

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 21, 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 23, 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 23, 2025 – 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**
    - January 9, 2025 Regular Meeting Minutes
    - January 11, 2025 Board Advance Minutes
  - B. Business and Financial Reports**
    - Purchase Requests 2025-21 and 2025-22
  - C. Personnel Items**
    - Personnel Changes
- IX. Reports and Recommendations**
  - A.** Superintendent’s Report
  - B.** New El Sol Elementary School
- X. Persons Requesting to Address the Board (3-minute individual limit)**
- XI. Other Business**
  - A.** Travel request for TiAnna Harrison
  - B.** Travel request for TiAnna Harrison
  - C.** Travel request for Karla Murphy
  - D.** Travel request for Patti Sholler-Barber
- XII. Comments by Trustees/Superintendent**
- XIII. Closed Session (if needed)**
- XIV. Next Regular Board of Education Meeting: Thursday, February 6, 2025 – 7:00 p.m.**

KALAMAZOO PUBLIC SCHOOLS  
Board of Education Meeting  
1220 Howard Street  
**January 9, 2025 - Regular Meeting Minutes**

**I. Call to Order**

Superintendent Dr. Slade called the meeting to order at 7:00 p.m.

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**III. Ceremonial Swearing-in of Elected Trustees**

The ceremonial swearing-in of recently elected board trustees was conducted. Yvonne Payton was sworn in by her spouse, Carol McGlinn was sworn in by her spouse, and Takisha Johnson was sworn in by her spouse.

**IV. Election of Officers**

Dr. Slade began the board's organizational meeting by requesting nominations for the board president.

**MOTION:** Trustee Karla Murphy, supported by Trustee Sholler-Barber, moved to elect Trustee TiAnna Harrison as board president.

**Board discussion:** Nominations were closed without objection.

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

President Harrison requested nominations for the office of board vice president.

**MOTION:** Trustee Sholler-Barber, supported by Trustee Hill, moved to elect Trustee Carol McGlinn as board vice president.

**Board discussion:** Nominations were closed without objection.

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

President Harrison requested nominations for the office of board secretary.

**MOTION:** Vice president McGlinn, supported by Trustee Sholler-Barber, moved to elect Trustee Jennie Hill as board secretary.

**Board discussion:** Nominations were closed without objection.

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

President Harrison requested nominations for the office of board treasurer.

**MOTION:** Secretary Hill, supported by Vice President McGlinn, moved to elect Trustee Karla Murphy as board treasurer.

**Board discussion:** Nominations were closed without objection.

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

**2025 Board of Education Officers**

President – TiAnna Harrison

Vice President – Carol McGlinn

Secretary – Jennie Hill

Treasurer – Karla Murphy

**V. Acceptance of Agenda**

President Harrison called for a motion to accept the agenda.

**MOTION:** Trustee Johnson, supported by Trustee Payton and Treasurer Murphy, moved to accept the agenda.

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

**VI. 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.

**VII. Board Recognitions**

Sylvia Washington, Principal of Northeastern Elementary School, recognized students Kenidy Roberts-Thomas, Londyn Hovarter, DelMarco Deleon, Anna Blakely, Jhyaire Couvillion, Tavares Brazier, Angel Dunson-Williams, and Delsin Hoeve.

Mike Hughes, Principal of Linden Grove Middle School, recognized students Lillian Start, Amos Hayner, Gianna Kaufman, and Ian Maynard.

Dr. Darrin Slade, recognized board members President TiAnna Harrison, Vice President Carol McGinn, Secretary Jennie Hill, Treasurer Karla Murphy, Trustee Patti Sholler-Barber, Trustee Yvonne Payton, and Trustee Takisha Johnson for Board Appreciation Month.

**VIII. Committee Reports/School Reports**

Trustee Johnson reported for the Community Relations Committee. She announced they met to discuss the SWOT analysis of communication practices and the PowerSchool community meeting to be held at Hillside Middle School. The committee discussed safety and security measures and weapon detectors. She announced an AI (artificial intelligence) community meeting in March.

Information was shared about an upcoming family event on Kalamazoo's north side. Transportation will be provided and more information will be released on the website.

Trustee Sholler-Barber reported that the Academic Excellence Committee met on January 8. The committee's primary focus is on reading and math prep and instruction. Committee members reviewed school performance scores. Drs. Slade, Dyson, and Justice shared Saturday School program information with the committee. The committee also reviewed the 2025-26 course bulletin.

**IX. Correspondence**

Secretary Hill reported the correspondence for the period December 18, 2024 - January 7, 2025.

- Email received December 20 from Holly Walls regarding using El Sol as a model for a small neighborhood school in its current location. Secretary Hill replied on January 8.
- Email received January 7 from Joe Byars requesting the decision on El Sol to be delayed. Secretary Hill replied on January 8.

**X. Consent Calendar**

President Harrison presented the Consent Calendar items: X.A December 19, 2024, Regular Meeting Minutes and X.B. Personnel Changes.

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

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

**XI. Reports and Recommendations**

**A. Superintendent's Update**

Dr. Slade reviewed the opportunities students have for off-campus learning activities. He thanked Assistant Superintendent Mr. Craig McCane, Assistant Superintendent Ms. Rikki Saunders, and Dr. Tracy Miller for their hard work and for creating partnerships for our secondary students for college and career readiness.

Dr. Slade announced the community events scheduled for the next few months. He thanked the executive team and school board for helping with the strategic plan and indicated multiple community meetings will be scheduled in March and April to review the plan.

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

Public comments/audience participation. No actions taken.

**XIII. Other Business**

- A. Travel request for Takisha Johnson
- B. Travel request for Patti Sholler-Barber

#### **XIV. Comments by Trustees/Superintendent**

Jennie Hill

- Announced Vocal Music Association Choral Festival at Chenery Auditorium on February 26.
- Announced the elementary school literacy night is Wednesday, February 26; middle schools will have theirs on February 27.
- Announced PEEP orientation will be on March 5.

Patti Sholler-Barber

- Announced President Jimmy Carter's funeral was today. Acknowledged his creation of the Department of Education.
- Encouraged the community to attend events around the city to celebrate Dr. Martin Luther King, Jr.'s birthday.
- Sports update:
  - Loy Norrix: About 80 students and the varsity basketball team went to Little Caesars Arena today (Thursday, Jan. 9) to play in the Court of Dreams basketball games vs. Cadillac. The students will go to the Motown Museum after the games while the basketball team tours Wayne State University. They will all return to Little Caesars Arena to watch the Detroit Pistons play the Golden State Warriors at 7 p.m.
  - Loy Norrix has eight students who applied for the MHSAA Scholar-Athlete Award. The students are seniors who have earned a varsity letter and have at least a 3.5 cumulative grade point average. It is a competitive scholarship with over 1,500 applicants. Finalists will be notified approximately January 24.
  - January 18 is a big day. The Knights will host our annual men's swimming and diving invitational at 9 a.m. The competitive cheer team will host their invitational beginning at 10 a.m. The men's basketball teams will host Grand Rapids South Christian, with games beginning at 2:30 p.m.
  - The Kalamazoo Central varsity basketball team is off to a great start. They won their first six games. They had their first loss last Saturday against Detroit Martin Luther King. Kalamazoo Central is currently ranked 23rd among Division 1 schools in Michigan.
  - Phoenix High School's men's basketball program is 7-1 under the direction of third-year coach Quay Wilson. They were victorious over American Academy at Kalamazoo Central's Don Jackson Invitational. Their next home game is scheduled for Wednesday, January 15, versus Covert—game tips at 6 p.m.
- Thanked NAACP for blood drives.
- Showed appreciation for all community organizations assisting children with winter hats, mittens, and other supplies.
- Shoutout to bus drivers in winter conditions.
- Thanked Dr. Slade for Bronco Buds.

Carol McGlenn

- Wished the community a Happy New Year.
- Showed appreciation for KPS bus drivers.
- Congratulated President Harrison and commended the good work of the board as a team.

- Announced the vote for El Sol will happen at the next meeting.

Takisha Johnson

- Appreciated CIS for being in every building and providing students with the items they need.
- Urged the community to look out for all children coming home in the evening.
- Showed appreciation for the district for having a calm winter break.
- Discussed an MLK event being held on Burdick Street on Friday, January 17th from 6 to 8:30 p.m..
- Announced Kalamazoo Kings and Queens will hold a soup kitchen and event in the park on MLK day.

Karla Murphy

- Congratulated the board for the elections.
- Congratulated all the students who were recognized at the meeting tonight.
- Mentioned to community meeting regarding PowerSchool and urged parents to use the help desk ticketing process with KPS technology services.
- For the holidays, over 100 unhoused community members, including KPS families, were provided temporary housing in hotels. Urged community to make donations if they are able.

TiAnna Harrison

- Told her favorite joke, “Haven’t seen you guys all year!”
- Grateful for everyone who believed in her on the board.
- Thanked the leadership team for their hard work and collaboration with the board.

Dr. Slade

- Wished the community a Happy New Year.
- Showed appreciation for all district staff.
- Thanked custodial staff, administration building staff, bus drivers, and all employees who worked over break.
- Thanked the board for their hard work.
- Thanked board members' families for supporting the board.

**XV. Closed Session (if needed)**

Not needed.

**XVI. Next Board of Education Meeting**

The next Regular Board of Education meeting is Thursday, January 23, 2025, at 7:00 p.m.

**MOTION:** Trustee Johnson, supported by Vice President McGlenn, 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 8:03 p.m.

Respectfully submitted,

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

KALAMAZOO PUBLIC SCHOOLS  
Board of Education Meeting  
1220 Howard Street  
**January 11, 2025 – Board-Superintendent Advance Minutes**

President TiAnna Harrison called the special meeting to order at 8:40 a.m. on January 11, 2025, at the Kalamazoo Promise building, 180 E. Water St., Suite 2005, Kalamazoo, MI 49007. The purpose of the meeting was to discuss mid-year progress with the district and how it can satisfy the requirements for the MASB evaluation, MLK Day, cultural diversity, social-emotional learning, district attendance, facilities drinking water update, math and technology updates, the strategic plan, and the district’s vision and mission statement. Dr. Slade served as the facilitator.

Board members present: TiAnna Harrison, Carol McGlinn, Jennie Hill, Karla Murphy, Takisha Johnson, Patti Sholler-Barber, and Yvonne Payton. Superintendent Darrin Slade, Coordinator of Instructional Technology Alex Miller, and Coordinator of Mathematics and Science Kristen Miller were also present.

Dr. Slade left the meeting at 12:15 pm.

President TiAnna Harrison adjourned the meeting at 1:30 p.m.

Respectfully submitted,

Jennie Hill, Secretary  
Board of Education

**KALAMAZOO PUBLIC SCHOOLS**  
**PURCHASE RECOMMENDATION DATA SHEET**

**Board Meeting Date:** January 23, 2025  
**Request Number:** 2025-21  
**Amount:** \$4,049,075

**Item:** Roof Replacement at Three Buildings

**Cost Center:** 2022 Bond

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

**Description of Need:**

This purchase recommendation is for roof replacement at the following buildings: Lincoln International Studies School, M.L. King-Westwood Elementary School and Woodward School. In addition, we will be removing the old roof-top mechanical equipment at Lincoln that is no longer in use. At Woodward, we are reworking the overhang and soffit on the main building as well as replacing damaged architectural details.

**Vendor:** See attached spreadsheet

**Number of Proposals Requested:** 26 **Received:** 8

**Low Bid Accepted?** Yes

**Additional Information:**

Budget	\$4,118,400.00
Bid	\$3,680,977.00
Contingency	<u>368,098.00</u>
Total	\$4,049,075.00
Under(Over) Budget	\$ 69,325.00

**CONTRACTOR RECOMMENDATIONS**

Project: ROOF REPLACEMENT at Lincoln International Studies School, ML King-Westwood Elementary & Woodward School

Owner: Kalamazoo Public Schools

Architect: TowerPinkster

Bid Date: January 23, 2025

<b><u>BUILDING</u></b>	<b><u>RECOMMENDED CONTRACTOR</u></b>	<b><u>BID AMOUNT</u></b>	<b><u>ALTERNATES</u></b>	<b><u>TOTAL</u></b>
Lincoln International Studies School	Brussee Brady, Inc. Three Rivers, MI	\$498,200	\$63,300	\$561,500
ML King-Westwood Elementary	Division 7 Building Contractors Kalamazoo, MI	\$966,250	\$371,180	\$1,337,430
Woodward School	Hall Builders, LLC Paw Paw, MI	\$1,238,610	\$543,437	\$1,782,047
<b>TOTAL AMOUNT OF AWARD:</b>				<b><u>\$3,680,977</u></b>

**KALAMAZOO PUBLIC SCHOOLS**

**PURCHASE RECOMMENDATION DATA SHEET**

**Board Meeting Date:** January 23, 2025  
**Request Number:** 2025-22  
**Amount:** \$41,145.00

**Item:** 2025 Chrysler Pacifica Mini Van

**Cost Center:** Systemwide Vehicle Replacement

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

**Description of Need:**

This purchase recommendation is to replace a minivan at Transportation. The van replaces a van at transportation that needed to be removed from the road due to age and mileage.

**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: January 23, 2025

SUBJECT: Personnel Changes

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

- I. Employment
  - A. Professional/Management
    - Maggie M. Amos**, Fifth Grade Teacher, Woods Lake Elementary: A Magnet Center for the Arts, 01/20/2025
    - Crystal Felix**, Multilingual Teacher, Loy Norrix High School, 01/13/2025
    - Sara V. Gleason**, Multilingual Teacher, Lincoln International Studies School, 12/16/2024
  - B. Classified
    - Elexa M. Ferrera**, Assistant School Secretary – Child Accounting, Arcadia Elementary School, 01/27/2025
    - Mirthala Quintanilla**, Assistant School Secretary, Adult Education, 01/20/2025
    - Karina Ramos**, Multilingual Paraprofessional, Maple Street Magnet School for the Arts, 01/22/2025
    - Madina Sedeqi**, Multilingual Paraprofessional, Milwood Magnet School: A Center for Math, Science, and Technology, 01/20/2025
- II. Promotions/Key Transfers
  - A. Professional/Management
  - B. Classified
- III. Leaves of Absence
  - A. Professional/Management
  - B. Classified
- IV. Terminations
  - A. Professional/Management
    - Kenneth L. Briggs**, Electronics and Robotics Teacher, Kalamazoo Central High School, Resignation, 01/07/2025
    - Bright O. Egwim**, Multilingual Teacher, Loy Norrix High School, Resignation, 01/13/2025
    - Charles H. Green**, Assistant School Principal, Prairie Ridge Elementary School, Resignation, 01/17/2025
  - B. Classified
    - Marjorie J. Alexander**, Lead School Secretary, Hillside Middle School, Retirement, 01/31/2025
    - Omar S. Buchanan**, Montessori Teaching Assistant, Northglade Montessori Magnet School, Resignation, 01/07/2025

**Abrianna D. Ramos**, Special Education Resource Room Paraprofessional, Loy Norrix High School, Resignation, 01/24/2025

**Ashley N. Williams**, Special Education Resource Room Paraprofessional, Kalamazoo Central High School, Resignation, 12/20/2024

- 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  
Office of the Superintendent

TO: Board of Trustees

FROM: Dr. Darrin Slade, Superintendent

DATE: January 23, 2025

SUBJECT: New El Sol Elementary School

**RECOMMENDATION:** It is recommended that the Board approve the construction of the new El Sol Elementary School at 1428 Baker Drive, Kalamazoo, MI. This property is the home of the former Brucker Elementary School and the land is owned by Kalamazoo Public Schools.

**RATIONALE:** Construction of the new El Sol Elementary School is a 2022 bond-funded project. El Sol Elementary and the Community Education Center (CEC) currently share 6.15 acres of land at the corners of South Westnedge, Vine, Oak, and Dutton Streets. The original plan was to demolish the existing 40,000-square-foot school building and construct a new 75,000-square-foot building in the same location.

After preliminary programming for a new building with the principal, district administration and architects, it was determined that rebuilding on the same site would present too many challenges and limit opportunities for students.

Some of the challenges of constructing on the current site include the inability to significantly improve the bus lane and parent drop-off areas in the parking lot shared with CEC. The playground area would be reduced by half, and a basketball court and hard surface play area would be eliminated. The new school would also not be able to have features similar to those of other newer schools, like the track at Edison Academy or the amphitheater at Prairie Ridge. El Sol currently has a courtyard, which would be eliminated due to the limited site.

The Baker Drive property has 12.1 acres of land and would allow for many opportunities for the new building, including vast outdoor space for play and learning opportunities and retaining the courtyard. The Baker Drive property would also allow the district to consider expanding the current program from K-5 to PreK-8. Bus and parent drop-off areas would be significantly safer.

The total cost of this project, funded in the 2022 bond, is \$41,500,000. Construction is anticipated to begin in the fall of 2025 and continue for two years.

**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.

TiAnna Harrison  
Name

1/15/25  
Request Date

MASB Winter Institute  
Name of Event

2/7/25 - 2/8/25  
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 310 - Budget Anatomy and Shortfalls  
CBA 224 - Succession Planning  
CBA 325 - Leadership: Overcoming Obstacles  
CBA 255 - Culturally Competent Leaders  
CBA 370 - Managing a Construction Project

**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? \_\_\_\_\_

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*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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TiAnna Harrison  
Name

1/15/2025  
Request Date

MASB Michigan Welcome Event  
Name of Event

2/2/2025  
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.\**  
Michigan Welcome Event  
Michigan Senate Breakfast

**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

1/17/2025  
Request Date

MASB Michigan Welcome Event  
Name of Event

2/2/2025  
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.\**  
Michigan Welcome Event  
Michigan Senate Breakfast

**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? \_\_\_\_\_

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*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  
Name

1/13/2025  
Request Date

MASB Michigan Welcome Event  
Name of Event

2/2/2025  
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.\**  
Michigan Welcome Event  
Michigan Senate Breakfast

**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 \_\_\_\_\_