

KALAMAZOO PUBLIC SCHOOLS
Office of the Superintendent
1220 Howard Street
Kalamazoo, MI 49008
Telephone (269) 337-0123 | TDD (269) 337-0152
Fax (269) 337-0149

November 28, 2023

**MEETING ANNOUNCEMENT FOR THE
KALAMAZOO PUBLIC SCHOOLS BOARD OF EDUCATION**

A regular meeting of the Board of Education of the Kalamazoo Public Schools will be held on **Thursday**, November 30, 2023 at 7:00 p.m. in the Board Room of the Administration Building, 1220 Howard Street, Kalamazoo, MI 49008. The meeting will be live streamed on Public Media Network on the Live TV Channel PMN 5: <https://www.publicmedianet.org/pmn-discover-live>.

The Board of Trustees, Superintendent, and senior staff will have an informational dinner meeting at 5:30 p.m. in the Superintendent's office area and will also discuss any matters that may come before the Board.

KALAMAZOO PUBLIC SCHOOLS

Karla Murphy, Secretary
Board of Education

- ❖ Please contact the Superintendent's Office in advance of the meeting if auxiliary aids or services for individuals with disabilities are needed.
- ❖ Official minutes of Kalamazoo Public Schools Board of Education open meetings are available for inspection within eight working days of the meeting at the Superintendent's Office, 1220 Howard Street, Kalamazoo, MI 49008.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

1.2 Public Participation During a Meeting of the Board of Trustees

Policy

While balancing legitimate privacy interests of students and staff, the Board of Trustees welcomes community input at public meetings of the Board of Trustees.

Specifics

1. Persons requesting to address the board will be asked to complete a sign-in sheet by the end of the public comment period. The portion of that sign-in sheet requiring completion will include: name, school district in which the person resides, and connection to/interest in the Kalamazoo Public Schools. The optional portion will be held private and will include: mailing address, email address, phone number, topic about which they will be speaking and, if authorized and applicable, the organization they represent.
2. The presiding board officer will invite persons to come to the podium in the order in which the sign-in sheets were completed.
3. If after 30 minutes everyone who has completed a sign-in sheet has not had the opportunity to address the board, the public comment period will be tabled and resume before adjournment.
4. Speakers have three minutes each and must stop speaking promptly when signaled.
5. Speakers may not address confidential student or personnel matters, but may submit such concerns to the board in writing.
6. Speakers are encouraged to provide the board with a written copy of their comments and other appropriate supporting documentation, which will be copied and distributed as needed to appropriate staff/personnel.
7. The public is required to exercise common courtesy during the meeting and must follow rule of order. The presiding board officer may terminate public comments that are profane, vulgar, or defamatory, especially if these comments result in a disturbance or breach of peace. Personal attacks against an employee or board member that are totally unrelated to his or her duties are prohibited. If a person engages in disruptive conduct or is out of order, the board presiding officer will strike his or her gavel and warn the person to discontinue their behavior. Further disruptions will result in the person being asked to leave. Refusal to leave will result in being escorted out of the building. (MCL 380.1808)

Adopted: February 13, 2003

Revised: December 17, 2009

Revised: June 25, 2013

Adopted: December 19, 2019

This policy supersedes all other policies on this issue.

KALAMAZOO PUBLIC SCHOOLS
Board of Education
1220 Howard Street
November 30, 2023 – 7:00 P.M.
AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Acceptance of Agenda

IV. Attendance

V. Board Recognitions

VI. Committee Reports/ School Reports

VII. Correspondence

VIII. Consent Calendar Items

A. Minutes

November 16, 2023, Regular Meeting Minutes

B. Business and Financial Reports

Purchase Requests 2024-12, 2024-12, 2024-13, 2024-15, and 2024-16

C. Personnel Matters

Personnel Changes

D. Other

IX. Reports and Recommendations

A. Superintendent's Update

B. Middle and High School Course and Program Recommendations for 2024-2025 – Second Reading

X. Persons Requesting to Address the Board (3-minute individual limit)

XI. Other Business

Travel Request Form – Trustee Sholler-Barber

Travel Request Form – Trustee Hill

XII. Comments by Trustees/Superintendent

XIII. Closed Session (if needed)

XIV. Next Board of Education Meeting: Thursday, December 14, 2023, at 7:00 p.m.

KALAMAZOO PUBLIC SCHOOLS
Board of Education
1220 Howard Street
November 16, 2023 – Regular Meeting

I. Call to Order

President Harrison called the November 16, 2023, regular Board of Education meeting to order at 7:00 p.m. in the Board Room of the Administration Building, 1220 Howard Street.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Acceptance of Agenda

MOTION: Trustee Sholler-Barber, supported by Trustee Hill made a motion to accept the agenda as presented.

Disposition: Voice vote; all in favor. Motion carried unanimously.

IV. Attendance

Board members present: President Tianna Harrison, Trustee Jennie Hill, Trustee Patti Sholler-Barber, Vice President Jermaine Jackson and Trustee Takisha Johnson. Superintendent Dr. Darrin Slade was also present. Trustee Karla Murphy and Trustee Maricela Alcalá was absent.

V. Board Recognitions

Milwood principal Mr. LeSuer recognizing students Jaceyonnah Havenaar-Devers, Jayden Ogwa, Suave Brooks, and Matthew Kerr.

Kalamazoo Central athletic director Greg Straka recognizes students Kian Parker, Dante Gullon-Brock, Bode Brill, Nicholas Alkema, Soube'e Alnajjar, Jack Casper, James Hunsinger, Andrew Westcott, Charles Casper, Jordan St. John, Spencer Soule, James Warner, Wallace Tatara IV, Bashir Toliver, Elliot Spoelstra, Finlay Cane, Sawyer Tidd, Ivan Murillo and coaches Samir Sandhu (Head Coach) and Eric Buckleitner (Assistant Coach).

VI. Committee Reports/School Reports:

Trustee Hill reported the Governance Committee met Monday November 13, 2023, discussed multiple different policies such as attendance, teacher and school suspensions. She also stated that the next meeting will be held November 27, 2023.

President Harrison reported that the Community Relations and Engagement Committee is meeting Monday November 20, 2023.

VII. Correspondence

VIII. Consent Calendar

Board discussion:

MOTION: All Trustees made a motion to approve the Consent Calendar as presented.

Disposition: Voice vote; all in favor. Motion carried unanimously.

IX. Reports and Recommendations

A. Superintendent's Update

2024-2025 Course recommendations – Middle School, High School, Career and Technical Education (CTE), Education for Employment (EFE), Education for the Arts (EFA), Early Middle College (EMC), Middle School English Language Newcomer Program, and Courseware Offerings.

Middle School recommendations – Add: Music Studio – Maple Street and Personal Wellness 7 – Hillside. Update descriptions: Computer Applications: Technologies in our Changing World, Computer Applications: Career Life Choices 1 – grade 7, and Computer Applications (grade 8).

High School recommendations – Add: AP African American Studies, AP Precalculus, Eco Art, Honors Zoology – KAMSC, ELD Literacy A, ELD Literacy B, ELD Literacy C, ELD Numeracy B, ELD Numeracy C, ELD Science B, ELD Social Studies – World History B, and ELD Social Studies – United States History B. Change title, course number, and description: ELD Numeracy A, ELD Science, ELD Social Studies – World History A, and ELD Social Studies – United States History A (f.k.a. ELD Social Studies – American History A). Change graduation credit option: Personal Financial Literacy and change title and course description: The Turbulent Years: History of the 1980's to 2008 (f.k.a. The Turbulent Years: History of the 1960's and 1970's).

Career and Technical Education (CTE) – change course description – Professional Health Science.

Education for the Arts (EFA) – Remove – Advanced Visual Arts Studio and Integrated Dance/P.E./Health Class.

Education for Employment (EFE) – add the following course offering – Non CTE Work-Based Learning.

Early Middle College (EMC) – change the degree type – Automotive Undercar Systems. Change the course description – General Automotive Service. Change the number of credits and course description – Desk Side Support.

Middle School English Language Newcomer Program – MS Newcomer – ELA, MS Newcomer – Math, MS Newcomer – Science, and MS Newcomer – Social Studies.

Courseware offerings – Algebra 1 A and B, Algebra 9 A (pre-algebra), American Popular Music, Human Anatomy and Physiology A and B, Anthropology, Astronomy, Biology A and B, business Finance, College and career Readiness, Chemistry Foundations, Consumer Education, Creative Writing, Earth Science A, Economics, English 9A through 12B, Environmental Science A, Family Living and Health Relationships, Financial Mathematics, Food and Nutrition, Forensic Science 1 and 2, French 1 A and B, Geometry A and B, Government A and B, Health, Health Science, Healthy Living through Physical Activity, Human Anatomy and Physiology A and B, Journalism, Law 1, Law Enforcement, Personal Financial Literacy, Photography 1 and 2, Physics, Precalculus A and B, Sociology, Spanish 1 A and B, Spanish 2 A and B, Statistics and Probability, US history A and B, Visual Art Exploration, Women's Studies, and World History A and B.

Trustee Hill asked what Eco-Art was.

Trustee Johnson asked if something was going to take place of the dance class being removed.

Trustee Sholler-Barber wanted Dr. Justice to define what Courseware was.

KPS Attendance Policy

Our number one goal is to improve student achievement – The vast majority of our students come to school each day, on time. ALL our students need to meet this expectation.

KPS attendance rates are on par or above similar districts in the state.

Most of the challenges that students face in the district are in some way impacted by poor attendance.

Unexcused absence notifications and support – When your student has the following number of unexcused absences in a trimester, you should expect to receive the following notifications and support. 3 days – letter/email and a Robo text/Phone call, 5 days – letter/email and an in person, virtual, or phone conference, 10 days – letter/email along with the School Attendance Committee Plan of Support, and 15 days - letter/email and a referral to Central Office, where they will make further recommendations that may include: wrap around services, referrals to community support organizations, academic interventions, summer school attendance, and possible recommendations for grade level retention.

What is an excused absence? – Student illness and/or appointment verified by the parent/guardian or medical professional, medically verified extended illness or hospitalization, attending a funeral, religious holiday, absence due to a subpoenaed court appearance, and any time missed due to KPS school transportation issues.

Parents(s)'/Guardian(s)' Responsibility – It is the responsibility of the parent(s) and/or guardian(s) to notify the student's school as early as possible on the day of an absence and explain the reasons for the absence. Written or email verification of a student's absence by a parent/guardian is required (unless otherwise indicated by the appropriate administrator) and should be provided to the school the day after an absence. Kalamazoo Public Schools Attendance Procedures Student absences are considered unexcused if documentation supporting an excused absence is not provided. It is the responsibility of the parent(s) and/or guardian(s) to make arrangements with the teacher to obtain missed assignments due to absences.

New Attendance Expectations – Starting Trimester 2 – November 27, 2023.

Chronic Absenteeism – The state defines 'Chronic Absenteeism' as attending school less than 90% of the time. This is looking at all absences (excused, unexcused, suspension, etc.). When your student is out of school, for any reason, they are missing valuable instructional time. Every six weeks, families will receive letters from the school if their child has an attendance rate of less than 90%.

We have 76 students who have missed over 30 days so far this year. Dr. Slade will host group family meetings with these students to discuss and review the importance of daily attendance. We will also offer support services during these meetings.

Parent meeting: Attendance – Wednesday, November 29 at 6:00pm located at Lincoln International Studies School Auditorium.

Celebrating Excellent attendance – With pizza, prizes and more.

XI. Persons Requesting to Address the Board (3-minute individual limit)

Public comments/audience participation. No actions taken.

XII. Other Business:

MOTION: Request from Trustee Murphy to attend conference in January, accepted by Trustee Sholler-Barber, supported by Trustee Hill.

XIII. Comments by Trustees/Superintendent

Vice President Jackson showed gratitude to Dr. Slade for the presentation and focusing on matters that truly matter. He stated he also likes the encouragement implemented by Dr. Slade to get students to attend school and the different things he has in motion for the disciplinary part of unexcused absences and the rewarding part for showing up and participating in school. He also stated that the new baseball field is beyond amazing and let the community know to check it out when they can.

Trustee Sholler-Barber stated all the great things that have happened in the past 3 weeks. She gave compliments to the First Day Shoe Fund and how they are helping our community immensely, along with the students they are helping. She complimented President Harrison for allowing the Board members to attend the conferences in Lansing last weekend.

Trustee Hill gave her support to Dr. Slade as well for the attendance policy he is going to implement. She also stated all the different things she enjoyed at the MSBA conference last week.

Trustee Johnson thanked the community for their support in the Board.

President Harrison read Trustee Murphy's comments and Trustee Alcala's comments. She stated that both Trustee Murphy and Trust Alcala thanked the community for the support in going to the conferences last week. She also thanked the community personally for allowing them to go to the conferences last week. She let the community know that all 3 newer Trustees are officially done with the CBA:100's. She also thanked the Jeter family for donating the field for KPS.

Dr. Slade thanked our students for the amazing things that they are doing and the hard work that they do. He asked for the community to keep our students safe during the holiday weekend coming up.

XIV. Closed Session (if needed):

XV. Next Board of Education Meeting

President Harrison announced the next Board of Education meeting date: Regular Board of Education Meeting, Thursday December 14, 2023, at 7:00 p.m.

President Harrison adjourned the meeting at 8:17 p.m.

Respectfully submitted,

Shelby Kroeze, Recording Secretary,
on behalf of Karla Murphy,
Secretary, Board of Education

KALAMAZOO PUBLIC SCHOOLS
Office of the Superintendent

TO: Board of Trustees

FROM: Dr. Darrin Slade, Superintendent

DATE: November 30, 2023

SUBJECT: Approval of the Attached Purchase Recommendation

RECOMMENDATION: It is recommended that the board approve the purchases reflected on the attached Purchase Recommendation Data Sheet.

RATIONALE: In general, purchases greater than \$29,572 for materials, supplies, equipment, building construction, renovation, or repairs are brought before the board for approval.

The attached purchase recommendation data sheet includes all purchases that require approval at this time. Aspects of the purchases that are considered significant to the decision-making process are outlined on the data sheet.

KALAMAZOO PUBLIC SCHOOLS
PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: November 30, 2023
Request Number: 2024-12
Amount: \$37,500.00

Item: 1999 Navistar Tow Truck

Cost Center: Transportation

Cost Center Representative (s) Attending Board Meeting: Terri Aman

Description of Need:

This purchase will replace our 1987 tow truck. Due to its age and maintenance requirements, replacement of this vehicle is considered essential.

Vendor: Southside Towing
Fair Haven, MI

Number of Proposals Requested: 6 **Received:** 3

Low Bid Accepted? Yes

Additional Information:

KALAMAZOO PUBLIC SCHOOLS
PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: November 30, 2023
Request Number: 2024-12
Amount: \$71,164.00

Item: Two (2) 2023 GMC Savana 2500 Std Length Cargo Vans @ \$35,582.00 each

Cost Center: Transportation

Cost Center Representative (s) Attending Board Meeting: Terri Aman

Description of Need:

This purchase will replace a 2002 and 2003 maintenance van. Due to their age, mileage and regular maintenance requirements, replacement of these vehicles is considered essential.

Vendor: Todd Wenzel Buick
Westland, MI

Number of Proposals Requested: N/A **Received:** N/A

Low Bid Accepted? N/A

Additional Information:

The MiDEAL program is an extended purchasing program that allows Michigan local units of government to use state contracts to buy goods and services. Local governments benefit directly from the reduced costs of goods and services. The MIDEAL Program is authorized by Michigan legislation and has been in existence since 1984.

KALAMAZOO PUBLIC SCHOOLS

PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: November 30, 2023
Request Number: 2024-13
Amount: \$2,984,521.00

Item: Ten (10) 2024 International School Buses, 65-Passenger Capacity @ \$163,152.00 each
Three (3) 2024 International School Buses, Special Needs Lift Bus @ \$177,337.00 each
Five (5) 2024 International School Buses, 71-Passenger Capacity @ \$163,502.00 each

Cost Center: Transportation

Cost Center Representative(s) Attending Board Meeting: Terri Aman

Description of Need:

Safety in school bus operations requires regular replacement of vehicles. We will be replacing buses that have passed their useful life in miles and years. Safety and mechanical systems of the units being retired have reached a point of diminishing returns.

Due to our fleet traveling limited miles during the 2019/20 and 2020/21 school years because of the pandemic as well as the lack of availability of school buses, we have not replaced buses since 2021. This purchase will help us get back on track with our replacement schedule.

The new buses will be equipped with air conditioning. Summers have been increasingly hot. The addition of air conditioning will be beneficial for our students and bus drivers.

Vendor: Midwest Transit
Marshall, MI

Number of Proposals Requested: N/A **Received:** N/A

Low Bid Accepted? N/A

Additional Information:

In 1994, Michigan School Business Officials (MSBO) joined with the Michigan Association of Pupil Transportation to initiate a group bus purchasing program to save their members time and money. With cooperation from school bus vendors, the MSBO Bus Specifications Committee combined to design a program in which all districts could take advantage of group purchasing.

KALAMAZOO PUBLIC SCHOOLS
PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: November 30, 2023
Request Number: 2024-15
Amount: \$404,354.00

Item: Additional Security Cameras at Eight Elementary Schools

Cost Center: MDE Section 97 Safety Grant

Cost Center Representative (s) Attending Board Meeting: Karen Jackson

Description of Need:

This purchase recommendation is for the installation of structured cabling and security cameras at eight (8) elementary schools. The buildings include: Greenwood (7), Indian Prairie (22), King-Westwood (14), Lincoln (28), Prairie Ridge (19), Winchell (26), Woods Lake (37) and Woodward (18).

Vendor: See attached spreadsheet

Number of Proposals Requested: 15 **Received:** 10

Low Bid Accepted? Yes

Additional Information:

Budget \$475,000.00

Bid Amount \$367,594.68

Contingency 36,759.32

Total \$404,354.00

Under Budget \$ 70,646.00

Project: SECURITY CAMERAS AT EIGHT ELEMENTARY SCHOOLS
Owner: Kalamazoo Public Schools
Architect: TowerPinkster
Bid Date: October 24, 2023

<u>BID CATEGORY</u>	<u>RECOMMENDED CONTRACTOR</u>	<u>BID AMOUNT</u>
STRUCTURED CABLING @ Greenwood, Indian Prairie, King-Westwood, Lincoln, Prairie Ridge, Winchell and Woodward	HILLARD ELECTRIC, INC. Cedar Springs, MI	\$59,282.00
STRUCTURED CABLING @ Woods Lake	ELECTROMEDIA, INC. Spring Lake, MI	\$16,264.68
SECURITY CAMERAS	KNIGHT WATCH, INC. Kalamazoo, MI	\$258,631.00
TOTAL AMOUNT OF AWARD:		\$334,177.68

KALAMAZOO PUBLIC SCHOOLS
PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: November 30, 2023
Request Number: 2024-16
Amount: \$3,983,183.00

Item: Stone Panel Replacement at Kalamazoo Central High School

Cost Center: 2018 and 2022 Bonds

Cost Center Representative (s) Attending Board Meeting: Karen Jackson

Description of Need:

The exterior stone panels at Kalamazoo Central High School will be replaced with metal wall panels. There is 35,000 square feet of stone aggregate panels that will be removed and replaced with a lighter, more energy efficient metal panel.

Vendor: See attached spreadsheet

Number of Proposals Requested: 56 **Received:** 9

Low Bid Accepted? Yes

Additional Information:

During the post-bid interview process, the low bidder, Architectural Glass & Metals presented a number of value engineering cost savings options for the District and our consultants to review. We are in the process of reviewing all options submitted and will be securing accurate deductive pricing from them. We anticipate the final actual costs will be within budget.

Budget	\$3,800,000.00
Bid Amount	\$3,733,183.00
Contingency	<u>250,000.00</u>
Total	\$3,983,183.00
Over Budget	\$ (183,183.00)

CONTRACTOR RECOMMENDATIONS

Project: KALAMAZOO CENTRAL HIGH SCHOOL Stone Panel Replacement

Owner: Kalamazoo Public Schools

Architect: TowerPinkster

Construction Manager: The Skillman Corporation

Bid Date: November 3, 2023

<u>BID CATEGORY</u>	<u>RECOMMENDED CONTRACTOR</u>	<u>BID AMOUNT</u>
DEMOLITION	PITSCH COMPANIES Grand Rapids, MI	\$670,000
METAL WALL PANELS	ARCHITECTURAL GLASS & METALS Kalamazoo, MI	\$2,518,183
ROOFING	VERSATILE ROOFING Grant, MI	\$545,000
TOTAL AMOUNT OF AWARD:		\$3,733,183

KALAMAZOO PUBLIC SCHOOL
Office of the Superintendent

TO: Board of Trustees

FROM: Dr. Darrin Slade, Superintendent

DATE: 11/30/2023

SUBJECT: Personnel Changes

RECOMMENDATION: It is recommended that the board approve the following employment changes:

- I. Employment
 - A. Professional/Management
 - Sarekeya Logan**, District Nurse, Administration, 12/4/2023
 - Michelle Scott**, School Psychologist, Administration, 12/4/2023
 - Taryn Coats**, Special Education Teacher, Loy Norrix, 12/4/2023
 - B. Classified
- II. Promotions/Key Transfers
 - A. Professional/Management
 - Jared Riva**, Transfer from Campus Safety to Social Studies Teacher, Loy Norrix High School, 11/27/2023
 - B. Classified
- III. Leaves of Absence
 - A. Professional/Management
 - B. Classified
- IV. Terminations
 - A. Professional/Management
 - Suzanne Mills**, Teacher, Kalamazoo Central High School, Resignation, 11/26/2023
 - Mara Smedes**, Kindergarten Teacher, Lincoln International Studies School, Resignation, 12/6/2023
 - B. Classified
 - Ayat Rizeq**, Paraprofessional, Kalamazoo Central High School, Resignation, 11/20/2023
- V. Termination from Leave of Absence
 - A. Professional/Management
 - B. Classified
- VI. Return from Leave of Absence
 - A. Professional/Management
 - B. Classified

- VII. Lay-offs
 - A. Professional/Management
 - B. Classified

KALAMAZOO PUBLIC SCHOOLS
CONFERENCE / TRAVEL REQUEST FORM

(Requests must be made 14 days prior to early registration deadline)

Board Policy 1.3 and The Revised School Code (MCL Act 451 §380.1254) permits the school district to pay actual, reasonable, and necessary expenses incurred by a board member in performing functions as authorized by the Board of Trustees. Registration and travel arrangements can only be completed after board approval.

Patti Sholler-Barber

Name

11/17/23

Request Date

NSBA Equity Symposium and Advocacy Institute

Name of Event

1/26-1/31

Date of Conference/Class

CONFERENCE INFORMATION

Is this an MASB conference? ☐ Yes ☒ No If no, please indicate: NSBA

Is this request in time to receive early registration discount on conference? ☐ Yes ☒ No

Attending: ☒ In person ☐ Virtual ☐ Other; please explain: _____

List courses/sessions you plan to attend. **NOTE: Registration **cannot** be finalized unless this section is completed.**
Sat Jan 27 2024: NSBA Equity Symposium 8a-5p, includes breakfast, lunch, and beverages
Sun Jan 28 - Tue Jan 30 2024: NSBA Advocacy Institute and NSBA on Capitol Hill, includes breakfast, lunch, and beverages

LODGING INFORMATION

Lodging required? ☒ Yes ☐ No Check-in and check-out dates? Jan 26-Jan 30

Conference hotel name Courtyard by Marriot Washington

Is this request in time to receive the discounted room rate? ☐ Yes ☐ No

OTHER

Dietary requirements? _____

Any additional information? We are a NATCON district in a member state for cost purposes. Will also need flight and a Hotel - Courtyard Washington Downtown/Convention Center OR residence Inn Washington Downtown/Convention

For office use only.

Date received _____

Approval date? _____

☐ Registration _____

☐ Hotel _____

☐ Confirmation(s) sent _____

☐ Per Diem (?) _____

☐ Other _____

Board Expectations Subsequent to Attendance at Conference/Classes

1. Thorough report during the board comment section at the next Board of Education meeting.
2. If handouts are provided at the conference, please pass out to trustees at this time.
3. Presentation should include:
 - a. Conference name and date
 - b. How applicable to KPS Board of Education
 - ☒ Governance
 - ☐ Approving district budget
 - ☐ Hiring and evaluating superintendent
 - c. Summary of conference

It is the attending trustee's responsibility to remind the board president/secretary of intent to present.

Milage reimbursement should be requested in writing after returning from the conference/travel.

KALAMAZOO PUBLIC SCHOOLS

CONFERENCE / TRAVEL REQUEST FORM

(Requests must be made 14 days prior to early registration deadline)

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Jennie Hill

Name

11/21/23

Request Date

NSBA Equity Symposium and Advocacy Institute

Name of Event

1/26-1/29

Date of Conference/Class

CONFERENCE INFORMATION

Is this an MASB conference? ☐ Yes ☒ No If no, please indicate: NSBA

Is this request in time to receive early registration discount on conference? ☐ Yes ☒ No

Attending: ☒ In person ☐ Virtual ☐ Other; please explain: _____

List courses/sessions you plan to attend. **NOTE: Registration **cannot** be finalized unless this section is completed.**
Sat Jan 27 2024: NSBA Equity Symposium 8a-5p, includes breakfast, lunch, and beverages
Sun Jan 28 2024: NSBA Advocacy Institute and NSBA on Capital Hill, includes breakfast, lunch, and beverages

LODGING INFORMATION

Lodging required? ☒ Yes ☐ No Check-in and check-out dates? Jan 26-Jan 29

Conference hotel name Courtyard by Marriot Washington

Is this request in time to receive the discounted room rate? ☐ Yes ☐ No

OTHER

Dietary requirements? _____

Any additional information? _____

For office use only.

Date received _____

Approval date? _____

☐ Registration _____

☐ Hotel _____

☐ Confirmation(s) sent _____

☐ Per Diem (?) _____

☐ Other _____

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