

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

October 8, 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, October 10, 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
October 10, 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**
September 26, 2024 Regular Meeting Minutes.
 - B. Business and Financial Reports**
Purchase Request 2025-7, 2025-8, 2025-9, and 2025-10.
 - C. Personnel Items**
Personnel Changes
- IX. Reports and Recommendations**
 - A. Superintendent's Report**
- X. Persons Requesting to Address the Board (3-minute individual limit)**
- XI. Other Business**
 - A. Travel Request for Karla Murphy
 - B. Travel Request for Karla Murphy
 - C. Travel Request for Karla Murphy
 - D. Travel Request for Karla Murphy
 - E. Travel Request for Patti Sholler-Barber
- XII. Comments by Trustees/Superintendent**
- XIII. Closed Session (if needed)**
- XIV. Next Regular Board of Education Meeting: Thursday, November 7, 2024 – 7:00 p.m.**

KALAMAZOO PUBLIC SCHOOLS
Board of Education Meeting
1220 Howard Street
September 26, 2024 – Regular Meeting Minutes

I. Call to Order

President Harrison called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Acceptance of Agenda

President Harrison called for a motion to accept the agenda.

MOTION: Trustee Sholler-Barber, supported by Treasurer Murphy, moved to accept the agenda.

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

IV. Attendance

Board members present: TiAnna Harrison, Carol McGlinn, Jennie Hill, Karla Murphy, Yvonne Payton, Takisha Johnson, and Patti Sholler-Barber. Superintendent Dr. Darrin Slade was also present.

V. Board Recognitions

Susan Coney, Chief of Marketing and Communications, recognized State Representative Julie Rogers.

Comments from the board:

Patti Sholler-Barber

- Shoutout to Rep. Rogers for being an advocate for KPS.

Jennie Hill

- Shoutout to Rep. Rogers for working in public service.

Carol McGlinn

- Thanked Rep. Rogers for looking out for our district and treating the district as part of her family.

TiAnna Harrison

- Thanked Rep. Rogers and other sponsors of the 31aa bill. The supplemental funding for school safety will also go towards hiring support staff to support student mental needs and behavioral health.
- Appreciated the ability to hire a mental health coordinator.
- Appreciates the flexibility with the bill to allow funds to be used as the district feels is necessary for any service to maintain the health and safety of students.

VI. Committee Reports/School Reports:

President Harrison announced committees will begin meeting in October.

VII. Correspondence

Secretary Hill reported the correspondence for the period of September 6 - September 26, 2024.

- Email received September 11 from SLD Read regarding an invitation to SLD Read 50th Anniversary. Secretary Hill replied on September 11.

- Email received September 22 from Brie Jonna regarding bathroom concerns and building rental usage issues. Secretary Hill replied on September 25.

VIII. Consent Calendar

President Harrison presented the Consent Calendar items: VIII.A.1 September 5, 2024, Regular Meeting Minutes, September 13, 2024, Special Meeting Minutes, September 14, 2024, Special Meeting Minutes, and VIII.B. Personnel Changes.

MOTION: Trustee Sholler-Barber, supported by Vice President McGlinn, moved to accept the Consent Calendar.

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

IX. Reports and Recommendations

A. Superintendent's Update

Dr. Slade thanked WKZO for the free KPS advertisement. He went over the district goals and presented the academic data from the previous school year. Almost all of the buildings showed improvement.

Dr. Slade gave a shout out to Phoenix High School for major improvement last year and recognized Principal Ajamian Gardner for Phoenix math scores improving during his first year as a building principal.

Dr. Slade announced he would like the district to be over 90% for its attendance rates. Dr. Slade gave a shout out to Assistant Superintendent of Elementary Education, Dr. Micole Dyson. He also recognized Woodward Principal, Mr. Frank Rocco. He thanked Assistant Superintendent of Secondary Education, Mr. Craig McCane for his hard work with secondary students.

Comments from the board:

Takisha Johnson

- Very excited to see the numbers from the district. Very amazed to see how much growth the district made in one school year.

Jennie Hill

- Thanked everyone who put in the hard work to produce the improved results.
- Shoutout to Dr. Slade for being very visible and for hosting dozens of SWOT meetings.

Patti Sholler-Barber

- Very excited for the district improvement.
- Acknowledged 9th grade data shows great improvement for college and career paths.
- Thanked all of the senior staff for their roles in district improvement.
- Shoutout to Saturday School and all who participated with the program.

Carol McGlinn

- Said the key word was "focus". Focus on high quality instruction, math, reading, etc.
- Acknowledged there is a lot to be proud of and also a lot to still improve on. Feels the district is heading in the right direction.

Karla Murphy

- Thanked all Kalamazoo Public Schools staff and looks forward to future results.

TiAnna Harrison

- Grateful for the information that will help the board make better decisions to allow students to engage in higher level instruction.

- Shoutout to historically low performing elementary schools that made significant growth.
- Special thank you to the senior leadership team for their hard work on the strategic plan.

B. Approval of the 2024-2025 contractual agreement with the Kalamazoo Support Professionals bargaining unit

President Harrison presented the 2024-2025 contractual agreement with the Kalamazoo Support Professionals bargaining unit.

MOTION: Treasurer Murphy, supported by Trustee Johnson and Trustee Payton, moved to approve the 2024-2025 contractual agreement with the Kalamazoo Support Professionals bargaining unit.

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

Comments from the board:

Patti Sholler-Barber

- Very excited for this to be finalized. Very thankful for all the district support staff.

Yvonne Payton

- Commended all support staff. Recognized they are the backbone of the schools and thanked them for all of their support.

Carol McGlinn

- Showed appreciation for all the work the support staff provides to the district.

Jennie Hill

- Thanked all of the district support staff.

TiAnna Harrison

- Gave thanks to what she considers the heartbeat of the district.

C. Approval of the 2024-2025 contractual agreement with Kalamazoo Education Association bargaining unit

President Harrison presented the 2024-2025 contractual agreement with the Kalamazoo Education Association bargaining unit.

MOTION: Trustee Payton, supported by Trustee Johnson and Trustee Sholler-Barber, moved to approve the 2024-2025 contractual agreement with the Kalamazoo Education Association bargaining unit.

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

Comments from the board:

Yvonne Payton

- Shoutout to all teachers who have been working hard on the contract committees.

Patti Sholler-Barber

- Acknowledged negotiations on both sides are tough and very happy for settlement to come quickly.
- Appreciates all who were involved with bargaining.

Jennie Hill

- Thanked teachers for all they do for students.

TiAnna Harrison

- Grateful to the teachers' union and gave the board support for the union negotiations.

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

Public comments/audience participation. No actions taken.

XI. Other Business

- Travel Request for TiAnna Harrison
- Travel Request for Jennie Hill
- Travel Request for Yvonne Payton

XII. Comments by Trustees/Superintendent

Yvonne Payton

- Announced this month we are celebrating Hispanic Heritage Month, September 15-October 15.
- Announced the Kalamazoo Women's March is on October 13 at Bronson Park.
- Attended the National Registration Day for voters at the Douglass Center last week where different organizations registered voters.

Patti Sholler-Barber

- Shoutout to the students in the district.
- Thanked Representative Rogers for all she has done for KPS.
- Thanked Lisa Dewey for her hard work with the 31aa grant.
- Attended the MASB Behind the Scenes at the Capitol.
- Shoutout to Mrs. Coney to a wonderful Excelsior.
- Provided updates on sports:
 - Kalamazoo Central varsity football is 3-1. Best record since 2018. They are at Lakeview Friday night.
 - Soccer extended their record to 9-4-1 with a win over Portage Northern last night. They are currently in fourth place in the SMAC.
 - Kiya Bowman, junior diver, reached the all-time KC leaderboard last week achieving the third highest 1 meter springboard score in school history.
 - Excited to see Kalamazoo Central host Loy Norrix in volleyball tonight.
 - KC Track Coach and English teacher Tyler Germain was named MHSAA and MHSCA Track Coach of the Year.
- Announced CIS had a wonderful annual report. Each CIS has a kids closet for students in need.

Jennie Hill

- Announced Maple Street started rehearsing for the school play.
- Updated that First Day Shoe Fund gave out 6,400 pairs of shoes.
- College visits scheduled in the next two weeks.
- Communities In Schools will have a meet and greet at Woods Lake this weekend.
- Announced Taste of El Sol is Friday, October 25 at 5:30 p.m.
- Shoutout to band directors at Kalamazoo Central and Loy Norrix

Carol McGlinn

- Attending the First Day Shoe Fund shoe distribution at Parkwood-Upjohn on Monday.
- Attended open houses at Winchell and other buildings.
- Went over two dyslexia bills that passed yesterday. Bill 567 will have all students be screened for dyslexia and Bill 568 requires teacher prep programs. Feels KPS has done a great job in accommodating students with dyslexia.
- Showed appreciation to Dr. Slade and to the board for the willingness to change.

Takisha Johnson

- Urged the community to practice kindness and be mindful it is Suicide Prevention Month.
- Announced Lights on After School will be on October 24.
- Announced Justice Against Bullying in Schools event will happen on October 11 through 13. Give them a call to register.
- Announced this week was high school and youth voting week.
- Announced she is running for school board and the public library board.

Karla Murphy

- Announced September 15-October 15 is Hispanic Heritage Month.
- Announced September 30 is Michigan Native American Day.
- Reminded the community to watch the halftime shows at the football games.
- Acknowledged the importance of students voting. Thanked League of Women Voters for going out to the high schools.
- Announced Loy Norrix musical auditions begin October 1.
- Acknowledged the importance of bills, especially ones that mention education for the State of Michigan.

TiAnna Harrison

- Reminded the community she is very serious about integrity and will always advocate in the best interest of the students.

XIII. Closed Session

Not needed.

XIV. Next Board of Education Meeting

The next Regular Board of Education meeting is Thursday, October 10, 2024, at 7:00 p.m.

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

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

President Harrison adjourned the meeting at 8:35 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: October 10, 2024
Request Number: 2025-7
Amount: \$58,263.57

Item: Woods Lake Elementary School Teacher Furniture

Cost Center: 2022 Bond

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

Description of Need:

This purchase recommendation is for new teacher desks, storage units and height adjustable tables for document cameras for 29 classrooms at Woods Lake Elementary.

Vendor: Michigan Office Environments
Kalamazoo, 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 Michigan Office Environments (MiDeal Contract No. 22000000043). 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: October 10, 2024
Request Number: 2025-8
Amount: \$83,544.00

Item: South Westnedge School AV and Security Systems

Cost Center: 2022 Bond

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

Description of Need:

South Westnedge School will undergo major remodeling this fall including an HVAC upgrade, new secure vestibule and main entrance, new gym entrance and a new parking lot. This work is currently out to bid and will be brought to the board in early November. In anticipation of the amount of work that will take place in the building, we need to remove most of the interior security cameras, some of the exterior security cameras, and the AV systems currently installed in classrooms before construction begins.

The purchase recommendation is for the removal and reinstallation of the AV equipment and security cameras. In addition, upgraded card access systems will also be installed.

Vendor: See Attached Spreadsheet

Number of Proposals Requested: 23 **Received:** 4

Low Bid Accepted? Yes

Additional Information:

Bid Amount: \$75,949.00

Contingency: 7,595.00

Total: \$83,544.00

CONTRACTOR RECOMMENDATIONS

Project: SOUTH WESTNEDGE SCHOOL AV and SECURITY SYSTEMS

Owner: Kalamazoo Public Schools

Architect: TowerPinkster

Construction Manager: The Skillman Corporation

Bid Date: September 20, 2024

<u>BID CATEGORY</u>	<u>RECOMMENDED CONTRACTOR</u>	<u>BID AMOUNT</u>
AV Systems	The Datacom Group Holt, MI	\$43,185
Security Systems	Smart Building Services, LLC Belmont, MI	\$32,764

TOTAL AMOUNT OF AWARD:

\$75,949

KALAMAZOO PUBLIC SCHOOLS
PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: October 10, 2024
Request Number: 2025-9
Amount: \$1,973,543.00

Item: Two Classroom Addition at Winchell Elementary School

Cost Center: 2022 Bond

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

Description of Need:

This purchase recommendation is for the construction of two classrooms at Winchell Elementary School. These two classrooms replace the two portable classrooms which were torn down this past summer. This work also includes remodeling two existing classrooms. Work will begin in June, 2025 with the interior remodeling work done in August, 2025 while the new construction will be complete by January, 2026.

Vendor: See Attached Spreadsheet

Number of Proposals Requested: 85 **Received:** 23

Low Bid Accepted? Yes

Additional Information:

Budget	\$1,760,000.00
Bid Amount:	\$1,794,130.00
Contingency:	<u>179,413.00</u>
Total:	\$1,973,543.00
Over(Under) Budget	\$ 213,543.00

CONTRACTOR RECOMMENDATIONS

Project: WINCHELL ELEMENTARY CLASSROOM ADDITION

Owner: Kalamazoo Public Schools

Architect: TowerPinkster

Construction Manager: The Skillman Corporation

Bid Date: August 21, 2024

<u>BID CATEGORY</u>	<u>RECOMMENDED CONTRACTOR</u>	<u>BID AMOUNT</u>	<u>ALTERNATE</u>	<u>BID AMOUNT</u>
Sitework	Cripps Fontaine Excavating Kalamazoo, MI	\$189,000	\$15,000	\$204,000
Concrete	Schepers Concrete Grand Rapids, MI	\$107,275		\$107,275
Masonry	Davenport Masonry Holt, MI	\$172,813		\$172,813
Structural Steel	Custom Steel Fabricators Wyoming, MI	\$96,700		\$96,700
General Trades	Hall Builders LLC Paw Paw, MI	\$620,499		\$620,499
Flooring	Central Tile & Terrazzo Kalamazoo, MI	\$64,291		\$64,291
Mechanical	Mall City Mechanical Kalamazoo, MI	\$383,450		\$383,450
Electrical	Martell Electric LLC Portage, MI	\$145,102		\$145,102
TOTAL AMOUNT OF AWARD:				<u><u>\$1,794,130</u></u>

KALAMAZOO PUBLIC SCHOOLS
PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: October 10, 2024
Request Number: 2025-10
Amount: \$89,178.00

Item: Asbestos Abatement at South Westnedge School

Cost Center: 2022 Bond

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

Description of Need:

This purchase recommendation is for asbestos abatement at South Westnedge School. Abatement includes removal of pipe wrap, tunnel pipe wrap and soils, boiler room insulation, door and window caulk and floor tile and mastic. This work will be complete before the remodeling work begins in November.

Vendor: Martin & Associates
Kalamazoo, MI

Number of Proposals Requested: 6 **Received:** 2

Low Bid Accepted? Yes

Additional Information:

Bid Amount:	\$81,078.00
Contingency:	<u>8,100.00</u>
Total:	\$89,178.00

KALAMAZOO PUBLIC SCHOOL
Office of the Superintendent

TO: Board of Trustees

FROM: Dr. Darrin Slade, Superintendent

DATE: October 10, 2024

SUBJECT: Personnel Changes

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

- I. Employment
 - A. Professional/Management
 - Claudia P. Espiscito**, Speech and Language Pathologist, Itinerant, 10/01/2024
 - Chia-Jung Lesman**, English as a Second Language Teacher, Kalamazoo High School, 09/30/2024
 - Amee E. Loftis**, English as a Second Language Teacher, Phoenix High School, 09/30/2024
 - Nichole Wisinski**, Special Education Teacher, Washington Writers Academy, 09/30/2024
 - B. Classified
 - Daniel Z. Bair**, Montessori Teaching Assistant, Northglade Montessori Magnet School, 10/14/2024
 - Blanca Garcia-Villanueva**, Multilingual Paraprofessional, Arcadia Elementary School, 09/30/2024
 - Jeffrey J. Monroe**, Special Education Resource Room Paraprofessional, Edison Academy, 09/23/2024
 - Christina R. Steensma**, Restorative Justice Interventionist, Loy Norrix High School, 10/01/2024
 - Aaryn L. Wilson**, Falcon Recovery Center Monitor, Maple Street Magnet School: A Center for Math, Science, and Technology, 10/07/2024
- II. Promotions/Key Transfers
 - A. Professional/Management
 - Lisa A. Thomas**, transfer from Library Assistant to Fifth Grade Teacher at Spring Valley Center for Exploration, 09/30/2024
 - B. Classified
- III. Leaves of Absence
 - A. Professional/Management
 - B. Classified
- IV. Terminations
 - A. Professional/Management
 - Nicole R. Birko**, PEEP Teacher, Greenwood Elementary, Resignation, 10/09/2024
 - B. Classified
 - Kavon A. Gardner**, Student Behavior Interventionist, Loy Norrix High School, Termination, 10/08/2024

Quianna M. Jenkins, Special Education Resource Room Paraprofessional, Winchell Elementary, Resignation, 10/11/2024

Jeffrey J. Monroe, Special Education Resource Room Paraprofessional, Edison Academy, Resignation, 09/29/2024

Joy A. Vandepol, Lead Secretary, Washington Writers Academy, Retirement, 10/31/2024

- 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.

Karla Murphy

Name

09/24/2024

Request Date

CBA 224: Succession Planning - MA RESA

Name of Event

11/5/2024

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 224: Succession Planning - MA RESA

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 _____

KALAMAZOO PUBLIC SCHOOLS

CONFERENCE / TRAVEL REQUEST FORM

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Karla Murphy

Name

09/24/2024

Request Date

CBA 320: 21st Century Skills to Succeed in a Global Society

Name of Event

11/13/2024

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 320: 21st Century Skills to Succeed in a Global Society

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 _____

KALAMAZOO PUBLIC SCHOOLS

CONFERENCE / TRAVEL REQUEST FORM

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Karla Murphy

Name

09/24/2024

Request Date

CBA 330: Legal Issues In Interscholastic Athletics

Name of Event

12/11/2024

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 330: Legal Issues In Interscholastic Athletics

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 _____

KALAMAZOO PUBLIC SCHOOLS

CONFERENCE / TRAVEL REQUEST FORM

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

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Karla Murphy

Name

09/24/2024

Request Date

CBA 309: Current Trends in K-12 Technology at MA RESA

Name of Event

1/7/2024

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 309: Current Trends in K-12 Technology at MA RESA

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 _____

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

09/26/2024

Request Date

NSBA Equity & Advocacy Institute

Name of Event

02/02/25 - 02/04/25

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 Equity & Advocacy Institute

LODGING INFORMATION

Lodging required? ☒ Yes ☐ No Check-in and check-out dates? 02/01/25 - 02/05/25

Conference hotel name Marriott Marquis Washington DC

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 _____