

KALAMAZOO PUBLIC SCHOOLS
Office of the Superintendent
1220 Howard Street
Kalamazoo, MI 49008
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February 8, 2024

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

A special meeting of the Board of Education of the Kalamazoo Public Schools will be held on **Friday, February 9, 2024, at 6:00 p.m.** in the Board Room at the KPS Administration Building, 1220 Howard Street, Kalamazoo, MI 49008. The meeting will be live streamed on the Public Media Network on the Live TV Channel PMN 5: <https://www.publicmedianet.org/pmn-discover-live>

KALAMAZOO PUBLIC SCHOOLS

Jennie Hill, 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.

KALAMAZOO PUBLIC SCHOOLS
Board of Education Meeting
1220 Howard Street, Kalamazoo, MI 49008
February 9, 2024 – 6:00 p.m.
A G E N D A

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Acceptance of Agenda**
- IV. Attendance**
- V. Reports and Recommendations**
 - A. Second Reading - Policies 3.2 Non-Discrimination, 8.1 Equal Employment Opportunity,
8.2 Hiring and Staff, 8.4 Staff Evaluation and 8.7 Staffing, Assignment, Layoff, and Recall
of Classroom Teachers
- VI. Persons Requesting to Address the Board (3-minute individual limit)**
- VII. Other Business**

Interview applicants for the open Board of Education trustee position and select a new trustee.

 - A. Carol McGlinn
 - B. Jacqueline Slaby
 - C. Dr. Margaret Hale-Smith
 - D. Pastor Ronnie Coleman
- VIII. Next Regular Board of Education Meeting: Thursday, February 22, 2024 – 7:00 p.m.**

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

3.2 Non-Discrimination

Policy

The District shall not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or **gender expression**, age, religion, height, weight, marital or **family status**, disability, **military status**, **genetic information**, or **any other legally protected category** in its programs and activities, including employment. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes, including, without limitation, Title IX of the Civil Rights Act of 1964.

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

3.2 Non-Discrimination

Policy

Kalamazoo Public Schools welcomes all students and staff of any religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation, and disability.

The District will not tolerate or condone any act of bias or discrimination toward any person on the basis of religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation, and disability in any of its activities, hiring practices, programs or services.

Adopted: December 11, 2003

Revised: July 13, 2006

October 25, 2007

March 11, 2010

This policy supersedes all other policies on this issue.

KALAMAZOO PUBLIC SCHOOLS
Office of the Superintendent

Corresponding Procedures for Policy 3.2
Non-Discrimination

- The building level administrator is responsible for monitoring the adherence to the Non-Discrimination policy and for incorporating the policy statement in all printed promotional materials and newsletters.
- The assistant superintendent of Student Services monitors the adherence to the Non-Discrimination policy for the District.
- The assistant superintendent of Student Services/designee will monitor and/or equitably apply all behavior standards as outlined in the *Student Code of Conduct*.
- Procedures for filing a formal grievance begin at the building level and if not resolved, the grievance then proceeds to the office of the assistant superintendent of Student Services.
- The executive director of Communications/designee will monitor the inclusion of the non-discrimination statement in all District promotional materials.
- All questions and assistance is available through the office of Student Services, 269.337.0133.

Reviewed: July 15, 2004

These procedures supersede all other procedures on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

8.1 Equal Employment Opportunity

Policy

The District is committed to the fair treatment of and equal opportunity for all applicants and employees in all categories of employment in the District regardless of race, color, national origin, sex, sexual orientation, gender identity or **gender expression**, age, religion, height, weight, marital or family status, disability, **military status**, **genetic information**, or any other legally protected category in discrimination, and **shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes, including, without limitation, Title IX of the Civil Rights Act of 1964.**

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

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Adopted: March 13, 2003

Revised: December 11, 2003

October 11, 2007; friendly amendment approved October 25, 2007

January 14, 2010

This policy supersedes all other policies on this issue.

**KALAMAZOO PUBLIC SCHOOLS
Office of the Superintendent**

**Corresponding Procedures for Policy 8.1
Equal Opportunity Employment**

Employment

- The assistant superintendent of Human Resources is responsible for monitoring adherence to the Non-discrimination Policy 3.2
- The assistant superintendent of Human Resources will monitor the inclusion of the Equal Employment Opportunity statement in all employee documents.
- The assistant superintendent of Human Resources will equitably apply all employee benefits according to the position held.
- The assistant superintendent of Human Resources will inform staff of benefits and rights through the development and use of an Employee Handbook.
- The procedures for filing a formal grievance will be available in the office of the assistant superintendent of Human Resources.
- All questions and assistance is available through the office of Human Resources, 269-337-0178.

Drafted: February 25, 2004

These procedures supersede all other procedures on this issue.

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

8.2 Hiring and Staff

Policy

Hiring of personnel by the District will be fair and non-discriminatory and should be conducted in a manner that best positions the District to hire the most effective candidates.

Subject to any applicable collective bargaining agreements, individual employment contracts, or applicable laws, rules, or regulations, the Superintendent has the sole discretion regarding the staffing, assignment, placement, layoff, and recall of all administrators and staff other than teachers as defined under Section 1249 of the Revised School Code, MCL 380.1249.

Specifics

1. The District's hiring decisions should be based on the person's likely effectiveness in the position, and hiring procedures that use appropriate methods for ascertaining the likely effectiveness of different candidates will be developed for each type of position.
2. The District's hiring practices will fully comply with the District's non-discrimination policy.
3. The District's process for hiring the Superintendent and building-level administrators should solicit and consider student, parent, staff, and community input.
4. The District hiring process should coincide with the most opportune times to hire the most qualified candidates.
5. The Superintendent will give the Board pertinent information about recommended administrative candidates and allow ample time for Board review prior to Board approval.

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

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4. The District hiring process should coincide with the most opportune times to hire the most qualified candidates.
5. The Superintendent will give the Board pertinent information about recommended administrative candidates, and allow ample time for Board review prior to Board approval.

Adopted: April 10, 2003

This policy supersedes all other policies on this issue.

KALAMAZOO PUBLIC SCHOOLS
Office of the Superintendent

Corresponding Procedures for Policy 8.2
Hiring

Hiring of Personnel at Kalamazoo Public Schools

- Hiring is a centralized process for all positions, with the exception of hourly workers (i.e. playground helpers).
- Job descriptions are prepared in the office of Human Resources in collaboration with the effected department then the positions are posted in accordance with the various contractual agreements.
- Applications (for all but hourly positions) are received in the office of Human Resources.
- The assistant superintendent of Human Resources along with the appropriate principal/supervisor schedules candidate interviews with the interview team and prepares interview materials. This assures compliance with Board policy and state and federal law.
- The assistant superintendent of Human Resources and/or designee, in collaboration with the principal/supervisor, completes reference checks and all pre-employment screening for a finalist(s) as required for the particular position.
- The assistant superintendent and/or designee assists new hires with necessary paperwork, informs the offices of Payroll and Benefits, establishes and maintains a personnel file and submits all necessary information to the Board of Education for final approval.
- Applicant files are maintained for one year.
- The hiring process is completed when the assistant superintendent and/or designee notify all unsuccessful applicants.

Exceptions

- Application for bus driver positions varies and includes a medical examination, which is scheduled through the office of Human Resources. The assistant superintendent of Human Resources and/or designee sends notification to applicants who are not advanced in the screening process for drivers.
- The assistant superintendent and/or designee extend and finalize with compensation and benefit information the offer of employment for other positions.
- The superintendent generally makes the offer of employment for administrative hires and recommends to the Board the candidate for approval. The assistant superintendent/designee completes the process with salary and benefit information and notifies the necessary bargaining units, per contract agreements, of their new member.

Drafted: October 24, 2003

These procedures supersede all other procedures on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

8.4 Staff Evaluation

Policy

Teachers and administrators shall be evaluated in accordance with state law using one of the evaluation tools allowable by the Michigan Department of Education. The goal of the evaluation system is to improve teacher and administrator work performance and promote and support professional growth. Those teachers and administrators who are rated less than “effective” shall be addressed in the manner prescribed by law. Evaluations shall be used as a factor in staffing, placement, layoff and recall decisions as required and/or permitted by state law. Evaluators of teachers and administrators shall be provided training in accordance with state law.

Non-administrators and staff other than probationary and tenured teachers shall be evaluated in accordance with the evaluation process and procedures developed by the Human Resources Department and approved by the Superintendent, or where applicable, as negotiated in the collective bargaining agreements, or in an individual’s employment contract with the District.

Specifics

1. All employees of the District should be regularly evaluated, and such evaluations will comply with legal restrictions.
2. The effectiveness of student learning should be the main criterion for evaluating the District’s professional staff members.
3. The District expects that all persons advanced for tenure will exhibit high-quality performance in advancing student learning.
4. Evaluations will provide timely feedback for staff, in both written and oral form.
5. Evaluations should be used as a tool to help staff become more effective.
6. Evaluations should consider customer feedback.
- ~~7. The superintendent will be responsible for incorporating customer service into District wide evaluations.~~
8. The District’s evaluation process will include training for the evaluators in appropriate evaluation approaches.

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

8.4 Staff Evaluation

Policy

The District will evaluate all staff for the purpose of ongoing improvement.

Specifics

1. All employees of the District should be regularly evaluated, and such evaluations will comply with legal restrictions.
2. The effectiveness of student learning should be the main criterion for evaluating the District's professional staff members.
3. The District expects that all persons advanced for tenure will exhibit high quality performance in advancing student learning.
4. Evaluations will provide timely feedback for staff, in both written and oral form.
5. Evaluations should be used as a tool to help staff become more effective.
6. Evaluations should consider customer feedback.
7. The superintendent will be responsible for incorporating customer service into District-wide evaluations.
8. The District's evaluation process will include training for the evaluators in appropriate evaluation approaches.

Adopted: May 26, 2005

This policy supersedes all other policies on this issue.

**KALAMAZOO PUBLIC SCHOOLS
Office of the Superintendent**

**Corresponding Procedures for Policy 8.4
Staff Evaluation**

Staff Evaluations

- The assistant superintendent of Human Resources and/or designee will collaborate with union and non-union groups to create fair and comprehensive evaluation tools which align with Board policy and contractual agreements.
- The assistant superintendent of Human Resources and/or designee will support and assist supervisors in evaluation processes to comply with Board policy, contractual agreements and rules of law.
- The assistant superintendent of Human Resources and/or designee will prepare, print and make available evaluation forms (where appropriate).
- Individual supervisors are responsible for administering the evaluations as outlined for union and non-union employees.
- Evaluations will be collected and housed in each personnel file at the office of Human Resources.
- Employees wishing to refute said evaluation may submit their rebuttals to Human Resources to be added to their personnel file.

Drafted: October 24, 2003

These procedures supersede all other procedures on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

8.7 Staffing, Assignment, Layoff, and Recall of Classroom Teachers

Policy

Staffing, assignment, layoff, and recall of teachers working for the District, as defined under Section 1249 of the Revised School Code, MCL 380.1249, shall be consistent with Section 1248 of the Revised School Code, MCL 380.1248, the Teacher Tenure Act, and other applicable state law. All personnel decisions regarding staffing, assignment, layoff and recall of such teachers, including filling a vacancy, placing a teacher in a classroom, or conducting a staffing or program reduction or any other personnel determination resulting in the elimination of a teaching position, shall be made based on the following factors:

- a. Effectiveness as measured under the performance evaluation system prescribed by Section 1249 of the Revised School Code, MCL 380.1249.
- b. The teacher's length of service in a grade level or subject area, and recency of such service.
- c. The teacher's disciplinary record.
- d. Significant, relevant accomplishments and contributions above normal expectations of the teacher's peer group and/or a demonstrated record of exceptional performance.
- e. Relevant specialized training (beyond District or state requirements) and the demonstrated integration of that training into instruction in a meaningful way.
- f. The teacher's attendance (excluding absences subject to the Family Medical Leave Act or as "reasonable accommodations" pursuant to the Americans with Disabilities Act).
- g. The academic needs and interests of District students.
- h. Considerations of maintaining consistency of instruction in, and/or not disrupting, a current class or program.
- i. The best interests of the District's educational program; for example, where the disadvantages, drawbacks, and /or difficulties that would result from a teacher transferring from one class or program to another would outweigh the advantages or benefits to the overall educational program from such a transfer (e.g., where it would be difficult to fill the vacancy created by such a transfer).

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

8.7 Staffing, Assignment, Layoff, and Recall of Classroom Teachers

Length of service or tenure status may be a consideration in any personnel decisions where the factors listed above are equal. The Superintendent may identify additional job-related tiebreakers related to effectiveness to be utilized before considering length of service or tenure status. The Superintendent shall make personnel decisions based upon the factors above. The decision of the Superintendent shall be final, subject to applicable collective bargaining agreements.

A teacher who has received an end-of-the-year performance review rating of “Ineffective/Needs Support” shall not be given preference that would result in that teacher being retained over another teacher who received an end-of-the-year performance rating that is higher than “Ineffective/Needs Support.”

A teacher on an individualized improvement plan (IDP) related to performance issues shall be taken into consideration in evaluating a teacher’s effectiveness under the performance evaluation system prescribed by Section 1249 of the Revised School Code.

“Vacancy” shall mean and include any unoccupied position to be filled by the Board, after all other positions have been filled by District assignments, voluntary and involuntary transfers, job sharing, and/or recalls, in the manner and to the extent determined by the District as appropriate, and which vacancy is posted in a manner by the District seeking.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

8.7 Layoff and Recall of Teachers

Policy

For teachers, as defined in section 1 of article 1 of the Michigan Teachers' Tenure Act, all personnel decisions when conducting a staffing or program reduction or any other personnel determination resulting in the elimination of a position, when conducting a recall from a staffing or program reduction, or in making any other personnel determination resulting in the elimination of a position, or in hiring after a staffing or program reduction, or any other personnel determination resulting in the elimination of a position, the Board of Education shall ensure that such decisions are based on retaining effective teachers.

Effectiveness shall be measured by the performance evaluation system under section 1249 of the Michigan Revised School Code and shall be made based on the following factors:

- (i) Individual performance, which shall be the majority factor in making such decisions and which shall consist of but not be limited to all of the following:
 - (A) Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.
 - (B) The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom, and consistent preparation to maximize instructional time.
 - (C) The teacher's management of the classroom, manner and efficacy of disciplining pupils, rapport with parents and other teachers, and the ability to withstand the strains of teaching.
 - (D) The teacher's attendance and disciplinary record, if any.
- (ii) Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant relevant contributions above the normal expectations for an individual in his or her peer group and having demonstrated a record of exceptional performance.
- (iii) Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.

A teacher who has been rated as ineffective under the performance evaluation system shall not be retained over a teacher who has been rated as minimally effective, effective, or highly effective under the performance evaluation system.

Probationary teachers rated as effective or highly effective shall not be displaced by a teacher on continuing tenure solely because the other teacher has continuing tenure.

Except as otherwise provided within this policy, length of service or tenure status shall not be a factor in a personnel decision subject to this policy. However, if that personnel decision involves 2 or more employees and all other factors distinguishing those employees from each other are equal, then length of service or tenure status may be considered as a tiebreaker.

Sources: Public Act 102 of 2011 / Section 380.1248 of the Revised School Code; Public Act 103 of 2011/Section 423.215(3)(k).

Adopted: December 20, 2012

This policy supersedes all other policies on this issue.