

KELLOGGSVILLE BOARD OF EDUCATION
Regular Meeting – May 06, 2024
Report No. 23-127

CONSENT AGENDA

MINUTES OF
MEETING

Regular Meeting – April 22, 2024

ROLL CALL

Present: Mrs. Groters, Mrs. Reidzans, Ms. Rocha, Ms. Sellers,
Mrs. Tanis, Ms. Townsend and Mrs. Ward
Also present: Jim Alston, Superintendent
Jeff Owen, Director of Instruction
Eric Alcorn, Assistant Superintendent
Terri Ricketson, Chief Financial Officer
Ngoc Dinh, Student Board Representative
Myrece Moore, Student Board Representative

MEETING CALLED TO ORDER

President Ward called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE

The Board and Visitors recited the Pledge of Allegiance.

NEXT REGULARLY SCHEDULED MEETINGS

The next regularly scheduled board meetings will be held:

May 06, 2024 @ 6:00 p.m. Board of Education Center
May 20, 2024 @ 6:00 p.m. Board of Education Center
June 10, 2024 @ 5:30 p.m. Board of Education Center
June 24, 2024 @ 5:30 p.m. Board of Education Center

COMMUNICATIONS

A letter of appreciation was shared, from the family of Dale Nickelson, for the Board's expression of sympathy. (Kristin & Craig Nickelson)

VISITORS

President Ward welcomed visitors.

- Rich Williams – Williams & Company Financial Services; Mr. Williams presented a check, in the amount of \$1,000, to both the Kelloggsville STEM Program [Mr. Gentile] and to the 54th Street Academy [Mrs. Sherman]. To give back to the community and in celebration of their 25th anniversary this year, Williams & Company gave away 25 donations of \$1,000 each to programs in schools districts throughout Michigan. Our district was selected as a winner for two (2) of our programs. The Board shared appreciation for being selected for this generous donation.
- Denise Wass – Kindergarten Teacher @ West Elementary; Mrs. Suzanne Schmier shared the recognition that Ms. Denise Wass has received, as being selected as Open Up Resources National Professional learning Community/Bookworms National Teacher of the Month for March 2024.

Mrs. Schmier nominated Ms. Wass for her outstanding work with the Bookworms K-5 Reading and Writing program. As described by Mrs. Schmier, Ms. Wass embraces the Bookworms curriculum, sharing that she implements it beautifully in her classroom and is a leader with the amazing work she does by inspiring a new way of teaching language arts. Her students are engaged and excited to learn and parents are excited because they see their children beginning to read. Congratulations!

REPORT OF THE SUPERINTENDENT

Consent Agenda

It was approved by the Board to remove the following NEOLA Policies; #2410 – Prohibition of Referral or Assistance (Rescind), #2414 – Reproductive Health and Family Planning (Revision), and #2418 Sex Education (Revision) from the Consent Agenda, to each be voted on separately.

It was moved by Mrs. Reidzans, seconded by Mrs. Groters, to approve Consent Agenda items 23-117, 23-118, 23-119, 23-120, 23-121 and 23-122 [NEOLA Policies as listed below].

- 23-117 Approval of Regular Meeting Minutes from 03/25/24
- 22-118 Approval of Personnel Report
- 23-119 Approval of Expenditure Report
 - General Fund: \$450,973.98 Food Service: \$15,100.50
 - Child Care: \$0.00 Capital Projects: \$272,365.30

Mrs. Ricketson reviewed the expenditures from the General Fund

- 23-120 Approval of Budget Hearing – 10 June 2024
- 23-121 Approval of Staff Appreciation Day – 07 May 2024
- 23-122 Approval of NEOLA Policy Update – 2nd Reading (as listed below)

Bylaw/Policy Number	Title	New/Revision
1240	Evaluation of the Superintended	Revision
3220	Professional Staff Evaluation	Technical Correction
6320	Purchasing	Technical Correction
6321	New School Construction, Renovation	Technical Correction
6325	Procurement Federal Grants/Funds	Technical Correction
6350	Prevailing Wage	New
6520	Payroll Deduction	Revision
8390	Animals on District Property	Technical Correction
8800	Religious/Patriotic Ceremonies and Observances	Revision

Yeas: 7 Nays: 0 MOTION CARRIED

It was moved by Mrs. Reidzans, seconded by Mrs. Tanis, to *Table* NEOLA Policy #2410 – Prohibition of Referral or Assistance (Rescind), until further clarification is provided.

Yeas: 5 Nays: 2 [Groters + Rocha] MOTION CARRIED

It was moved by Ms. Sellers, seconded by Mrs. Reidzans, to *Table* NEOLA Policy #2414 – Reproductive Health and Family Planning (Revision), until further clarification is provided.

Yeas: 5 Nays: 2 [*Groters + Rocha*] MOTION CARRIED

It was moved by Mrs. Reidzans, seconded by Ms. Townsend, to *Table* NEOLA Policy #2418 – Sex Education (Revision), until further clarification is provided.

Yeas: 5 Nays: 2 [*Groters + Rocha*] MOTION CARRIED

ACTION - None

PROPOSAL - None

INFORMATION & REPORTS

A. Report: Summer School Program

Mr. Owen presented highlights and details on the summer school program for students in K-12th grade this upcoming summer. The elementary program will be held at Central Elementary from June 3 – June 27 (Monday-Thursday) with an emphasis on Reading and Math instruction. The program will go from 7:45 a.m. to 11:45 a.m. which includes on-site breakfast and lunch opportunities and transportation for qualifying students. There is also a potential of an additional two-week session in late July/early August. KMS will host its program at the High School again this year, from June 3 – June 27 (Monday-Thursday), providing teacher led instruction in Math, English, Science and Social Studies with an invitation/recommendation based enrollment format. A GVSU Math Tutoring Program may also be added. Details on the KHS and 54th Street’s program will include instruction in four (4) core areas, using the APEX program. Students may make-up up to one credit (2 classes), for a \$50 tuition charge, refundable upon class completion. Students will attend June 3 – June 27 (Monday-Thursday) from 7:30 a.m. to 11:30 a.m. at KHS, with the opportunity to participate in both on-site breakfast and lunch services. Lastly, virtual instruction will be provided for KVS students, following the same dates and times, with instruction provided in the four (4) core areas using the APEX program at the same cost of \$50, refundable upon completion of one class. The positions for instructional staff were posted last week, with a good response from staff.

B. Report: 2024-25 Staffing Overview

Mr. Alston shared an overview on the 2024-25 staffing plan. Areas of focus included maintain/add student supports, maintain/add academic supports, strengthen secondary college/career prep, limit building assignment changes, and zero layoffs. His presentation showed an increase in counseling by two (2); one at Central Elementary and one at 54th Street Academy. We will be able to maintain the Mental Health Clinicians, which will be assigned to every building in the district despite the loss in some Family Outreach Center funding. The plan includes maintaining the level of ELL supports, literacy coaches, K-5 Reading and Math interventions, the addition of a MS Math Coach, and maintaining the ASD program with a certified staff member and two (2) supports. Filling positions due to resignations/retirements occurred with the least amount of movements possible and/or will be filled internally or by new hire. Support staffs’ hours were reduced in an effort to keep them for the 2024-25 school year while providing flexibility for placement in schedules once the need has been determined.

Lastly, and most importantly, there were zero layoffs for the second year in a row.

C. Report: Human Resources Goal Committee

The HR Goals Committee (Alcorn – Chair, Schilthuis, Palmitier, Ricketson, Gentile, Pate, Lakatos, Rocha, Townsend) shared an update on their goal progress:

HR Goal #1

District and labor groups will collaboratively meet and mutually agree on new contracts that will be successfully completed by the summer of 2024.

Desired Results: The district and labor groups have successfully and mutually agreed on new contracts, extending for three (3) years, which are equitable for both parties.

HR Goal #2

Implement safety measures and policies designed for students and staff.

Desired Results: Ensure that district safety measures (exterior building lettering, protective window treatment, emergency flipcharts, building maps, and security audit) and policies are current.

HR Goal #3

Review and monitor the New Teacher Training Program established for all new and probationary staff.

Desired Results: Create a document establishing a schedule for new teacher meetings with specific topics.

Mr. Alcorn shared that for HR Goal #1, all labor contracts/agreements are set to expire at the end of the 2023-24 school year. The process to settle new contracts/agreements has begun, with the Auxiliary Services Group already completed. KESSA, Secretary Group, Administrators Group, and KEA will begin in May. To accomplish HR Goal #2, the following items have been implemented or are in the process of implementation; exterior parking lot light updates at West, SE, and KMS, Emergency Flip Charts/Emergency Handbooks for all buildings, Emergency Evacuation Signs for all buildings, updated district maps shared with first responders and law enforcement agencies, exterior door lettering, additional security cameras at SE/West, and fire alarms that connect to EPS monitoring. Currently, exterior window security film is being installed on district buildings over the next two weeks and the two (2) weapons detection devices for extra-curricular events should be shipped very soon with training to follow. Lastly, for HR Goal #3, a draft of the New Teacher Training schedule for the 2024-25 school year was shared. Activities listed included district, building, and individual level activities and topics that will be covered to meet the new 15 hour requirement. The committee will share their final update at a future board meeting.

D. Report: Board of Education Goals Committee – “C”

The BOE Goals Committee – “C” (Owen– (Chair), Ward, Tanis, Patin, Morrow, Palmitier, Sherman, Farkas, Schilthuis), shared an update on their goal progress:

Board Goal #3

Use data to review the alignment of curriculum with State and Federal Standards and monitor implemented programs and explore new ideas to incentivize an increase in student achievement.

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Desired Results: Raise student achievement in the classroom, on local assessments (NWEA) and state testing (PSAT, SAT, MSTEP).

Instruction Goal #1

Form district-wide school improvement committees consisting of administrators, teachers, parents and support staff to assist in developing the SI Plan for the district.

Desired Results: Creation of goals and activities designed to improve student performance on all academic assessments, as well as supporting the social and emotional needs of our students.

Instruction Goal #3

Update all Curriculum Maps.

Desired Results: All courses in the district will have maps that are similar in format and provide the information necessary for new or inexperienced teachers to teach the curriculum without having to search for resources on their own.

Instruction Goal #4

Monitor the K-12 EL Program and the implementation of new curricular materials.

Desired Results: Improve the performance of EL students on the annual WIDA Assessments. There will be increased focus on EL achievement at KHS as a result of the Additional Targeted Support designation from the Michigan Department of Education.

For BOE Goal #3, Mr. Owen shared that all buildings have incentives in place to motivate students to perform their best on assessments. M-Step data is becoming available as the students finish the assessments. A summary of these scores will be available to present at a future board meeting and those results will be used to adjust programming and instruction for the 2024-25 school year. For Instruction Goal #1, the District School Improvement Committee met in March and reviewed the current SI plan and made the following recommendations to improve the plan for the 2024-25 school year; increased focus on attendance, add more staff training, analysis of science and social studies data, analysis of data concerning the work of the mental health clinicians in the district, and develop incentives for greater student participation in after-school tutoring programs. To achieve Instruction Goal #3, with the implementation of Synergy, changes have been updated to the process of getting the curriculum maps completed. The first step will be the completion of a pacing guide for each course. The second step will consist of breaking down each unit into individual days. Eventually, all of this information will be exported to the Learning Management System in Synergy. Paid opportunities will be provided to staff, to work on their pacing guides and daily progressions this summer. Lastly, for Instruction Goal #4, EL teachers have shared favorable reviews of the newly purchased curricular materials. There are some areas that will require the use of supplemental materials but the group is excited to see the results of WIDA testing, which will be released over the summer. The committee will present their final report at a future board meeting.

OTHER MATTERS

Mr. Alston reflected on the devastating fire that happened early Friday morning, destroying one of the bus garages and six (6) of the district's buses. Fortunately, there were no injuries and the process has started, to work through all of the insurance and fire investigative steps to move forward with rebuilding the site and bus fleet. He specifically thanked Mr. Skinner, Mrs. Nickelson, for their hard work and efforts during this difficult event. He also extended appreciation to Mrs. Tanis/Kentwood Public Schools and Dean Transportation for their gracious offer to provide buses for our transportation needs.

STUDENT COMMENTS

- Myrece Moore and Ngoc Dinh – extended an invitation to the next Rocket 11 Ceremony, which will take place at KHS on Friday, May 3 @ 1:45 p.m. They expressed appreciation to Williams & Co. for awarding our district with two (2) \$1,000 donations and shared that track and girl's tennis are both going well, adding that they are also ready for prom.

INTRODUCTION OF MATTERS BY BOARD MEMBERS

- Ms. Sellers – shared that she attended the STEM Open House and is very excited to see all of the students engaged in the new space. She appreciated the new staffing plan for 2024-25, especially no layoffs again this year. She also shared appreciation for allowing additional information to be gathered on the NEOLA policies to help clarify language;
- Mrs. Groters – extended appreciation to Mrs. Tanis, Kentwood Public Schools, and Dean Transportation for their help with buses during our time of need. She also attended the STEM Open House and Community Appreciation events, adding that she is excited about the many opportunities that this space will provide to our students. She also shared that she will not be in attendance at the 05/06 board meeting;
- Mrs. Tanis – apologized for not attending the STEM Open House. She thanked Rich Williams and Williams & Co. for their generosity and that it is very cool that he was an alumnus and is giving back to the district. She congratulated Ms. Wass on her recognition and thanked all of the staff for everything they do. She too will not be able to attend the 05/06 board meeting;
- Mrs. Reidzans – extended appreciation to Mr. Williams for the donation to our programs. She thanked Mrs. Tanis, Kentwood Public Schools, and Dean Transportation for their assistance and congratulated Ms. Wass for her special recognition;
- Ms. Rocha – thanked Kentwood Public Schools and Dean Transportation for all of their support in our time of need. She congratulated Ms. Wass for her recognition – it is very well deserved. She thanked Mr. Williams for his contribution and support to our STEM and 54th Street programs;
- Ms. Townsend – also thanked Mrs. Tanis, Kentwood Public Schools, and Dean Transportation for stepping in so quickly to offer their assistance in our time of need.

She congratulated Ms. Wass for being recognized as Teacher of the Month and extended a special thank you to Mr. Williams for generously contributing to our programs. She also congratulated DeMarreon Rodriguez, previous Student/Board Representative, who has shared that he has decided to join the Navy. She too attended the STEM Open House and Community Appreciation events, sharing how exciting it is to see the opportunities it provides for our students, reflecting on the groundbreaking event and how quickly we have now come to the program opening. She added that she is very thankful for all of the staff that go above and beyond the call of duty, it is very much appreciated

- Mrs. Ward – shared that there is a lot to be grateful for; grants, STEM Open House, for the response of our neighbors at Kentwood in our time of need, the Kentwood Fire Department, and Ms. Wass’ special recognition for Bookworms;

ADJOURNMENT

President Ward adjourned the meeting at 7:10 p.m.

Crystal Reidzans, Secretary
Kelloggsville Board of Education

Beth A. Postma
Recorder

VISITORS: Cassie Groters, Eric Schilthuis, Suzanne Schmier, Denise Wass, Richard Williams, and Jen Sherman.