house your students with another school to fill rooms.

DECA allocates Michigan a set number of rooms at our assigned hotels. Because of this, we cannot guarantee that we can accommodate all requests for single, double, and triple rooms. There is a chance that we may have to change a double bedded room type requested for 2-3 students to a room with one king bed.

Advisor/Adult Housing

Advisors will be assigned to double rooms. Please indicate the name and school of the individual you wish to share a room with. **Michigan DECA will not be matching attendees to fill hotel rooms.** Advisors should contact other advisors if you would like to fill rooms. **Michigan DECA will request two beds for advisors sharing a room, but there is no guarantee that we will receive them from National DECA and the hotel.** Advisors interested in a single room should indicate this on the registration form. Single rooms will be assigned according to space availability.

Incidental Charges

Room service, phone calls, movies, etc., should not be charged to any room. Phone calls from the guest rooms should be avoided; calls are less expensive from personal cell phones.

Supervision and Family Members

Supervision: As per the Advisor Code of Ethics, the following ratio applies:

<i>Number of Registered Students</i>	<i>Minimum Number of Registered Advisors/Chaperones</i>
1-5 students	1

All advisors are required to assist with a competitive event. Additionally, the attending adults **must** assist with supervision of the delegates by conducting room checks at and after curfew.

Parents and Family Members

Parents and family members may stay with your chapter in Michigan's assigned hotel, but they are then considered part of the Michigan delegation, so they must also register for the conference and pay the registration fee. They will need to be included on the same registration form as the chapter and adhere to the same deadlines and Code of Conduct for students and adults, even if they are paying their portion on their own. All fees must be paid to the chapter, who in turn pays Michigan DECA. We are not able to accept personal checks. **Any refunds will be processed to the school's account, and not a specific individual.**

International Conference Information

International Conference Academies

Because of the demand for delegates to attend DECA's International Conference Academies, Michigan DECA has developed an application process for selecting delegates to represent Michigan DECA at the Academies. The application deadline is February 1, 2024. Individuals selected to represent Michigan DECA will be announced at the State Conference. The application form for the Academies can be found on Michigan DECA's website. Each school may only submit two applications per academy.

Code of Conduct & Medical Treatment Authorization Forms

Each delegate, both student and adult, must sign the Code of Conduct & Medical Treatment Authorization Forms. **These forms are to be brought to the International Conference.** Do not send them to the Michigan DECA office. Each advisor must sign a release stating that they have a completed form for each delegate and will bring the forms to the conference. It is recommended that these forms be notarized for out-of-state travel.

Required Activities

As stated in the delegate code of conduct, all students and advisors are required to attend conference sessions. Chapters that do not attend or leave the opening session early will risk being placed on probation and not being allowed to attend the next year's International Conference.

Advisor Meetings

An advisor meeting might be held during the conference. All chapter advisors will be required to attend the meeting.

Reserved Seating at General Sessions

All Michigan Delegates (students and advisors) are required to attend the Opening and Closing Sessions. Our delegation will be assigned seats for the Opening and Closing Session. Seating charts will be available when you receive your registration materials.

Conference Assistance

To have a successful conference, National DECA needs each advisor to assist at least one day, while at the conference. Michigan DECA advisors have the option to assist with the following activities:

<u>Activity</u>	<u>Day</u>	<u># of People Needed</u>
Competitive Event Assistance	Sunday or Tuesday	40
New Advisor Academy	Sunday & Monday	10
Merit Award Program	Sunday & Monday	7
Chapter Awards Program	Sunday & Monday	5
Hotel Supervision	Sunday, Monday, or Tuesday nights	40

If you have a particular activity that you would like to assist with, please email Ann (requests cannot be guaranteed). Otherwise, you will be assigned at random.

Chaperone Assistance

All Chaperones (including parents) are required to assist with the management of the conference. Chaperones may request any of the above activities or request to serve as a competitive event judge.

If any businessperson(s), parents, or family members will be traveling to the conference with your chapter, they will be required to assist with competition.

International Conference Information

All international competitive events (*does not apply to our state Chapter Awards Program or Merit Awards Program events*) with a written entry component will require that the written entry be submitted online prior to the DECA International Career Development Conference. The window for submission through the online competition portal is March 27 to April 10, 2024. The written entry will be evaluated prior to ICDC.

As a result, during the 2024 DECA International Career Development Conference, preliminary presentations for international written events without an exam component will present to the judge on Sunday, April 28, 2024. Finalists will continue to be announced Tuesday morning. This includes events in these categories:

- Business Operations Research Events
- Project Management Events
- Entrepreneurship Written Events

Furthermore, Principles of Business Administration, Personal Financial Literacy, Individual Series, Team Decision Making, Integrated Marketing Campaign, Professional Selling and Consulting, and School-based Enterprise competition events will begin presentations with judges on the morning of Monday, April 29, 2024. There will be no events that begin in the afternoon as in the past.

Registration Materials Distribution

Conference materials (programs, folios, pens, etc.) will be available at the State Meeting.

Weather

You can expect sunny days with temperatures in the 70's and nights in the 50's during our stay in Anaheim.

Transportation

- DECA provides shuttles from our hotel to the convention center. Schedules will be posted in the hotel.
- We do not recommend renting cars in Anaheim, due to the high cost of parking at hotels and the convention center.

DECA Blazers Are Required

DECA Blazers will be required for competition and anyone going on the stage (scholarship recipients, MDA award recipients, competition winners, etc.) at the International Conference. Please plan on purchasing a blazer from ShopDECA if you need one. Usually, blazer pre-orders are due by April 1st; after that date, no pre-orders will be taken, and blazers must be purchased at the conference. If you do need to purchase a blazer at the conference, plan on going to the ShopDECA booth when you arrive at the conference to ensure they have your size in stock.

Proper business attire is required at all sessions. DECA's Dress Code can be found on page 14 in the *Michigan DECA Guide*, in the (national) *DECA Guide* or online at <http://deca.org>

Calculators

Each competitor must bring their own calculator for international competition. **Cell phones, smartphones, smartwatches, iPads, iPods, PDAs, programmable calculators, and graphing calculators cannot be used during competition. This includes during prep-time, waiting for judges, and during competition in role-play events.**

International Conference Information

Tentative Agenda

Friday, April 26, 2024

	Chapters Arrive	
8:00 - 9:30 p.m.	Advisor Registration	Anaheim Hilton
10:00 p.m.	State Meeting	Anaheim Hilton
11:00 p.m.	Curfew	Anaheim Hilton

Saturday, April 27, 2024

	City tour of Los Angeles	
8:30 p.m. - 10:00 p.m.	Opening Session	Convention Center
11:00 p.m.	Curfew	Anaheim Hilton

Sunday, April 28, 2024

	Leadership Academies	Convention Center
9:00 a.m. - 12:00 p.m.	State Competitive Events	Anaheim Hilton
	International Competitive Events	Convention Center
11:00 p.m.	Curfew	Anaheim Hilton

Monday, April 29, 2024

	Career and Sales Exhibits	Convention Center
	Leadership Academies	Convention Center
9:00 a.m. - 1:00 p.m.	State Competitive Events	Anaheim Hilton
	International Competitive Events	Convention Center
4:00 p.m. - 10:00 p.m.	DECA Night	Disney California Adventure
11:00 p.m.	State Recognition Session	Anaheim Hilton
11:30 p.m.	Curfew	Anaheim Hilton

Tuesday, April 30, 2024

8:00 a.m. - 10:30 a.m.	Second General Session	Convention Center
9:30 a.m. - 6:00 p.m.	Competitive Event Finals	Convention Center
6:30 p.m. - 8:00 p.m.	Scholarship Reception	Convention Center
8:30 p.m. - 10:30 p.m.	Grand Awards Session	Convention Center
11:30 p.m.	Curfew	Anaheim Hilton

Wednesday, May 1, 2024

Chapters Return Home

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachment #: XIII-6

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request: High School Robotics Team State Championship Competition – Saginaw Valley State University

Background Information:

If the high school robotics team qualifies for the First Michigan State Championships, the competition will be held at Saginaw Valley State University (Ryder Center, 7400 Bay Rd, University Center, MI 48604) on April 4 – 6, 2024. This will be a four (4) day, three (3) night trip with costs being covered by the high school robotics team internal activity account, and is being requested by the high school robotics team.

Financial Impact:

Costs will be covered by funds in the high school robotics team internal activity account.

Recommended Action:

To approve the high school robotics team’s overnight trip request to attend the Michigan State First Robotics Championships held at Saginaw Valley State University on April 4-6, 2024, as discussed.

Action Taken:

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

BOARD ACTION REQUEST FORM

Meeting Date: March 18, 2024

To: Board of Education

Attachment #: XIII-7

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request: High School Robotics Team FIRST World Championship Competition – George R. Brown Convention Center, Houston, TX

Background Information:

If the high school robotics team qualifies for the First World Championships, the competition will be held at the George R. Brown Convention center in Houston, TX on April 16 – 22, 2024. This will be a seven (7) day, six (6) night trip with costs being covered by the high school robotics team internal activity account, and is being requested by the high school robotics team.

Financial Impact:

Costs will be covered by funds in the high school robotics team internal activity account; however, if the team qualifies, it is the superintendent’s recommendation to provide a stipend, in an amount to be determined, to help offset travel costs associated with participation in a world championship tournament such as this.

Recommended Action:

To approve the high school robotics team’s overnight trip request to attend the FIRST World Championship Competition on April 16-22, 2024, as discussed.

Action Taken:

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

Series 5000: Students, Curriculum, and Academic Matters

5500 School Sponsored and Extracurricular Activities

5506 Field Trips

Field trips should generally be conducted during the school day.

A. General Conditions

All field trips must be pre-approved by the building principal or designee. Out-of-state and overnight trips require pre-approval from the Board. If emergency approval is required before the next Board of Education meeting, the Student Affairs Committee will be summoned to meet and take action on the Board's behalf. If a quorum of the Student Affairs Committee is unable to meet within eighteen (18) hours of calling the meeting, the Superintendent must consider the trip. Field trips should be primarily academic in nature and related to the curriculum. The Superintendent or building principal(s) will develop procedures for approval of trips and communicate those procedures to instructional staff.

B. Parent/guardian Permission

Each student must submit a completed permission form signed by the student's parent/guardian before being allowed to attend a field trip.

C. Supervision

Teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. All chaperones must be at least age 21. A chaperone who drives students must possess a valid driver's license. A chaperone who drives students in a private vehicle must possess adequate insurance coverage. A chaperone is prohibited from drinking alcoholic beverages or using non-prescribed controlled substances at any time during the field trip. A chaperone must adhere to all District and building volunteer requirements, including Policy 3105.

The District may deny or terminate a chaperone assignment for any lawful reason.

The District will not prohibit an eligible student from participating in a field trip solely because the student's parent/guardian does not chaperone.

D. Student Conduct

A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip.

Date adopted: 7/19/2021

Date revised:



Fruitport Community Schools
Board of Education
3255 E. Pontaluna Road
Fruitport, MI 49415
Phone: (231) 865-4100
Fax: (231) 865-3393
www.fruitportschools.net

February 19, 2024

The Board of Trustees of Fruitport Community Schools recently completed Superintendent Jason Kennedy's performance evaluation and determined that Mr. Kennedy's performance should again be rated at the highest possible rating, **HIGHLY EFFECTIVE**.

To complete this performance evaluation, the Board of Education used the model promulgated by the Michigan Association of School Boards, which considers the following focus areas:

- Governance & Board Relations;
- Community Relations;
- Staff Relations;
- Business & Finance;
- Instructional Leadership;
- Student Growth; and
- Progress Toward District-Wide Goals.

Mr. Kennedy received consistently high marks in each of these categories, but these focus areas, though quite comprehensive, still don't tell the full story of the leader that Mr. Kennedy has proven himself to be.

The Board continues to be impressed by Mr. Kennedy's leadership of the District during the past year. Three particular areas of note were:

- Thoroughly and proactively communicating with the Board, FCS staff, and community;
- Engaging with the community and FCS staff on the development of the strategic plan; and
- Regularly demonstrating authentic appreciation and recognition for the great work being done by FCS staff members.

There are generally six qualities people look for in leaders they admire: to be honest, competent, inspiring, forward-thinking, ambitious and caring¹. Mr. Kennedy has shown himself repeatedly to be honest in his communications with the Board, with the District's staff, and with our community. His competency is also obvious – the students in the District are thriving, with two schools identified as Reward schools by the Michigan Department of Education. Mr. Kennedy has inspired our staff to use data to find new ways to reach students. He has shown himself to be forward-thinking, having gone through a strategic planning process this year to move the District forward. His ambition is to improve Fruitport Community Schools for our students and our community. The fact that he cares for our students and staff is evident in all that he does. The Board is confident that Mr. Kennedy is the leader the District needs as we continue to improve.

Again, the Board of Education expresses its gratitude for Mr. Kennedy’s work and its enthusiasm to see where he will lead our district as he continues the Fruitport Community Schools’ mission to empower individuals to positively impact their world.

Dave Hazekamp - President	Date
Kris Cole - Vice President	Date
Susan Franklin - Secretary	Date
Elroy Buckner - Treasurer	Date
Tim Burgess - Trustee	Date
Steve Kelly - Trustee	Date
JB Meeuwenberg - Trustee	Date

1

¹ Kouzes, J., & Posner, B. (6th edition). (2017). The Leadership Challenge. Hoboken, New Jersey: John Wiley & Sons Inc.

Superintendent Evaluation



A. Governance & Board Relations

Weight: 20%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
A1	Policy involvement Professional Standards for Educational Leaders: 2, 9	Makes decisions without regard to adopted policy.	Provides correspondence from policy provider with recommendation(s) for adoption. Follows as written.	Is actively involved in the development, recommendation and administration of district policies.	Is proactive in the determination of district needs and policy priorities; has a system in place to ensure timely administration of district policies.	4
A2	Goal development Professional Standards for Educational Leaders: 1, 9, 10	Goals are not developed.	Goals are defined by implementing state curriculum and seeking to maximize student scores.	Facilitates the development of short-term goals for the district. Provides the necessary financial strategies to meet those goals.	Has a system in place for establishing, reporting on and monitoring goals. Budget practices help to ensure alignment of resources to goals.	4
A3	Information Professional Standards for Educational Leaders: 2, 7, 9	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps all board members informed with appropriate information as needed so it may perform its responsibilities.	Has established mutually agreed upon protocols with the board regarding communication. Executes those protocols consistently.	4
A4	Materials and background Professional Standards for Educational Leaders: 7, 9	Meeting materials aren't readily available. Members arrive at meetings without enough prior information regarding agenda or background information.	Meeting materials are incomplete, and don't include adequate background information or historical perspective.	Materials are provided. Background and historical perspective are included. Recommendations are included.	Meeting materials are comprehensive with all adequate background information and previous action included. Recommendations are well thought out.	4
A5	Board questions Professional Standards for Educational Leaders: 2, 7, 9	Board questions aren't answered fully nor in a timely manner.	Most board questions are answered. All members aren't apprised of all relevant questions/answers.	Board questions are addressed with follow-up to all board members.	Has a system in place for receiving and responding to board member questions in a timely and thorough manner.	3
A6	Board development Professional Standards for Educational Leaders: 6	Doesn't promote and does not budget for board development.	When prompted, provides members with information about board development.	Provides all board members with information regarding board development opportunities when they arise and budgets for board development.	Actively encourages board development by seeking and communicating opportunities. Ensures funding is aligned to board development plan.	4
Category rating:						3.83

	Artifacts that <u>may</u> serve as evidence of performance in this domain: <ul style="list-style-type: none"> • Meeting agendas/minutes • Board packets • Board development materials • Memos/communications • Board policies/policy book • Retreat agendas/minutes • Board development plan • Communication protocols • Policy review calendar 	
If a performance goal has been established related to one of the performance indicators above, write it below:		
Performance Indicator:	Goal:	
Evidence:		

B. Community Relations

Weight: 15%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
B1	Parent feedback Professional Standards for Educational Leaders: 1, 8	Doesn't accept input from or engage parents.	Accepts suggestions and input from parents but fails to seek it. Does not engage parents in decision-making or district-wide goal setting.	Readily accepts parent input and engages parents in district-wide goal setting and decision-making.	Actively seeks parental input, creates methods for parents to be actively involved in decision-making as well as setting and supporting district-wide goals.	4
B2	Communication with community Professional Standards for Educational Leaders: 1, 8	Isn't readily available for parents, businesses, governmental and civic groups. Avoids direct communication unless absolutely necessary.	Is available for parents, businesses, governmental and civic groups, providing them with information, but doesn't seek their input. Is not proactive.	Actively seeks two-way communication with the community as appropriate.	Develops and ensures implementation of a community communication plan that fosters positive relations.	4
B3	Community feedback Professional Standards for Educational Leaders: 1, 8	Doesn't accept input or engage community.	Accepts suggestions and input from community but fails to seek it. Does not engage community in decision-making or district-wide goal setting.	Readily accepts community input and engages community in district-wide goal setting and decision-making.	Actively seeks community input, creates methods for community to be actively involved in decision-making as well as setting and supporting district-wide goals.	4
B4	Media relations Professional Standards for Educational Leaders: 1, 8	Communicates with the media only when requested.	Isn't proactive, but is cooperative with the media when contacted.	Promotes positive relations and provides the media with district event information.	Initiates and establishes a system for actively engaging the media to promote the district and provide timely and effective information.	4
B5	District image Professional Standards for Educational Leaders: 1, 8	Is indifferent or negative about the district. Does not speak well or represent the district well in front of groups.	Doesn't actively promote the district. Speaks adequately in public.	Projects a positive image of the district as expected. Well spoken.	Projects a positive image at all times; is a champion for the district. Articulate, knowledgeable and well-spoken.	4
B6	Approachability Professional Standards for Educational Leaders: 1, 8	Is neither visible nor approachable by members of the community.	Is not consistently visible at events or in the community. Is not consistently approachable by members of the community.	Is consistently visible at events and approachable by members of the community.	Is consistently visible at a variety of events and has developed methods of being approachable to members of the community.	4
Category rating:						4.00

Artifacts that may serve as evidence of performance in this domain:

- Third party survey data
- School accreditation survey data
- Meeting invitations, agendas
- Press releases
- Community meeting agendas
- News clips/interviews
- Community engagement calendar
- Strategic planning agenda(s)
- Communications
- Service club membership(s)

If a performance goal has been established related to one of the performance indicators above, write it below:

Performance Indicator:	Goal:
Evidence:	

C. Staff Relations

Weight: 15%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
C1	Staff feedback (Teacher feedback is a required component.) Professional Standards for Educational Leaders: 6, 7	Doesn't accept input or engage teachers and staff in decision-making or goal setting.	Accepts suggestions and input from staff but does not seek it. Does not engage staff in district-wide goal setting or decision-making.	Readily accepts staff input and engages staff in district-wide goal setting and/or decision-making.	Actively seeks staff input and creates methods for staff to be actively involved in decision-making as well as developing and supporting district-wide goals.	3
C2	Staff communications Professional Standards for Educational Leaders: 2, 7, 9	Doesn't inform staff of matters that may be of concern.	Is inconsistent in keeping staff informed of important matters.	Consistently keeps staff informed of important matters.	Develops and ensures implementation of a staff communication plan that fosters positive relations and keeps staff informed of important matters.	4
C3	Personnel matters Professional Standards for Educational Leaders: 9	Personnel matters are not handled in a consistent manner. Some situations may be handled with bias.	Many personnel matters are handled, but not always in a consistent manner.	Personnel matters are handled with consistency, fairness, discretion, and impartiality.	A system is in place for handling personnel matters that is proactive, consistent, fair, discrete, and impartial. Personnel procedures are regularly reviewed, communicated to staff, and updated as needed.	4
C4	Delegation of duties Professional Standards for Educational Leaders: 9, 10	Doesn't delegate duties. Maintains too much personal control over all district operations.	Delegates duties as staff members request additional responsibilities.	Delegates responsibility to staff within their abilities and then provides support to ensure their success.	Delegates responsibility to staff that will foster professional growth, leadership and decision-making skills.	3.5
C5	Recruitment Professional Standards for Educational Leaders: 6	There is no formal or informal recruitment process and/or hiring is considered in an arbitrary manner.	An informal recruitment and hiring process is in place, but is not used consistently.	A formal recruitment and hiring process is followed for hiring opportunities.	A formal recruitment and hiring process is followed for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district.	4
C6	Labor relations (Bargaining) Professional Standards for Educational Leaders: 9	Is unable to work with union leadership, doesn't work to improve relations.	Is inconsistent in working with union leadership in regard to bargaining and labor relations.	Consistently strives to work with union leadership. Shares appropriate information and effectively manages the dynamics of the relationship.	Proactively works with union leadership to build relationships with staff groups and establishes trust and effective sharing of information in the bargaining process as appropriate.	4

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
C7	Visibility in district Professional Standards for Educational Leaders: 3, 4, 5, 6	Seldom visits buildings.	Is occasionally present at building programs and special activities.	Consistently visits buildings/classrooms and special activities.	Conducts regular and purposeful visits to buildings and classrooms. Consistently attends special activities.	4
Category rating:						3.79
Artifacts that <u>may</u> serve as evidence of performance in this domain: <ul style="list-style-type: none"> • Third-party survey data • School accreditation survey data • Hiring process documentation • Personnel policies and procedures • Recruitment calendar • Staff leadership development plan • Negotiations documentation • School visit calendar • Communications • Staff meeting agendas/minutes 						

If a performance goal has been established related to one of the performance indicators above, write it below:

Performance Indicator:	Goal:
Evidence:	

D. Business & Finance

Weight: 20%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
D1	Budget development and management Professional Standards for Educational Leaders: 1, 2, 9	Budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	Works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district.	Budget actions are proactive and consider the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	4
D2	Budget reports Professional Standards for Educational Leaders: 1, 2, 9	Doesn't report financial information to the board except with the annual audit.	Reports the status of financial accounts as requested by the board.	Reports to the board concerning the budget and financial status on a regular basis (monthly, quarterly, etc., as agreed upon by governance team).	Has a system in place for the monitoring and reporting of all budgetary and financial information to the board. Information provided is adequate and timely, and outlines potential ramifications of any changes.	4
D3	Financial controls Professional Standards for Educational Leaders: 2, 9	Annual audit has revealed areas that are in need of improvement. Financial accounts aren't in order.	Annual audit is used to reveal any discrepancies. Internal controls are inconsistent.	Is up-to-date with GAAP and state accounting procedures. Maintains internal controls.	Promotes appropriate financial controls, including third-party audits and reconciliation of accounts. Is proactive.	4
D4	Facility management Professional Standards for Educational Leaders: 5, 9	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities management plan in place includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	4
D5	Resource allocation Professional Standards for Educational Leaders: 1, 9	Resources are allocated inconsistently and without consideration of district needs.	Resources are allocated to meet immediate needs.	Resources are distributed consistently based upon district goals/needs and seek to meet immediate objectives.	Resources are distributed consistently based upon district goals/needs and seek to meet both immediate and long-range objectives.	4
Category rating:						4.00

Artifacts that may serve as evidence of performance in this domain:

- Strategic plan
- Auditor's report
- District budget
- Budget-related communications
- Election results that impact funding or facilities
- Evidence of budgetary alignment to district-wide goals
- Grants received/applied for
- Policies/procedures related to fund management
- Long-term financial forecast data
- Facilities maintenance plan
- Facilities management plan

If a performance goal has been established related to one of the performance indicators above, write it below:

Performance Indicator:	Goal:
Evidence:	

E. Instructional Leadership

Weight: 30%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
E1	Performance evaluation system Professional Standards for Educational Leaders: 6, 9, 10	No performance evaluation system is in place and/or not all evaluations have been completed as required.	Most performance evaluations are completed in a timely manner and are in compliance with state law.	All required performance evaluations are completed in a timely manner and are in compliance with state law. Individual Development Plans are provided to staff rated as less than effective.	Performance evaluation system has been established that is in compliance with state law, provides opportunities for growth to instructional staff, and is applied consistently across the district with consistent results.	4
E2	Building-Level Leadership Professional Standards for Educational Leaders: 4, 6, 7	No effort is made to foster autonomy at school buildings. Expectations regarding learning and instruction have not been identified.	Little effort is made to foster autonomy at school buildings. Expectations regarding learning and instruction are vague or unclear.	<small>Efforts are made to foster autonomy at all school buildings, but may not be consistent or aligned to district objectives. Goals for learning and instruction are not prioritized.</small>	Principals are provided defined autonomy consistently with accountability. Clear, non-negotiable goals for learning and instruction have been established that provide school leadership teams with the responsibility and authority for determining how to meet those goals.	3
E3	Staff development Professional Standards for Educational Leaders: 6, 10	Staff development isn't consistently provided. Staff members are responsible for their own improvement.	Staff development programs are offered based upon available opportunities.	Staff development programs are offered based upon available opportunities that are targeted toward staff growth and increasing student achievement.	Staff development programs are individualized, targeted toward district-specific goals and are sustained to increase student achievement.	4
E4	School Improvement Professional Standards for Educational Leaders: 6, 9, 10	School improvement efforts are limited. There is no comprehensive plan in place.	School improvement plans are in place at the building level but lack district-wide coordination.	School improvement plans are in place at all buildings and align to the district-wide goals.	School improvement plans are in place at all buildings and align to the district-wide goals. Systems are in place for implementation of improvement efforts and monitoring of progress.	4
E5	Curriculum Professional Standards for Educational Leaders: 4, 7	Curriculum isn't a priority in the district and/or is inconsistent across grade levels.	Teachers are allowed to define their own curriculum. There is little coordination.	A curriculum is in place that seeks to meet the state standards.	Curriculum is in place, aligned across grade levels and in compliance with state standards.	4
E6	Instruction Professional Standards for Educational Leaders: 4, 6, 7	There is little to no focus on instruction. Technology is not utilized in classroom instruction.	Teachers are encouraged to enhance their instructional skills and embrace technology, but no comprehensive program(s) is in place.	Effort is made to accommodate diverse learning styles, needs and levels of readiness. Some effort is made to incorporate technology into learning.	Instructional practices in place that are differentiated and personalized to student needs. Technology is used to enhance teaching and learning.	4

E7	Student feedback Professional Standards for Educational Leaders: 3, 5	Doesn't accept input or seek student feedback.	Accepts suggestions and input from students but does not seek it.	Readily accepts student input and engages students in district-wide goal development and/or decision-making.	Actively seeks student input, creates methods for students to be actively involved in development of district-wide goals as well as decision-making.	4
		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
E8	Student attendance Professional Standards for Educational Leaders: 5	Attendance isn't addressed as a policy issue. Attendance rates are decreasing.	Attendance isn't an area of focus; and therefore, student attendance is a matter left to itself. Attendance rates fluctuate at will.	Attendance is an area of focus. There are plans and interventions in place to address chronic attendance problems. Attendance rates are improving or at a high level.	Attendance is an area of focus. Individual student attendance problems are addressed early and supports are put into place. Attendance rates are being maintained at a high level.	3
E9	Support for Students Professional Standards for Educational Leaders: 3, 5	Academic supports are in place, but are inconsistent.	Academic supports are in place but social supports to meet the needs of students are lacking.	Programs and activities are available for students. Coordination and alignment can be improved.	Coherent systems of academic and social supports are in place to meet the needs of all students. Maintains a safe, caring and healthy learning environment.	4
E10	Professional knowledge Professional Standards for Educational Leaders: 1, 4, 6	Is uninvolved in current instructional programs. Is unaware of current instructional issues. Does not hold appropriate superintendent certification and is not enrolled in appropriate certification program.	Is somewhat knowledgeable of current instructional programs. Relies on others for information/data. Does not hold appropriate superintendent certification but is currently enrolled in appropriate certification program.	Demonstrates knowledge of current instructional programs, and is able to discuss them. Seeks to learn and improve upon personal and professional abilities. Holds and maintains appropriate superintendent certification.	Demonstrates knowledge of and comfort explaining current instructional programs. Participates actively in professional groups and organizations for the benefit of the district and personal, professional growth. Holds and maintains appropriate superintendent certification.	4
Category rating:						3.80

Artifacts that may serve as evidence of performance in this domain:

- Staff evaluation calendar
- District performance evaluation system
- Superintendent professional growth plan
- Curriculum
- RtI/MTSS
- Superintendent professional development
- Teacher analysis of student achievement data
- Curriculum audit
- Strategic plan/district-wide goals
- Staff development plan
- Professional development calendar
- Instructional model(s)
- Curriculum team agendas
- Instructional audit
- Coaching documentation
- Observational data from staff
- Documentation of instructional rounds
- Positive behavior supports/character programs

If a performance goal has been established related to one of the performance indicators above, write it below:

F. Determining the Professional Practice Rating

Item	Weight of Category	Category Score (%)	Category Weighted Score
A. Governance & Board Relations	20% (.2)	3.83 x 20%	= 0.77
B. Community Relations	15% (.15)	4.00 x 15%	= 0.60
C. Staff Relations	15% (.15)	3.79 x 15%	= 0.57
D. Business & Finance	20% (.2)	4.00 x 20%	= 0.80
E. Instructional Leadership	30% (.3)	3.80 x 30%	= 1.14
Total Possible	100%	Score:	3.87
		Adjusted (Score / 4) =	97%

G. Other Required Components of Evaluation

Student Growth

Weight: 40%

Student growth and assessment data used for superintendent evaluation must be the combined student growth and assessment data used in annual evaluation for the entire district. Districts should establish a student growth model to be used for teacher and administrator evaluations that incorporates the most recent three consecutive years of student growth data. NOTE: Beginning in 2018-19 and moving forward, 50% of student growth must be based on state assessment data (from subject areas and grades administered).

		Ineffective (1pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
		Fewer than 60% of students met growth targets	60-74% of students met growth targets	75-89% of students met growth targets	90% or more students met growth targets	
	Growth:					3
	Evidence:	District Growth Model				
Component score:						3.00

* For superintendents who are *regularly involved in instruction*, 25% of the annual evaluation must be based on student growth and assessment data.

Progress Toward District-Wide Goals

Progress made by the school district in meeting the goals set forth in the school district's school improvement plans is a required component for superintendent evaluation.

		Ineffective (1pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
		Progress was made on fewer than 60% of goals	Progress was made on 60-74% of goals	Progress was made on 75-89% of goals	Progress was made on 90% or more of goals	4
	Progress:					
	Evidence:	As indicated in District-Wide Improvement Plan				
Component score:						4.00

H. Compiling the Summative Evaluation Score

Component	Weight of Component	Component Score (%)	Component Weighted Score
Professional Practice	60% (.60)	3.87 x 60%	= 2.32
Student Growth	40% (.40)	3.50 x 40%	= 1.40
Total Possible	100%	Total Score:	3.72
		Total Score / 4 =	93%

Evaluation rating as follows: 90% - 100% = Highly Effective; 75% - 89% = Effective; 60% - 74% = Minimally Effective; Less than 60% = Ineffective

Board President's Signature: _____ Date: _____ Superintendent's Signature: _____ Date: _____

(Superintendent's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.)

Superintendent EVALUATION CHANGES



An overhaul of Michigan's educator evaluation system has been approved by the state Legislature and the governor is expected to sign it into law very soon. Here's what Michigan Superintendents can expect starting in the 2024-25 school year:

Quick Facts



A locally bargained 20% student growth metric must be included in all evaluations.

One of three ratings:

- ✓ Effective
- ✓ Developing
- ✓ Needing Support



Three consecutive Effective ratings? You could be moved to every other year evaluations.

Expect a Yearly Review If



You're new to the district, you must be evaluated annually for at least three years.



You were on a biennial evaluation plan but received a rating of Developing or Needing Support.

Measured Progress

If you haven't received consecutive Effective ratings, you must have a written mid-year progress report that outlines:



Specific performance goals for the remainder of the year



Recommended training designed to assist you in meeting these goals

No Evaluation for You



You've worked less than 60 days in that year

OR



Your evaluation results were vacated through the grievance procedure or arbitration

OR



There are extenuating circumstances

If you find yourself in one of the situations above, then your rating from the prior year should be applied. However, this only holds if you are still in the same role and district – you can't carry over a rating for a position you no longer occupy.



Due Process Protections

Your employment contract – whether it's new, extended, renewed, or modified on or after July 1, 2024 – must include an appeal process concerning the evaluation process and rating received.

Michigan Association of Superintendents & Administrators

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