



*Regular
Board Meeting*

Board Room

August 21, 2023



Fruitport Community Schools
BOARD OF EDUCATION MEETING
Board Room
3255 E. Pontaluna Rd, Fruitport 49415
Monday, August 21, 2023 - 7:00 p.m.

- I. **CALL to ORDER**
- II. **PLEDGE of ALLEGIANCE**
- III. **ROLL CALL**
- IV. **APPROVAL OF AGENDA**
- V. **PRESENTATIONS**
- VI. **COMMUNICATIONS**
- VII. **SUPERINTENDENT/ADMINISTRATIVE REPORTS**
 1. Fall 2022 and Spring 2023 Audit Narrative and Confirmation
 2. 2022-2023 End of Year Reports
 3. Athletic Conference Discussion
- VIII. **REMARKS FROM THE PUBLIC***
- IX. **CONSENT AGENDA**
 1. Approval of Bill Listing (attachment IX-1)

| <u>Fund</u> | <u>Amount</u> |
|--|---------------------|
| General Fund: | \$563,610.59 |
| Other Funds: | |
| Early Childhood Center | \$10,540.88 |
| Food Service | \$8,891.50 |
| Cooperative Education (ISD) – Tech Millage | \$28,036.88 |
| Capital Projects – Bond (2021) | \$44,274.02 |
| Building & Site | \$5,000.00 |
| Debt Service Fund (2021) | \$0.00 |
| Total Bill List: | <u>\$660,353.87</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 from August 14, 2023 (attachment IX-7)
- X. **GENERAL BOARD BUSINESS**
 1. School Resource Officer Agreement (2023-2026) (attachment X-1)
- XI. **BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS**

Elroy Buckner, Chairperson

1. Report of Committee Meeting held August 14, 2023 (attachment XI-1)

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS

Steve Kelly, Chairperson

2. Report of Committee Meeting held August 14, 2023 (attachment XII-1)

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

Susan Franklin, Chairperson

1. Report of Committee Meeting held August 14, 2023 (attachment XIII-1)
2. AP Literature and AP Language Textbook and Resource Purchase Recommendations (attachment XIII-2)
3. Thrun Law Firm Annual Policy Update: First Reading (No action – attachment XIII-3)

XIV. BOARD MEMBER REPORTS AND DISCUSSIONS

XV. AGENDA ITEMS FOR FUTURE MEETINGS

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

1. Business & Finance Committee Meeting: September 11, 2023 at 6:00 p.m.
2. Personnel Committee Meeting: September 11, 2023 at 5:00 p.m.
3. Student Affairs Committee Meeting: September 11, 2023 at 5:30 p.m.
4. Board of Education Meeting: September 18, 2023 at 7:00 p.m.

XVI. REMARKS FROM THE PUBLIC*

XVII. ADJOURNMENT

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

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.

CONFIRMATION REQUEST

Fruitport Community Schools

Pupil Auditing Procedures Completed by Muskegon Area intermediate School District

Count Dates: Fall 2022 and Spring 2023

Purpose – This form is to be completed by the school district to provide standard information for the public accountant who is auditing the financial records of the district. The work done by ISD auditors and the results of the audit are considered by the public accountant when designing his/her audit procedures. This optional form is provided by the Michigan Department of Education at the request of several ISD representatives who wanted a standard reporting form.

1. Identify the individual(s) who audited the pupil membership counts and graduation and dropout (GAD) data. Include their years of experience, education, and any recent pupil membership and GAD training they have attended.

| Auditor, | Years of Experience | Education | Training (Date, Title) |
|---------------------|------------------------|--|---|
| <u>Efreida Day</u> | <u>2 Years</u> | <u>MSBO PPA Certification A.B.A and B.A.A Degree</u> | <u>MPAAA Training (Sept. 2022 & May 2023) (April 2022 & April 2023) Auditors bootcamp (July 2021) Green auditing training (Annually) Auditors Advisory Meetings (Monthly) MSBO Trainings (Annually)</u> |
| <u>Kelly Powers</u> | <u>10+ Years</u> | | <u>MPAAA Annually</u> |

2. Indicate any relationships the pupil membership auditors may have with the local school district or its employees that may impair the pupil membership auditor’s independence.

None_____

3. Desk audits were performed for the following buildings/programs for the:

October Count: Beach Elementary, Fruitport Middle School, Fruitport Adult Ed, Shettler School & Calvary Christian School
February Count: All Buildings

4. Field audits were performed for the following buildings/programs for the:

October Count: Edgewood Elementary, Fruitport High School, Fruitport Alternative Education
February Count: _____

5. Report the number of state aid memberships:

| | General Ed K-12 | Special Ed K-12 Sec. 52 | Special Ed K-12 Sec. 53a | Total |
|----------|--------------------|----------------------------|-----------------------------|---------|
| October | 2558.18 | 108.31 | | 2666.49 |
| February | 2535.90 | 120.96 | | 2656.86 |

6. Did the ISD use the Michigan Department of Education (the Department) audit process?

Yes No

If not, did the ISD use a standardized approach to the audit process?

Yes No

Please describe the audit process used and include a copy of the audit program (not the work papers) if the Department audit program was not used.

All field and desk audits were conducted using the MDE Pupil Accounting Manual (PAM) and the Pupil Accounting Auditing Manual (PAAM)

7. As part of your audit procedures, was the district's entry of the individual building pupil counts into the district-wide total for MSDS (Form DS-4061) reviewed for reasonableness?

Yes No If no, please explain.

8. Did the local district provide required supporting records for verification of the count?

Yes No If no, please discuss which significant records were missing.

9. Did the ISD auditor perform a building risk assessment and perform sampling based on the risk assessment? Yes No.

Please describe the risk factors considered and the sampling method used.

The use of prior audits, experienced staff, new programming, POP III programs and the size of the buildings.

10. Were higher risk programs and issues (Population III categories) considered in the scope of the audit?

Yes If no, please explain.

11. For pupils absent on the count day, did the audit scope include procedures to verify that pupils included in the count properly returned to school within the 10- or 30-day periods?

Yes No If no, please explain.

12. Were any building error rates greater than 5%? ____ Yes X No
If yes, describe the results of the expanded audit procedures.

13. Were any building error rates greater than 10%? ____ Yes X No
If yes, describe the actions taken.

14. Was the most recent DS-4168 reviewed? X Yes ____ No

Please indicate any exceptions or shortages of days or hours.

No Shortages in days and hours noted

15. Although the current year's DS-4168 is not due until August, did you review (as a matter of assistance to the local district) the current school year calendar for compliance with the current year minimum days and hours? X Yes ____ No

If yes, please explain any potential shortages noted.

No Shortages noted

Results

1. Were all pupil accounting adjustments included in the pupil auditor's narrative report?

X Yes ____ No If no, please explain.

2. Based on the result of the ISD pupil count audit, in the ISD auditor's opinion, does the local school district have an adequate process for computing a substantially accurate membership count in accordance with the Pupil Accounting Manual? X Yes ____ No If no, please explain.

3. Does the ISD auditor have any reason to believe that significant errors might exist that were not detected in the audit? ____ Yes X No

If yes, please explain (including the amount of the potential adjustment).

Exit Status, Drop Out Rates, and Graduation Rate Audits

1. Desk or field audits were performed for the:
February Count _____ October Count X

2. Did the ISD use the Department audit process? X Yes ___ No
If not, did the ISD use a standardized approach to the audit process?
___ Yes ___ No

Please describe the audit process used and include a copy of the audit program (not the work papers) if the Department audit program was not used.

Followed the MDE GAD Audit process and no issues were noted at the time of the audit

3. Were any building error rates greater than 5%? ___ Yes X No
If yes, describe the results of the expanded audit procedures.

Completed by: Efreida Day
Title: MAISD Pupil Accounting/ GAD Auditor Date: 6/30/23

Audit Narrative

Fall 2022 General Collection 2022-2023

Fruitport Community Schools (61080)

Submitted

I. Introduction

The pupil accounting records were audited in accordance with Pupil Accounting Administrative Code Rules, the State School Aid Act, the MDE Pupil Auditing Manual, and other pertinent statutes. The purpose of the audit was to determine whether the membership claim was accurate and that the pupil accounting procedures and practices used by the school district were adequate to ensure a proper pupil count. The audit was performed in accordance with interpretations contained in the Michigan Department of Education Pupil Auditing Manual. The audit frequency is in compliance with Department policy.

Additional Comments: Fruitport Community Schools field audits consisted of Edgewood Elementary and Fruitport High School and Fruitport Alternative Education. The audits were conducted in accordance with the 2022-2023 MDE Pupil Accounting and Auditing Manuals. All materials in each building were well prepared and ready for the audit.

Edgewood Elementary claimed 580 FTE. Pop I (411) audited at 2%, Pop II (54) audited at 10%, Pop III (115) audited at 10%

Fruitport High School claimed 812 FTE. Pop I (533) audited at 2%, Pop II (67) audited at 10%, Pop III (212) audited at 10%

Fruitport Alternative High School claimed 16 FTE. all of which are all Population III students audited at 10%

Alpha List was reviewed and signed in the Green Audit System. Teacher weekly attendance were verified and deemed accurate. The auditor sampled and interviewed two teachers in accordance with the auditors manual. No issues or concerns.

All CA-60's were reviewed for all sampled students and all required documents were enclosed including current IEPs for special ed students.

Overall both audits were good! See audit narrative for any FTE deductions, recommendations or notations.

Audit Narrative

Fall 2022 General Collection 2022-2023

Submitted

Fruitport Community Schools (61080)

| Buildings | | | | | | Percent Tested | | |
|---|------------------------------|-------------------|----------------------|---------------------|--------------------|-----------------------|---------------|----------------|
| School Name | Date Last Field Audit | Audit Type | Adjust Amount | Auditor Name | Audit Hours | Pop I | Pop II | Pop III |
| Fruitport Community Schools (61080) | | 0.00 | 0.00 | | | | | |
| Beach Elementary School (00232) | 02/08/2022 | Desk | | Efreida Day | 6.00 | | | |
| Calvary Christian School (02571) | 11/28/2017 | Desk | | Efreida Day | 3.00 | | | |
| Edgewood Elementary School (01073) | 01/18/2019 | Field | | Efreida Day | 5.00 | 0.02 | 0.10 | 0.10 |
| Fruitport Adult Education (09531) | 01/07/2022 | Desk | | Efreida Day | 4.00 | | | |
| Fruitport Alternative High School (09471) | 12/11/2018 | Field | | Efreida Day | 8.00 | 0.02 | 0.10 | 0.10 |
| Fruitport High School (01336) | 12/12/2018 | Field | | Efreida Day | 15.00 | 0.02 | 0.10 | 0.10 |
| Fruitport Middle School (04652) | 12/15/2016 | Desk | | Efreida Day | 5.00 | | | |
| Shettler School (05408) | 01/09/2020 | Desk | | Efreida Day | 4.00 | | | |

Audit Narrative

Fall 2022 General Collection 2022-2023

Fruitport Community Schools (61080)

Submitted

| II. Results | | | | |
|--------------------|-------------------|----------------|----------------|-------------------------|
| Category | Un Audited | Audited | Finding | Audit Difference |
| Special Ed | 108.31 | 108.31 | 0.00 | 0.00 |
| Section 52 | 108.31 | 108.31 | | |
| Section 53 | 0.00 | 0.00 | | |
| Section 24 | 0.00 | 0.00 | | |
| General Ed | 2556.12 | 2558.18 | 2.06 | 0.00 |

Audit Narrative**Fall 2022 General Collection 2022-2023****Submitted****Fruitport Community Schools (61080)**

| III. Specific Findings | | | | | | | | |
|------------------------------------|-------------------|----------------|--|------------------------|-------------------|-----------------|----------------------------------|------------------------|
| Building Name | Audit Type | Finding | Description | Pupils Affected | FTE Change | FTE Type | Legal Reference | Finding Comment |
| Fruitport Middle School (04652) | Desk | S75 | System-generated audit finding for auditor-approved §25e requests in the month of January | 1 | -0.74 | General Ed | §25e of the State School Aid Act | none |
| Fruitport Middle School (04652) | Desk | S77 | System-generated audit finding for auditor-approved §25e requests in the month of March | 4 | 1.52 | General Ed | §25e of the State School Aid Act | none |
| Beach Elementary School (00232) | Desk | S77 | System-generated audit finding for auditor-approved §25e requests in the month of March | 1 | 0.60 | General Ed | §25e of the State School Aid Act | none |
| Fruitport High School (01336) | Desk | S75 | System-generated audit finding for auditor-approved §25e requests in the month of January | 2 | -0.69 | General Ed | §25e of the State School Aid Act | none |
| Fruitport High School (01336) | Desk | S76 | System-generated audit finding for auditor-approved §25e requests in the month of February | 3 | -0.50 | General Ed | §25e of the State School Aid Act | none |
| Fruitport High School (01336) | Desk | S77 | System-generated audit finding for auditor-approved §25e requests in the month of March | 1 | 0.70 | General Ed | §25e of the State School Aid Act | none |
| Edgewood Elementary School (01073) | Desk | S75 | System-generated audit finding for auditor-approved §25e requests in the month of January | 1 | -0.35 | General Ed | §25e of the State School Aid Act | none |
| Edgewood Elementary School (01073) | Desk | S76 | System-generated audit finding for auditor-approved §25e requests in the month of February | 2 | -0.86 | General Ed | §25e of the State School Aid Act | none |
| Edgewood Elementary School (01073) | Desk | S77 | System-generated audit finding for auditor-approved §25e requests in the month of March | 6 | 2.38 | General Ed | §25e of the State School Aid Act | none |

Audit Narrative

Fall 2022 General Collection 2022-2023

Fruitport Community Schools (61080)

Submitted

| IV. General Findings | | | | | |
|-----------------------------|-------------------|---------------------|--------------------|------------------------|------------------------|
| Building Name | Audit Type | Finding Code | Description | Legal Reference | Finding Comment |

V. Appeal Process

If pertinent documentation regarding findings was not provided to the auditor at the time of the audit, please contact your ISD auditor within 10 calendar days after the date of this report so that it can be determined if reinstatement is appropriate at this level.

District review of the ISD's audit findings must be made within 30 days of receiving the ISD's audit report or ISD's decision on the informal review. Informal agency review of any of the Special Education or General Education findings may be instituted by contacting the State Superintendent, Michigan Department of Education, P.O. Box 30008, Lansing Michigan 48909. Formal review of any of Adult Education findings may be instituted by contacting Ms. Dianne Duthie, Workforce Development Agency, 201 N. Washington Square, Lansing, Michigan 48909.

Audit Narrative

Fall 2022 General Collection 2022-2023

Fruitport Community Schools (61080)

Submitted

Appendix: Student Details

No student records have had FTE adjustments as part of this audit.

Audit Narrative

Spring 2023 General Collection 2022-2023

Fruitport Community Schools (61080)

Submitted

I. Introduction

The pupil accounting records were audited in accordance with Pupil Accounting Administrative Code Rules, the State School Aid Act, the MDE Pupil Auditing Manual, and other pertinent statutes. The purpose of the audit was to determine whether the membership claim was accurate and that the pupil accounting procedures and practices used by the school district were adequate to ensure a proper pupil count. The audit was performed in accordance with interpretations contained in the Michigan Department of Education Pupil Auditing Manual. The audit frequency is in compliance with Department policy.

Additional Comments: Fruitport Community Schools desk audit was conducted in accordance with the 2022-2023 MDE Pupil Accounting and Auditing Manual. All auditing materials were submitted in the Green Audit System. The Auditor verified that the Alpha List with the certified version from MSDS. Fruitport Community Schools claimed 2664 student FTE. The district reported a total of 180 days, of which are six and half (6.5) hours of professional development and a total of 1,117.30 hours of instruction time for their K-12 students. All audit materials have been reviewed and audited. See audit narrative for any FTE deductions, recommendations or notations.

| Buildings | | | | | | Percent Tested | | |
|---|-----------------------|------------|---------------|--------------|-------------|----------------|--------|---------|
| School Name | Date Last Field Audit | Audit Type | Adjust Amount | Auditor Name | Audit Hours | Pop I | Pop II | Pop III |
| Fruitport Community Schools (61080) | | Desk | 0.00 | Efreida Day | 27.00 | | | |
| Beach Elementary School (00232) | 02/08/2022 | Desk | | Efreida Day | | | | |
| Calvary Christian School (02571) | 11/28/2017 | Desk | | Efreida Day | | | | |
| Edgewood Elementary School (01073) | 01/18/2019 | Desk | | Efreida Day | | | | |
| Fruitport Adult Education (09531) | 01/07/2022 | Desk | | Efreida Day | | | | |
| Fruitport Alternative High School (09471) | 12/11/2018 | Desk | | Efreida Day | | | | |
| Fruitport High School (01336) | 12/12/2018 | Desk | | Efreida Day | | | | |
| Fruitport Middle School (04652) | 12/15/2016 | Desk | | Efreida Day | | | | |
| Shettler School (05408) | 01/09/2020 | Desk | | Efreida Day | | | | |

Audit Narrative

Spring 2023 General Collection 2022-2023

Fruitport Community Schools (61080)

Submitted

Audit Narrative

Spring 2023 General Collection 2022-2023

Fruitport Community Schools (61080)

Submitted

| II. Results | | | | |
|--------------------|-------------------|----------------|----------------|-------------------------|
| Category | Un Audited | Audited | Finding | Audit Difference |
| Special Ed | 120.96 | 120.96 | 0.00 | 0.00 |
| Section 52 | 120.96 | 120.96 | | |
| Section 53 | 0.00 | 0.00 | | |
| Section 24 | 0.00 | 0.00 | | |
| General Ed | 2535.90 | 2535.90 | 0.00 | 0.00 |

| III. Specific Findings | | | | | | | | |
|-------------------------------|-------------------|----------------|--------------------|------------------------|-------------------|-----------------|------------------------|------------------------|
| Building Name | Audit Type | Finding | Description | Pupils Affected | FTE Change | FTE Type | Legal Reference | Finding Comment |

Audit Narrative

Spring 2023 General Collection 2022-2023

Fruitport Community Schools (61080)

Submitted

| IV. General Findings | | | | | |
|-----------------------------|-------------------|---------------------|--------------------|------------------------|------------------------|
| Building Name | Audit Type | Finding Code | Description | Legal Reference | Finding Comment |

V. Appeal Process

If pertinent documentation regarding findings was not provided to the auditor at the time of the audit, please contact your ISD auditor within 10 calendar days after the date of this report so that it can be determined if reinstatement is appropriate at this level.

District review of the ISD's audit findings must be made within 30 days of receiving the ISD's audit report or ISD's decision on the informal review. Informal agency review of any of the Special Education or General Education findings may be instituted by contacting the State Superintendent, Michigan Department of Education, P.O. Box 30008, Lansing Michigan 48909. Formal review of any of Adult Education findings may be instituted by contacting Ms. Dianne Duthie, Workforce Development Agency, 201 N. Washington Square, Lansing, Michigan 48909.

Audit Narrative

Spring 2023 General Collection 2022-2023

Fruitport Community Schools (61080)

Submitted

Appendix: Student Details

No student records have had FTE adjustments as part of this audit.

2022-2023 Athletics Year End Report

Conference Champions:

Football

Boys Bowling

GMAA Champions:

Girls Bowling

Grace Sweet- 1 Singles Tennis

MHSAA District Champions:

Volleyball

Wrestling

MHSAA Regional Champions:

Grace Sweet- Girls Tennis 1 Singles

MHSAA State Champions/Finalists:

Brynna Hanson- Individual Girls Bowling

State Finalist

Tournament Champions

Boys Cross Country- Fruitport Inv.

Competitive Cheer- Fruitport Inv.

Competitive Cheer- Wyoming Lee Inv.

Competitive Cheer- Comstock Park Inv.

Softball- Larry Cantu Inv.

2022-2023 Athletics Year End Report

All-Conference

- Volleyball -

- Sadie Haase

- Boy's Tennis -

- Collin Rowley

- Football -

- Paschal Jolman

- Collin Jolman

- Cody Nash

- Kaiden Bell

- Andrew B. Fielstra

- Andrew J. Fielstra

- Ricky Wiggins IV

- Caden Carrillo (HM)

- Payton Flores (HM)

- Brock Dornbos (HM)

- Kayden Beardsley (HM)

- Boys Soccer -

- Brady Brown

- Justin Laus

- Jackson Rebone

- Bode Anspach

- Sean Gieske (HM)

- Jorge Burgos-Yack (HM)

- Boy's Cross Country-

- Vincent Pollock

- Levi Glynn (HM)

- John McMullin (HM)

- Girl's Cross Country -

- Valerie Pollock

- Boy's Bowling -

- Jeremy Conklin Jr.

- Gage Wadland

- Bradon Krohn

- Competitive Cheer -

- Raena Norbotten

- Dalani Knuppenburg

- Gracie Ferrell

- Tayler Anderson (HM)

- Girl's Bowling -

- Brynna Hanson

- Raegan Dykstra

- Wrestling -

- Nash Cooper

- Hunter Leonard

- Boy's Basketball -

- Bode Anspach

- Andrew Spyke (HM)

- Co-op Hockey -

- Jaxon Stone

- Elijah Cuti (HM)

- Girls Soccer -

- Mikayla Belasco

- Alexa Hanson-Wilbur (HM)

- Girls Tennis -

- Rachel Hines

- Grace Sweet

- Track -

- Nathan Carlisle

- Tatum Dykstra

- Baseball -

- Ryan Bosch

- Christian Kennedy

- Avery Lambers

- Thomas Anderson

- Jax Flynn (HM)

- Softball -

- Teagen Schultz (HM)

2022-2023 Athletics Year End Report

All-Area

- Volleyball -

- Sadie Haase (1st Team)
- Gracelynn Olson (2nd Team)
- Kayla Kolberg (2nd Team)

- Football -

- Cody Nash (Mlive 1st Team)
- Kaiden Bell (Mlive 1st Team)
- Paschal Jolman (Mlive 1st Team)
- Andrew J. Fielstra (Mlive 2nd Team)
- Collin Jolman (Mlive 2nd Team)
- Andrew B. Fielstra (Mlive HM)
- Collin Jolman (Mlive HM)

- Girls Tennis -

- Grace Sweet

- Baseball -

- Ryan Bosch
- Christian Kennedy
- Avery Lambers (HM)
- Thomas Anderson (HM)
- Brady French

- Softball -

- Teagen Schultz (HM)

All-District

- Soccer -

- Brady Brown
- Justin Laus
- Bode Anspach
- Jackson Rebone
- Sean Gieske
- Noah Fehler

- Softball -

- Teagen Schultz

- Girls Soccer -

- Mikayla Belasco
- Alexa Hanson-Wilbur
- Mallory Smith
- Lauren Riedel

- Baseball -

- Thomas Anderson
- Ryan Bosch
- Avery Lambers
- Christian Kennedy

2022-2023 Athletics Year End Report

All-Region

- Football -
 - Kaiden Bell
 - Andrew B. Fielstra
 - Cody Nash
 - Andrew J. Fielstra
 - Paschal Jolman
 - Ricky Wiggins III
- Volleyball -
 - Sadie Haase
- Boy's Soccer -
 - Brady Brown
 - Justin Laus
- Baseball -
 - Ryan Bosch
- Girls Soccer -
 - Mikayla Belasco

Academic All-District

- Baseball -
 - Christian Kennedy

Academic All-State

- Volleyball -
 - Hope Straley
 - Auebre Johnson
- Football -
 - Brady Kemmerling
 - Brock Dornbos
 - Payton Flores
 - Andrew B. Fielstra
- Boy's Soccer -
 - Noah Fehler
 - Caleb Slager
 - Logan Tromp
 - Austin Hanis
 - Bradley Deephouse
 - Justin Laus
- Track -
 - Valerie Pollock

Individual Awards

All-State

- Football -
 - Paschal Jolman (AP/MHSFCA)
 - Kaiden Bell (Detroit Free Press)
- Volleyball -
 - Sadie Haase (HM)
- Boy's Soccer -
 - Justin Laus (HM)
 - Brady Brown (HM)
- Girl's Bowling -
 - Brynna Hanson
- Baseball -
 - Ryan Bosch
- Girls Soccer -
 - Mikayla Belasco (HM)
- Girls Tennis -
 - Grace Sweet
- Softball -
 - Teagen Schultz
 - Kadence Springstead

Academic All-Region

Academic All-State Team

Volleyball
Girls Basketball
Girls Soccer
Girls Tennis
Softball

2022-2023 Athletics Year End Report

Class of 2023 Senior Athlete Honors

Female Scholar Athlete of the Year: Auebre Johnson

Male Scholar Athlete of the Year: Andrew Spyke

OK Conference Student Athletes of the Year: Auebre Johnson and Bode Anspach

Trojan Perseverance Award (Brick Wall Award): Kayla Kolberg, Brooke Sweet, and Brock Dornbos

Muskegon Area Hall-of-Fame Athlete of the Year School Nomination: Paschal Jolman and Mikayla Belasco

2022-2023 Athletics Year End Report



Fruitport Athletic Foundation

Preparing tomorrow's leaders through athletic involvement

Outstanding Achievement Award for 6 or more varsity letter recipients

Bode Anspach
Mikayla Belasco
Kaiden Bell
Nash Cooper
Roan Cooper
Raegan Dykstra
Andrew B. Fielstra
Payton Flores
Sean Gieske
Auebre Johnson
Collin Jolman
Paschal Jolman
Brady Kemmerling
Kayla Kolberg
Hunter Leonard
Johnathon McMullin
Cody Nash
Caleb O'Neal
Teagan Schultz
Ryan Sloan
Olive Staal
Brooke Sweet
Hayden Winkas

2022-2023 Athletics Year End Report



OK Conference Scholar Athlete Award (3.5+ gpa, 4 seasons, 1 varsity letter minimum)

Joslyn Baldwin
Mikayla Belasco
Bradley Deephouse
Raegan Dykstra
Noah Fehler
Andrew B. Fielstra
Andrew J. Fielstra
Payton Flores
Allison Fritz
Austin Hanis
Brynna Hanson
Auebre Johnson
Brady Kemmerling
Kayla Kolberg
Justin Laus
Sydney Little
Johnathon McMullin
Teagen Schultz
Caleb Slager
Kadence Springstead
Andrew Spyke
Hope Straley
Brooke Sweet
Hailey Timmins
Logan Tromp
Emerson VerMerris

FRUITPORT HIGH SCHOOL ATHLETIC PARTICIPATION RATES

| SEASON | SPORT | B/G # | 95/96 | 96/97 | 97/98 | 98/99 | 99/00 | 00/01 | 01/02 | 02/03 | 03/04 | 04/05 | 05/06 | 06/07 | SPORT | 07/08 | 08/09 | 09/10 |
|--------|------------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------|-------|-------|-----------|
| FALL | FOOTBALL | B (3) | 88 | 90 | 84 | 96 | 102 | 98 | 100 | 116 | 118 | 103 | 95 | 95 | FB | 100 | 110 | 96 |
| FALL | SOCCER | B (2) | 33 | 35 | 35 | 34 | 34 | 29 | 38 | 35 | 33 | 37 | 35 | 35 | SOC | 34 | 34 | 33 |
| FALL | TENNIS | G (2) | 17 | 23 | 20 | 21 | 26 | 24 | 25 | 26 | 27 | 16 | 13 | 21 | B TEN | 17 | 13 | 14 |
| FALL | X-CTRY | B (1) | 9 | 8 | 10 | 9 | 8 | 14 | 7 | 7 | 7 | 11 | 14 | 14 | XB B | 13 | 10 | 14 |
| 19 | X-CTRY | G (1) | 9 | 13 | 10 | 7 | 10 | 8 | 11 | 13 | 7 | 10 | 13 | 15 | XC G | 12 | 18 | 19 |
| FALL | BSKBALL | G (3) | 38 | 34 | 37 | 35 | 34 | 36 | 36 | 32 | 28 | 33 | 35 | 35 | VB | 34 | 35 | 33 |
| FALL | GOLF | B (1) | | | 26 | 11 | 12 | 14 | 12 | 16 | 15 | 12 | 12 | 8 | G GOLF | 6 | 8 | 11 |
| FALL | CHEER | G (2) | 20 | 29 | 25 | 25 | 22 | 24 | 24 | 22 | 24 | 22 | 25 | 31 | SL CH | 23 | 24 | 31 |
| FALL | TOTAL | B (7) | 130 | 133 | 155 | 150 | 156 | 155 | 157 | 173 | 173 | 163 | 156 | 152 | | 164 | 167 | 157 |
| FALL | TOTAL | G (8) | 84 | 99 | 92 | 88 | 92 | 92 | 96 | 94 | 86 | 81 | 86 | 102 | | 75 | 85 | 94 |
| FALL | SCHOOL | | | | | | | | | | | | | | | | | |
| | TOTAL | 15 | 214 | 232 | 247 | 238 | 248 | 247 | 253 | 267 | 259 | 244 | 242 | 254 | | 239 | 252 | 251 |
| WINTER | BSKBL | B (3) | 39 | 41 | 36 | 36 | 35 | 37 | 32 | 35 | 39 | 37 | 39 | 35 | BBB | 35 | 33 | 34 |
| WINTER | WRSTL | B (2) | 34 | 34 | 22 | 19 | 24 | 27 | 23 | 26 | 22 | 31 | 22 | 11 | WR | 17 | 18 | 21 |
| WINTER | V-BALL | G (3) | 36 | 34 | 32 | 32 | 38 | 32 | 38 | 33 | 37 | 35 | 34 | 36 | GBB | 29 | 29 | 32 |
| WINTER | BOWL | G (1) | | | | | | | | | 7 | 9 | 10 | 12 | BOWL(G) | 11 | 8 | 8 |
| WINTER | BOWL | B (1) | | | | | | | | | 9 | 11 | 20 | 21 | BOWL(B) | 16 | 22 | 10 |
| WINTER | S.L. Cheer | G (1) | 20 | 16 | 13 | 23 | 24 | 20 | 20 | 21 | 22 | 24 | 25 | 8 | SL CH | 16 | 7 | N/A |
| WINTER | CMP. CHEER | G (1) | | | | | | | | | | | | 17 | C CH | 5 | 13 | 14 |
| WINTER | TOTAL | B (6) | 73 | 75 | 58 | 55 | 59 | 64 | 55 | 61 | 70 | 79 | 81 | 67 | Boys | 68 | 73 | 65 |
| WINTER | TOTAL | G (6) | 56 | 50 | 45 | 55 | 62 | 52 | 58 | 54 | 66 | 68 | 69 | 73 | Girls | 61 | 57 | 54 |
| | SCHOOL | | | | | | | | | | | | | | | | | |
| | TOTAL | 12 | 129 | 125 | 103 | 110 | 121 | 116 | 113 | 115 | 136 | 147 | 150 | 140 | Total | 129 | 130 | 119 |
| SPRING | BSBAL | B (3) | 33 | 44 | 42 | 48 | 46 | 49 | 34 | 37 | 34 | 36 | 36 | 34 | BBAB | 37 | 36 | 28(V/JV) |
| SPRING | SFTBAL | G (2) | 28 | 28 | 28 | 28 | 26 | 31 | 24 | 29 | 26 | 23 | 28 | 29 | SFTBL | 25 | 26 | 23 |
| SPRING | SOCCER | G (2) | 35 | 39 | 42 | 43 | 34 | 33 | 37 | 38 | 37 | 37 | 36 | 33 | SOCCER | 32 | 32 | 33 |
| SPRING | TRACK | B (1) | 30 | 21 | 27 | 22 | 21 | 35 | 35 | 36 | 42 | 30 | 43 | 40 | B TRACK | 38 | 45 | 49 |
| SPRING | TRACK | G (1) | 26 | 30 | 12 | 15 | 25 | 28 | 33 | 24 | 29 | 33 | 28 | 37 | GTRACK | 34 | 39 | 31 |
| SPRING | GOLF | G (1) | | | | | | | | | 8 | 6 | 8 | 7 | B GOLF | 10 | 8 | 12 |
| SPRING | TENNIS | B (2) | 15 | 17 | 17 | 15 | 15 | 18 | 25 | 25 | 24 | 25 | 26 | 22 | G TEN | 32 | 27 | 29 |
| SPRING | TOTAL | B (6) | 78 | 82 | 86 | 85 | 82 | 102 | 94 | 98 | 100 | 91 | 105 | 96 | | 85 | 89 | 89 |
| SPRING | TOTAL | G (6) | 89 | 97 | 82 | 86 | 85 | 92 | 94 | 91 | 100 | 99 | 100 | 106 | | 123 | 124 | 116 |
| SPRING | SCHOOL | | | | | | | | | | | | | | | | | |
| | TOTAL | 12 | 167 | 179 | 168 | 171 | 167 | 194 | 188 | 189 | 200 | 190 | 205 | 202 | | 208 | 213 | 205 |
| ANNUAL | TOTALS | B. 19 | 281 | 290 | 301 | 290 | 297 | 321 | 306 | 332 | 343 | 333 | 342 | 315 | | 317 | 329 | 311 |
| | | G. 20 | 229 | 246 | 219 | 229 | 239 | 236 | 187 | 239 | 252 | 248 | 255 | 281 | | 259 | 266 | 264 |
| | | BTH 39 | 510 | 536 | 520 | 519 | 536 | 557 | 554 | 572 | 595 | 581 | 597 | 596 | | 576 | 595 | 575 |

2022-2023 OK Blue Conference All-Sport Standings

| Fall | | Winter | | Spring | | School | Fall | Winter | Spring | Total | Average Per Sports Offered |
|-------------|-------------------|-------------|-------------------|-------------|-------------------|--------------------------|------|--------|--------|-------|----------------------------|
| FB | | BBB | | BA | | Unity Christian | 39 | 20.5 | 39 | 98.5 | 5.18 |
| 7.5 | Fruitport | 8 | Hamilton | 8 | Allendale | Spring Lake | 35 | 15.5 | 39.5 | 90 | 5.00 |
| 7.5 | West Catholic | 6.5 | Coopersville | 6.5 | Coopersville | West Catholic | 29.5 | 22.5 | 30 | 82 | 4.10 |
| 6 | Unity Christian | 6.5 | Unity Christian | 6.5 | West Catholic | Holland Christian | 41.5 | 9.5 | 29 | 80 | 5.00 |
| 5 | Coopersville | 5 | Spring Lake | 4.5 | Hamilton | Allendale | 27 | 18 | 35 | 80 | 4.44 |
| 4 | Allendale | 4 | Fruitport | 4.5 | Spring Lake | Hamilton | 21.5 | 22.5 | 35 | 79 | 4.39 |
| 2.5 | Holland Christian | 3 | Holland Christian | 3 | Holland Christian | Coopersville | 28.5 | 21 | 24 | 73.5 | 3.68 |
| 2.5 | Spring Lake | 2 | West Catholic | 2 | Fruitport | Fruitport | 22 | 20.5 | 12.5 | 55 | 2.75 |
| 1 | Hamilton | 1 | Allendale | 1 | Unity Christian | | | | | | |
| SOC | | GBB | | SB | | Conference Titles | | | | | |
| 8 | Holland Christian | 8 | West Catholic | 8 | Unity Christian | West Catholic | 1 | 3 | 0 | 4 | |
| 7 | Unity Christian | 6.5 | Hamilton | 7 | Hamilton | Holland Christian | 3 | 0 | 1 | 4 | |
| 5.5 | Spring Lake | 6.5 | Holland Christian | 6 | Coopersville | Unity Christian | 0 | 0 | 4 | 4 | |
| 5.5 | Fruitport | 5 | Unity Christian | 5 | Allendale | Allendale | 1 | 1 | 1 | 3 | |
| 4 | Allendale | 3.5 | Allendale | 4 | West Catholic | Spring Lake | 2 | 0 | 0 | 2 | |
| 3 | West Catholic | 3.5 | Spring Lake | 3 | Holland Christian | Fruitport | 1 | 1 | 0 | 2 | |
| 2 | Coopersville | 2 | Coopersville | 2 | Fruitport | Hamilton | 0 | 1 | 1 | 2 | |
| 1 | Hamilton | 1 | Fruitport | 1 | Spring Lake | Coopersville | 0 | 1 | 0 | 1 | |
| BXC | | CH | | GTRK | | | | | | | |
| 8 | Allendale | 5 | West Cath/Coop | 8 | Unity Christian | | | | | | |
| 6.5 | Holland Christian | 4 | Spring Lake | 7 | Spring Lake | | | | | | |
| 6.5 | Hamilton | 3 | Fruitport | 6 | Allendale | | | | | | |
| 5 | Spring Lake | 2 | Hamilton | 5 | Hamilton | | | | | | |
| 4 | Fruitport | 1 | Allendale | 4 | West Catholic | | | | | | |
| 3 | Unity Christian | BBWL | | 3 | Coopersville | | | | | | |
| 2 | Coopersville | 5 | Fruitport | 2 | Holland Christian | | | | | | |
| 1 | West Catholic | 3.5 | Allendale | 1 | Fruitport | | | | | | |
| GXC | | GBWL | | BTRK | | | | | | | |
| 8 | Spring Lake | 3.5 | Unity Christian | 8 | Hamilton | | | | | | |
| 7 | Unity Christian | 2 | Coopersville | 7 | Spring Lake | | | | | | |
| 6 | Allendale | 1 | West Catholic | 6 | Allendale | | | | | | |
| 5 | West Catholic | 5 | West Catholic | 5 | Coopersville | | | | | | |
| 3.5 | Holland Christian | 4 | Unity Christian | 4 | Holland Christian | | | | | | |
| 3.5 | Coopersville | 3 | Fruitport | 3 | Unity Christian | | | | | | |
| 2 | Hamilton | 2 | Allendale | 1.5 | Fruitport | | | | | | |
| 1 | Fruitport | 1 | Coopersville | 1.5 | West Catholic | | | | | | |
| Golf | | WR | | SOC | | | | | | | |
| 8 | Spring Lake | 7 | Allendale | 8 | Unity Christian | | | | | | |
| 7 | Coopersville | 6 | Hamilton | 7 | Spring Lake | | | | | | |
| 6 | Holland Christian | 4.5 | Coopersville | 6 | West Catholic | | | | | | |
| 5 | West Catholic | 4.5 | Fruitport | 5 | Holland Christian | | | | | | |
| 4 | Unity Christian | 3 | Spring Lake | 4 | Allendale | | | | | | |
| 3 | Hamilton | 1.5 | Unity Christian | 2.5 | Fruitport | | | | | | |
| 2 | Fruitport | 1.5 | West Catholic | 2.5 | Hamilton | | | | | | |
| 1 | Allendale | | | 1 | Coopersville | | | | | | |
| Ten | | | | TEN | | | | | | | |
| 7 | Holland Christian | | | 7 | Holland Christian | | | | | | |
| 6 | Unity Christian | | | 6 | Spring Lake | | | | | | |
| 5 | Hamilton | | | 5 | Hamilton | | | | | | |
| 4 | Spring Lake | | | 4 | West Catholic | | | | | | |
| 3 | West Catholic | | | 3 | Unity Christian | | | | | | |
| 2 | Coopersville | | | 1.5 | Coopersville | | | | | | |
| 1 | Fruitport | | | 1.5 | Fruitport | | | | | | |
| VB | | | | GOLF | | | | | | | |
| 8 | Holland Christian | | | 8 | Unity Christian | | | | | | |
| 7 | Coopersville | | | 7 | Spring Lake | | | | | | |
| 6 | Unity Christian | | | 6 | Allendale | | | | | | |
| 5 | West Catholic | | | 5 | Holland Christian | | | | | | |
| 4 | Allendale | | | 4 | West Catholic | | | | | | |
| 3 | Hamilton | | | 3 | Hamilton | | | | | | |
| 2 | Spring Lake | | | 2 | Fruitport | | | | | | |
| 1 | Fruitport | | | 1 | Coopersville | | | | | | |

2022-2023 SCHOOL YEAR

1. CRIMINAL INVESTIGATIONS:

- a. 26 citations for things such as vape/tobacco use and marijuana
- b. 120 calls for service such as cyber-bullying, bullying, sexting, threats against a student, driving complaints, truancy and assault.

2. HOME VISITS:

- a. Well-child visits
- b. Address-affidavit checks
- c. Support staff with home visits.

3. STUDENT INTERVENTIONS:

- a. Provided a mentor-like service to students in need of a role model

4. PRESENTATIONS:

- a. Assist with the vape presentation
- b. District wide Alice training
- c. Bike, gun and stranger danger presentation to preschool students
- d. Internet safety with middle school students
- e. Facilitated shattering the Myths presentation at the middle school

5. VISIBILITY:

- a. Parking lots
- b. Building visits and walk-through's
- c. Lunchroom visits
- d. Recess

6. MISCELLANEOUS:

- a. Read in classroom
- b. Help coached 8th grade basketball and helped with youth basketball
- c. Impaired Driving simulator for high school and middle school
- d. Assist with parking problems-ongoing challenges
- e. Transported students home
- f. Member of the district Crisis Team and assisted with various drills
- g. Assisted with threat assessment
- h. Worked prom, football and basketball games.

OK Conference Membership Schools,

We felt it was essential to put out a joint message to provide factual information and clarity around the current conversation involving members examining options outside of the OK Conference. Although the Conference would have preferred more specific information, districts were assured their name would not be shared unless given permission to do so. As such, the names remained confidential. School names and “lists” were, in fact, shared with the Conference by other individuals, though.

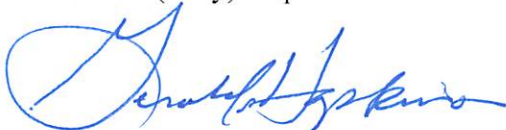
Here is a timeline of the conversations and meetings:

- On or about Monday, April 24, I called and had a conversation with Dave about realignment proposal #2. In that conversation, I communicated that my district would likely look for additional options if the proposal passed. Dave communicated that he would be disappointed if my district left the conference.
- May 31, 2023: I emailed Dave and Jerry Haggerty to make them aware that there would be a discussion among member schools exploring options outside the OK Conference.
- July 13, 2023: I met with Dave to update him on the discussion. I shared with Dave that 9 schools, representing 4 of the newly aligned divisions, were present at the initial meeting held on June 22, 2023.
- Additional discussions among schools were held on July 20, 2023, and August 2, 2023.
- August 4, 2023: I emailed Dave to request a meeting to update him on the progress of the discussion. As a follow-up, I called him on August 9, 2023, and a meeting was scheduled for the next morning.

All of the schools involved are respected members of the OK Conference, MHSAA, and educational regions in West Michigan. All of the schools have strong reputations for respectful problem-solving and are working to create the best possible experiences for their student-athletes and programs. Our goal is to move forward in a fashion that will maintain positive relationships, with a commitment to clear and accurate communication. Thank you in advance for your support of those efforts.

Sincerely,

Gerald (Jerry) Hopkins



Superintendent
Kenowa Hills

Dave Feenstra



Commissioner
OK Conference

BOARD ACTION REQUEST FORM

Meeting Date: August 21, 2023

To: Board of Education

Attachments # IX-1 through IX-7

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
- Special Meeting Minutes – August 14, 2023

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

| Fund 11 | Fund 23 | Fund 25 | Fund 27 | Fund 31 | Fund 35 | Fund 36 | Fund 32 | Fund 42 | Fund 43 |
|------------|----------|----------|-----------|---------|---------|---------|---------|----------|---------|
| 124,725.68 | | | 6,630.00 | | | | | 5,000.00 | |
| 202,259.04 | 5,500.00 | 1,833.50 | 14,274.88 | | | | | | |
| 76,767.29 | 280.00 | 7,058.00 | | | | | | | |
| 35,162.61 | 3,642.05 | | 7,132.00 | | | | | | |
| 121,096.30 | 1,018.67 | | | | | | | | |
| 3,679.67 | 100.16 | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | |
|----|------------|----|-----------|----|----------|----|-----------|----|---|----|---|----|---|----|---|----|----------|----|---|
| \$ | 563,690.59 | \$ | 10,540.88 | \$ | 8,891.50 | \$ | 28,036.88 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 5,000.00 | \$ | - |
|----|------------|----|-----------|----|----------|----|-----------|----|---|----|---|----|---|----|---|----|----------|----|---|

Voids:

| | |
|----|---------|
| \$ | (80.00) |
|----|---------|

Fruitport Community Schools Monthly Financial Report 7/31/2023

| | | GENERAL FUND | SCHOOL SERVICE FUNDS | | | CAPITAL PROJECTS | | | | | | Totals |
|---|------|----------------|----------------------|---------------|-------------|------------------|--------------------------|--------------------------|---------|---------|-----------|-----------|
| | | | Food Service | Tech/Security | ECC | Bldg & Site | Capital Projects 2017 | Capital Projects 2021 | 2010 | 2017 | 2021 | |
| Beginning Fund Balance: | | 5,089,704 | 432,824 | 582,640 | 713,947 | 1,534,325 | 1,676,883 | 5,449,435 | 142,624 | 639,207 | 117,048 | |
| Revenues: | | | | | | | | | | | | |
| Budgeted revenues: | | 38,563,198 | 1,585,296 | 557,500 | 866,500 | - | - | - | - | - | - | |
| Actual revenues: | | | | | | | | | | | | |
| | Jul. | - | - | - | 280 | - | - | - | - | - | - | 280 |
| Total Actual Revenues | | - | - | - | 280 | - | - | - | - | - | - | 280 |
| Pro Rated budget Variance to date: Rev | | 3,213,599.83 | 132,108.00 | 46,458.33 | 71,928.33 | | | | | | | |
| Expenses: | | | | | | | | | | | | |
| Budgeted expenditures: | | (38,956,169) | (1,739,666) | (318,410) | (1,021,305) | - | - | - | - | - | - | |
| Actual expenditures: ^ | | | | | | | | | | | | |
| | Jul. | (735,863) | (17,667) | (16,730) | (22,027) | (5,000) | - | 46,657 | - | - | - | (750,629) |
| Total Actual Expenses | | (735,863) | (17,667) | (16,730) | (22,027) | (5,000) | - | 46,657 | - | - | - | (750,629) |
| Pro Rated budget Variance to date: Exp | | (2,510,484.36) | (127,305.32) | (9,804.49) | (63,081.87) | | | | | | | |
| Ending Balance to date: | | 4,353,841 | 415,157 | 565,910 | 692,200 | 1,529,325 | 1,676,883 | 5,496,093 | 142,624 | 639,207 | | |
| Projected Ending Balance: | | 4,696,733 | 278,454 | 821,730 | 559,142 | 1,534,325 | 1,676,883 | 5,449,435 | 142,624 | 639,207 | | |
| Revenues over(under) Expenses to date: | | | | | | | | | | | (750,349) | |

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

Fruitport Community Schools
Student Activity Summary Report
Month ending July 31, 2023

| Student Activity Sub Totals | BEGINNING BALANCE | NET CHANGE | ENDING BALANCE |
|--|--------------------------|--------------------|-----------------------|
| District Wide Student Activity Accounts | 55,670.74 | (372.35) | 55,298.39 |
| Beach Elementary Student Activity Accounts | 22,184.51 | (1,368.78) | 20,815.73 |
| Edgewood Elementary Student Activity Accounts | 67,732.79 | (6,084.64) | 61,648.15 |
| High School Class of Student Activity Accounts | 7,254.47 | - | 7,254.47 |
| High School Athletic Student Activity Accounts | 71,022.49 | 6,082.94 | 77,105.43 |
| High School Student Activity Accounts | 224,866.85 | 14,322.90 | 239,189.75 |
| Middle School Student Activity Accounts | 43,392.23 | (4,466.53) | 38,925.70 |
| Shettler Elementary Student Activity Accounts | 34,548.52 | (5,844.52) | 28,704.00 |
| Alt. High School Student Activity Accounts | 600.44 | - | 600.44 |
| Millionaire Party Accounts | 15,972.96 | 8.51 | 15,981.47 |
| Total Student Activity Fund | \$ 543,246.00 | \$ 2,277.53 | \$ 545,523.53 |

Credit Card and Utilities Detail
For the month ending July 31, 2023

| | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|----------------------------------|--------------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|------|------|--------------|
| Utilities: | | | | | | | | | | | | | |
| Consumers | \$ 576.76 | | | | | | | | | | | | \$ 576.76 |
| Frontier | \$ 46.82 | | | | | | | | | | | | \$ 46.82 |
| MISEC | \$ 28,332.91 | | | | | | | | | | | | \$ 28,332.91 |
| Total Utilities | \$ 28,956.49 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 28,956.49 |
| Credit Cards: | | | | | | | | | | | | | |
| General Fund | | | | | | | | | | | | | \$ - |
| Early Childhood | | | | | | | | | | | | | \$ - |
| Food Service | | | | | | | | | | | | | \$ - |
| Tech/Security Millage | | | | | | | | | | | | | \$ - |
| Capital Projects | | | | | | | | | | | | | \$ - |
| Student Activities | | | | | | | | | | | | | \$ - |
| Total Credit Card Charges | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

***Credit cards are always a month behind

July 2023 Transfers

| Payment Date | Debit Account Desc | Credit Account Desc | Amount |
|-------------------------|----------------------------------|--|------------------------|
| 7/3/2023 | Checking - General Fnd Inv - USD | Checking - General Account - USD ***General Account Low | \$ 300,000.00 |
| 7/7/2023 | Checking - General Fnd Inv - USD | Checking - Payroll - USD ***7/7/23 Payroll & ORS Transfer | \$ 837,693.74 |
| 7/24/2023 | Checking - General Fnd Inv - USD | Checking - General Account - USD ***General Account Low | \$ 300,000.00 |
| 7/24/2023 | Checking - General Fnd Inv - USD | Checking - Payroll - USD ***7/21/23 Payroll, ORS, & 147c Transfer | \$ 1,194,215.71 |
| 7/31/2023 | Checking - General Account - USD | Checking - Debt Retirement Acct - USD ***Correction to Deposit | \$ 1,372.37 |
| 7/31/2023 | Checking - General Fnd Inv - USD | Checking - General Account - USD ***General Account Low | \$ 300,000.00 |
| Total Transfers in July | | | <u>\$ 2,933,281.82</u> |

Personnel Report – August 21, 2023

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

Shevaun Bacholl - Transportation
Brittany Bordeaux – Elementary ASD Teacher
Dr. Madison Freeland, PT, DPT - Physical Therapist
Kyle Hall - Varsity Girls' Soccer Coach
Cassidy Hazekamp – Grade K-8 STEM Teacher
Brigham Johnson – Math Interventionist (Middle School)
Olivia Kirk – Psychologist Intern
Katie Martinez – Instructional Assistant (Edgewood)
Tia Mitchell – Instructional Assistant (Edgewood)
Raymond Pierson – Transportation / Mechanic
Jennifer Schema – Reading Interventionist (Middle School)
Ryder Smith – Instructional Assistant (High School)
Hannah Williams – Early Childhood Special Education Teacher (Shettler)

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

Jeremy Holmes – Physical Education Teacher (Edgewood and HS)

The following positions are currently posted:

Physical Education Teacher (Edgewood / High School)
Special Education Resource Room Teacher
Elementary Special Education Teacher
Student Support Specialist
Instructional Assistant – Multiple Positions
Bus Driver
Bus Aide
Noon Supervisor
Year Round Child Care Assistant
Year Round School Age Care and Summer Fun Camp Assistant
Central Receiving Specialist



Kennedy, Jason <jkennedy@fruitportschools.net>

Approval of Full-Year Basic Substitute Permit for BRITTANY BORDEAUX

1 message

MOECS-noreply@michigan.gov <MOECS-noreply@michigan.gov>
To: jkennedy@fruitportschools.net

Thu, Aug 17, 2023 at 2:46 PM

Dear Jason Kennedy:

The Office of Educator Excellence has approved your Full-Year Basic Substitute Permit application for BRITTANY BORDEAUX.

Fruitport Community Schools has approval to employ Ms. BORDEAUX in the SPECIAL EDUCATION - AUTISM SPECTRUM DISORDER assignment(s), within the issue and expiration dates, for the 2023 - 2024 school year.

The permit is valid upon payment.

Individuals pay a single permit fee per school year, irrespective of how many permits are issued for the individual.

If payment is required, Ms. BORDEAUX will receive an email from MOECS-noreply@michigan.gov with a link to pay the \$45.00 application processing fee.

Schools may log into their school district MOECS account to verify the status of any permit.

Michigan Department of Education
Office of Educator Excellence
P.O. Box 30008
Lansing, MI 48909
MDE-EducatorHelp@michigan.gov
517-241-5000

Please do not reply to this email as this is an automated message generated by the Michigan Online Educator Certification System (MOECS).

EmailID: 13

MEMORANDUM

To: Jason Kennedy

CC: School Board,

From: Greg Bodrie

Date: 08/15/2023

Re: **Physical Therapist**

On August 3, 2023 Madison Freeland was interviewed for a Physical Therapist position within the Eastern Service Unit. A second interview was conducted on August 8, 2023. The committee unanimously selected Ms. Freeland. She has eight years of experience working with similar clients as she will serve in our schools. Her reference checks were exemplary. It is recommended that Ms. Freeland's employment begin on September 5, 2023. Per Fruitport's EA contract her first year salary will be \$62,500 which falls at PHD, Step 4.

Dr. Madison Freeland PT, DPT

17137 Erie Dr.
Spring lake, MI 49456
(231-740-7196
Freeland.Madison@yahoo.com

OBJECTIVE

I am a newly graduated DPT, seeking employment and opportunities in the outpatient pediatric setting. I am interested in clinical education and internship opportunities to allow me to continue my education in the pediatric specialty and receive pediatric CEUs.

EXPERIENCE

Ivy Rehab Physical Therapy, Muskegon, MI - PT, DPT

August 2022 - Current

As a staff physical therapist I am responsible for treating 40 hours worth of patients, which varies in number of visits with evaluations, daily (return) visits, progress notes, reevaluations, and discharges. On average, I currently am seeing around 50 patients per week. At Ivy Muskegon, we do double patients, so I very quickly learned to juggle a large caseload with patient care, patient coordinator tasks (such as scheduling), and other insurance related necessities.

Benchmark PT (Outpatient Ortho), Macon, GA — SPT

February 2021 - March 2021, July 2021 - September 2021

As a student physical therapist, I had the opportunity to learn and grow in my ability to treat patients in this outpatient orthopedic setting. Under my CI, I evaluated and treated 5-10 patients per day.

HealthQuest Physical Therapy (Outpatient Ortho), West Bloomfield, MI — PT technician

January 2018 - May 2019

I worked closely with patients to help them learn and execute exercises. I taught patients exercises and stretches they did not know and motivated them throughout their rehab. I also had some clerical duties.

Helen DeVos Children's Hospital (Peds, Acute care), Grand Rapids, MI — Child Life Volunteer

February 2017 - May 2017

I assisted Child Life Specialists by tending to the needs of children that were in the hospital and their families.

EDUCATION

South College, Knoxville, TN — PT, DPT

January 2020 - June 2022

I graduated from South College with my PT, DPT degree in June of 2022.. This is a hybrid/online program, where I learned didactically online, and traveled for two weeks at a time to Knoxville, TN for an in person lab intensive.

Graduating GPA: 3.2

Oakland University, Rochester, MI — Bachelor's degree

August 2017 - April 2019

I earned my Bachelor's degree in Health Sciences with a focus in Pre-PT in April of 2019.

GPA at time of graduation: 3.52

HARD SKILLS

Current Technology

Microsoft products

Epic

Raintree

MediTech

SOFT SKILLS

Extremely neat and organized

Fast Learner

Coachable

Can Cooperate Well

Team Player

Leadership

Focused

Dependable

Very personable

Diligent Worker

I am flexible and able to adapt when needed but I can also stick to deadlines and get work done.

CERTIFICATIONS

BLS

First Aid/CPR/AED

REFERENCES

Bria Keenoy PT, DPT

Area Director/Clinical Director for Ivy Rehab
Current Director, Mentor
(989) 400-6717 - Cell

Dean Miller, PT

Owner/Director at Covenant Shores Physical Therapy (Muskegon, MI)
Mentor, job shadowed, PT I saw for hip/low back issues in high school
(231) 750-8399 - Cell

Marnie Whittenbach, PT

PT for the Montcalm area ISD for kids birth-3y.o.
Mentor, multiple job shadows
(616) 894-9051

MEMORANDUM

To: Jason Kennedy

CC: School Board

From: Greg Bodrie

Date: 08/18/2023

Re: **ECSE Teacher**

On August 3, 2023 Hannah Williams was interviewed for an Early Childhood Special Education Teacher position . A second candidate was interviewed on August 16, 2023. The committee selected Hannah Williams. She has four years of experience working with pre-school populations. Her reference checks were exemplary. It is recommended that Ms. William's employment begin on August 21, 2023. Per Fruitport's EA contract her first year salary will be \$46,000 which falls at BA- Step 2.

Hannah Williams

11340 Wake Dr Allendale, MI 49401 | (616) 322-6259 | hannahmariew11@gmail.com

EDUCATION

Central Michigan University, Mount Pleasant, MI

Graduated in May 2023

Bachelors in Science of Education

Overall GPA: 3.98

Major: Teaching Early Childhood Education Birth-K & Special Education

Grand Rapids Community College, Grand Rapids, MI

Graduated in May 2021

Associate of Applied Arts and Sciences

Overall GPA: 3.813

Major: Child Development

PROFESSIONAL EXPERIENCE

Kelloggsville Early Childhood Center Wyoming, MI

August 2019 – May 2020

Assistant Teacher

- Provided support in the classroom alongside the lead teacher to ensure safety and quality learning for all students.
- Assisted with prepping lesson materials and planned lessons for differing parts of the day.
- Facilitated small group lessons each day and provided positive interactions during learning.
- Promoted a safe and clean learning environment for children and staff.

Kelloggsville Early Childhood Center, Wyoming, MI

August 2019 – April 2021

Before and After School Child Care Provider

- Supervised safe interactions during indoor and outdoor play.
- Enforced rules to ensure that procedures within the classroom maintained safe for all children.
- Facilitated mealtimes, prepared and organized food for children.
- Maintained positive and constant communication with children and families.

Phyllis Fratzke Learning Laboratory (Grand Rapids Community College), Grand Rapids, MI

May 2021 – August 2021

Intern

- Implemented developmentally appropriate lessons through various points of the day.
- Developed lesson plans weekly including differentiation for children of differing ages and their learning levels.
- Observed and documented children in differing developmental domains. Utilized the observed information to implement lessons to support children at their learning level.

Kent ISD Great Start Readiness Program, Grand Rapids, Michigan

September 2021 – Present

Associate Teacher

- Assists and supervises 16 children throughout the entire school day.
- Utilizes variety of teaching methods to instruct children throughout the day.
- Prepares materials for lessons on a weekly basis for all parts of the day i.e., Read aloud, large group lessons, small group lessons, individualized lessons.
- Attends regularly scheduled professional development meetings.
- Provides resources and support for the children and families within the community.

RELEVANT EXPERIENCES

Coopersville West Early Childhood Center, Coopersville, MI

January 2023 – April 2023

Student Teaching Experience - Kindergarten

- Developed an executed lesson plans based on Common Core Standards with mentor teacher.
- Participated in IEP meetings.

- Utilized effective classroom management strategies and techniques.
- Participated in parent-teacher conferences.

ADDITIONAL WORK EXPERIENCE

Loft Outlet, Byron Center, MI

April 2019 – May 2021

Sales Associate

- Performed general store upkeep during store hours and after closing, including cleaning messes, organizing products, and stocking shelves.
- Assisted and supported team members when needed.
- Communicated and facilitated positive interactions between colleagues and customers.
- Completed tasks, such as setting up clothing displays, prior to deadline.

ADDITIONAL SECTIONS –

CERTIFICATIONS-

Child CPR AED, Infant CPR, First Aid Certified

Valid through August of 2024

EDUCATIONAL ACHIEVEMENTS-

Member of the National Honors Society of 2019

Presidents List at Grand Rapids Community College for 2 consecutive years of attending.

Delta Pi Alpha Recipient of 2021 at Grand Rapids Community College

Presidents List at Central Michigan University consecutively for each semester attended.

Summa Cum Laude Recipient of 2023 at Central Michigan University

SKILLS

Differentiated Instruction

Classroom Management

Communication

Collaboration

Knowledgeable of the use of Technology

Memo

To: FCS Board of Education
From: Allison Camp, Curriculum Director
Date: August 14, 2023
Re: Recommendation for Hire

On July 31, Christian Doctor, Danielle McConnell, Emma Taranko, and myself interviewed 4 candidates for our open STEM position at Edgewood and FMS. We brought 2 of those candidates back for a 2nd round teaching interview on August 10. After much consideration, the team offered the position to Cassidy Hazekamp. Cassidy graduated from Hope College with a Major in Learning Disabilities. She has previously taught at Mona Shores and Spring Lake. We are excited to have her join the FCS team

Cassidy Hazekamp

CJBulthuis8@gmail.com
(616) 402-8853
3722 Willow Creek Dr.
Fruitport, MI 49415

Education

Bachelors of Arts in Education, Hope College, Holland MI

Graduated May 2011

Major: Learning Disabilities

Overall GPA: 3.44/4.0 Major GPA: 3.72/4.0

Certifications: K-12 Special Education/K-5 General Education

Study Abroad, Tanzania, Africa

May 2010

- Traveled to Tanzania with a group of Hope College students. We went on several safaris in order to closely study African plants, animals, and birds. We also spent two days volunteering in schools and orphanages.

Montana Leadership Retreat, Glenn, Montana

July 2010

- Chosen by the Hope College Athletic Department to represent the volleyball program on a weeklong retreat. Together with other team representatives, we learned and practiced leadership strategies.

Middle School Resource Room Teacher

2016-Present

Spring Lake Middle School, Spring Lake, MI

August 2016-Present

- Planned and implemented English Common Core State Standards in a resource room and co-taught setting.
- Collaborated and planned with team members on the Special Education and General Education English teams to enhance classroom learning, create intentional learning groups, support student mental health, and compliance with IEP's.
- Created/utilized individual behavior plans, check in/check out systems, & classroom behavior management plans.
- Developed and managed caseload student's Individualized Education Plans while communicating with parents and monitoring student growth.
- Created schedules for two paraprofessionals to push into classrooms to support students in core classes. Supported paraprofessionals in day to day modifications for students.
- Part of the MTSS/B-PBIS committee at the middle school. Currently creating a comprehensive PBIS school wide plan.

Elementary Teacher

2012-2016

Lincoln Park Elementary, Norton Shores, MI

September 2012- 2016

- Planned and implemented Common Core State Standards in a traditional general education classroom.
- Plan with grade level team to assess our students, and work together to strategize according to our data.
- Attend and contribute in weekly professional development meetings, before school programs, and also selected to be a District Technology Team Member and Coordinator for Girls on the Run.
- Looped with my second and third graders, and was able to continue a well-managed, highly structured classroom. Created and maintained relationships with students and their families.

Long Term Substitute

2011-2012

Lincoln Park Elementary, Norton Shores, MI

January 2012- June 2012

- Prepared and taught in the Multi-age program (first-fifth grade). Managed a safe, cooperative classroom, completed independent daily grading, planning and assessing.
- Participated in professional development meetings, extended day programs, and Girls on the Run. Responsible for conducting parent/teacher conferences and completing report cards.

Jeffers Elementary, Spring Lake, MI

September 2011-November 2011

- Planned and taught second grade students in a general education classroom. Maintained a high functioning classroom; independently graded, planned and assessed.
- Participated in grade level meetings and staff collaboration. Conducted parent/teacher conferences and completed report cards.

Student Teaching

2010-2011

North Holland Elementary School, Holland, MI

Spring 2011 Semester

- Co-taught for five weeks in a K-5 resource room. Taught full time as a student teacher for seven weeks in the same resource room.

Waukazoo Elementary School, Holland, MI

Fall 2010 Semester

- Co-taught for five weeks in a third grade classroom. Taught full time as a student teacher for seven weeks in the same third grade classroom.

Teacher Aide and Field Placements

2008-2010

Holland East Elementary, Holland MI

Spring 2010

Pine Creek Elementary, Holland, MI

Spring 2010

Black River Charter Academy, Holland, MI

Fall 2009

Sheldon Pines School, Holland, MI

Fall 2009

Athletic and Coaching Experience

Hope College Varsity Volleyball, Holland, MI

August 2007-November 2010

- Varsity Volleyball Honorable Mention All-American 2010
- Varsity Volleyball Captain 2010
- Varsity Volleyball Final Four Team 2009
- Varsity Volleyball All-Region 2009 and 2010
- Varsity Volleyball 2nd Team All-Conference 2008, 2009, and 2010
- Varsity Volleyball Conference Champions 2008, 2009, and 2010

Spring Lake Public Schools, Spring Lake, MI

2015-Present

Varsity Volleyball Head Coach

Spring Lake Public Schools, Spring Lake, MI

2013-2014

Varsity Volleyball Assistant

Mona Shores Public Schools, Norton Shores, MI

2012

Varsity Volleyball Assistant

Inside Out Volleyball, Muskegon, MI

December 2011-June 2014

U-16 National Volleyball Coach

Spring Lake Public Schools, Spring Lake, MI

August 2011-November 2011

Freshman Volleyball Coach

Spring Lake Country Club Tennis, Spring Lake, MI

June 2010-August 2011

Tennis Instructor

Lakeshore Wave Volleyball Club, Holland, MI

December 2010-June 2011

U-14 Volleyball Coach

Dead Frogs Volleyball Club, Byron Center, MI

January 2010-March 2010

U-14 Volleyball Coach

Angle Volleyball Club, Grand Haven, MI

March 2009-July 2009

U-18 Volleyball Coach

Spring Lake Public Schools, Spring Lake, MI

January 2009-March 2009

8th Grade Volleyball Coach

Angle Volleyball Club, Grand Haven, MI

March 2008-July 2008

U-14 Volleyball Coach

Brigham Johnson

2026 Tibet Road Norton Shores, Muskegon, 49441

(317) 775-8264

brigham_johnson@taylor.edu

High-energy professional educator finalizing Bachelor's degree in Elementary Education at Taylor University. Desiring opportunities focused on advancing classroom abilities and building career foundations. Enthusiastic about pursuing new avenues of learning, growing professionally and building upon acquired skills. Well-organized and ready to support elementary and middle-school students in developing full potential.

EDUCATOR LICENSURE

Dual Licensed in Elementary Education with a concentration in Mathematics.

EXPERIENCE

Eastbrook Middle School

Marion, Indiana, *Rural Public School Student Teaching*, August–October 2022

- Use expeditionary learning to instruct students individually and in groups, using various teaching methods.
- Adapt teaching methods and instruction materials to meet students in an inclusion math class.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

Grissom Memorial Elementary School

Muncie, Indiana, *Inner City Public School Student Teaching*, October–December 2022

- Confer with other qualified teachers and staff members to plan and schedule lessons promoting learning and following approved curriculum.
- Prepare objectives and outlines for courses of study, following curriculum guidelines.
- Guide and counsel students with adjustment or academic problems, or special academic accommodations.

Maranatha Bible & Missionary Conference Center

Norton Shores, Michigan

Staff Leader and Counselor, June 2016–August 2022

- For seven summers, Supervise and coordinate the work activities of personnel, such as training staff members, creating work schedules, and assigning duties.
- Organize, lead, and promote effective programming and interest in activities such as vacation bible school, mentorship, programs, crafts, and games with weekly groups of up to 50 students.

Castleton United Methodist Church VBS

Castleton, Indiana

Childcare, May 2016, 2017, 2018

- Adapted bible verses and lessons into stories and activities to help children comprehend scriptures.
- Employed a variety of instructional aids, methods and materials to provide for creative teachings, helping children grow spiritually.
- Organize and conduct age-appropriate activities for multiple children to encourage intellectual and emotional development.

EDUCATION

Taylor University, Upland, Indiana

Elementary Education, August 2019–May 2023

I graduate from Taylor University in May 2023 with a Bachelor of Science in Elementary Education and a concentration in Mathematics. At Taylor University I have conducted 4 months of student teaching and 3 years of teaching practicum experience in grades K–8. In addition, I have tutored several students ranging from 5th grade to 8th grade.

SKILLS

Empathetic and Open Minded

Ability to communicate, listen, and work coherently with others.

Dependable and Prompt

Jennifer Schema

Spring Lake, MI 49456

jenniferschema6dk23_s4u@indeedemail.com

+1 734 716 2222

Grand Valley State University graduate, with a Bachelor of Arts in English. I enjoy working with and assisting people of all ages. My experiences include- Special Education Teacher Y5-2, substitute teaching, paraprofessional, assistant manager, server, childcare provider, licensed wildlife rehab technician and fitness instructor. In the types of jobs that I have held, I have had the pleasure of working with a variety of individuals in various settings; each requiring different tasks.

Work Experience

Summer School Teacher

National Heritage Academies - Muskegon, MI

June 2020 to August 2022

I effectively taught a classroom of 1st grade students that were considered far-below grade level. These students were able to get caught up and joined their cohorts in the fall, instead of being held back a grade.

Special Education Teacher

National Heritage Academies - Muskegon, MI

July 2019 to August 2022

Special education teacher, grades Y5-2. I would create and deliver lesson plans that met my student's individual IEP goals. I was able to schedule and facilitate IEP meetings. Through communicating with teachers and the families of the students in my caseload, I was able to create and foster learning environments that helped my students to thrive. My students would regularly show improvement both in the resource room, as well as in the general education setting. I also have experience inputting required data into Michigan's online special education site.

Paraprofessional

National Heritage Academies - Muskegon, MI

February 2019 to August 2020

Paraprofessional for grades 1st - 8th. I would help assist teacher's with student's reading and math development.

Fitness Instructor

HAMBURG FITNESS CENTER, Legacy Sports, LAFitness, Spenga - Michigan

January 2012 to August 2018

Fitness instructor for clients. I instructed spin and strength classes, where I was excited to bring my knowledge and energy to the class.

Wildlife Technician

Howell Nature Center - Howell, MI

January 2012 to August 2015

Wildlife rehab specialist. I had the pleasure of working alongside veterinarians caring for various wildlife, such as turkey vultures, coyote, deer, etc.

Education

Bachelor of Arts in English

Grand Valley State University - Allendale, MI

August 2000 to December 2005

High school diploma

Plymouth High School - Plymouth, MI

September 1994 to June 2000

Skills

- English
- Writing Skills
- Proofreading
- Special Education
- Meeting Facilitation
- Teaching
- Autism Experience
- Developmental Disabilities Experience
- Special Needs
- Classroom Management
- Crisis Intervention
- Experience Working With Students
- Case Management
- Curriculum Development

Katie Martinez

Muskegon, MI 49444

katiemartinez568_s2r@indeedemail.com

+1 830 446 6943

Authorized to work in the US for any employer

Work Experience

18 month Class Leader

Messiah Lutheran Kid's - Boerne, TX

August 2021 to December 2021

- Assist Lead Teacher
- Monitor recess, nap and learning stations
- Sanitize rooms daily
- Diaper changes/feeding times

Katie's/Owner

In Home Child Care - Boerne, TX

February 2019 to February 2021

- Childcare for ages Birth to 3
- Feeding/Diaper Changes
- Cleaning/Disinfecting play and nap areas
- Daily Lesson Curriculum/Educational Activities

Assistant Manager

Celeste Boutique - Boerne, TX

February 2019 to February 2019

- Key Holder
- Scheduling
- Generate Purchase Orders
- Assist Management Personal with Orders
- Receiving/Displays
- Oversee Sales Floor

Teller

Randolph Brooks Federal Credit Union - Boerne, TX

November 2017 to November 2017

- Reconcile cash drawers
- Deposits/Withdrawals
- Customer Relations
- Assist Management Personal

Administrative Assistant

Las Finezas/ Baby Love Boutique - Boerne, TX

November 2011 to May 2017

- Opening and closing store
- Reconcile cash drawers and deposit
- Trained Associates
- Generate purchase orders
- Receiving
- Establish relationship with individual vendors
- Personal Assistant to General Manager

Assistant Manager

Burlap Horse - Boerne, TX

October 2011 to October 2011

- Key holder
- Opening and closing store
- Trained Associates
- Maintained inventory control
- Customer service representative
- Maintained property

Education

High School Diploma

Iron River Christian Academy - Iron River, MI

Skills

- Exceptional team builder
- Curriculum Planner
- QuickBooks
- Microsoft Word
- Excel
- POS
- Mac Numbers
- Pages

Kyle T. Hall

3719 South Ct. Muskegon, MI 49444

Phone: 616-402-8959

Email: kyle.hall10@icloud.com

Position:

Fruitport High School Girls Varsity Soccer Coach

Education:

Western Michigan University- Bachelor Degree 2008

Profile:

Dynamic, highly motivated soccer coach who utilizes a comprehensive skill set to deploy a well-rounded, fundamentally sound program which assists student athletes in their personal development as: students, athletes, teammates, and future leaders.

Soccer Experience:

- 2005, 2006, 2007- West Michigan Edge
 - Played three seasons with the West Michigan Edge which was formally a member of the USL Premier Development League which is now the USL league 2 (Semi-Professional development league).
- 2003-2008 Player at Western Michigan University
 - Four-year letter winner who assisted WMU to a Mac Championship and a NCAA tournament birth. During tenure school hit several national rankings. Academic All-Mac selection. As a senior was the only Branco to start every game.
 - Instructed youth soccer camps
- 2000-2003 Player- Fruitport High School
 - Under the direction of legendary coach Ken Erny was a member of Fruitport's first ever regional final soccer appearance. 4-time first team all-conference and district player. First male soccer player in Fruitport history to be named 1st team all-state.
 - 2018 Inductee into Fruitport High School Athletics Hall of Fame.
 - Instructed soccer camps under Ken Erny from first inception until 2007.
- 2012-2020 Coached Youth (u6-u8) Soccer teams
 - Coached various youth soccer teams through the fury soccer club and sailors soccer club.
- 2022-2023 Coached for the West Michigan Storm
 - Coached 2014 girls select team
 - Coached 2010 girls premier team. Team won premier qualifying division.
- 2023-Present Coach for MFA North Shore
 - Coach of 2014 girls select team
 - Assistant Coach of 2010 girls premier team.

WORK EXPERIENCE:

Muskegon Police Department- 2008-Present

- While employed at the Muskegon Police Department has served in several capacities including road patrol, interdiction, undercover narcotics detective, general detective, and detective with Muskegon Major Case Initiative. Has been assigned as task force officer with (HSI) Homeland Security Investigations from 2016-2018 and as a task force officer with (FBI) Federal Bureau of Investigation from 2020- present.
- Attended medical first responder training.
- Have been instructor in various disciplines.

References:

- Jeannie McClain- Former Fruitport High School Girls Soccer Coach. Phone: 231-638-1358
- Jack Nummerdor - Athletic Director Mona Shores High School. Phone: 231-830-4777
- Chad Wiseman- Current head coach of Western Michigan University Mens Soccer. Phone: 269-276-3584

RJ Pierson

Heavy Machine Mechanic

Raymond J Pierson (RJ)
4072 Bexley Drive
Muskegon,
231-670-4035
Thepierson2016@gmail.com

EXPERIENCE

Morrison Industrial — Forklift Mechanic

June 2019- PRESENT

Diagnose mechanical and electrical issues with customer forklifts, put in parts requests and repair the diagnosed issues.

Grand Haven Public Schools— Heavy Machine Mechanic

May 2016- March 2019

I was responsible for diagnosing mechanical and electrical issues on the fleet of busses, and repairs needed. I also performed regular maintenance to the fleet such as oil changes, tire rotation, brakes, and fuse replacement. I was responsible for completing MDOT updates to the fleet. I also maintained the other various vehicles as a part of the transportation department.

Spring Lake Public Schools-Heavy Machine Mechanic

May 2016-2017

I started in the transportation department here at Spring Lake Public Schools and worked half the day at Spring Lake and half the day in Grand Haven. Once there was a full time opening at Grand Haven I transferred there full time. My job responsibilities were the same at both schools.

Preffered Muskegon— Mechanic

2010-2016

Diagnose, repair, and preformed aftermarket services on customer and dealership vehicles.

EDUCATION AND CERTIFICATIONS

MASTER DIESEL CERTIFICATION

CLASS B CDL with P & S Endorsement

Fruitport High School— 2006 Diploma

Class if 2006

NASCAR Technical University, North Carolina — Diploma

Diploma received 2007.

SKILLS

As a Mechanic for the last 15 years I have learned many new ways to diagnose and repair a variety of machines.

I have worked in dealerships where I gave brand new cars onceovers to make sure they are up to par. I have also installed a variety of aftermarket kits to Jeeps while I worked at a Chrysler dealership.

I have also acquired many skills working on diesel fuel engines.

I also have experience with small engine repairs and air break's. I am very fluent In wiring and electrical issues.

References

Jessica Whitlow-
231-638-3046

Bill Demars-
616-405-9014

15231 Canterbury Ln
Grand Haven, MI, 49417
(616) 502-0092
RyderSean03@gmail.com

RYDER SMITH

SKILLS

A knowledgeable individual with experience in providing support to children with special needs. Proven ability to create an inclusive and safe learning environment for students. Skilled at developing and implementing behavior plans, preparing lesson materials, and providing academic support.

EXPERIENCE

State Park DNR, Grand Haven, MI – *Special Education Teacher Assistant*

July 2023 – PRESENT

- One-on-one assistance with individual outside of the classroom.
- Encouraged and guided student with daily activities and tasks.
- Taught the importance of hard work and dedication during times of meeting.

Fruitport Middle School Track, Fruitport, MI – *Coach*

Spring 2023 – PRESENT

Grand Haven High School, Grand Haven, MI – *Special Education Teacher Assistant*

August 2022 – PRESENT

- Developed strategies to meet the needs of students with a variety of disabilities.
- Prepared weekly educational agendas with the help of a lead teacher.
- Supported students in developing life skills, following classroom routines, and managing behavior.

Fruitport Varsity Football, Fruitport, MI – *Coach*

August 2022 – PRESENT

Montina Manufacturing, Grand Haven, MI – *Manufacturing Production Associate*

June 2022 – August 2022

- Utilized hand and assembly tools to complete daily tasks.
- Monitored process operations to comply with specifications.

- Communicated production deadlines and goals to staff members to increase productivity.

Sidekicks of West Michigan, Grand Haven, MI – Assistant

June 2021 – August 2022

- Provided administrative support to team members and management in daily tasks.
- Encouraged and explored activities to help students improve gross and fine motor skills.
- Facilitated small group instruction to enhance student learning.

Camp Sunshine, Grand Haven, MI – Camp Counselor

Summer of 2014, 2015, 2016, 2017 and 2018

- Supervised individual students during weeklong sessions.
- Worked with other supervisors to plan activities that allow success for all campers.
- Provided emotional and behavioral support to youth campers.

EDUCATION

Hope College – Bachelor of Arts (B.A) Early Childhood and Behavior Management

May 2022 – Holland, MI

Currently finishing EI special education major

Extracurricular Activities

- Hope College Football Team

SKILLS

- IEP Goals
- Curriculum Development
- Positive Reinforcement Methods
- Behavioral Plan Management
- Autism and Spectrum Disorders

REFERENCES

- Available upon request.

Tia Mitchell

Whitehall, MI 49461

tiaharris849_t2a@indeedemail.com

+1 907 521 3227

Authorized to work in the US for any employer

Work Experience

Shift Lead

Walgreens - Grand Haven, MI

December 2022 to Present

CNA - Certified Nursing Assistant

Medilodge at the Shore - Grand Haven, MI

August 2022 to December 2022

CNA - Certified Nursing Assistant

Resthaven - Holland, MI

February 2022 to March 2022

Pharmacy Technician

Walgreens - Whitehall, MI

December 2021 to February 2022

I count medications, view prescriptions sent over from doctors, and deal with insurance issues for customers.

PCA/CNA

Mercy Health Mercy Campus - Muskegon, MI

August 2019 to September 2021

I take vitals and blood sugars on patients. I also provide everyday care, such as, bathing, toileting, and dressing. I also help the RN's with tasks that they need done.

CNA - Certified Nursing Assistant

OCEANA COUNTY MEDICAL CARE FACILITY - Hart, MI

July 2018 to June 2020

I work regular CNA duties. Caring for residents, feed residents in need, and toilet residents. Often, I find activities for residents who are bored and find the appropriate intervention for residents in need.

Education

High school or equivalent

Whitehall Senior High School - Whitehall, MI

August 2014 to May 2018

Skills

- Cna Certified
- Alzheimer's Care
- Senior Care
- Vital Signs
- Caregiving
- Dementia Care
- Patient Care
- Laundry
- Nursing
- Time management

Certifications and Licenses

CNA

Additional Information

SKILLS

- People Skills
- Dependable
- Learn quickly
- Adaptability
- Decision making
- Team working
- Creativity
- Patience



Fruitport Community Schools
SPECIAL BOARD MEETING MINUTES
Monday, August 14, 2023 – 5:30 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 Special Meeting of the Board of Education was called to order at 5:31 p.m. by Board President, Dave Hazekamp.
- II. **ROLL CALL:** Present – Elroy Buckner, Tim Burgess, Kris Cole, Susan Franklin, Dave Hazekamp, Steve, Kelly, and JB Meeuwenberg. All present.
- III. **APPROVAL OF AGENDA**

Item 23-136. MOTION by Cole, SECOND by Buckner to approve the agenda, as presented.

MOTION CARRIED: 7-0
- IV. **REMARKS FROM THE PUBLIC:** None
- V. **GENERAL BOARD BUSINESS:**

A. Special Meeting Minutes of August 1, 2023

Item 23-137. MOTION by Kelly, SECOND by Franklin to approve the Special Meeting Minutes of August 1, 2023, as presented.

MOTION CARRIED: 7-0

B. Property Closing Authorization - 259 N. 3rd Ave. Fruitport, MI 49415

Item 23-138. MOTION by Kelly, SECOND by Meeuwenberg to approve and authorize the Superintendent, Jason Kennedy, to sign and execute all property and title company closing documents for the purchase of the property located at 259

North 3rd Ave. Fruitport, MI 49415. The Superintendent, or his designee, are authorized to purchase said property on behalf of Fruitport Community Schools, and issue payment to Chicago Title of Michigan, Inc. in the amount of \$525,000 plus all applicable fees, taxes, and closing costs, as discussed.

ROLL CALL VOTE:

Elroy Buckner - YES

Tim Burgess - YES

Kris Cole - YES

Susan Franklin - YES

Dave Hazekamp - YES

Steve, Kelly - YES

JB Meeuwenberg - YES

MOTION CARRIED: 7-0

VI. ADJOURNMENT

Item 23-139. MOTION by Buckner, SECOND by Franklin to adjourn.

MOTION CARRIED: 7-0

The meeting adjourned at 5:39 p.m.

Respectfully submitted,

Susan Franklin, Board Secretary

Danielle VanderMeulen, Recording Secretary

BOARD ACTION REQUEST FORM

Meeting Date: August 21, 2023

To: Board of Education

Attachment # X-1

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Renewal of the School Resource Officer (SRO) contract with Fruitport Township.

Background Information:

Three (3) years ago, the District entered into a three-year agreement with Fruitport Township to have a School Resource Officer inside our school buildings. During the past three (3) years, the SRO, Dan Butler, has made a huge impact on safety in the District. It is time to consider renewal of the agreement for another three (3) years. It is the recommendation of the administration to approve the renewal agreement.

Financial Impact:

The District will reimburse Fruitport Township the cost of \$83,000 for the first year of the renewal agreement; with a 4% increase annually for SRO functions described in the Agreement. School safety grant dollars will be used to support this position.

Recommended Action:

To approve the attached contract with Fruitport Township to provide the District with a School Resource Officer, as discussed.

Action Taken:

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

AGREEMENT FOR LAW ENFORCEMENT SERVICES

This Agreement, made and entered into by and between Fruitport Township, a municipal corporation of the State of Michigan, (hereinafter referred to as the "Township") and the Fruitport Community School District, (hereinafter referred to as the "District");

The Township maintains and operates a police department and is willing, under the terms of this agreement, to extend law enforcement services to all District grounds and facilities for security and related purposes. It is understood by all parties that officers are employees of the Township.

The purpose of this agreement is to facilitate a clear understanding of roles, duties, and responsibilities. This contract is full recognition that the Agreement is a living document allowing for program evolution to provide the Township and District variances to address needs and future changes. The contract is set forth to provide universal clarification of expectations, to minimize confusion, and to provide consistency between officers and District administrators. Representatives from the District and the Township will meet annually to review the contract and the program.

1. The Township promises and agrees to:

Provide School Resource Officer (SRO) presence on site when the District is in session and during select evening/weekend activities. During such times, the SRO will provide security/protection for all students, staff and property of the District, and:

- A. Assist with District emergencies and emergency planning.
- B. Respond to criminal complaints and appear in court for prosecution of offenders.
- C. Assist school administration with the supervision parking lot traffic flow during school hours and maintain driver's registration for security purposes.
- D. Trace truancy cases.
- E. Refer student violations of the student code to the appropriate administrator. The SRO will not be considered a school disciplinarian.
- F. Monitor the security of the building and adjacent facilities
- G. Assist with student safety drills and training
- H. Monitor hallways between classes and after school.
- I. Have a periodic presence in each school building and on playgrounds for the purposes of visibility and relationship building.
- J. Give periodic presentations to students and/or staff regarding law enforcement matters such as sexting, identity theft, distracted driving, predators and human trafficking, substance abuse, etc.
- K. Serve as a liaison between the District and the greater law enforcement community.
- L. Maintain a "semester activities report" or such other report regarding the officer's activities, as may be required by the both parties represented in this agreement.

2. The District promises and agrees to:

A. Assume total responsibility for all costs as follows:

3. Reimburse the Township of \$83,000 for the first year; with a 4% increase annually for SRO functions described in A through M above:
4. Provide a private office, office furnishings, computer and an office telephone to the School Resource Officer.
5. It is mutually agreed that:
 - A. This agreement shall become effective on September 1, 2023, and shall terminate August 31, 2026, unless renewed under the provisions of this agreement. The Township will bill the District monthly for services rendered, and the District shall pay the bill within thirty (30) days of receipt of the invoice.
 - B. Each party will hold the other harmless from any and all liability arising from the conduct of its agents under this agreement. Each party will name the other as an additional insured on its general liability and umbrella liability policies for actions or occurrences which may result in the performance of this agreement.
 - C. District or Township may terminate this Agreement with thirty (30) days prior notice with a detailed explanation for termination of the agreement.
 - D. This agreement may be renewed by mutual agreement of the parties for additional three-year periods. Notice of intention to renew or not to renew shall be given by both parties ninety (90) days prior to the expiration of the agreement.

Agreement for Law Enforcement Services

FRUITPORT TOWNSHIP

FRUITPORT COMMUNITY SCHOOL DISTRICT

By Its Supervisor:

By Its Superintendent:

By Its Township Clerk:

By Its Director of Finance:

Date of Execution:

Date of Execution:



Business and Finance Committee
Monday, August 14, 2023
5:45 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 5:45 p.m. with Elroy Buckner, Kris Cole, Dave Hazekamp, and Jason Kennedy present.

1. **Athletic Conference Discussion** - The Committee discussed a letter received from the OK Conference that was jointly signed by the superintendent at Kenowa Hills Public Schools and the OK Conference Commissioner, dated August 14, 2023. The Committee discussed ongoing meetings between OK Conference schools where discussions about various conference alignments continue to take place.
2. **Other** - The Committee reviewed items from the other Board Committee meetings to provide a general overview of the topics to be discussed at the Regular Board Meeting on Monday, August 21, 2023.
3. Public Comment: None
4. Adjournment: The meeting was adjourned at 5:58 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Personnel Committee
Monday, August 14, 2023
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, Jonny Morehouse, and Jason Kennedy were present.

- 1. August 2023 Personnel Report** - The Committee reviewed the Personnel Report for August 2023. 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. Athletic Conference Discussion** - The Committee discussed a letter received from the OK Conference that was jointly signed by the superintendent at Kenowa Hills Public Schools and the OK Conference Commissioner, dated August 14, 2023. The Committee discussed ongoing meetings between OK Conference schools where discussions about various conference alignments continue to take place.
- 3. Other** - The Committee reviewed items from the other Board Committee meetings to provide a general overview of the topics to be discussed at the Regular Board Meeting on Monday, August 21, 2023.
- 4. Public Comment:** None
- 5. Adjournment:** The meeting was adjourned at 5:20 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Student Affairs Committee
Monday, August 14, 2023
5:15 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 5:20 p.m. with Tim Burgess, Susan Franklin, Dave Hazekamp, Jonny Morehouse, and Jason Kennedy present.

1. **Athletic Conference Discussion** - The Committee discussed a letter received from the OK Conference that was jointly signed by the superintendent at Kenowa Hills Public Schools and the OK Conference Commissioner, dated August 14, 2023. The Committee discussed ongoing meetings between OK Conference schools where discussions about various conference alignments continue to take place.
2. **Advanced Placement Literature and Language Textbook and Resource Purchase** - The Committee discussed the need to purchase new Advanced Placement (AP) textbooks and resources. Recommendations for AP Literature and AP Language were discussed with the Committee. Faculty members from the department made recommendations from the College Board's required textbook list. The Board will be asked to consider the purchase approval of [*Literature and Composition: Essential Voices, Essential Skills, Third Edition*](#) (Jago et al.), and [*The Language of Composition: Essential Voices, Essential Skills, Fourth Edition*](#) (Shea, Scanlon, & Aufses) to support these AP courses. The cost is not to exceed \$17,000 and will be purchased using ESSER funds.
3. **Thrun Law Annual Policy Update** - The Committee discussed the annual policy update from Thrun Law Firm and was provided a copy of the update summary. The summary highlighted the updates to each of the policies in the annual update. A first reading of the policies will take place on August 21, 2023.

4. **Other:** None

5. **Public Comment:** None

6. **Adjournment:** The meeting was adjourned at 5:30 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

BOARD ACTION REQUEST FORM

Meeting Date: August 21, 2023

To: Board of Education

Attachment #: XIII-2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

AP Literature and AP Language Textbook and Resource Purchase Recommendation

Background Information:

As a part of the Curriculum Review and Replacement Cycle, Advanced Placement (AP) textbooks were scheduled to be replaced in the 2024 - 2025 school year. However, an adjustment was made to the schedule to provide elementary teachers more time before adopting a new social studies curriculum. With that move, it was decided to move the AP textbook replacement up a year in order to keep costs manageable across each year.

Recommendations for AP Literature and AP Language were made by faculty members from the department selecting textbooks from the College Board's required textbook list. It is recommended to approve the purchase of [*Literature and Composition: Essential Voices, Essential Skills, Third Edition*](#) (Jago et al.), and [*The Language of Composition: Essential Voices, Essential Skills, Fourth Edition*](#) (Shea, Scanlon, & Aufses) to support these AP courses.

Financial Impact:

The cost for these textbooks and resources will not exceed \$17,000, with funds coming out of ESSER to support this expenditure.

Recommended Action:

To approve a cost not to exceed \$17,000 for the purchase of Literature and Composition: Essential Voices, Essential Skills, Third Edition (Jago et al.), and The Language of Composition: Essential Voices, Essential Skills, Fourth Edition (Shea, Scanlon, & Aufses) to support these AP courses, as recommended by the high school faculty, with funds coming out of ESSER to support this expenditure, as discussed.

Action Taken:

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

Advanced Placement Textbook Replacement

As a part of the Curriculum Review and Replacement Cycle, Advanced Placement (AP) textbooks were scheduled to be replaced in the 2024 - 25 school year. However, we moved the K - 5 social studies review to that school year in order to give the elementary teachers time to fully implement the new math program before taking on another new textbook/resource. With that move, we needed to make another move in order to keep the costs manageable. So, we are going to replace most of the AP books that need to be replaced in the 2023 - 24 school year.

I asked all teachers to choose their book from the list that is provided by the [College Board](#) that meets all of the curricular requirements of the respective classes that they are teaching (see screen shots of the list below). They chose their top 2 or 3 from the list, reviewed samples sent by the textbook companies, and made a decision.

1. AP Government - Government in America, 2014 Elections and Updates Edition (16th Edition) **replaced in 2017**
2. AP Physics - Halliday, Resnick, and Walker - Fundamentals of Physics - AP Edition (HMH)

The list below represents examples of textbooks that meet the curricular requirements of AP Physics C: Mechanics. The list is not exhaustive and the texts listed should not be regarded as endorsed, authorized, recommended, or approved by College Board. Not using a book from this list does not mean that a course will not receive authorization. Syllabi submitted as part of the AP Course Audit process will be evaluated holistically, with textbooks considered along with supplementary resources to confirm that the course as a whole provides students with the content delineated in the curricular requirements of the AP Course Audit.

The current editions of the following textbooks meet the AP Course Audit curricular requirements. Earlier editions of these texts or other textbooks not listed here may meet the AP Course Audit curricular requirements if supplemented with appropriate college-level instructional resources. While every effort is made to keep this list current, it can take a few months for newly published titles and revised editions to be reviewed.

For discussions regarding the usefulness of these texts and other teaching materials in the AP Physics C classroom, please consult the [AP Physics C Teacher Community](#).

- Bauer, Wolfgang, and Gary Westfall. *University Physics*, McGraw Hill.
- Chabay, Ruth W., and Bruce A. Sherwood. *Matter and Interactions: Electricity and Magnetic Interactions*. New York: John Wiley & Sons.
- Fishbane, Paul M., Stephen Gasiorowicz, and Stephen M. Thornton. *Physics for Scientists and Engineers*. Upper Saddle River, NJ: Prentice Hall.
- Giancoli, Douglas C. *Physics for Scientists and Engineers*. Upper Saddle River, NJ: Prentice Hall.
- Halliday, David, Robert Resnick, and Jearl Walker. *Fundamentals of Physics*. New York: John Wiley & Sons. (or any variation on the Halliday text)
- Hecht, Eugene. *Physics: Calculus*. New York: Brooks/Cole.
- Knight, Randall D. *Physics for Scientists and Engineers: A Strategic Approach with Modern Physics*. Boston, MA: Addison-Wesley.
- Moebs, William, Samuel Ling, and Jeff Sanny. *University Physics Volume 1*. OpenStax.
- Sanny, Jeff, and William Moebs. *University Physics*. Fort Worth, TX: Saunders.
- Serway, Raymond A. *Principles of Physics*. 1st Edition. Fort Worth, TX: Saunders, 2012.
- Serway, Raymond A. and John W. Jewett, *Physics for Scientists and Engineers with PhysicsNow and InfoTrac*. 5th edition. National Geographic Learning/Cengage Learning.
- Tipler, Paul A. *Physics for Scientists and Engineers*. New York, NY: W. H. Freeman.
- Wolfson, Richard, and Jay M. Pasachoff. *Physics for Scientists and Engineers*. Reading, MA: Addison Wesley Longman.
- Young, Hugh D., and Roger A. Freedman. *University Physics*. 14th Edition. Addison Wesley.
- Young, Hugh D., Roger A. Freedman, T.R. Sandin, and A. Lewis Ford. *Sears and Semansky's University Physics*. Reading, MA: Addison-Wesley

3. AP Chemistry - CHEMISTRY 10th edition" by Zumdahl and Zumdahl. ISBN: 978-0-357-87268-0 (Cengage)

Example Textbook List

The list below represents examples of textbooks that meet the resource requirements of AP Chemistry. The list is not exhaustive and the texts listed should not be regarded as endorsed, authorized, recommended, or approved by College Board. Not using a book from this list does not mean that a course will not receive authorization. Syllabi submitted as part of the AP Course Audit process will be evaluated holistically, with textbooks considered along with supplementary, supporting resources to confirm that the course as a whole provides students with the content delineated in the curricular requirements of the AP Course Audit.

The specified editions of the following textbooks meet the AP Course Audit curricular requirements. Earlier editions of these textbooks or other textbooks not listed here may meet the AP Course Audit curricular requirements if published within the last 10 years. While every effort is made to keep this list current, it can take a few months for newly published titles and revised editions to be reviewed.

For discussions regarding the usefulness of these texts and other teaching materials in the AP Chemistry classroom, please consult the [AP Chemistry Teacher Community](#).

- Atkins, Peter, Loretta Jones, and Leroy Laverman. *Chemical Principles: The Quest for Insight*. 8th Edition. W.H. Freeman, 2023.
- Brown, Lemay, Bursten, Murphy, Woodward, and Stoltzfus. *Chemistry: The Central Science*. 15th edition. Pearson. 2023.
- Chang, Raymond. *Chemistry, AP Edition*. 14th edition. McGraw-Hill Education. 2022.
- Ebbing and Gammon. *General Chemistry*. 11th edition. National Geographic Learning/Cengage Learning.
- Flowers, Paul, Klaus Theopold, Richard Langley, and William R. Robinson. *Chemistry 2e*. 2nd edition. OpenStax CNX.
- Gilbert, Kirss, Bretz, Foster. *Chemistry: An Atoms First Approach, AP Edition*. 1st Edition. W.W. Norton. 2020.
- Jespersen, Neil D., and Alison Hyslop. *Chemistry: The Molecular Nature of Matter*. 8th edition. Wiley. 2021.
- Kotz, John C., Paul M. Treichel, John R. Townsend, and David Treichel. *Chemistry and Chemical Reactivity*. 10th edition. National Geographic Learning/Cengage Learning.
- Masterson and Hurley. *Chemistry: Principles and Reactions*. 8th edition. National Geographic Learning/Cengage Learning.
- Petrucci, Ralph H. *General Chemistry: Principles and Modern Applications*. 11th edition. Pearson College Division. 2016.
- Silberberg, Martin. *Chemistry: The Molecular Nature of Matter and Change, AP Edition*. 9th edition. McGraw-Hill Education. 2021.
- Smith, Cheri, Gary Davidson, Megan Ryan, and David Toth. *AP Chemistry 1 and AP Chemistry 2*. 1st edition. Edvantage Interactive.
- Trivedi, Ketan M. *AP Chemistry Flash Drive for PC*. Trivedi Chemistry.
- Tro, Nivaldo. *Chemistry: A Molecular Approach Edition*. 6th edition. National Geographic Learning/Cengage Learning. 2023.
- Zumdahl, Steven S. and Susan A. Zumdahl. *Chemistry: An Atoms First Approach*. 2nd Edition. Cengage Learning. 2015.
- Zumdahl, Steven S., Susan A. Zumdahl, and Donald J. DeCoste. *Chemistry (AP Edition)*. 10th edition. National Geographic Learning/Cengage Learning. 2018.

4. AP Literature - [Literature and Composition: Essential Voices, Essential Skills, Third Edition](#) (new edition of the one highlighted below)

For discussions regarding the usefulness of these texts and other teaching materials in the AP English Literature and Composition classroom, please consult the [AP English Teacher Community](#).

Textbooks

- Arp, Thomas, and Greg Johnson, eds. *Perrine's Literature: Structure, Sound & Sense*. 11th edition. Cengage Learning. 2012.
- Jago, Carol, Renee H. Shea, Lawrence Scanlon, and Robin Dissin Aufses. *Literature & Composition: Reading, Writing, Thinking*. 1st edition. Bedford/St. Martin's. 2017.
- Kennedy, X. J., and Dana Goia, eds. *Literature: An Introduction to Fiction, Poetry, Drama and Writing*. 12th edition. Longman. 2012.
- Kirszner, Laurie G., and Stephen R. Mandell, eds. *Literature: Reading, Reacting, Writing*. 8th edition. Cengage Learning. 2012.
- Mays, Kelly J., ed. *The Norton Introduction to Literature*. 14th edition. W. W. Norton. 2022.
- McMichael, George, et al., eds. *The Anthology of American Literature*. 10th edition. Longman. 2010.
- Meyer, Michael, and D. Quentin Miller, eds. *Literature to Go*. 4th edition. Bedford/St. Martin's. 2020.
- Roberts, Edgar V., and Robert Zweig, eds. *Literature: An Introduction to Reading and Writing*. 10th edition. Longman. 2011.
- Schwiebert, John E, ed. *Reading and Writing from Literature*. 3rd edition. Cengage Learning. 2004.

Readers

- Arp, Thomas, and Greg Johnson, eds. *Perrine's Sound and Sense: An Introduction to Poetry*. 14th edition. Cengage Learning. 2013.
- DiYanni, Robert, and Kraft Rompf, eds. *The McGraw-Hill Book of Poetry*. 1st edition. McGraw-Hill. 1993.
- Ferguson, M, Kendall, T., and Salter, M. eds. *The Norton Anthology of Poetry*. 6th edition. W. W. Norton. 2018.

5. AP Language - [*The Language of Composition: Essential Voices, Essential Skills, Fourth Edition*](#) (new edition of the book highlighted below)

please consult the Resource section of the [AP English Teacher Community](#).

Textbooks

- Abdon, Brandon, Timothy Freitas, and Lauren Peterson. *AMSCO: Advanced Placement English Language and Composition*. Perfection Learning. 1st Edition. 2019.
- Aufses, Robin Dissin, Renee Shea, and Lawrence Scanlon. *Conversations in American Literature: Language, Rhetoric, Culture*. Boston: Bedford/St. Martin's. 2014.
- Aufses, Robin Dissin, Renee Shea, Katherine Cordes, and Lawrence Scanlon. *American Literature and Rhetoric*. Bedford/St. Martin's. 2021.
- Barnett, Sylvan, and Hugo Bedau. *Current Issues and Enduring Questions: A Guide to Critical Thinking and Argument, with Readings*. Boston: Bedford/St. Martin's. 11th edition. 2017.
- Burke, Jim. *Uncharted Territory: A High School Reader*. New York: W. W. Norton. 2016.
- Faigley, Lester, and Jack Selzer. *Good Reasons with Contemporary Arguments*. New York: Longman. 7th. 2017.
- Graff, Gerald, Cathy Birkenstein, and Russel Durst. *They Say/I Say: The Moves that Matter in Academic Writing*. New York: W.W. Norton & Co. 4th edition. 2018.
- Heinrichs, Jay. *Thank You for Arguing: What Aristotle, Lincoln, and Homer Simpson Can Teach Us about the Art of Persuasion*. New York: Three Rivers Press. 3rd edition. 2017.
- Jolliffe, David, and Hephzibah Roskelly. *Writing America: Language and Composition in Context, AP Edition*. Upper Saddle River, NJ: Pearson. 2014.
- Kirszner, Laurie G., and Stephen R. Mandell. *Practical Argument*. Boston: Bedford/St. Martin's. 3rd edition. 2017.
- Lunsford, Andrea A., John J. Ruszkiewicz, and Keith Walters. *Everything's an Argument: with Readings*. Boston: Bedford/St. Martin's, 2010. 8th edition. 2019.
- Lunsford, Andrea, et al. *Everyone's an Author*. New York: W. W. Norton. 3rd edition. 2020.
- Muller, Gilbert H. and Melissa E. Whiting. *Language and Composition: The Art of Voice, AP Edition*. New York: McGraw-Hill. 2nd edition. 2019.
- Roskelly, Hephzibah, and David Jolliffe. *Everyday Use: Rhetoric at Work in Reading and Writing*. New York: Longman. 2nd edition. 2009.
- Shea, Renee, Lawrence Scanlon, and Robin Dissin Aufses. *The Language of Composition*. Boston: Bedford/St. Martin's. 3rd edition. 2018.
- Williamson, John R., Zell, Mary Jo, Davis, Elizabeth. *Ideas in Argument: Building Skills and Understanding*. Bedford, Freeman & Worth. 1st edition. 2022.
- White, Fred and Simone Billings. *The Well Crafted Argument*. Boston: Wadsworth Cengage Learning. 6th edition. 2017.

6. AP Calculus -

Series 2000: Bylaws

2300 Board Member Conduct

2303 Violation of Board Code of Ethics

The Board is responsible for enforcing the Code of Ethics (Policy 2302) for its members.

- A. If it is suspected or alleged that a Board member has violated the Code of Ethics, the following may occur:
1. The President (or Vice President, if the President is the focus of the inquiry) may confer with that Board member to determine whether the suspected or alleged violation is disputed.
 - a. If the suspected or alleged violation is not disputed, the President/Board may propose how the member may remedy the violation; or
 - b. If the suspected or alleged violation is disputed, [Choose one: the President may initiate an investigation / the Board may initiate an investigation by an affirmative vote of a majority of the members elected or appointed to and serving on the Board].
 2. The Board may discuss the alleged violation as an agenda item at a Board meeting. At the affected Board member's request, the Board may convene in a closed session under the Open Meetings Act to consider complaint(s) or charge(s) brought against the Board member.
- B. If the violation is admitted or the Board determines that a disputed violation has been established by at least a preponderance of the evidence, the Board may consider:
1. whether to publicly censure the Board member through a formal Board resolution reprimanding the Board member;
 2. whether to remove the Board member from committee assignments;
 3. whether to remove the Board member from any Board office or position (e.g., Vice President, Secretary);
 4. whether the violation rises to the level of gross neglect of duty or corrupt conduct in office, or other misfeasance or malfeasance, warranting referral to the Governor pursuant to Michigan Constitution, Article V, §10 for possible suspension or removal from public office;
 5. whether the violation may constitute a criminal violation of the Revised School Code, the Michigan Penal Code, or other applicable Michigan law, warranting referral to local law enforcement; and
 6. any other act authorized by law.

Legal Authority: Const 1963, art 5, §10, Const 1963, art 11, §1; MCL 380.619, 380.1107,
380.1804, 380.1815, 380.1816, 380.1230, 380.1230a, 380.1230b

Date adopted:

Date revised:

Series 2000: Bylaws

2400 Board Membership and Duties

2405 Board Officers

Board officers will consist of a President, Vice President, Treasurer, and Secretary. [Choose Option 1 or 2:] [Option 1: Board officers must be Board members.] [Option 2: The President, Vice President, and Secretary must be Board members, but the Treasurer is not required to be a Board member.]

A. Election of Board Officers

1. The Board must elect a President and Vice President. The Board may also elect a Treasurer and Secretary.
2. Board officer elections will take place at an organizational meeting of the Board.
3. A candidate for a Board officer position must receive a majority vote of the Board members then serving on the Board.
 - a. If no person receives a majority vote in an initial vote, the candidates for a second vote will consist of:
 - i. the 2 persons who received the most votes; or
 - ii. if more than 2 persons are tied for the most votes received, all persons tied for most votes received; or
 - iii. if 1 person received the most votes and there is a tie for second place, the person who received the most votes and the persons tied for the second place.
 - b. The process for narrowing candidates will be repeated in subsequent voting rounds.
4. Elected Board officers will serve in that capacity until the following year's organizational meeting at which board officers are elected, unless a Board member resigns from the officer position or a Board majority votes to remove that Board member from the officer position.

- B. If the Board does not elect a Secretary, the President must appoint a Board member to the vacant office. If the Board does not elect a Treasurer, the President must appoint a Board member [include if Option 2 is selected: or non-Board member] to the vacant office.

C. Removal of Board Officers

The Board, by a majority vote of the members then serving, may remove a Board officer from the officer position, with or without cause.

D. Board Officer Vacancies

1. If the office of President becomes vacant, the Vice President will succeed to the office of President for the balance of that office's term.
2. If the office of Vice President, Secretary, or Treasurer becomes vacant, the Board must promptly elect a Board member to fill that vacancy.
3. [Choose Option 1 or 2:] [Option 1: If the office of Secretary or Treasurer becomes vacant, the Board may elect a Board member to fill that vacancy or the President may appoint a Board member to fill that vacancy.] [Option 2: If the office of Secretary becomes vacant, the Board may elect a Board member to fill that vacancy or the President may appoint a Board member to fill that vacancy. If the office of Treasurer becomes vacant, the Board may elect a Board member or non-Board member to fill that vacancy or the President may appoint a Board member or non-Board member to fill that vacancy.] The person elected or appointed to a vacant Board office will serve in that office for the balance of that office's term.

E. Assistants to the Secretary and Treasurer

1. The Board may appoint an assistant to the Secretary and an assistant to the Treasurer who are not required to be Board members.
2. The Board may remove an assistant to the Secretary or an assistant to the Treasurer by majority vote. After a removal, the Board may appoint a person to fill the vacant position.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501A *Electronic Board of Education Meetings*

The Board may hold electronic meetings, and Board members and the public may participate remotely, only as permitted by this Policy, the Open Meetings Act, and other applicable law.

A. Definition

The definition in this section applies only to this Policy. All other words found in this Policy, unless specifically defined, are given their plain meaning.

“Two-Way Communication” means telephone, video, or other means of conferencing that allows Board members to hear and be heard by both the public and other Board members, and allows the public to hear and be heard by other members of the public and the Board members during public comment. Real-time typed public comments that may be read to or shared with Board members and the public is a sufficient form of two-way communication for purposes of public participation during an electronic Board meeting.

B. Permissible Reasons for Wholly Electronic Board Meetings

The Board may hold a meeting wholly electronically, with every Board member and the public participating remotely, if every Board member simultaneously satisfies one or more of the conditions identified in Section C of this Policy.

C. Permissible Reasons for Individual Board Member Remote Participation

A Board member who is not physically present at an in-person Board meeting due to military duty, a “disability” within the meaning of the ADA, or other reason permitted by Michigan law may be counted toward a quorum, deliberate, and vote. To qualify, members absent due to military duty must follow the procedures listed in Section D, below. Unless otherwise provided, any Board member who is not absent due to a qualifying exception must be physically present at the meeting to participate.

D. Procedures to Accommodate Board Member Remote Participation

The Board institutes the following procedures to ensure that a Board member who is not physically present at an in-person Board meeting may be counted toward a quorum, deliberate, and vote at a Board meeting.

1. The Board and the remote Board member will ensure there is Two-Way Communication during the meeting;
2. The remote Board member must provide notice to [REDACTED] at least [REDACTED] hours before the meeting; and [NOTE – DELETE AFTER ADOPTION:

Notice of an electronic meeting must be posted at least 18 hours in advance. We recommend that the remote Board member give notice sufficiently in advance of that time so that the District can disclose that member's absence into the posted notice.]

3. The Superintendent or designee will ensure that public notice of the remote Board member's physical absence and information on how to contact the remote Board member is provided sufficiently in advance of the Board meeting so that a member of the public may provide input on or ask questions about any business that will come before the Board at the meeting.

E. Procedures to Ensure Public Participation at Electronic Meetings

If the Board convenes a wholly electronic meeting or any Board member participates remotely, the public will also be provided the opportunity to attend the public meeting remotely.

The Board will not require the public to register or otherwise provide their names or other information as a condition of attending a Board meeting, whether in-person or remotely. The Board may require the public to submit information, consistent with public participation rules, to participate in the public comment portion of a meeting.

F. Electronic Board Meeting Notice Requirements

The Superintendent or designee will post notice of an electronic Board meeting at least 18 hours before the meeting. If the Board will be convening in a physical location with one or more Board members attending remotely pursuant to Section C, the notice must include both the physical and virtual locations of the meeting.

If the District has an internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the notice must be included on a portion of the District's website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic meetings that is accessible through a prominent and conspicuous link on the District website's homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic meetings.

The notice must clearly explain:

1. Why the Board is holding an electronic meeting;
2. How the public may participate remotely. If a telephone number, internet address, virtual meeting address, or other information is needed to participate, that information must be specifically provided;
3. How the public may contact Board members to provide input on or ask questions about business that will come before the Board at the meeting;

4. Which Board members will be participating remotely and information about how the public may contact those Board members in advance of the meeting to provide input on or ask questions about any business that will come before the Board at the meeting; and
5. How persons with disabilities may participate in the meeting.

G. Electronic Board Meeting Agenda Requirements

The Superintendent or designee must post the electronic meeting's agenda to the District's website, if an agenda exists. The agenda must be posted at least two hours before the electronic meeting begins. The Board may amend the agenda at the meeting.

Legal authority: MCL 15.263, 15.263a.

Date adopted:

Date revised:

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2506 Organizational Meetings

The Board's first regular meeting each [Choose one: calendar / fiscal] year will be an organizational meeting.

[Optional: During that meeting, the Board will:

- A. elect Board officers in compliance with Policy 2405. The Superintendent or designee will preside over the organizational meeting until a President is elected;
- B. set the schedule for regular Board meeting dates; and
- C. designate the District employee(s) authorized to post Board meeting notices under the Open Meetings Act.]

The Board may perform any other act and conduct any other business it deems appropriate during an organizational meeting.

The Board may conduct additional organizational meetings during the calendar or fiscal year.

Legal authority: MCL 380.11(a)(3)

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3308 *Distribution of Printed Material and Advertising in School*

District facilities may be used to advertise or distribute printed information for commercial or promotional purposes (“Advertisement”) in accordance with this Policy. An approved Advertisement does not reflect the District’s approval or endorsement of any product, organization, service, or issue referenced in the Advertisement. An Advertisement does not include public recognition or commemoration of District or student organization donors and sponsors.

A. General Restrictions on Advertisements

1. No Advertisement may:

- violate law or Policy or urge a violation of law or Policy;
- lie or mislead;
- advocate the use, or advertise the availability, of tobacco (including e-cigarettes), alcohol, cannabis/marihuana, illegal drugs, or related paraphernalia;
- contain a statement or image that describes or displays profanity, pornography, sexual activity, nudity, violence, serious injuries, or corpses;
- incite violence or advocate the unlawful use of force;
- invade a person’s privacy;
- violate a trademark, copyright, patent, or other intellectual property right;
- include material inappropriate for the maturity level of the students exposed to the Advertisement; or
- create a likelihood of a material and substantial disruption.

2. The District may regulate Advertisement content within legally permitted parameters.

3. The District may determine the size, location, and times of display of all Advertisements.

B. Student Group Advertisements

1. A student group is 1 or more students participating in District-sponsored curricular or extracurricular activities supervised by District personnel, such as an athletic team, student council, academic team, or student club.

2. A student group may use District facilities for that group's Advertisements with the prior approval of the applicable building principal or designee.
3. A non-student group Advertisement that appears within materials produced or distributed by a student group (e.g., yearbooks, student newspapers, and athletics or student club publications) is considered a non-student group Advertisement.

C. Non-Student Group Advertisements

1. A non-student group Advertisement is any Advertisement that is not considered a student group Advertisement or District speech.
2. A non-student group Advertisement must:
 - include a statement explaining that the group is not affiliated with, or endorsed by, the District;
 - receive prior approval from the Board [or Superintendent or designee]; and
 - be subject to a written contract with the District describing each party's obligations and rights.
3. [Optional: A non-student group Advertisement may not reference a political candidate or ballot question.]
4. A non-student group Advertisement, if approved, [Optional but recommended: is intended to generate revenue and] does not create a forum for speech or expression. [Note: Consult legal counsel for forum analysis.]

D. School Bus Advertisements

1. An Advertisement may not appear on the exterior of a school bus.
2. The District may allow an Advertisement in a school bus interior to the extent consistent with MDE's "Advertising Inside School Buses" guidelines: https://www.michigan.gov/documents/mde/Advertising_Inside_School_Buses_325476_7.pdf. A school bus Advertisement is otherwise subject to the same restrictions and approval procedures as other Advertisements.

E. District Speech

An Advertisement does not include material used to promote, inform, or collect funds for a product or service the District uses or authorizes in the performance of its educational operations, regardless of whether the product or service is provided by a non-student group. That material is considered the District's speech. Examples include, but are not limited to, material distributed by District vendors whose products or services the District uses or encourages students or staff to use.

Legal authority: MCL 257.1833

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3407 Asbestos Management

The District will maintain an asbestos management plan for each school building and otherwise comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and related regulations.

- A. Each asbestos management plan will address building inspections, re-inspections, preventative measures, periodic surveillance, response actions, operations and maintenance, notices, and other information required by law.
- B. Each school building will maintain in its administrative offices a complete, updated copy of the asbestos management plan for that school building. The District's administrative offices will maintain complete, updated copies of asbestos management plans for all school buildings. The District will make asbestos management plans available for inspection without cost but may charge a reasonable amount to make copies.
- C. The District will provide training and information, maintain records, and perform asbestos-related obligations with accredited persons as required by law.
- D. The Board designates [the Director of Operations] to oversee the District's compliance with the asbestos management plan and AHERA.

Legal authority: 15 USC 2641 et seq.; 29 CFR 1910.1001; 40 CFR 763 Subpart E; MCL 388.861 et seq.

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3408 Firearms and Weapons

The District is a weapon-free school zone. Except as otherwise permitted by Policy or required by applicable law, a person may not possess a weapon on District property. See also Policy 5206. Each person on District property must also comply with the federal Gun-Free School Zones Act.

A. As used in this Policy:

1. [Optional in conjunction with subsection B.7: An “antique firearm” means that term as defined by MCL 750.237a.]
2. A “firearm” means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
3. “Pistol” means that term as defined by MCL 28.421.
4. “District property” means:
 - a. a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses; and
 - b. a vehicle used by the District to transport students to or from a place described in subsection A.4.a above.
5. A “weapon” means a firearm, pneumatic gun, [Optional: dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or any other object used, intended, or represented to inflict serious bodily injury or property damage].

B. Permitted Uses

The following persons may possess a weapon on District property:

1. A peace officer as defined by law;
2. A student’s parent or guardian licensed to carry a concealed pistol may carry a concealed pistol (but no other weapons) while in a vehicle if the parent or guardian is dropping the student off at, or picking the student up from, the student’s school;
3. A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within any lawful parameters established by the Board;

[The following are optional and should be discussed in conjunction with legal counsel.]

4. An employee or contracted person if the possession of that weapon is to provide security services for the District;
5. A person licensed to carry a concealed weapon;
6. A person who possesses a weapon provided by the District or the District's instructor for purposes of providing or receiving instruction in the use of that weapon; and
7. [Use in conjunction with subsection A.1: A non-student at least 18 years old who possesses an unloaded firearm (but no other weapons) in a wrapper or container in a vehicle's trunk while transporting a student to or from the school if any of the following apply:
 - a. The person is carrying an antique firearm while en route to or from a hunting or target shooting area or function involving the exhibition, demonstration, or sale of antique firearms;
 - b. The person is carrying a firearm while in possession of a valid Michigan hunting license or proof of valid membership in an organization having shooting range facilities and while en route to or from a hunting or target shooting area;
 - c. The person is carrying a firearm from the place of purchase to his or her home or place of business or to a place of repair or back to his or her home or place of business, or in moving goods from one abode or business to another abode or business; or
 - d. If the vehicle does not have a trunk, the person is carrying a firearm in the passenger compartment and the person is otherwise complying with the requirements of subsection b or c and the wrapper or container is not readily accessible to the vehicle's occupants.]

C. Violations

1. Students and District personnel with knowledge that a person is in violation of this Policy should immediately report the violation to the building principal or designee.
2. Violation of this Policy will result in discipline of students, employees, and contractors, up to and including expulsion or termination, removal from District property, and referral to law enforcement.

Legal authority: 18 USC 921; 18 USC 922(q); MCL 28.425f, 28.425o; MCL 750.237a

Date adopted:

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4102 *Anti-Harassment, Including Sexual Harassment*

A. Policy Statement

Employees will have the opportunity to work in an atmosphere free from unlawful harassment, including sex-based harassment, as defined by state, federal, and local laws. The District prohibits quid pro quo and hostile work environment harassment.

The District will promptly and thoroughly investigate complaints pursuant to Policy 4104 alleging unlawful harassment and take appropriate action, including discipline, against any person found to have violated this Policy. Investigation determinations will be based on a preponderance of the evidence.

Unlawful harassment is strictly prohibited. This Policy applies to employee conduct perpetrated against other employees, parents/guardians, officers, Board members, agents, contractors, volunteers, and members of the public. Although Title VII sexual harassment falls within this Policy, Title IX sexual harassment does not. For the District's Policy on Title IX sexual harassment, see Policy 3118. Allegations that an employee engaged in unlawful discrimination, harassment, or retaliation against a student will be investigated under Policy 5202.

This Policy applies to unlawful conduct related to work in any way, regardless of location.

B. Unlawful Employment Harassment Definition

Except with regard to Title IX sexual harassment, the following definitions apply:

1. "Quid pro quo" harassment occurs when a supervisor requires sex, sexual favors, or sexual contact from an employee or job candidate as a condition of employment and where:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment; or
 - b. submission to or rejection of that conduct or communication is used as a factor in a decision affecting a person's employment.
2. "Hostile work environment" harassment is unwelcome verbal, visual/written, or physical conduct towards an employee because of the employee's race, color, national origin, ethnicity, religion, sex (including pregnancy), height, weight, marital status, gender identity or expression, age, sexual orientation, disability, genetic information, veteran status, military service, or any other protected class and that has:

- a. the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- b. the purpose or effect of unreasonably interfering with an employee's work; or
- c. an adverse impact on a person's employment opportunities.

Hostile work environment harassment is unlawful where it is based on an employee's protected class and the offensive conduct becomes a condition of continued employment or the conduct is sufficiently severe or pervasive to create a work environment that a reasonable person under the totality of circumstances would consider intimidating, hostile, or offensive.

3. Examples of conduct that may constitute unlawful sexual harassment include:
 - a. Verbal: Unwelcome comments, including: the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or professional achievement; threatening another person's academic or professional reputation if that person does not submit to sexual requests or advances; or any other similar behavior.
 - b. Visual/Written: Subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.
 - c. Physical: Unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

C. Unlawful Retaliation

Unlawful retaliation against a complainant, witness, or other investigation participant is prohibited. Any person who unlawfully retaliates is subject to discipline, including discharge. A person who knowingly files a materially false complaint or makes a materially false statement is subject to discipline, including discharge.

D. Reporting Requirements

Board members, administrators, and supervisors must promptly report incidents of unlawful harassment and retaliation. This duty to report applies to unlawful

harassment and retaliation that the Board member, administrator, or supervisor observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s).

A failure to comply with reporting requirements may result in discipline, including discharge.

Legal authority: 20 USC 1681 et seq.; 29 USC 621 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.8, 106.9; MCL 37.1101 et seq., 37.2101 et seq.; MCL 380.1300a

Date adopted:

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 *Non-Discrimination*

A. Equal Employment Opportunity

The District is committed to equal employment opportunity and compliance with federal, state, and local laws that prohibit workplace discrimination, unlawful harassment, and unlawful retaliation based on any protected class or activity. This Policy applies to all aspects of employment, including recruiting, advertising, hiring, training, job placement, evaluation, classification, promotion, transfer, work assignment, compensation, benefits, discipline, demotion, termination, reduction in force, recall, and any other term or condition of employment.

This Policy prohibits discrimination against employees or applicants for employment based on the following protected classes: race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. This Policy also prohibits unlawful retaliation based on a protected activity.

The District prohibits unlawful employment discrimination as required by applicable civil rights statutes, including:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, or national origin;
- Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex (including gender identity, and sexual orientation), or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including gender identity and sexual orientation);
- Age Discrimination in Employment Act of 1967 (ADEA), which prohibits discrimination based on age as to persons who are at least 40 years old;
- Equal Pay Act of 1963, which prohibits sex discrimination in payment of wages for persons performing substantially equal work in the same establishment;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits discrimination based on disability;
- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in employment, public service, public accommodations, and telecommunications;

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship.
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex, pregnancy, sexual orientation, gender identity or expression, religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information;
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex; and
- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization.
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state, local, or federal law and employees who participate in hearings, investigations, or court actions.

B. Reporting Requirements

Any employee who believes he/she has been subjected to behavior that violates this Policy must file a complaint using the Employment Complaint Procedure in

Policy 4104. If Title IX sexual harassment is alleged, the procedures set forth in Policy 3118 should be followed.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s).

Board members, administrators, and supervisors must promptly report incidents of unlawful discrimination and retaliation. This duty to report applies to unlawful discrimination and retaliation that the Board member, administrator, or supervisor observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s).

A failure to comply with reporting requirements may result in discipline, including discharge.

C. Employment Discrimination Compliance Training

The District will train administrators, supervisors, and the Employment Compliance Officer(s) on how to address and investigate discrimination and retaliation complaints.

The District may also provide discrimination and retaliation training to Board members and employees.

Training may be provided by an outside entity or person approved by the District.

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38 USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; H.R. 2617-1626, 117th Cong. § 103(1) (signed into law December 29, 2022); MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4216 *Personal Communication Devices*

“Personal communication devices” include employee-owned cell phones, computers, tablets, or any other device that enables an employee to access the internet or engage in communications through an application, social media, or any other communication method. Employee use of personal communication devices during the work day, including school-sponsored activities, and to conduct school-related business, is limited as follows:

- A. except in emergencies, an employee’s use of personal communication devices shall not interfere with instructional activities or work-related duties. Employees taking an authorized break may use personal communication devices in a manner that does not disrupt the District’s operations or violate the confidentiality of students or others;
- B. employees shall not use personal communication devices to access inappropriate content or engage in unlawful activities while on duty, on District property, or attending a District-related event;
- C. employees must not use personal communication devices to inappropriately communicate with other employees, students, and parents/guardians;
- D. employees must ensure that the District’s records and files, including confidential student information, are only maintained on District-provided technology and that confidentiality is maintained. District records and files must not be stored on a personal communication device;
- E. employees recognize that when a personal communication device accesses the District’s network, the employee’s use may become subject to the District’s Acceptable Use Policy;
- F. employees may not use their personal communication devices to record communications or images during the work or school day or at a school-sponsored event other than a public performance or sporting event, unless the employee has received permission from the Superintendent or designee. Dissemination of any recording is prohibited unless the Superintendent or designee approves that action in writing; or
- G. unauthorized recording of communications or images of students, parents, co-workers, or non-public meetings is prohibited [Optional: unless there is an educational purpose to do so,] and may result in discipline, including discharge.

Legal authority: MCL 380.11a(3), 380.601a

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4220 Use or Disposal of District Property

Employees are prohibited from using District property for personal use [Optional: unless the Superintendent or designee approves the use in advance.] Employee use of District property will be consistent with Policies 3304 and 4214.

After use, District property must be immediately returned to the appropriate location or department. The property must be returned in the same condition it was in at the time of acquisition. The employee is responsible for the cost of repair or replacement if the employee negligently or intentionally damages the District's property.

Employees may not dispose of District property without the supervisor's written approval. Employees may not take possession of discarded District property without written approval from the Superintendent or designee.

State law regulates the disposal, removal, or refusal to return District books, papers, or records. Retention and disposal of District books, papers, or records must conform with the State of Michigan's Records Retention and Disposal Schedule for Michigan Public Schools.

An employee who violates this Policy may be subject to discipline, including discharge, and civil and criminal prosecution.

Legal authority: MCL 380.11a(3), 380.601a; MCL 399.811; MCL 750.491

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4227 False Medicaid Claims [Required for Districts that receive or make payments to the State Medicaid Program in an annual amount of at least \$5,000,000] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

Under federal law, when the District receives annual amount of at least \$5,000,000.00 in Medicaid payments, the District is required to inform all employees and contractors about legal requirements and remedies in order to comply with and prevent fraud and abuse in the Medicaid Program.

- A. The Federal False Claims Act (FCA). Medicaid prohibits individuals and organizations from submitting false or fraudulent claims to the government for payment or reimbursement. Any claim submitted by employees or contractors for Medicaid reimbursement must be accurate, correct, and complete.
 1. An employee or contractor shall not knowingly submit a false claim. The term “knowingly” does not require the claimant to have actual knowledge that the claim is false. An employee violates this Policy by acting with reckless disregard or in deliberate ignorance. A violation of this Policy includes, but is not limited to:
 - a. knowingly presenting, or causing to be presented, a false or fraudulent claim for payment or approval;
 - b. knowingly making, using, or causing to be made or used, a false record or statement material to a false or fraudulent claim;
 - c. conspiring to commit a violation under the FCA;
 - d. having possession, custody, or control of property or money used, or to be used, by the government and knowingly delivering, or causing to be delivered, less than all of that money or property;
 - e. authorizing to make or deliver a document certifying receipt of property used, or to be used, by the government and, intending to defraud the government, making or delivering the receipt without completely knowing that the information on the receipt is true;
 - f. knowingly buying, or receiving as a pledge of an obligation or debt, public property from an officer or employee of the government, or a member of the Armed Forces, who lawfully may not sell or pledge property; or

- g. knowingly making, using, or causing to be made or used, a false record or statement material to an obligation to pay or transmit money or property to the government, or knowingly concealing or knowingly and improperly avoiding or decreasing an obligation to pay or transmit money or property to the government.

2. Penalties

- a. The FCA and Program Fraud Civil Remedies Act (“PFCRA”) provides civil and criminal remedies to individuals who violate federal law.
- b. The District reserves the right to discipline, up to and including discharge, employees who violate this Policy.
- c. The District reserves the right to terminate the contract with a third party contractor found to be in violation of this Policy.

B. Michigan Medicaid False Claim Act (“MMFCA”) prohibits fraud in the obtaining of benefits or payments in connection with the medical assistance program.

1. An employee or contractor shall not knowingly:

- a. make or cause to be made a false representation of a material fact in the application for, or the determination of, Medicaid benefits;
- b. fail to report any event affecting the initial or continued right to receive a Medicaid benefit or fails to report an event affecting the initial or continued right of any other person on whose behalf the individual has applied for Medicaid benefits;
- c. solicit, offer, or receive a bribe or kickback in connection with the furnishing of goods or services for which payment is made to a Medicaid provider;
- d. make or receive a payment or the rebate of a fee for referring an individual to another for Medicaid services;
- e. enter into a conspiracy or agreement to defraud the state by obtaining a Medicaid payment for a false claim;
- f. make or cause to be made a false claim under the Social Welfare Act, Act 280 of Public Acts of 1939, as amended, to an employee or officer of the state; or
- g. make or cause to be made a claim under the Social Welfare Act, which claim represents that goods or services are medically necessary in accordance with professionally-accepted medical standards when the goods or services are not medically necessary.

2. Penalties

- a. The MMFCA provides civil and criminal remedies to individuals who violate federal law.
- b. The District reserves the right to discipline, up to and including discharge, employees who violate this Policy.
- c. The District reserves the right to terminate the contract with a third party contractor found to be in violation of this Policy.

Legal authority: 31 U.S.C. 3729-3733, 31 U.S.C. 3801, MCL 400.601 et seq

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4228 No Expectation of Privacy

Employees have no expectation of privacy in connection with their use of District property and equipment. The District reserves the right to search District property, equipment, and technology issued or provided for the employee's use during the employee's District employment, including but not limited to the employee's office, desk, files, computer, or locker. Inspections may be conducted at any time at the District's discretion. A search of an employee's personal effects will comply with federal and state constitutional protections, laws, and regulations.

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4404 Performance Based Compensation for Teachers

The Superintendent or designee will implement a performance based compensation system for teachers pursuant to Revised School Code Section 1250 and State School Aid Act Section 164h. The system must include job performance and accomplishments as a significant factor and be based, at least in part, on student growth data as measured by assessments and other objective criteria for effective and highly effective professionals.

All collective bargaining agreements addressing teachers must include a method of compensation that complies with this Policy.

The Superintendent or designee may implement a performance based compensation system for Non-Teaching Professionals.

Legal authority: MCL 380.1249, 380.1250; MCL 388.1764h; MCL 423.215(3)(o)

Date adopted:

Date revised:

Series 4000: District Employment

4500 Administrators/Supervisors

4504 Performance Based Compensation

The Superintendent or designee will implement a performance based compensation system for building level and central office Administrators regularly involved in instructional matters pursuant to Revised School Code Section 1250 and State School Aid Act Section 164h. The system must include job performance and accomplishments as a significant factor in determining compensation and additional compensation and be based, at least in part, on student growth data as measured by assessments and other objective criteria for effective and highly effective professionals.

The Superintendent may recommend merit pay to the Board for non-instructional Administrators, Supervisors, and Directors.

Collective bargaining agreements and individual employment contracts covering administrative personnel regularly involved in instructional matters must include a method of compensation that complies with this Policy.

Legal authority: MCL 380.1249b, 380.1250; MCL 388.1764h

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent/Guardian Involvement

5419 Reading Assessments, Instruction, Intervention, and Retention

The District will provide instruction and interventions to promote literacy, with a specific emphasis on students in grades K-3, and will follow the procedures and requirements enumerated in state law.

Legal authority: MCL 380.1280f

Date Adopted:

Date Revised:

Series 5000: Students, Curriculum, and Academic Matters

5500 School Sponsored and Extracurricular Activities

5510 *Student-Initiated, Non-Curricular Clubs*

Students may voluntarily form clubs that are not directly related to the curriculum to promote activities unrelated to the regular classroom environment. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

Students seeking to create a student-initiated, non-curricular club must first obtain approval from the building principal. If the building principal denies approval, the students seeking to create the club may submit a written appeal to the Superintendent or designee within 5 school days after the denial. The Superintendent or designee must make a decision on the appeal within 15 school days after receiving the appeal. If the Superintendent denies the club approval, the students may submit a written appeal to the Board within 5 school days after the denial. The Board will be deemed to have received the appeal at its next regularly scheduled meeting and will consider and make its final decision on the appeal at its next regularly scheduled meeting following the meeting when it receives the appeal (i.e., the Board's final decision will be made by the second regularly scheduled meeting after the appeal is filed). The Board's decision is final.

Student-initiated, non-curricular clubs may not conduct activities on school property without prior permission from the building principal. Student initiated, non-curricular clubs are permitted to meet on school property only before or after the school day, or during lunch periods; they are not permitted to meet during instructional time. Meetings may not materially and substantially interfere with the orderly conduct of the school's educational activities or violate any Policy or state or federal law.

The District may assign a staff member to be present in a supervisory, but not participatory, capacity at meetings or activities of student-initiated, non-curricular clubs. Persons not affiliated with the District may not direct, conduct, control, or regularly attend meetings or activities of student-initiated, non-curricular clubs.

No public funds may be expended on behalf of the student-initiated, non-curricular clubs covered by this Policy except for the incidental cost of meeting space.

The District will comply with all applicable laws related to student-initiated, non-curricular clubs, including but not limited to the provisions of the Equal Access Act and the Boy Scouts of America Equal Access Act, and will not discriminate against or deny access to clubs or other groups protected by the applicable laws.

Legal authority: 20 USC 4071; 20 USC 7905; MCL 380.1299

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5707 School Wellness Policy

The District is committed to providing a school environment that enhances opportunities for learning and lifelong wellness.

A. Nutrition Promotion and Education Goals

All students will receive nutrition education annually that is aligned with the Michigan Health Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Health Education. Teaching healthy eating behaviors will be part of the curriculum.

The District promotes healthy food and beverage choices for students. The District will implement evidence-based healthy food promotion techniques through:

1. offering school meal programs; and
2. publicizing foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. The District will collaborate with public and private entities to promote student wellness.

The District will make water available to students throughout the school day.

B. Physical Activity Goals

The District will offer physical education programs that are designed to equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction will be aligned with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education.

Students will have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and an understanding of the benefits of a physically active and healthy lifestyle.

The District strives to provide physical activity breaks for all students, including recess for elementary students and before and after school activities, and encourages students to use active transport (e.g., walking, biking).

The District encourages parents/guardians to support their students' participation in physical activity, to be physically active role models, and to include physical activities in family events.

C. Goals for Other School-Based Activities Designed to Promote Student Wellness

The District may partner with community members or groups to implement this Policy. The District will also:

1. participate in state and federal child nutrition programs as appropriate;
2. allow other health-related entities to use school facilities for activities such as health clinics, screenings, and wellness events consistent with Policy 3304;
3. use evidence-based strategies to develop, structure, and support student wellness; and
4. create environments conducive to healthy eating, physical activity, and conveying consistent health messages.

D. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

The District will ensure that students have access to foods and beverages that comply with applicable laws and guidelines including, but not limited to, the USDA Nutrition Standards for School Meals and the USDA Smart Snacks in School nutrition standards.

The District will offer students a variety of age-appropriate, healthy food and beverage selections including fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements to promote student health and reduce childhood obesity.

E. Standards for All Foods and Beverages Provided, But Not Sold, to Students During the School Day

The District may provide a list of healthy food and beverage alternatives to parents/guardians, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of unhealthy food and beverages as a reward or incentive for performance or behavior.

F. Food and Beverage Marketing

Marketing and advertising is allowed on school grounds or at school activities only for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage fundraising and marketing that occurs at events outside of school hours need not comply with the USDA Smart Snacks in School nutrition standards.

In-school fundraising events must comply with Policy 5501 and MDE's Non-Compliant Food Fundraiser Guidance, which permits 2 fundraisers per week, per school building that do not comply with USDA Smart Snacks in School nutrition standards. In-school fundraising events may last up to 1 day and may not be held in the food service area during meal times.

Equipment that currently displays noncompliant marketing materials (e.g., scoreboard with soft drink logo) need not be immediately removed or replaced. As the District reviews and considers new contracts and as durable equipment, like scoreboards, is replaced or updated, any food or beverages marketed and

advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.

G. Wellness Committee

The District will form a Wellness Committee to establish goals for, oversee, and periodically review and update school health policies and programs. The Wellness Committee will also oversee this Policy's implementation.

The Wellness Committee will represent all school buildings and include, to the extent possible, parents/guardians, students, food service representatives, physical and health education teachers, school and community health care professionals, and community members. The Board encourages community participation in the Wellness Committee. When possible, membership will also include Supplemental Nutrition Assistance Program education coordinators.

H. Implementation and Oversight

The Superintendent or designee is responsible for ensuring that each school building complies with this Policy.

The Board will review this Policy at least every 3 years to determine compliance, progress, and the extent to which this Policy compares to model school wellness policies. Parents/guardians, students, school employees, school health professionals, Board members, and community members may provide input to the District during the Wellness Policy review process.

A copy of this Policy will be maintained in the District's administrative offices and posted on the District's website. The Superintendent or designee will maintain all legally required documentation for implementation of this Policy.

The Superintendent or designee will annually provide notice about this Policy and any updates to the community.

I. School Meal Program – Delinquent Meal Charge Debt and Bad Debt

The District is required to make reasonable efforts to collect unpaid meal charges of current students. The building principal or designee will contact households about unpaid meal charges and may establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the District may pursue any other methods to collect delinquent debt of current students as allowed by law. Collection efforts may continue into a new school year.

Unpaid meal charges of inactive students, such as graduated students and students no longer enrolled at the District, that are not collected by the end of the school year will be classified as bad debt. No later than December 31 of the following school year, non-federal funds will be used to reimburse the school meal program for the amount of bad debt.

Date adopted:

Date revised: