

KALAMAZOO PUBLIC SCHOOLS
Office of the Superintendent
1220 Howard Street
Kalamazoo, MI 49008
Telephone (269) 337-0123 | TDD (269) 337-0152
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January 7, 2025

**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, January 9, 2025, 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://publicmedianet.org/pmn-five/>.

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

January 9, 2025 – 7:00 p.m.

A G E N D A
(Revised 1/8/2025)

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Ceremonial Swearing-in of Elected Trustees**
- IV. Election of Officers**
- V. Acceptance of Agenda**
- VI. Attendance**
- VII. Board Recognitions**
- VIII. Committee Reports/School Reports**
- IX. Correspondence**
- X. Consent Calendar Items**
 - A. Minutes**
December 19, 2024 Regular Meeting Minutes.
 - B. Personnel Items**
Personnel Changes
- XI. Reports and Recommendations**
 - A. Superintendent's Report**
- XII. Persons Requesting to Address the Board (3-minute individual limit)**
- XIII. Other Business**
 - A. Travel request for Takisha Johnson
 - B. Travel request for Patti Sholler-Barber
- XIV. Comments by Trustees/Superintendent**
- XV. Closed Session (if needed)**
- XVI. Next Regular Board of Education Meeting: Thursday, January 23, 2025 – 7:00 p.m.**

KALAMAZOO PUBLIC SCHOOLS
Board of Education Meeting
1220 Howard Street
December 19, 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 Secretary Hill, moved to accept the agenda.

Disposition: Voice vote; all in favor. The motion was carried unanimously by trustees present.

IV. Attendance

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

V. Board Recognitions

Wessam Abdelaziz, Coordinator of Multilingual Learners Services and World Languages, recognized teachers Jeana Little, Bradley Ihreke, Erin Gougam, Austyn Sabin, MaryAnn Aguirre, Megan Dennany and Lindsey Homan for receiving TESOL (Teaching English to Speakers of Other Languages) Master's Degrees from Western Michigan University.

VI. Committee Reports/School Reports

Vice President McGlinn provided updates from the Operations/Financial Affairs Committee. The committee started a conversation regarding school safety and security. McGlinn also reported about how they will begin having conversations with the community about weapon detectors. She mentioned that the Student Advisory Council, Parent Advisory Council, Teacher Advisory Council, and Senior Leadership have already held discussions. The committee met about El Sol and went over a list of the acreage and size of all properties and buildings that KPS owns.

President Harrison provided updates from the Superintendent Evaluation Committee. She mentioned there is a new evaluation tool from MASB for evaluations. She also went over the evaluation timeline including a mid-year check in January.

VII. Correspondence

Secretary Hill reported the correspondence for the period November 22 - December 17, 2024.

- Email received December 6 from Allyn Witchell regarding El Sol relocation concerns. Secretary Hill replied on December 8.

- Email received December 6 from Amy Boley regarding El Sol relocation concerns. Secretary Hill replied on December 8.
- Email received December 8 from Jen Ross regarding El Sol concerns. Secretary Hill replied on December 8.
- Email received December 9 from Holly Walls regarding El Sol relocation concerns. Secretary Hill replied on December 11.
- Email received December 10 from Dave Dilno regarding El Sol relocation concerns and what will happen with the current building. Secretary Hill replied on December 11
- Email received December 10 from Dr. David Wilson regarding El Sol relocation concerns. Secretary Hill replied on December 11.
- Email received December 10 from April Schmidt regarding El Sol relocation concerns. Secretary Hill replied on December 11.
- Email received December 10 from Elizabeth Barney regarding El Sol relocation concerns. Secretary Hill replied on December 11.
- Email received December 10 from Matt Carek regarding El Sol relocation concerns and would like the vote reconsidered. Secretary Hill replied on December 11.
- Email received December 10 from Sarah Drumm regarding concerns that the Vine area will not have a neighborhood school. Secretary Hill replied on December 11.
- Email received December 10 from Steve Walsh regarding concerns for the old site with the potential El Sol move. Secretary Hill replied on December 11.
- Email received December 11 from Juliette Munda regarding a request that the playground and green space stay intact for neighborhood children. Secretary Hill replied on December 11.
- Email received December 11 from Joe Byars regarding a request to pause on plans for the El Sol move. Secretary Hill replied on December 11.
- Email received December 11 from Ben Bakalyar regarding transportation concerns with potential El Sol move. Secretary Hill replied on December 11.
- Email received December 11 from Joshua Keller regarding a request for the vote to be delayed for El Sol planning. Secretary Hill replied on December 11.
- Email received December 12 from Michele Richards regarding a request to pause plans for El Sol move. Secretary Hill replied on December 17.
- Email received December 12 from Kiernan Dean-Hall regarding El Sol relocation concerns. Secretary Hill replied on December 17.
- Email received December 13 from Erik Vasilasuskas regarding a request to keep a school in the Vine neighborhood even if the Spanish program moves. Secretary Hill replied on December 17.
- Email received December 15 from Vic Damone regarding a Loy Norrix Basketball game concern. Dr. Slade replied on December 16 and Secretary Hill replied on December 18.
- Email received December 17 from Ashley Glass regarding a request to sit down with board members to discuss El Sol plans. Secretary Hill replied on December 18.

VIII. Consent Calendar

President Harrison presented the Consent Calendar items: VIII.A.1 November 21, 2024, Regular Meeting Minutes, VIII.B. Purchase Recommendations 2025-16, 2025-17, 2025-18, 2025-19, 2025-20, and VIII.C. Personnel Changes.

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

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

Discussion from the board:

Patti Sholler-Barber

- Thanked the community members who supported Kalamazoo Public Schools and the 2022 bond.
- Regarding 2025-18, acknowledged how helpful this is to deliver education to the students.
- Acknowledged the recent tragedy in Wisconsin and that these updates especially at Loy Norrix will help with safety issues.
- Shoutout to local builders in the area.

Jennie Hill

- Thanked voters for supporting the bond.
- Thankful for buildings updating technology, air conditioning, and worrying about safety and health concerns.

Karla Murphy

- Very thankful for air conditioning updates, specifically in the M wing at Loy Norrix.

Carol McGlinn

- Explained that it is such a large project to update all buildings throughout the district to have air conditioning. Students need to be removed from the buildings during the long period of time when air conditioners are installed.

TiAnna Harrison

- Thanked the community for supporting the 2022 bond and is looking forward to the building updates.

IX. Reports and Recommendations

A. Superintendent's Update

Dr. Slade announced there will be a presentation on El Sol. Acknowledged they have held several community meetings. Thanked Mrs. Jackson, Dr. Dyson, Dr. Wilson, and Mrs. Coney for their hard work on the presentation. He acknowledged how hard it is to close a building.

Director of Facilities Karen Jackson and El Sol Principal Dr. Natalie Wilson presented information about a new El Sol Elementary School location proposal. Mrs. Jackson went over the timeline that started with the bond approval in May 2022. She stated that in July 2024 programming meetings were held with the building principal, KPS administration,

and architects. A building has not yet been designed. A 75,000 square feet building is planned. Jackson described the amount of space a classroom needs for each grade level. The current El Sol building is just under 40,000 square feet. There is no central air conditioning and no elevator.

Dr. Wilson reported that classrooms have up to 29 students in each room. She also mentioned state requirements for kindergarten, 1st grade, special education, the cafeteria, media center, gymnasium and offices to be on the first floor of the building.

Mrs. Jackson mentioned KPS owns 12.1 acres of land that is currently empty. This location is the former site for Brucker Elementary that closed in 1981 and was demolished in 1991.

Dr. Wilson explained that 50% of El Sol students are native Spanish speakers and 50% of the students are native English speakers. There are currently 368 students enrolled and there is a waiting list. There is no attendance boundary for the school and students outside of KPS can also attend El Sol. There are currently 27 students from the Vine neighborhood that attend El Sol. The student drop-off area is a shared, congested, parking lot with the Community Education Center. El Sol, the Community Education Center, and the parking lot are on 6.15 acres of land. El Sol is on 2.26 acres of land which is the smallest space in the district.

Dr. Wilson went over results from the SWOT meetings that took place last year. Multiple parents showed concerns with the Spanish language retention once students leave El Sol. There is an opportunity to have a PEEP through Grade 8 program if the school is moved to a larger site.

Mrs. Jackson acknowledged that if El Sol is moved, KPS is aware it would be a loss to the Vine neighborhood. She mentioned there is no plan for what to do with the current building.

Dr. Slade thanked Dr. Wilson and Mrs. Jackson for the presentation. He thanked the community for showing up at all of the community meetings and sharing their opinions. Dr. Slade announced that the district enrollment does not support building a new neighborhood elementary school on the current El Sol site. The district will continue to receive stakeholder input but the superintendent's final recommendation to the board will be based on what's best for students, teaching and learning, and the total school experience. The district will continue to take feedback on the future of the current El Sol building.

Dr. Slade went over the community engagement opportunities coming up. Community meetings will be held on January 6 to discuss a possible transition from trimesters to semesters. The meetings will be held in the auditoriums at Kalamazoo Central at 4 p.m. and Loy Norrix at 6 p.m. There will be a PowerSchool meeting on January 13 at 6 p.m. at

Hillside Middle School. Safety and Security/Weapon Detector meetings will be on January 21 at Loy Norrix, January 28 at Maple Street Magnet School, and February 10 at Kalamazoo Central. Dr. Slade thanked Chief Webster for being so involved with the district's safety and stated we should keep our students as safe as possible. Strategic planning community meetings will come in March and April, 2025. Dr. Slade also stated his appreciation for the letters and emails with concerns about El Sol.

Trustee Johnson left the meeting at 7:17 p.m.

Discussion from the board:

Carol McGlinn

- Clarified the newly proposed site for El Sol is in Kalamazoo Township.
- Asked Laura Kayser to read the 2022 bond language. Mrs. Kayser read the bond language and confirmed it does not state where buildings need to be built.
- Acknowledged the bond was released under a different administration and that the bond language is vague.
- Asked if every classroom on the first floor has to have a separate door. Karen Jackson explained that every classroom over 1,000 square feet needs to have a second door to the outside. If the new building is at the current site the external doors will lead out to the parking lot.
- Acknowledged how tough of a decision it can be to move a school out of a neighborhood.
- Stated the district has been a good steward to the Vine neighborhood by bringing in Chenery, KILP, virtual school and KAMSC. There are currently over 500 students including adult education in the Community Education Center.
- Stated the district needs to invest in a dual language immersion program and do what is best for it.
- Said KPS will be making the decision that is best for the students and is best for the learning environment.

Patti Sholler-Barber

- Commended KPS for using ESSER funds for facilities upgrades.
- Acknowledged tonight is the tenth El Sol presentation.
- Went over the history of how El Sol originated.
- Acknowledged that KPS does what they need to do for the best interest of their students.

Yvonne Payton

- Thanked Mrs. Jackson and Dr. Wilson for their presentation.
- Asked if bathrooms will be in the classroom. Karen Jackson answered that they are included for classrooms from Pre-K through 2nd grade.
- Asked Dr. Wilson how the building teachers feel about the proposal. Dr. Wilson answered that this was a "wow moment" for the teachers. At first they were a little apprehensive about enrollment and commuting. After the follow-up discussion at a professional development last week, they had a reflective discussion. Dr. Wilson noted that a large majority are enthusiastic and a few teachers are a bit nervous.
- Looking forward to the new school.

Karla Murphy

- Noted it had been mentioned that the current El Sol sits on 2.26 acres. The new site is 12.1 acres. This will be 6 times as much space for the kids who might attend the new location. The additional building space will allow for more security features.
- Asked for clarification for other elementary buildings that were newly built, and if the second exit leads out to the playground. Mrs. Jackson confirmed that is true.
- Acknowledged that adding in Pre-K will allow for an additional year of immersion for the students in the language program.

Jennie Hill

- Acknowledged there is a lot to think about. Loved that there was a pros and cons list provided.
- Remembered Lincoln in 2002 also wanted a 7th and 8th-grade Spanish immersion program and it was not available at the time. Dr. Wilson answered that the overall goal is to have a K-12 immersion program with no breaks in between grade levels.

TiAnna Harrison

- Thanked Karen Jackson and Dr. Wilson for the presentation.
- Said safety is the most important thing for our students.
- Mentioned she has experienced the parking lot during dismissal time and how congested it gets.
- Acknowledged that green space and play is a very important part of learning.
- Asked for clarification about why enrollment cannot grow in the current space. Dr. Wilson answered that typically the number of students accepted are reduced to maintain the current enrollment. There is currently only room for two fourth and two fifth grade classes so there isn't room to accept more students. The capacity is to hold 500 students but it is just to maintain the current building capacity, not to grow in enrollment.
- Asked that if El Sol moved to 12 acres, would it be able to grow enrollment. Dr. Wilson announced she would like the building to stay around 500 students and explained that enrollment would not shrink and there is a possibility that middle school grades could be added.
- Asked for clarification about the program goals. Dr. Wilson stated there are three different goals to strengthen the program: a 90-minute Spanish reading block in elementary school, a Spanish immersion track in middle school, and a pathway to biliteracy in high school with the new partnership with WMU.
- Wanted to make sure the community gets a very good understanding of what El Sol is and what can be offered to keep our promise.
- Assured the Vine community that we have heard everything that has been said from KPS staff and the Vine and will make a decision that is best for the students and this district.

B. First Reading, Policy 1.4 Indemnification, Policy 2.1 Superintendent Authority and Establishment of Procedures.

Chair of the Governance Committee, Treasurer Karla Murphy, read Policy 1.4 Indemnification, Policy 2.1 Superintendent Authority and Establishment of Procedures. No changes or updates were made.

C. MASB Board of Directors Nomination

President Harrison announced that every year MASB has a Board of Directors nomination that is due in January so elections can take place.

MOTION: Treasurer Murphy, supported by Secretary Hill, moved to nominate President Harrison to serve on the Board of Directors.

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

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

Public comments/audience participation. No actions taken.

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 TiAnna Harrison
- F. Travel Request for TiAnna Harrison

XII. Comments by Trustees/Superintendent

Jennie Hill

- Attended CIS Ugly Sweater Fundraiser on December 10. The benefit raised over \$17,000.
- Attended Milwood Middle School concert on December 11. Shoutout to the band, choir, and orchestra.
- Attended Maple Street Choir Concert. Saw over 100 students in the choir.

Patti Sholler-Barber

- Wished the community a fantastic winter break and asked the community to be considerate of children and families who might feel holiday break is a very challenging time.
- Attended Maple Street concert.
- Attended the Helping Hands event at Oakwood.
- Did a walkthrough of KAMSC. Very impressed with how the new director is running the program.
- Gave her condolences to Loy Norrix Athletic Director Andrew Laboe, who recently lost his mother.
- Provided sports update:
 - Loy Norrix boys and girls varsity basketball teams did an amazing job hosting the Casey Young basketball clinic on Dec. 7th with KPS students in grades 3-8.
 - The boys bowling team continues their undefeated streak.
 - Loy Norrix has a full girls bowling team for the first time in several years and is off to a great start.

- The varsity basketball team at Kalamazoo Central is looking forward to playing at Little Caesars Arena and watching the Pistons play the Golden State Warriors afterwards.
- Kalamazoo Central men's varsity basketball is off to a 4-0 start and is currently ranked 37 out of 187 D1 high schools. Junior forward Isaiah Theodile was named Vicksburg Chrysler Hemi Muscle Player of the Week.
- Kalamazoo Central's track and field head coach Tyler Germain was named the NFHS Section 4 Coach of the Year. Section 4 includes Michigan, Indiana, Illinois, Wisconsin, and Iowa.
- KC swimming coach Jim Center was named the MHSAA Zone 6 Coach of the Year.
- KC swimming standout senior Maggie Spybrook was named the Zone 6 Swimmer of the Year. This is her third consecutive year winning this award. She is also state champion in the 100 fly. She has committed to swim next year at Toledo.

Carol McGlinn

- Reminded the community to check on their neighbors.
- Encouraged the community to attend free events within the community including an escape room at the Kalamazoo Public Library, looking at the lights downtown, and graham cracker house building at the public library.
- Announced community events including New Year events at the library and Air Zoo.
- Congratulated the teachers who were here for the TESOL program.
- Wished everyone a happy holidays and a safe and restful break.

Karla Murphy

- Thanked Karen Jackson and Dr. Wilson for presenting the El Sol information.
- Thanked Elijah Reigle for coming to speak at the board.
- Attended the winter craft event at Hillside Middle School.
- Attended the Loy Norrix concert.
- Volunteered for the "Urinetown" musical. Thanked Julie Davis, Maple Street Choir teacher, who is the assistant vocal coach for the high school musicals. Thanked Dan Lafferty for directing the musicals and plays. Thanked Marisa Bergh for her involvement in the musical and choir concerts.
- Congratulated everyone who earned their masters degree in the TESOL program.
- Wished everyone a happy holidays.

Yvonne Payton

- Announced the Alma Powell Library branch opened at its new location. Encouraged everyone to read over break.

TiAnna Harrison

- Announced two bills that are in the House of Representatives including Senate Bill 463 going to the full house for consideration. Also approved Senate Bill 285 which mandates all children who turn five by September 1 must enroll in Kindergarten. A parent may opt out until a student turns 6 if they submit a request in writing.
- Wants to make sure the board has a stronger voice and advocates for students at the local level and is more active in the community.

- Attended the Winter Extravaganza at Lincoln Elementary. Thanked Five Below for their donations.
- Attended Washington as a guest reader today.
- Showed appreciation to all administrative staff.
- Thanked Mr. Wessam Abdelaziz for his collaborative work with Western and the partnership with the teachers.
- Thanked Laura Kayser and Karen Jackson for all of their hard work this year.
- Thanked Sue Coney for her help this year.
- Thanked the board for allowing her to grow as a leader and encouraging her to continue in her role.
- Wished the community a restful break.

XIII. Closed Session (if needed)

Not needed.

XIV. Next Board of Education Meeting

The next Regular Board of Education meeting is Thursday, January 9, 2025, at 7:00 p.m.

MOTION: Trustee Sholler-Barber, supported by Trustee Payton, 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 9:24 p.m.

Respectfully submitted,

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

KALAMAZOO PUBLIC SCHOOL
Office of the Superintendent

TO: Board of Trustees

FROM: Dr. Darrin Slade, Superintendent

DATE: January 09, 2025

SUBJECT: Personnel Changes

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

- I. Employment
 - A. Professional/Management
 - Julie J. DeGraff**, Science Teacher, Kalamazoo Central High School, 01/06/2025
 - Karlee J. Junkins**, Occupational Therapist, Itinerant, 01/06/2025
 - Nancy L. McElroy**, Special Education Teacher, Itinerant, 01/06/2025
 - Richard D. McElroy**, Special Education Teacher, Itinerant, 01/06/2025
 - B. Classified
 - Breonna S. Alexander-Daugherty**, Special Education Self Contained Paraprofessional, Prairie Ridge Elementary, 01/06/2025
 - Megan E. Aubry**, Assistant School Secretary – Child Accounting, Milwood Elementary School, 01/06/2025
 - Stacey J. Davis**, Assistant School Secretary - Child Accounting, Woods Lake Elementary: A Magnet Center for the Arts, 01/06/2025
 - Kendi J. Howells-Douglas**, Lead School Secretary, Washington Writers' Academy, 01/06/2025
 - Abrianna D. Ramos**, Special Education Resource Room Paraprofessional, Loy Norrix High School, 01/06/2025
 - Isela Soto Sarabia**, Assistant School Secretary – Child Accounting (.75 FTE), Lincoln International Studies School, 01/06/2025
 - Sabrina J. Stempek**, Library Assistant (.3 FTE), Arcadia Elementary School, 01/07/2025
- II. Promotions/Key Transfers
 - A. Professional/Management
 - B. Classified
 - C. **Meghan C. Lloyd**, transfer from Assistant School Secretary – Child Accounting, Woods Lake Elementary: A Magnet Center for the Arts, to Lead School Secretary, Woods Lake Elementary: A Magnet Center for the Arts, 01/06/2025
- III. Leaves of Absence
 - A. Professional/Management
 - B. Classified
- IV. Terminations
 - A. Professional/Management
 - Kawther S. Mohammed**, English as a Second Language Teacher, Milwood Magnet School: A Center for Math, Science, and Technology, Resignation, 01/10/2025

- B. Classified
- 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.

Takisha Johnson

Name

12/19/2024

Request Date

2025 Winter Institute

Name of Event

02/7/25 - 02/8/25

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 232: Communicating Effectively in Difficult Times

CBA 252: Media Relations

CBA 263: Collecting Feedback

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

12/19/24

Request Date

MASB Spring Institute

Name of Event

05/02/25 - 05/05/25

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.**

Full Day Workshop

CBA 250: Generational Diversity for School Board Members

LODGING INFORMATION

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

Conference hotel name Straits Lodge

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 _____