

COOPERSVILLE AREA PUBLIC SCHOOLS
Board of Education Agenda
Regular Meeting
Administration Building
April 20, 2026
7:00 PM

Our Mission

To inspire all students to embrace a life-long love of learning, to achieve their goals, and to be compassionate citizens who contribute to the global community

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| <ol style="list-style-type: none">1. Call to Order (includes pledge, mission, roll, agenda modifications)2. Communication<ol style="list-style-type: none">a. Student Board Representativesb. Audience Commentsc. Special Recognition<ol style="list-style-type: none">i. HS Athletics – Winter Awardsd. Board Communications<ol style="list-style-type: none">i. Superintendent's Evaluationii. Policy Updates – First Readingiii. Social Emotional Learning – Review3. Informational items and discussion items<ol style="list-style-type: none">a. Personnel Reportb. Student Recognition4. Consent Agenda Items<ol style="list-style-type: none">a. Board minutes, bills, and payrolls as presented5. Action Items<ol style="list-style-type: none">a. HS ELA – Booksb. Field Trip6. Superintendent's Update | <p><i>Senior Ava Maycroft and Junior Colton Maycroft, student board representatives, will report on current events.</i></p> <p><i>The Board meets regularly in public, open meetings and encourages citizen comments. This time is reserved for public input. The Board will actively listen to all questions or comments, and refer them to the Superintendent or the appropriate chair for follow up.</i></p> <p><i>The Board will recognize the HS Student Athletes for their outstanding winter sport achievements.</i></p> <p><i>This time is reserved for notices of future meetings, events, or notable correspondence.</i></p> <p><i>The Board will present the summary of the Superintendent's evaluation.</i></p> <p><i>The Board will also review the Neola spring updates.</i></p> <p><i>The Board will review the Social Emotional Learning (SEL) K-12.</i></p> <p><i>P. 3 The Personnel Report is attached showing the most recent staff changes.</i></p> <p><i>P. 4 Each month the Board recognizes students for their significant contributions or recognitions.</i></p> <p><i>P. 5-12 These are routine monthly action items.</i></p> <p><i>The Board is being asked to approve two HS ELA Books; Klara and the Sun by Kazuo Ishiguro and Hidden Figures by Margot Lee Shetterley (Young Readers' Edition).</i></p> <p><i>P. 13-15 Sara Heacox is asking for Board approval to attend the Stratford Shakespeare Festival in Stratford, Ontario, Canada July 22 – July 24, 2026.</i></p> |
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7. Adjourn

Official Minutes are kept in the administration office and are available for inspection. Please call (616) 997-3205 for more information.

If you have a disability and require a reasonable accommodation to fully participate in the Board Meeting, please contact Lisa Adams, Administrative Assistant to the Superintendent, at (616) 997-3205 or at ladams@capsk12.org twenty four (24) hours prior to the meeting to discuss your accessibility needs.

Personnel Report April 20, 2026

West Elementary / Childcare

New, 4/13/26

Kasey Sutherlin, Daycare

East Elementary

None

South Elementary

None

Middle School

New, 8/18/26

Retirement, 6/30/26

Transfer, 8/18/26

Paige Bergklint, SE Parapro

Sheila Michael, SS/Sci Teacher (23 Years at CAPS)

Sydney Nesbitt, Science Teacher

Senior High

New, 7/1/26

Phillip Wilkerson, Assistant Principal

Special Education

None

Operations/Building & Grounds

New, 3/24/25

Rehire, 4/13/26

Resignation, 3/12/26

Terrence Grisham, Part-Time Custodian

Sam Kella, Custodian

Renee Neuman, Custodian

Transportation

None

Administration

None

District-Wide

None

Shared-Time

None

Student Recognition – April 20, 2026
Congratulations to the following students:

STUDENTS OF THE MONTH

HIGH SCHOOL

APRIL – EPIC ACTS

9TH Grade

Hayden Briggs – Encouraging/Inclusive
Connor Barricklow – Positive

10TH Grade

Isaac Emery – Inclusive/Compassionate
Brayden LaFountain – Positive/Compassionate

11TH Grade

Valeria Enriquez Rangel – Compassionate
Dylan Ranney – Compassionate/Encouraging

12TH Grade

Isabel Castillo – Encouraging/Positive/Inclusive
Olivia Berghorst – Inclusive/Compassionate

MIDDLE SCHOOL

**Coopersville Area Public Schools
Board of Education**

**Regular Meeting Minutes
March 16, 2026
7:00 pm**

1. Call to Order

The Regular Meeting of the Coopersville Area Public Schools Board of Education was called to order by President Mike Michalak at 7:00 pm.

Roll Call: Members Present: J. Buth, A. Gillhespy, M. Michalak, S. Nelson, R. Post, G. Twietmeyer, L. VanSickle
Members Absent: None

Also Present: M. Spencer, Superintendent; L. Adams, Secretary to the Board; Ava Maycroft and Colton Maycroft, Student Board Representatives.

2. Communication

- a. Student Board Representative – Senior Ava Maycroft and Junior Colton Maycroft, Student Board Representatives, reported on current events at the High School.
- b. Audience Comments – Kelly VenRoy wanted to share positive parent information to the Board. She has two students at CAPS. Kelly let the Board know that CAPS is doing an amazing job, our teachers are so informative, and thanked the Board for supporting the district. She also supports the “no phone rule” and believes from the research that it is good for kids.
- c. Board Communications – Lynn VanSickle attended the OASBA Winter Event and he shared highlights to the Board. The Outdoor Discovery Center talked about nature play and outdoor learning.

3. Informational and Discussion Items

- a. Personnel Report – The Personnel Report was provided showing the most recent changes in staff.
- b. Student Recognition – Each month, the Board recognizes students for their significant contributions or recognitions.
- c. HS ELA – Books for Review (2) – The Board reviewed the HS ELA Books (2). ***Klara and the Sun** by Kazuo Ishiguro and **Hidden Figures** by Margot Lee Shetterley (Young Readers’ Edition).*

4. Consent Agenda

MOTION by Twietmeyer, supported by VanSickle, to approve the Consent Agenda, as follows:

- a. Minutes, Bills, and Payrolls as presented.
Motion unanimously carried.

5. Action Items

- a. Board Meeting Schedule – MOTION by VanSickle, supported by Twietmeyer, to approve the 2026-2027 Board Meeting Schedule.
Motion unanimously carried.
- b. Formally Ratify the Expedited Chromebook Purchase – MOTION by Gillhespy, supported by Buth, to formally ratify and approve the expedited purchase of Chromebooks for 1st, 5th, and 9th grades for an amount of \$158,820.
Motion unanimously carried.
- c. Food Service Agreement – MOTION by VanSickle, supported by Twietmeyer, to approve the 2026-2027 food service agreement with Chartwells. This is year two of our four one-year renewals.
Motion unanimously carried.
- d. Closed Session – A roll call vote was taken to meet in Closed Session, following the business portion of the meeting, as provided under the Open Meetings Act, for the purpose of discussing the Superintendent’s evaluation. No action will be taken following the Closed Session.
Roll call vote: Yays: all. Nays: none.

6. Superintendent’s Report –

Matt Spencer wanted to celebrate our High School and Middle School for our MEPP Program and Bridge Seminar being highlighted by the Michigan Association of Secondary School Principals (MASSP). He also reminded the Board on the timeline for asking the MDE to approve a snow day waiver. This will be done after spring break. On May 5, 2026, our Operational Millage Renewal will be on the voting ballot. More information will be provided to our community explaining that this renewal is only levied against business owners and secondary residences. Primary homeowners are not affected.

7. **Adjournment** – The Regular Meeting ended at 7:22 pm at which time the Board met in Closed Session. The Closed Session ended at 9:05 pm and a MOTION was made by VanSickle, supported by Gillhespy to adjourn the meeting.

Respectfully submitted,

Lisa Adams, Recording Secretary



Financial Summary Information

Check Register*:

Monthly Expenditures (All Funds):	\$	1,106,605
<i>- Includes all non-compensation related checks, wires, and EFTs</i>		
Compensation (Two Payrolls):	\$	3,446,326
<i>- Includes FICA, Retirement, Health and Other Benefits</i>		

	Current Year					Prior Year				
	Amended Budget	Y-T-D Actual	Encumbrances	Budget Balance	% of Budget	Amended Budget	Y-T-D Actual	Encumbrances	Budget Balance	% of Budget
REVENUE										
Local Sources	\$ 4,584,300	\$ 4,335,389	\$ -	\$ 248,911	94.6%	\$ 4,105,000	\$ 3,967,410	\$ -	\$ 137,590	96.6%
State Sources	32,250,200	18,133,307	-	14,116,893	56.2%	32,667,900	18,109,119	-	14,558,781	55.4%
Federal Sources	1,108,100	461,285	-	646,815	41.6%	1,156,000	457,771	-	698,229	39.6%
Other Financing Sources	4,121,600	2,141,872	-	1,979,728	52.0%	3,485,300	1,866,652	-	1,618,648	53.6%
Incoming Transfers (Food Service)	30,000	-	-	30,000	0.0%	60,000	-	-	60,000	0.0%
TOTAL REVENUE	\$ 42,094,200	\$ 25,071,852	\$ -	\$ 17,022,348	59.6%	\$ 41,474,200	\$ 24,400,951	\$ -	\$ 17,073,249	58.8%
EXPENDITURES										
Instruction										
Basic Programs	\$ 20,027,500	\$ 12,121,293	\$ 3,485	\$ 7,902,722	60.5%	\$ 18,933,900	\$ 11,140,836	\$ 218,380	\$ 7,574,684	60.0%
Added Needs	5,940,400	3,676,694	3,683	2,260,023	62.0%	5,370,300	3,413,398	4,315	1,952,587	63.6%
Support Services										
Pupil	2,407,500	1,540,532	-	866,968	64.0%	2,332,900	1,508,100	-	824,800	64.6%
Instructional	1,350,100	817,834	13,650	518,616	61.6%	1,882,900	1,148,116	1,836	732,948	61.1%
General Administration	705,600	476,785	225	228,590	67.6%	680,000	461,525	-	218,475	67.9%
School Administration	2,154,100	1,586,896	-	567,204	73.7%	2,291,200	1,683,457	-	607,743	73.5%
Business	440,000	230,746	-	209,254	52.4%	438,500	220,320	-	218,180	50.2%
Operations & Maintenance	3,782,200	2,739,258	-	1,042,942	72.4%	3,581,800	2,572,644	7,059	1,002,097	72.0%
Transportation	1,901,800	1,288,642	-	613,158	67.8%	1,767,300	1,249,254	-	518,046	70.7%
Central Services	1,238,500	853,322	47,813	337,365	72.8%	1,170,000	923,534	26,964	219,502	81.2%
Athletics	1,499,800	1,187,309	2,300	310,191	79.3%	1,170,000	967,158	32,253	170,589	85.4%
Community Services	475,500	356,295	-	119,205	74.9%	535,200	400,919	-	134,281	74.9%
Facilities Acquisition, Construction and Improvements										
Facilities Acquisition, Construction and Improvements	-	-	-	-	0.0%	250,000	55,886	-	194,114	22.4%
Transfer to Capital Projects										
Transfer to Capital Projects	-	-	-	-	0.0%	1,000,000	500,000	-	500,000	50.0%
TOTAL EXPENDITURES	\$ 41,923,000	\$ 26,875,605	\$ 71,156	\$ 14,976,239	64.3%	\$ 41,404,000	\$ 26,245,147	\$ 290,806	\$ 14,868,047	64.1%
Excess Revenues (Expenditures)	\$ 171,200					\$ 70,200				
Estimated Year-End Fund Balance	\$ 7,788,388					\$ 7,687,388				
Estimated Year-End Fund Balance %	18.58%					18.57%				

*Note: Amounts are generally shown on a cash basis.



Fund #	Bank	Account Name	Cash Balance	Investments
11	Choice One	General Fund	3,242,725	-
11	MI Class	GF Investment	-	5,354,337
11	Huntington Bank	General Fund	88,653	-
23	Choice One	Centerstage	69,769	-
25	Choice One	Food Service	250,112	-
31-37	Choice One	Debt Fund	3,362,630	-
32-36	MI Class	Debt Fund	-	3,544,336
41	MI Class	Capital Projects Fund	-	2,490,923
41	Choice One	Capital Projects Fund	1,736,080	-
43-44	PFM/MILAF +	2022 Bond and Site Capital Improvement	-	6,239,983
61	Choice One	East Elem - Student Activity	40,420	-
62	Choice One	South Elem - Student Activity	45,131	-
63	Choice One	Middle School - Student Activity	99,569	-
64	Choice One	High School - Student Activity	240,390	-
			\$ 9,175,478	\$ 17,629,579

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: TM-2-CA01-0000-000-0000-000000-000000-

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
3116	03/01/2026	WIRE	003257 MESSA		285,365.89		03/03/2026
3135	03/31/2026	WIRE	001504 MICHIGAN PUBLIC SCHOOL EM		256,379.52		04/01/2026
3136	03/27/2026	WIRE	002714 WEST MICHIGAN HEALTH INSU		61,305.20		03/27/2026
31893	03/05/2026	EFT	000035 ACTION CHEMICAL INC		1,118.88		03/05/2026
31894	03/05/2026	EFT	006444 AMAZON CAPITAL SERVICES		392.26		03/05/2026
31895	03/05/2026	EFT	004026 BUIST ELECTRIC		6,959.72		03/05/2026
31896	03/05/2026	EFT	002851 CENTRAL MICHIGAN HARDWOOD		2,389.50		03/05/2026
31897	03/05/2026	EFT	006033 THE CHRISTMAN COMPANY		724,492.51		03/05/2026
31898	03/05/2026	EFT	000274 COPY-TECH INC		6,360.24		03/05/2026
31899	03/05/2026	EFT	004252 DERIDDER, COREY		249.94		03/05/2026
31900	03/05/2026	EFT	005251 GRAND VALLEY AUTOMATION		2,037.36		03/05/2026
31901	03/05/2026	EFT	006227 IMPERIAL BAG & PAPER CO L		204.08		03/05/2026
31902	03/05/2026	EFT	004376 INFINITE CAMPUS		150.00		03/05/2026
31903	03/05/2026	EFT	004362 BETH IPPEL		160.00		03/05/2026
31904	03/05/2026	EFT	005574 KARNS, AMY		39.75		03/05/2026
31905	03/05/2026	EFT	001471 KOSTEN, LYNDSY		9.32		03/05/2026
31906	03/05/2026	EFT	005119 MASTER TECH SERVICES LLC		1,865.86		03/05/2026
31907	03/05/2026	EFT	005823 MICHIGAN ENERGY SERVICE C		235.00		03/05/2026
31908	03/05/2026	EFT	006667 NESBITT, SYDNEY		222.14		03/05/2026
31909	03/05/2026	EFT	003354 OAISD		7,226.20		03/05/2026
31910	03/05/2026	EFT	001576 OTTAWA CO TREASURER		4,648.52		03/05/2026
31911	03/05/2026	EFT	002976 SPARTAN STORES		143.41		03/05/2026
31912	03/05/2026	EFT	005726 SPENCER, MATT		53.65		03/05/2026
31913	03/05/2026	EFT	006045 SPOELMAN, KRISTEN		770.76		03/05/2026
31914	03/05/2026	EFT	005481 ANDY THOMASMA		384.00		03/05/2026
31915	03/05/2026	EFT	006893 WINN, JAMIE		65.00		03/05/2026
31916	03/19/2026	EFT	000035 ACTION CHEMICAL INC		439.57		03/19/2026
31917	03/19/2026	EFT	006444 AMAZON CAPITAL SERVICES		32.97		03/19/2026
31918	03/19/2026	EFT	006264 BAHLS, JENNY		21.21		03/19/2026
31919	03/19/2026	EFT	006495 BELLOLI, JULIE		1,103.01		03/19/2026
31920	03/19/2026	EFT	001011 BLICK ART MATERIALS		292.34		03/19/2026
31921	03/19/2026	EFT	005885 BOS, SAMANTHA		432.81		03/19/2026
31922	03/19/2026	EFT	002867 CHARTWELLS		129,200.09		03/19/2026
31923	03/19/2026	EFT	000270 COOPERSVILLE ROTARY		100.00		03/19/2026
31924	03/19/2026	EFT	000274 COPY-TECH INC		1,530.98		03/19/2026
31925	03/19/2026	EFT	006577 DORSEY, ART		705.22		03/19/2026
31926	03/19/2026	EFT	006081 MADISON EWER		36.25		03/19/2026
31927	03/19/2026	EFT	003002 FIRE FIGHTER SALES & SERV		523.55		03/19/2026
31928	03/19/2026	EFT	001229 FRONTLINE TECHNOLOGIES GR		5,648.65		03/19/2026
31929	03/19/2026	EFT	004833 FULLER, KAREN		75.00		03/19/2026
31930	03/19/2026	EFT	000371 GORDON FOOD SERVICE INC		295.98		03/19/2026
31931	03/19/2026	EFT	006227 IMPERIAL BAG & PAPER CO L		2,800.25		03/19/2026
31932	03/19/2026	EFT	002316 KALAMAZOO SANITARY SUPPLY		7,198.20		03/19/2026
31933	03/19/2026	EFT	002327 L & L PRINTING OF COOPERS		94.50		03/19/2026
31934	03/19/2026	EFT	006331 LEMIEUX, JAMIE		204.30		03/19/2026
31935	03/19/2026	EFT	001576 OTTAWA CO TREASURER		255.00		03/19/2026
31936	03/19/2026	EFT	006061 RADCO APPAREL		707.50		03/19/2026
31937	03/19/2026	EFT	005339 RITSEMA, JACOB		237.12		03/19/2026
31938	03/19/2026	EFT	002570 SCREEN PRINT DEPT INC		252.27		03/19/2026
31939	03/19/2026	EFT	003722 SPRAGUE, CHRISTINE		2,875.48		03/19/2026
31940	03/19/2026	EFT	000735 VAN KEMPEN, PETE		423.75		03/19/2026
31941	03/19/2026	EFT	004053 YOST, CHRISTOPHER		168.98		03/19/2026

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: TM-2-CA01-0000-000-0000-00000-000000-

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
31942	03/26/2026	EFT	005326 AWARDS PLUS LASER ENGRAVI		794.00		03/26/2026
31943	03/26/2026	EFT	006697 BJ SPORTS INC		4,297.00		03/26/2026
31944	03/26/2026	EFT	006416 BOLTHOUSE, KRISTA		83.38		03/26/2026
31945	03/26/2026	EFT	005360 CEDAR CREST DAIRY		491.69		03/26/2026
31946	03/26/2026	EFT	001101 CITY OF COOPERSVILLE		3,924.86		03/26/2026
31947	03/26/2026	EFT	001136 COLT PLUMBING CO.		349.73		03/26/2026
31948	03/26/2026	EFT	000274 COPY-TECH INC		3,909.00		03/26/2026
31949	03/26/2026	EFT	000381 GRAINGER		11.66		03/26/2026
31950	03/26/2026	EFT	006769 HENRY F MICHELL CO		269.56		03/26/2026
31951	03/26/2026	EFT	006384 HOCH, MICHAEL		137.80		03/26/2026
31952	03/26/2026	EFT	006950 HOFACKER, HUNTER		9.30		03/26/2026
31953	03/26/2026	EFT	000539 KENT INTERMEDIATE SCHOOL		16,733.25		03/26/2026
31954	03/26/2026	EFT	006330 KOSTER, CHRIS		50.03		03/26/2026
31955	03/26/2026	EFT	006742 LAW OFFICES OF DENNIS POL		61.56		03/26/2026
31956	03/26/2026	EFT	005119 MASTER TECH SERVICES LLC		2,298.16		03/26/2026
31957	03/26/2026	EFT	002605 MICHAEL, SHEILA		63.86		03/26/2026
31958	03/26/2026	EFT	006425 MOBILE COMMUNICATIONS AME		2,435.64		03/26/2026
31959	03/26/2026	EFT	005010 NEOLA, INC		1,375.00		03/26/2026
31960	03/26/2026	EFT	002432 NATIONAL INSURANCE SERVIC		183.30		03/26/2026
31961	03/26/2026	EFT	001576 OTTAWA CO TREASURER		5,770.52		03/26/2026
31962	03/26/2026	EFT	006061 RADCO APPAREL		3,031.60		03/26/2026
31963	03/26/2026	EFT	005500 REHMANN LLC		4,593.66		03/26/2026
31964	03/26/2026	EFT	001663 ROHR GASOLINE EQUIPMENT I		400.00		03/26/2026
31965	03/26/2026	EFT	006432 VIS COMM PRODUCTS, LLC		640.00		03/26/2026
31966	03/26/2026	EFT	002715 WEST MICHIGAN INTERNATION		465.51		03/26/2026
84280	03/05/2026	PRINTED	006566 PC PARTS PLUS LLC		449.95		03/11/2026
84281	03/05/2026	PRINTED	006888 HAISMA, ERICA	40.00			
84282	03/05/2026	PRINTED	006890 ANTHONY GRUPIDO		2,000.00		03/10/2026
84283	03/05/2026	PRINTED	006846 HIGGS, MICHAEL RICHARD		599.00		03/10/2026
84284	03/05/2026	PRINTED	003252 MENARD, INC		94.63		03/10/2026
84285	03/05/2026	PRINTED	006186 WERNER, LISA	159.60			
84286	03/05/2026	PRINTED	006435 WEST MICHIGAN RISK MANAGE		6,920.00		03/12/2026
84287	03/05/2026	PRINTED	006847 WIERSMA, JACKLYN		599.00		03/11/2026
84288	03/05/2026	PRINTED	006944 JAMES GORDON PERRY		225.00		03/20/2026
84289	03/19/2026	PRINTED	000043 ADEMA ALTERNATOR & STARTE	100.00			
84290	03/19/2026	PRINTED	006549 AVI SYSTEMS, INC		7,664.56		03/26/2026
84291	03/19/2026	PRINTED	005154 BOSCH, JEREMY	599.00			
84292	03/19/2026	PRINTED	000244 CONSUMERS ENERGY/LANSING		44,780.56		03/26/2026
84293	03/19/2026	PRINTED	006663 TERESA RICARD		875.00		03/27/2026
84294	03/19/2026	PRINTED	005603 GRCC MUSIC	225.00			
84295	03/19/2026	PRINTED	000550 KEVIN KILPATRICK		599.00		03/25/2026
84296	03/19/2026	PRINTED	001497 MICHIGAN GAS UTILITIES		399.63		03/30/2026
84297	03/19/2026	PRINTED	006681 MYERS, PAUL LEWIS		58.25		03/24/2026
84298	03/19/2026	PRINTED	006946 ONE WITH GOLF LLC		424.90		03/27/2026
84299	03/19/2026	PRINTED	001579 OTTAWA COUNTY HEALTH DEPA		2,595.00		03/26/2026
84300	03/19/2026	PRINTED	005292 RITSEMA, TIM	50.00			
84301	03/19/2026	PRINTED	005780 ROWLEY BROTHERS, INC		314.50		03/24/2026
84302	03/19/2026	PRINTED	006647 WEB PRESS OF MICHIGAN, IN		2,114.98		03/24/2026
84303	03/19/2026	PRINTED	001744 STATE OF MI-DEPT OF LIC &		1,519.25		03/24/2026
84304	03/19/2026	PRINTED	006945 WALLNGA, ALYSSA	599.00			
84305	03/19/2026	PRINTED	006187 WESTRIDGE ORCHARDS		5,025.00		03/23/2026
84306	03/26/2026	PRINTED	006661 ALLERS, ROB	599.00			

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: TM-2-CA01-0000-000-0000-000000-

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
84307	03/26/2026	PRINTED	006144 ATHLETE'S CONNECTION	600.00			
84308	03/26/2026	PRINTED	006549 AVI SYSTEMS, INC	6,101.11			
84309	03/26/2026	PRINTED	004991 GBC	718.56			
84310	03/26/2026	PRINTED	003252 MENARD, INC		123.76		03/30/2026
84311	03/26/2026	PRINTED	006949 MICHIGAN FFA ALUMNI		1,400.00		03/31/2026
84312	03/26/2026	PRINTED	001497 MICHIGAN GAS UTILITIES	28,259.12			
84313	03/26/2026	PRINTED	006884 MICHAEL RADFORD		16,000.00		03/30/2026
84314	03/26/2026	PRINTED	006828 RADIX TECHNOLOGIES LLC	1,159.01			
84315	03/26/2026	PRINTED	006947 SHANE RISNER	140.00			
84316	03/26/2026	PRINTED	006709 WEST MICHIGAN ASA		1,260.00		03/31/2026
84317	03/26/2026	PRINTED	005650 WESTGATE SNACK BAR INC	3,000.00			
115 CHECKS							
CASH ACCOUNT TOTAL				42,349.40	1,667,305.73		

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip: International Thespian Society Theatre Trip

Proposed Departure Date 7/22/26 Return Date 7/24/26

Proposer Sara Heacox Position Teacher/Theatre Director

Date by which response is needed ASAP Proposal Date 3/9/26

X - but will be recurring New Trip _____ Reoccurring Trip (complete B and D only)

A. Purpose

1. What is the major place to be visited or event to be attended?

We attend the Stratford Shakespeare Festival, in Stratford, Ontario

2. How is the trip related to the educational program of the District?
Theatre students attend 4-5 different show. We always see one Shakespeare, and at least one play and one musical. We also do a tour of their costume and prop shop.

This trip is also PD for me as I get to observe how others do certain shows as well as potential meet and talk with cast and crew.

3. In what ways will the students benefit?
It is good for our students to see live theatre outside of school performances. It gives them a goal to attain and ideas of how to make our goals happen.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
Students who are members of the International Thespian Society

2. Which staff member will be in charge?
Myself - Sara Heacox

3. What other staff members will be going?
Jamie Huizen

4. How many chaperones, in addition to staff members, will be going?
0

C. Itinerary

1. What will be the mode of transportation? What liability insurance does the carrier have?
School van if available or Sara and Jamie to drive students.

2. Where will the group be housed and fed?
Cost of the trip includes hotel, transportation, and theatre tickets.
Students bring money for meals and spending money
Best Western Arden Park (519) 275-2936
3. What en route or supplementary activities are planned?
We stop at the border for breakfast and usually stop for dinner on the way home.
4. What arrangements have been made for dealing with emergency situations?
I carry a binder with all student information (copies of passports, medical cards, etc.).
5. If tour guides are involved, what liability insurance do they carry?
N/A

D. Finances

1. What is the estimated total cost per student?
\$425 per student
2. What is the estimated total cost for the entire trip?
\$425 x 9 students
\$425 x 2 adults
Total for trip: \$4675
3. What is the source of funds?
Students pay
4. How will the funds be collected and safeguarded?
Checks written to CAPS
5. How will any shortfall be made up or excess funds used?
I have the cost down to the dollar so there is no excess or shortfall.

D. Finances (cont'd)

6. What provision has been made for students who are financially unable to pay any necessary costs?
Nothing at this time.

E. Communications

1. How will you communicate with parents prior to, during, and after the trip?
Parents are given my phone number. I keep an international plan on my phone so I can be reached at any time.

***If you are not missing any school days, you do not need to fill out "F".**

F. School Days

1. How many school days will be missed?
2. How will teachers be advised in advance that the students will be out of school?
3. How will missed work be made up?

Signature of the Requestor

Sara Heacox



Date

3/9/2026

Approved:



4/2/26

Principal



Date

4/2/26

Superintendent

Date

Updated 11/22/21