

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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April 21, 2026

**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, April 23, 2026, at 7:00 p.m. in the Boardroom 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

Carol McGlinn, 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 St. Kalamazoo, MI 49008
April 23, 2026 – 7:00 p.m.
A G E N D A
(Revised 4/22/2026)

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Acceptance of Agenda**
- IV. Attendance**
- V. Board Recognitions**
- VI. Correspondence**
- VII. Consent Calendar Items**
 - A. Minutes**
 - April 8, 2026 Regular Meeting Minutes
 - April 16, 2026 Special Meeting Minutes
 - B. Business and Financial Reports**
 - Purchase Recommendation 2026-43 and 2026-44
 - C. Personnel Items**
 - Personnel Changes
- VIII. Reports and Recommendations**
 - A. Superintendent's Report**
 - B. Administrative Appointment - Loy Norrix Athletic Director / Assistant Principal**
 - C. Second Reading of Policy 3.2 Non-Discrimination, 8.1 Equal Employment Opportunity, 8.2 Hiring, and 8.4 Staff Evaluation**
- IX. Persons Requesting to Address the Board (3-minute individual limit)**
- X. Other Business**
 - A. Professional Development Request for TiAnna Harrison
 - B. Professional Development Request for TiAnna Harrison
 - C. Professional Development Request for TiAnna Harrison
 - D. Professional Development Request for Karla Murphy
 - E. Professional Development Request for Karla Murphy
- XI. Comments by Trustees/Superintendent**
- XII. Closed Session (if needed)**
- XIII. Next Regular Board of Education Meeting: Thursday, May 7, 2026 – 7:00 p.m.**

KALAMAZOO PUBLIC SCHOOLS
Board of Education Meeting
1220 Howard Street
April 8, 2026 - Regular Meeting Minutes

I. Call to Order

Vice President Jennie Hill called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Acceptance of Agenda

Vice President Hill called for a motion to accept the agenda.

MOTION: Treasurer Karla Murphy, supported by Trustee Yvonne Payton, moved to accept the agenda.

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

Vice President Hill then called for a motion to accept the amended agenda.

MOTION: Treasurer Murphy, supported by Secretary McGlinn, moved to accept the amended agenda.

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

IV. Attendance

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

V. Board Recognitions

El Sol Elementary Principal Dr. Natalie Wilson recognized students Isai Raya Mendez, Luis Torres, Refael Quinones, Valeria Gordillo Herrera, and Chris Rodriguez Rodriguez.

Loy Norrix High School Principal Chris Aguinaga, Athletic Director/Assistant Principal Andrew Laboe, and Women's Swim Coach Paul Mahar recognized students Aria Anglin, Myla Bierlein, Annie Brady, Ruby Brent, Annelyse Chmiel, Olivia Doud, Vivian Doud, Matilda Dunfee, Allison Frankart, Alice Harn, Gertrude Hermann-Wilmarth, Ella Kennedy, Lillian Mahar, Eleanor Mercadal, Abigail Milliken, Violet Mizner, Shabnam Mobarez, Eva Morris, Claire Patrick, Ella Perl, Lauren Rafferty, Isadora Schrock, Lucy Sikkema, Tessa Tate, Ashlyn Teal, Emma van der Westhuizen, Stella Van Duine, Paisley Wall Emerson, Winter Walsh, Shyanne Weston, Violet Winchester, and Elise Gougam.

VI. Committee Reports/School Reports

Treasurer Murphy updated from the Governance Committee. She reported that they met virtually to discuss policies presented for first reading at tonight's meeting.

VII. Correspondence

Secretary McGlinn reported the correspondence for the period of March 18 - April 6, 2026.

- Email received on March 10 from Brian Ohebshalom requesting information on the district cell phone policy. Secretary McGlinn and Treasurer Murphy replied on March 17 and April 7.
- Email received on March 16 from Corin Tillison regarding a concern with their student's school. Secretary McGlinn replied on March 17.
- Email received on March 18 from Henry Snapp requesting information on district investigation processes. Secretary McGlinn replied on March 19.
- Email received on March 19 from Bill Reeves requesting an addition to transportation routes. Secretary McGlinn replied on March 19.
- Email received on March 19 from Morgan Stevenson sharing public comments from the previous board meeting. Secretary McGlinn replied on March 20.
- Email received on March 20 from Joel Klug sharing concerns regarding the district calendar. Secretary McGlinn replied on April 6.
- Email received on March 25 from Refugee Education Center inviting the Board to the "Around the Table with REC" event. Secretary McGlinn replied on March 25.
- Email received on March 26 from Becky Carroll sharing concerns regarding Seminar. Secretary McGlinn replied on March 26.
- Email received on April 2 from First Day Shoe Fund inviting the Board to their 20th Anniversary event. Secretary McGlinn replied on April 2.
- Email received on April 6 from Bridget Smith requesting a meeting regarding a legal matter. Secretary McGlinn replied on April 6.

VIII. Consent Calendar

Vice President Hill presented the Consent Calendar items: VIII.A March 19, 2026 Regular Meeting Minutes, VIII.B Purchase Recommendations 2026-39, 2026-40, 2026-41, 2026-42, and VIII.C Personnel Changes

Motion: Secretary McGlinn, supported by Treasurer Murphy, moved to accept the Consent Calendar.

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

Discussion from the board:

Carol McGlinn

- Thanked the voters for supporting the bond.

Jennie Hill

- Thanked the voters for supporting the bond.

- Thanked Director of Facilities Karen Jackson and her team for maintaining district facilities.

IX. Reports and Recommendations

A. Superintendent's Update

Superintendent Dr. Darrin Slade thanked the parents and staff from El Sol Elementary and Loy Norrix High School for the strong turnout at the meeting.

He recognized students who participated in the Regional Spelling Bee and thanked MLive and the Kalamazoo Gazette for sponsoring the event.

Dr. Slade also thanked Dr. Washington and Dr. Bergan for hosting middle school students at Kalamazoo Valley Community College for the Cougars Rising event, and recognized Assistant Superintendent of Secondary Instruction and Leadership Craig McCane and Dr. Miller for organizing the event.

He announced upcoming Community Input Sessions beginning April 13.

B. First Reading of Policy 3.2 Non-Discrimination, 8.1 Equal Employment Opportunity, 8.2 Hiring, and 8.4 Staff Evaluation

Treasurer Murphy conducted the first reading of the following policies:

- Policy 3.2 Non-Discrimination
- Policy 8.1 Equal Employment Opportunity
- Policy 8.2 Hiring
- Policy 8.4 Staff Evaluation

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

Public comments/audience participation. No actions taken.

XI. Other Business

None.

XII. Comments by Trustees/Superintendent

Yvonne Payton

- Attended the Western luncheon and noted KPS was represented by former teachers.

Karla Murphy

- Shared the Accounting Department received the ASBO award.
- Congratulated the Finance Department.
- Shared that the district received an updated credit rating of AA-.
- Noted anticipation for the upcoming retirement reception in May.

Jennie Hill

- Welcomed students and staff back from Spring Break.
- Thanked community partners for supporting students.

Dr. Slade

- Thanked all staff who worked over Spring Break.

- Thanked Karen Jackson and custodial staff.
- Thanked Mrs. DeGraaf for her work.
- Gave a special recognition to Heather Reid.

XIII. Closed Session
Not needed.

XIV. Next Board of Education Meeting

The next Regular Board of Education meeting is Thursday, April 23, 2026, at 7:00 p.m.

MOTION: Treasurer Murphy, supported by Secretary McGlinn, moved to adjourn the meeting.

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

Vice President Hill adjourned the meeting at 7:48 p.m.

Respectfully submitted,

Nicole DeGraaf, Recording Secretary,
on behalf of Carol McGlinn,
Secretary, Board of Education

KALAMAZOO PUBLIC SCHOOLS
Board of Education Meeting
1220 Howard Street
April 16, 2026 – Board Advance Minutes

President TiAnna Harrison called the special meeting to order at 5:00 p.m. on April 16, 2026, at the West Main Professional Development Center, 1627 W. Main St., Kalamazoo, MI 49006. The purpose of this meeting was to hold a board workshop, review timelines for the superintendent evaluation, and review the budget processes. The board also received a technology overview from Mr. Ian Haight, received math and reading updates from Dr. Angela Thomas and Ms. Kristen Miller, discussed tentative focus areas for the 2026-2027 school year, and discussed the conferences trustees attended in April.

Board members present: TiAnna Harrison, Carol McGlinn, Jennie Hill, Karla Murphy, Takisha Johnson, Yvonne Payton, and Patti Sholler-Barber. Superintendent Dr. Darrin Slade, Nicole DeGraaf, Dr. Angela Justice, Kristen Miller, and Ian Haight were also present.

President TiAnna Harrison adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Nicole DeGraaf, Recording Secretary
On behalf of Carol McGlinn,
Secretary, Board of Education

KALAMAZOO PUBLIC SCHOOLS

PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: April 23, 2026

Request Number: 2026-43

Amount: \$108,062.50

Item: Balanced Assessment by Formative - Newsela

Cost Center: Instruction

Cost Center Representative(s) Attending Board Meeting: Geoffrey Howe

Description of Need:

Balanced Assessment by Formative - Newsela is a robust tool for assessing student learning. By moving district assessments to the Formative platform, we will be better able to ensure that teachers have real-time assessment data needed to drive instructional decision-making. Formative is intended to replace our current testing platform, Illuminate DnA. Illuminate DnA no longer meets our district needs and will be phased out over the course of the 2026-2027 school year. This purchase will provide student licenses for all students K-12 for one year beginning on July 1, 2026.

Vendor: Newsela

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

Low Bid Accepted: N/A

Additional Information:

Formative by Newsela is a sole vendor product. Our current resource, Illuminate DnA, no longer meets our needs. Formative is owned by the same company as our data warehouse, Schoolytics, enabling integration across platforms.

KALAMAZOO PUBLIC SCHOOLS

PURCHASE RECOMMENDATION DATA SHEET

Board Meeting Date: April 23, 2026

Request Number: 2026-44

Amount: \$350,000.00

Item: Purchase of 918 Nichols Road

Cost Center: 2022 Bond

Cost Center Representative(s) Attending Board Meeting: Laura Kayser

Description of Need:

This purchase recommendation is for the purchase of 2.0 acres of land at 918 Nichols Road. This property is adjacent to King Westwood elementary school and consists of a 1,989 sq. foot house and undeveloped land. This property will allow for future building development, ensuring the school has the capacity for educational program needs. In addition, it will provide much-needed space for additional parking to help ease congestion during drop-off and pick-up times, therefore improving overall safety for students and families.

As part of the 2022 bond, two portable classrooms at King-Westwood are being replaced with brick and mortar classrooms. That work is currently scheduled to begin in the summer of 2027.

Vendor: Kalamazoo Community Foundation
Kalamazoo, MI

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

Low Bid Accepted: N/A

KALAMAZOO PUBLIC SCHOOL
Office of the Superintendent

TO: Board of Trustees

FROM: Dr. Darrin Slade, Superintendent

DATE: April 23, 2026

SUBJECT: Personnel Changes

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

- I. Employment
 - A. Professional/Management
Bianca L. Essix, Behavior Specialist, Edison Academy, 04/06/2026
 - B. Classified
- II. Promotions/Key Transfers
 - A. Professional/Management
 - B. Classified
- III. Leaves of Absence
 - A. Professional/Management
 - B. Classified
- IV. Terminations
 - A. Professional/Management
 - B. Classified
Linda S. Mah, Communications Specialist, Communications, Retirement, 06/30/2026
Debra K. Netz, District Receptionist, Human Resources, Resignation, 06/12/2026
Jocelyn H. Organ, Classroom Paraprofessional, Linden Grove Middle School, Resignation, 04/21/2026
- 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

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

3.2 Non-Discrimination

Policy

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

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

Adopted: December 11, 2003

Revised: July 13, 2006

October 25, 2007

March 11, 2010

This policy supersedes all other policies on this issue.

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

8.1 Equal Employment Opportunity

Policy

The District is committed to the fair treatment of and equal opportunity for all applicants and employees in all categories of employment in the District regardless of religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation, disabilities, or other legally protected factors except where age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient performance of the duties and responsibilities inherent in the position.

Adopted: March 13, 2003

Revised: December 11, 2003

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

January 14, 2010

This policy supersedes all other policies on this issue.

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

8.2 Hiring

Policy

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

Specifics

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

Adopted: April 10, 2003

This policy supersedes all other policies on this issue.

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

8.4 Staff Evaluation

Policy

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

Specifics

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

Adopted: May 26, 2005

This policy supersedes all other policies on this issue.

KALAMAZOO PUBLIC SCHOOLS

Professional Development Request

(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

4/17/2026

Name

Request Date

MASB Spring Institute

5/1/26 - 5/2/26

Name of Event

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 215: Advanced School Finance

CBA 299: Leading With Purpose: Advanced Leadership

LODGING INFORMATION

Lodging required? ☒ Yes ☐ No Check-in and check-out dates? 5/1/26 - 5/2/26

Conference hotel name Crowne Plaza Lansing

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

Professional Development Request

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

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TiAnna Harrison

4/17/2026

Name

Request Date

MASB Summer Institute

8/7/26

Name of Event

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 304: Empowering Education

CBA 375: Board Leadership: A Case Study Approach

CBA 270: Leadership by Consensus: Confidence in Lead

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

Professional Development Request

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TiAnna Harrison

Name

4/21/2026

Request Date

NSBA AI Smart Certification

Name of Event

n/a

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.**
Understanding the tech: Courses 1-2
Protecting the district: Courses 3-5
Leading the organization: Course 6

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

Professional Development Request

(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

4/17/2026

Name

Request Date

MASB Summer Institute

8/7/26

Name of Event

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 260: Public Speaking
CBA 268: Leadership Styles

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

Professional Development Request

(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

4/17/2026

Name

Request Date

NSBA AI Smart Certification

n/a

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.**
Understanding the tech: Courses 1-2
Protecting the district: Courses 3-5
Leading the organization: Course 6

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 _____