

KALAMAZOO PUBLIC SCHOOLS
Office of the Superintendent
1220 Howard Street
Kalamazoo, MI 49008
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March 5, 2024

**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, March 7, 2024, 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

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.

**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 Meeting
1220 Howard Street, Kalamazoo, MI 49008
March 7, 2024 – 7:00 p.m.
A G E N D A

- 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**
February 22, 2024 Regular Meeting Minutes
 - B. Business and Financial Reports**
Purchase Recommendations 2024-30, 2024-31, and 2024-32
 - C. Personnel Items**
Personnel Changes
- IX. Reports and Recommendations**
 - A. Superintendent's Report**
 - B. Administrative Appointment - Special Education Coordinator for Compliance**
- X. Persons Requesting to Address the Board (3-minute individual limit)**
- XI. Other Business**
 - A. Travel Request for Jennie Hill**
 - B. Travel Request for Patti Sholler-Barber**
 - C. Travel Request for Karla Murphy**
 - D. Travel Request for Karla Murphy**
- XII. Comments by Trustees/Superintendent**
- XIII. Closed Session (if needed)**
- XIV. Next Regular Board of Education Meeting: Thursday, March 21, 2024 – 7:00 p.m.**

KALAMAZOO PUBLIC SCHOOLS
Board of Education Meeting
1220 Howard Street
February 22, 2024 – Regular Meeting Minutes

I. Call to Order

President Harrison called the meeting to order at 7:01 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Ceremonial Swearing-in of New Trustee

Carol McGlinn was sworn in by her husband.

IV. Acceptance of Agenda

President Harrison asked for a motion to accept the agenda.

MOTION: Trustee Sholler-Barber, supported by Secretary Hill, motioned to accept the agenda.

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

V. Attendance

Board members present: TiAnna Harrison, Jennie Hill, Jermaine Jackson, Takisha Johnson, Carol McGlinn, and Patti Sholler-Barber. Absent: Karla Muphy. Superintendent Dr. Darrin Slade was also present.

VI. Board Recognitions

Joletta Drake, principal, and Charles Green, assistant principal, at Prairie Ridge Elementary School recognized students Sa'Veon Anderson, Annabelle Prange, Emani Rolland, and Bradley McDaniels.

Atiba McKissack, principal at Hillside Middle School, recognized students Aniya Bowden, Bridal Williams, Bri'Naziah Williams, Camryn Huntley, Chancellor Campbell, Imani Smith-Morales, Ja'Riyah Hamilton, Justice Kent, Khalilah El-Hakim, Samira Webster, Adrianna Ryan, Aleeya Armstead, Ashtynn Blackwell, Chadsidy White, Deanna Cole, Jourdin Brown, Journey Dixon, Mikalyn Hubartt, and Talaya Greene.

Mike Hughes, principal at Linden Grove Middle School, recognized students Amiah Young, Grace Manley, Audrey Balint, Skylar Brown, Aniyah Williams, Dariyanna Snell, Ne'Cole Freeman, Malonia Mack, Emelia Hiatt, Simone McIntosh, Avery Feuhr, Brooklyn Potter, Joci Johnstone, Za'Miyah Horton, Gabriella Perry, Madison Anderson, Sa'Miyah Coleman, Romyah Casey, Nadiyah Stevenson, Mariyah Brown, Niyale Pitchett, and Za'Nayah Watkins.

VII. Committee Reports/School Reports:

President Harrison reported the committee list will be updated soon.

VIII. Correspondence

Secretary Hill reported the correspondence for the period of Feb. 8-22, 2024.

- Email received Feb. 19 from Grayson Borick regarding KPS phone policy. Secretary Hill replied on Feb. 21.

IX. Consent Calendar

President Harrison presented the Consent Calendar items: IX.A.1 February 1, 2024, Regular Meeting Minutes, XI.A.2 February 8, 2024, and IX.A.3 February 9, 2024, Special Meeting Minutes, VIII.B. Purchase Recommendations 2024-28, and 2024-29, VIII.C. Personnel Changes.

Board discussion:

Patti Sholler-Barber

- Thanked the community for supporting the bonds so the district can continue to improve our buildings and school.

MOTION: Implied motion to approve the Consent Calendar as presented.

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

X. Reports and Recommendations

A. Superintendent's Update

Dr. Slade reported on the upcoming City of Kalamazoo road construction and stated it will have an impact on buses and commuters.

Dr. Slade stated if any parent has issues, as long as they've followed the chain of command, he would meet with them in person.

Director of Special Education, Rikki Saunders, reported on the new School of Choice process which replaces the Letter of Intent process. This is a more streamlined process where families only need to submit a School of Choice form if they are requesting a change of building. Requests are being taken through Friday, March 1. Placements are not guaranteed. Families will be notified in early April if requests are approved. Any questions can be directed to the school or Student Services Department.

Dr. Slade thanked Dr. Angela Justice, Dr. Micole Dyson, Rikki Saunders, and Sheila Dorsey-Smith for their support in making Saturday School happen.

Dr. Dyson reported that Saturday School will begin on Feb. 24 from 9 a.m. to 12 p.m. at Washington Writers' Academy. Students were identified from six schools, grades 3-5, and invited them to participate. Breakfast and lunch are provided. Transportation is not provided.

Dr. Dyson provided updated on literacy nights. Elementary buildings will host on Feb. 28 and middle schools on Feb. 29. Schools will announce their own times.

Dr. Dyson announced that Kindergarten and PEEP orientation will be held on March 6, 2024. There is a 9:30 a.m. session and a 5:30 p.m. session. Online pre-enrollment opens up March 1.

B. ESSER III Budget Update

Chief Financial Officer Laura Kayser presented the ESSER III Budget Update. The ESSER III Grant is for a three year period that ends September 30, 2024. Mrs. Kayser stated this budget is being balanced between this school year and the following school year. The grant is being used to purchase custodial equipment, provide ESL endorsement, provide principals and school leaders with necessary resources, and purchase new monitors and training manuals. The grant also covers elementary summer school camp experiences, state and country books in the libraries, books in other languages for ESL students, and costs to offset teacher salaries that are usually charged to the general fund.

XI. Persons Requesting to Address the Board (3-minute individual limit) Public comments/audience participation. No actions taken.

XII. Other Business

A. MASB Region 6 Board of Directors Election

Trustee Sholler-Barber made a motion to elect Pamela Dickson from Comstock for Region 6 MASB Board of Directors. Trustee Johnson seconded the motion. Five were in favor with Vice President Jackson abstaining.

XIII. Comments by Trustees/Superintendent

TiAnna Harrison

- Shared in the celebration for Saturday School to address academic and social needs of students.
- President Harrison attended a presentation to hear the State of Black Males in Kalamazoo survey results. Called for Superintendent Slade to have the community come and overflow us with male mentors for our students.

Jermaine Jackson

- Shared excitement for Dr. Slade's vision of Saturday School. He has high hopes to help impact children in a positive fashion and is very grateful to parents for signing their students up.
- Thankful for quick implementations in order to safeguard students and families, especially at Milwood Elementary School after the crossing guard was hit. He stated there is more signage, obvious crossing paths with pylons in the street, and officers present. Requested the community be mindful around all elementary schools, especially Woodward and King-Westwood where speed limits increased.
- Shared free Henrietta Lacks exhibit at Kalamazoo College in the spirit of Black History Month, Feb. 2 to March 3 on weekdays from 1:30 to 5:00 p.m.
- Welcomed Trustee McGlenn back to the school board.

Jennie Hill

- Stated it was a great week in sports. Attended the Loy Norrix v. Kalamazoo Central boys basketball game. Enjoyed sitting on both sides of the gym to support the schools equally.

- Attended the wellness event on Saturday for KPS employees.
- Shoutout to Kalamazoo College and Western students volunteering at El Sol, Woodward, Lincoln, Oakwood, and in middle schools.

Patti Sholler-Barber

- Shoutouts to:
 - Loy Norrix for the beautiful presentation of Romeo and Juliet.
 - CIS for 20 year celebration at the Kalamazoo Promise office.
 - Outfront Kalamazoo for a wonderful gala.
- Welcomed Trustee McGlinn.
- Listed outstanding athletic achievements including:
 - KC boys bowling having their second undefeated season.
 - Girls wrestling junior Heaven Cole and freshman Jessica White heading to MHSAA state Finals March 1-2 at Ford Field. Heaven was 4th as a freshman and runner up as a sophomore.
 - Boys basketball Cedric Huntley is trying to reach 1,000 points as a varsity player. He is currently at 987 points.
 - Sam Oberlee qualified for MHSSA ski state finals for the second straight season.
 - 70% of the Winter athletes at Loy Norrix have a 3.0 GPA or higher.
 - Tayla Dillard is 35 points away from reaching 1,000 points in her high school career. She committed to GVSU next year.
 - Latay'vion Braxton signed to play football at Michigan Tech next year.
 - Roham Marion will represent Kalamazoo Central for state wrestling at Ford Field for the fourth year in a row.
 - Azaylin Lindsey-Allen will represent Kalamazoo Central for girls state wrestling for the second year in a row.
 - Kalamazoo Central winter athletes have a 3.2 GPA or higher.
- Thanked all parents, students, and spectators.

Takisha Johnson

- Invited everyone to community events in the area.
- Shared there is a Black History Month event at KVCC on Feb. 27.
- Urged the community to participate in community service events that support KPS students and families.

Carol McGlinn

- Thanked her husband for swearing her in.
- Stated she is looking forward to working with everyone on the board.

XIV. Closed Session (if needed)
None

XV. Next Board of Education Meeting

The next regular Board of Education meeting is Thursday, March 7, 2024, at 7:00 p.m.

MOTION: Trustee Johnson, supported by Trustee Hill, made a motion to adjourn the meeting.

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

President Harrison adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Nicole DeGraaf, Recording Secretary,
on behalf of Jennie Hill,
Secretary, Board of Education

KALAMAZOO PUBLIC SCHOOLS
PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: March 7, 2024
Request Number: 2024-30
Amount: \$259,570.00

Item: Early Childhood Playground Equipment for 4 Elementary Schools

Cost Center: 2018 Bond

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

Description of Need:

This purchase recommendation is for early childhood playground equipment at Arcadia, Lincoln, Northeastern and Woods Lake Elementary Schools. The equipment is specifically designed for 2-5 year olds so our PEEP and Head Start classrooms will be able to use the equipment. This purchase includes swings, 3 different structures, installation and soft surfacing.

Vendor: GameTime
Sinclair Recreation
Holland, MI

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

Low Bid Accepted? N/A

Additional Information:

The State of Michigan through the Department of Technology, Management and Budget has a purchasing contract with GameTime c/o Sinclair Recreation (#201700134). MiDeal is the State's extended purchasing program that allows Michigan cities, townships, villages, counties, school districts, etc. to buy goods and services from state contracts. The program is authorized by Michigan legislation and has been in existence since 1984.

KALAMAZOO PUBLIC SCHOOLS
PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: March 7, 2024
Request Number: 2024-31
Amount: \$266,700.00

Item: 105 1080p AHD Hybrid DVR Base KIT with (4) Cameras (256GB) including installation and 1-year site licenses @ \$2,540 each.

Cost Center: ESSER III – \$254,100.00
Transportation - \$ 12,600.00

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

Description of Need:

The school bus cameras and DVR's are reaching the end of their life-cycle and must be replaced. The replacement cameras operate with our current system and stop-arm cameras. The replacement of the DVR will allow us to store more video and allow for wireless download of requested video which will decrease the amount of time required to provide video to the transportation department and schools for review.

Vendor: Pro-Vision
Byron Center, MI

Number of Proposals Requested: 1 **Received:** 1

Low Bid Accepted? N/A

Additional Information:

The cameras and DVR's from Provision integrate with our current system.

KALAMAZOO PUBLIC SCHOOLS
PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: March 7, 2024
Request Number: 2024-32
Amount: \$89,090.00

Item: 2 2024 Chrysler Pacifica Mini Vans @ \$44,545.00 each

Cost Center: Transportation \$45,545.00
MVARP Homeless 2 \$45,545.00

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

Description of Need:

This purchase recommendation is for two mini vans. One van replaces a van at transportation that needed to be removed from the road due to age and mileage. The other van will be utilized by the Title 1 Parent Office to assist with outreach for homeless students.

Vendor: LaFontaine CDJR-Lansing
Lansing, MI

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

Low Bid Accepted? N/A

Additional Information:

This purchase is made through the MiDEAL Program. It 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 SCHOOL
Office of the Superintendent

TO: Board of Trustees
FROM: Dr. Darrin Slade, Superintendent
DATE: March 07, 2024
SUBJECT: Personnel Changes

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

- I. Employment
 - A. Professional/Management
 - B. Classified
 - Guadalupe L. Lopez-Diaz**, English Second Language (ESL) Paraprofessional, Maple Street Magnet School for the Arts, 02/05/2024
 - Maria D. Rodriguez-Porrás**, English Second Language (ESL) Paraprofessional, Phoenix High School, 02/19/2024
- II. Promotions/Key Transfers
 - A. Professional/Management
 - B. Classified
- III. Leaves of Absence
 - A. Professional/Management
 - B. Classified
- IV. Terminations
 - A. Professional/Management
 - Sheila K. Buehler**, Elementary Teacher, El Sol Elementary School, Retirement, 06/30/2024
 - Michelle L. Gregg-Marger**, Reading Interventionist, Parkwood Upjohn Elementary School, Retirement, 06/30/2024
 - Rebecca J. Learner**, Counselor, Loy Norrix High School, Retirement, 06/30/2024
 - Michael J. Milka**, Secondary Teacher, Kalamazoo Area Math and Science Center, Retirement, 06/30/2024
 - Makayla E. Perez**, Elementary Teacher, Lincoln International Studies School, Resignation, 02/08/2024
 - Virgina (Gini) H. Rakowski**, Speech Language Pathologist, Indian Prairie Elementary School, Retirement, 06/30/2024
 - Cheryl A. Snow**, Elementary Teacher, The Woodward School for Technology and Research, Retirement, 06/30/2024
 - Laurie L. Sipes**, Elementary Teacher, Prairie Ridge Elementary School, Retirement, 06/30/2024
 - Dr. Michael A. Tanoff**, Director, Kalamazoo Area Math and Science Center, Retirement, 06/30/2024
 - Melissa T. Tijerina-Herwick**, Spanish Teacher, Maple Street Magnet School for the Arts, Retirement, 06/13/2024

Julie L. Young, Earth Science Teacher, Loy Norrix High School, Retirement, 06/30/2024

B. Classified

Sara V. Gleason, English Second Language Paraprofessional, Lincoln International Studies School, Resignation, 03/13/2024

Danielle M. Howard, Library Assistant, Northglade Montessori Magnet School and Spring Valley Center for Exploration, Resignation, 06/30/2024

Suzann M. Middleton, Assistant School Secretary, Winchell Elementary School, Retirement, 12/31/2024

Lori A. Nelson, Library Assistant, Community Education Center, Retirement, 06/30/2024

James R. Schlage, District Data Specialist, Administration Building, Termination, 02/22/2024

Jordan J. Slocum, Assistant School Secretary - Athletics, Kalamazoo Central High School, Resignation, 04/12/2024

Maria (Janie) J. Varnesdeel, Library Assistant, Woods Lake Elementary: A Magnet Center for the Arts, Retirement, 06/30/2024

Lakaria M. Washington, Special Education Paraprofessional, Linden Grove Middle School, Resignation, 02/23/2024

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.

Jennie Hill 2/29/2024
Name Request Date

2024 NSBA Education Summit April 5, 2024 - April 8, 2024
Name of Event 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.**
NSBA Education Summit

LODGING INFORMATION

Lodging required? Yes No Check-in and check-out dates? April 5, 2024 - April 9, 2024

Conference hotel name New Orleans Ernest N. Morial Convention Center

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

OTHER

Dietary requirements? None

Any additional information? _____

For office use only. Date received _____ Approval date? _____

Registration _____ Hotel _____ Confirmation(s) sent _____

Per Diem (?) _____ Other _____

KALAMAZOO PUBLIC SCHOOLS

CONFERENCE / TRAVEL REQUEST FORM

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

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Patti Sholler-Barber

2/29/2024

Name

Request Date

2024 NSBA Education Summit

April 5, 2024 - April 8, 2024

Name of Event

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.**
NSBA Education Summit

LODGING INFORMATION

Lodging required? Yes No Check-in and check-out dates? April 5, 2024 - April 9, 2024

Conference hotel name New Orleans Ernest N. Morial Convention Center

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

OTHER

Dietary requirements? None

Any additional information? _____

For office use only. Date received _____ Approval date? _____

Registration _____ Hotel _____ Confirmation(s) sent _____

Per Diem (?) _____ Other _____

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.

Karla Murphy
Name

2/29/2024
Request Date

2024 NSBA Education Summit
Name of Event

April 5, 2024 - April 8, 2024
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.**
NSBA Education Summit

LODGING INFORMATION

Lodging required? Yes No Check-in and check-out dates? April 5, 2024 - April 9, 2024

Conference hotel name New Orleans Ernest N. Morial Convention Center

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

OTHER

Dietary requirements? None

Any additional information? _____

For office use only. Date received _____ Approval date? _____

Registration _____ Hotel _____ Confirmation(s) sent _____

Per Diem (?) _____ Other _____

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.

Karla Murphy
Name

3/1/2024
Request Date

2024 Spring Institute
Name of Event

4/20/2024
Date of Conference/Class

CONFERENCE INFORMATION

Is this an MASB conference? Yes No If no, please indicate: _____

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.**
CBA 246: Advanced Community Relations

LODGING INFORMATION

Lodging required? Yes No Check-in and check-out dates? _____

Conference hotel name _____

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 _____