

KELLOGGSVILLE BOARD OF EDUCATION  
Regular Meeting – February 24, 2025  
Report No. 24-101

CONSENT AGENDA

MINUTES OF MEETING

Regular Meeting – February 10, 2025

ROLL CALL

Present: Mrs. Reidzans, Ms. Townsend, Mrs. Ward,  
Mrs. Tanis, Mrs. Groters and Mr. Flores-Garcia  
Absent: Ms. Rocha

Also present: Jim Alston, Superintendent  
Jeff Owen, Assistant Superintendent of Instruction  
Holly Kleyn, Assistant Superintendent of Finance  
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:

February 24, 2025 @ 6:00 p.m. Board of Education Center  
March 10, 2025 @ 6:00 p.m. Board of Education Center  
March 24, 2025 @ 6:00 p.m. Board of Education Center  
April 21, 2025 @ 6:00 p.m. Board of Education Center  
May 05, 2025 @ 6:00 p.m. Board of Education Center

COMMUNICATIONS - A letter of appreciation from the high school was shared, expressing their appreciation to Mr. Alston and the Board of Education for the Kelloggsville apparel that was purchased for the district.

President Ward welcomed visitors.

REPORT OF THE SUPERINTENDENT

Consent Agenda

It was moved by Ms. Townsend, seconded by Mrs. Tanis, to approve Consent Agenda items 24-92, 24-93, 24-94, 24-95.

24-92 Approval of Regular Meeting Minutes from 01/27/25  
24-93 Approval of Personnel Report  
24-94 Approval of Sex Education Advisory Board (SEAB)  
24-95 Approval of Schools of Choice Resolution

Yeas: 6

Nays: 0

MOTION CARRIED

ACTION - NONE

PROPOSAL

A. 6th Grade Camp Dates

Mrs. Lanser presented a proposal on potential dates for the 6<sup>th</sup> grade camp in the fall of 2025. The selected dates are October 1, 2, and 3, which are one week later than the fall of 2024 due to unavailability of September dates. This camp provides an excellent opportunity for student to bond and get to know one another as they begin the new school year. Camp Manitou-Lin will once again host the KMS 6<sup>th</sup> graders in a day camp format, which has proven successful in increasing participation - last year, 130 students took part. Mrs. Lanser expressed her gratitude to the board for their support in making this opportunity possible for our students. This proposal will be placed on the 02/24/25 agenda as a consent item.

B. Proposal: 2026-27 Graduation Dates

Mr. Gentile presented dates for the 2025-26 and 2026-27 school years for KHS and 54<sup>th</sup> Street Academy. The dates are based on previous years' graduation ceremonies. This proposal will be placed on the 02/24/25 agenda as a consent item.

2025-26	KHS:	Thursday, May 14, 2026	Formsma Field
	54 <sup>th</sup> St. Academy:	Wednesday, May 20, 2026	High School Auditorium
2026-27	KHS:	Thursday, May 13, 2027	Formsma Field
	54 <sup>th</sup> St. Academy:	Wednesday, May 19, 2027	High School Auditorium

INFORMATION & REPORTS –

A. Report: Board of Education Goals Committee – “A”

The BOE Goals Committee – “A” (Alcorn - Chair, Farkas, Morrow, Fountaine, Townsend, Reidzans), shared an update on their goal progress:

Board Goal #1

*Monitor the data of the Diversity, Equity, and Inclusion programs across all curriculum areas and buildings throughout the district to ensure that we are meeting the needs of our students, both academically and culturally.*

*Desired Results: Provide a district where students and adults are welcomed and supported, where their faces, voices, and experiences are reflected in our curriculum and valued so that everyone's uniqueness is honored.*

Instructional Goal #1

*Provide all students with equitable access to grade-level content by providing staff with professional development designed to help them scaffold instruction for all students, regardless of background.*

*Desired Results: Reduce the achievement gaps with our African-American, Hispanic, and Special Education students.*

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Human Resources #1

*Review and monitor our Diversity, Equity, and Inclusion program.*

*Desired Results: Conduct an equity audit of the DEI program and develop a plan to address any improvements.*

Mr. Alcorn shared that for Board Goal #1 and Human Resources Goal #1, the committee has met several times and have had a lot of each building level represented. Dr. Sheree Joseph Bos, a consultant with the Kent ISD has been assisting with our direction. We are in the process of an Equity Audit for the 2025-26 school year and are updating the student and staff DEI survey for this spring. The middle school held a New Comers night to welcome new families to go over building procedures and answer any questions they may have, the elementary buildings are doing lessons on Black History Month and the high school is having a cultural assembly. For Instructional Goal # 1, the Professional Development day was aligned to reduce achievement gaps among our subgroups with equity focus. They focused on elevating disciplinary literacy for all students at the high school, teaching math to EL students for secondary math departments and all elementary staff. The elementary staff have also been working with Leading Educators to raise M-Step scores in reading and the high school staff discussed writing to learn at grade level. All Leading Educators training sessions are based on creating equity for underserved student populations.

B. Report: Human Resources Goals Committee

The Human Resource Goal Committee (Alcorn - Chair, Schilthuis, Morrow, Kleyn, Gentile, Pate, Rocha, Townsend), shared an update on their goal progress:

HR Goal #2

Monitor the safety measures and policies designed for students and staff.

*Desired Results: Monitor the district safety measures in place (exterior building lettering, protective window treatments, emergency flipcharts, building maps, and security audits to be able to make corrections as necessary.*

HR Goal #4

Review the remaining paper copy of Human Resource functions (employee onboarding, payroll, etc.) and move them all online.

*Desired Results: To have human resource functions done online.*

HR Goal #6

Evaluate district facilities for needed maintenance and repairs.

*Desired Results: Conduct a comprehensive needs assessment of district assets to determine replacement needs, cost, and potential funding sources.*

Regarding Human Resource Goal # 2, Mr. Alcorn reported that we hired a Security Director in the fall. The Director has reviewed previous safety audits, conducted tours of all district buildings, and is currently making recommendations to enhance our safety measures. Additionally, he is in the process of updating our Emergency Operations Plan. With respect to HR Goal # 4, we are in the process of transitioning our finance, payroll and accounts payable functions from School Finance to LINQ. The preliminary launch date for this transition is set for the 2025-26 school year. Furthermore, we will be implementing eFMLA, an online portal designed to track all FMLA requests and keep employees informed of the requirements. Additionally, we are transitioning our applicant tracking and employee records system to PowerSchool, which will centralize all information and district-required documents online. In relation to Human Resource Goal # 6, Mr. Alcorn mentioned that we are coordinating with TowerPinkster and Public Financial Management (PMF) to schedule a comprehensive needs assessment. This will help determine the district's specific needs and establish a timeline for addressing them. Further details will be provided in due course.

#### C. Cyber Security Update

Mr. Hallo and Ms. Groters provided an overview of the cybersecurity measures currently in place within our district. These include:

- \* **Sophos:** This tool scans incoming files, emails, and programs for potential threats. If any suspicious activity is detected; it promptly alerts the IT team.
- \* **Two-Factor Authentication (2FA):** This has been fully implemented for all staff members, adding an additional layer of security to protect access to Google accounts.
- \* **Firewall:** Our firewall is scheduled for an upcoming update, which is a crucial component of our first line of defense against external threats.
- \* **Admin Account Security:** Only the IT department has access to the Admin Account, which functions as a master key to our entire system. The team is working to integrate 2FA for added protection.
- \* **Incident Response Plan:** The team is in the process of updating the Incident Response Plan, which is reviewed annually, typically around August or September, to ensure all systems are current.
- \* **Continuous Monitoring:** The IT department monitors the network and security 24/7, ensuring early detection of any issues before they escalate.
- \* **Backup Systems:** Multiple backup systems are in place to safeguard against data loss or system failure.

They also highlighted that schools are increasingly becoming targets of cyber threats, which further underscores the importance of these security measures.

#### OTHER MATTERS –

Mr. Alston thanked the technology department for all of the work they've done to ensure our information is safe.

#### STUDENT COMMENTS

- Myrece – thanked everyone for all of the information and to the technology department for all of their hard work. He also got accepted into Morehouse

College and received a scholarship.

INTRODUCTION OF MATTERS BY BOARD MEMBERS

- Mrs. Tanis – thanked the technology department for keeping everything safe, she also thanked Mr. Alcorn and Mr. Owen for everything they do and expressed they always do a wonderful job of keeping everyone informed in their reports;
- Mrs. Reidzans – congratulated Myrece on getting into Morehouse and is grateful we are able to keep all of our technology safe thanks to the IT department and all of their hard work;
- Ms. Townsend – thanked Mr. Alcorn and Mr. Owen for always keeping everyone updated with their reports, gave a special thanks to the technology team for everything they are doing and congratulated Myrece;
- Mrs. Groters – appreciates the technology team and all of their hard work regarding cyber-security. She also thanked Mr. Gentile for the future graduation dates;
- Mr. Flores-Garcia – nothing;
- Mrs. Ward – shared that the district is doing great things to keep our students safe & educated and congratulated Myrece on getting into the college he wanted. She also is concerned on what is happening at a national level and encouraged everyone to use their voice and reach out to members of Congress or the Michigan legislature to raise our voice in support of what is best for the student’s in our public schools.

ADJOURNMENT

President Ward adjourned the meeting at 6:48 p.m.

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Marie Groters, Secretary  
Kelloggsville Board of Education

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Tammy S. Skinner  
Recorder

VISITORS: Cassie Groters, Marissa Lanser, Myrece Moore, James Gentile.