

KELLOGGSVILLE BOARD OF EDUCATION
Regular Meeting – May 22, 2023
Report No. 22-157

CONSENT AGENDA

MINUTES OF MEETING

Regular Meeting – May 08, 2023

ROLL CALL

Present: Mrs. Groters, Ms. Rocha, Mrs. Reidzans, Mrs. Tanis, Ms. Townsend and Mrs. Ward

Absent: Mr. Alston and Ms. Sellers

Also present: Jeff Owen, Director of Instruction
Eric Alcorn, Assistant Superintendent
Ngoc Dinh, Student Board Representative

MEETING CALLED TO ORDER

President Tanis 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 22, 2023 @ 6:00 p.m. Board of Education Center

June 12, 2023 @ 5:30 p.m. KHS Common Learning Area (Budget Hearing)

June 26, 2023 @ 5:30 p.m. KHS Common Learning Area

July 24, 2023 @ 5:30 p.m. KHS Common Learning Area

COMMUNICATIONS - None

VISITORS

President Tanis welcomed visitors.

REPORT OF THE SUPERINTENDENT

Consent Agenda

It was moved by Mrs. Ward, seconded by Mrs. Groters, to approve Consent Agenda items 22-142, 22-143, 22-144, 22-145 and 22-146.

22-142 Approval of Regular Meeting Minutes from 04/24/23

22-143 Approval of Personnel Report

22-144 Approval of Summer School Program

22-145 Approval of Kent ISD Budget Resolution

22-146 Approval of KHS/KVS/54th Street Graduation Lists

Yeas: 6

Nays: 0

MOTION CARRIED

ACTION

A. Approval – NEOLA Policy Update – Miscellaneous: 1st Reading

It was moved by Mrs. Groters, seconded by Mrs. Ward, to approve the first reading of the following NEOLA policy updates:

Bylaw/Policy Number	Title	New/Revision
2623	Student Assessment	Revision
6325	Procurement – Federal Grants/Funds	Revision
8390	Animals on District Property	Revision
8400	School Safety Information	Revision
Yeas: 6	Nays: 0	MOTION CARRIED

B. Approval – NEOLA Policy Update – Technology: 1st Reading

It was moved by Mrs. Groters, seconded by Ms. Townsend, to approve the first reading of the following NEOLA policy updates:

Bylaw/Policy Number	Title	New/Revision
7540.02	Web Accessibility, Content, Apps, and Services	Revision
7540.03	Student Technology Acceptable Use and Safety	Revision
7540.04	Staff Technology Acceptable Use and Safety	Revision
8300	Continuity of Organizational Operations Plan	Revision
8305	Information Security	Revision
8315	Information Management	Revision
Yeas: 6	Nays: 0	MOTION CARRIED

PROPOSAL

A. Kent ISD School Board Election Review

The Biennial Election of the Kent Intermediate School District School Board will be held on Monday, June 5, 2023 @ 6:00 PM. There are two (2) six-year terms up for election. As per the Revised School Code, this is a two-step process for local districts, occurring over two separate board meetings. The first step is the presentation and discussion of the resolution and the second step, which will occur at the 05/22/23 meeting, is when the Board will approve the resolution, identify the voting designee/alternate, and select the preferred candidates. This proposal will be placed on the 05/22/23 agenda as an action item.

B. Band/School Trip to St. Ignace

Mr. Anderson presented a proposal to the Board for members of the high school band to travel and participate in a 4th of July parade in Curtis, MI. The Chamber of Commerce has reached out with a need for a band to participate in their annual parade and has offered to pay all of the expenses associated with travel and overnight accommodations in exchange for the band’s participation. Mr. Anderson shared that he plans to take approximately 38 students, 4 chaperones, Ms. VanderMullen and himself. The group will leave on July 1st to allow students the opportunity to visit some of the local attractions and then participate in the parade the following day, returning to Kville later that evening. This proposal will be placed on the 05/22/23 agenda as a consent item.

Information & Reports

A. Report: Central Elementary – EAct 179D Tax Incentive

On behalf of the District’s architect firm, TowerPinkster, Mrs. Ricketson presented the Board with a check to KPS in the amount of \$21,000. This check represents a

refund in which TowerPinkster pursued on the Central Elementary project. She shared that the Federal Energy Policy Act (EPA) 179D tax incentive encourages energy efficient designs and targets HVAC and lighting systems as well as the building envelope. The deduction is available to engineers, architects and other designers of buildings owned by government agencies and other tax-exempt entities. Since the district does not pay taxes, TowerPinkster in turn donated the proceeds back to the district. The Board expressed their appreciation to TowerPinkster for their generosity.

A. Board Goal Committee – Section B

The Board of Education Goal – Section B Committee (E. Alcorn – Chair, Ward, Reidzans, Palmitier, Farkas, Gentile), shared an update on their goal progress:

Board Goal #2

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 the uniqueness of everyone is honored.

Human Resources Goal #1

Monitor current initiatives and expand an opportunities for staff development in the area of Diversity, Equity, and Inclusion.

Desired Results: Continue to monitor and develop a comprehensive plan to meet staff and community needs.

Operations Goal #4

Evaluate the collection at Southeast media center.

Desired Results: Provide and enhance the grade-level collection of materials for the newly constructed media center at Southeast.

Mr. Alcorn shared that this committee, consisting of support staff, teachers and students developed subcommittees to address four (4) areas of focus; HR, Professional Development/Curriculum, Climate, and Culture/Marketing. He stated that in the area of HR, both a staff survey and student survey are being conducted and once compiled, the results will be compared to previous surveys to determine school environment in regards to equity and inclusion. There are also ongoing discussions taking place in hopes to solidify dates to meet with Sheree Joseph-Bos, Kent ISD's Diversity, Equity & Belonging Consultant. In the area of Professional Development/Curriculum, EL will be a focus in 2023-24 with the addition of classes and programming for new, incoming EL students at both the high school and middle school. In addition, an increase of EL staff and supports will be implemented next year at both the elementary and secondary levels. He added that professional development for the next two years is also currently being planned in partnership with Leading Educators, to help staff focus on equity in literacy.

In the area of Climate, increasing student voices is the area of focus. The Black Student Union will return next year at KHS and student counsels at KMS and Central will help to encourage school climate through the voices of our students. Lastly, as part of this goal, the committee will continue with identifying countries' flags within the buildings that represent our student body and are planning to work on a Diversity Wall with pictures placed throughout the district that celebrate our students' diversity. This is the final update for this committee and Mr. Alcorn shared that while many of the goals are complete, many will be ongoing and continue through the 2023-24 school year, such as reviewing and updating the district's DEI statement as part of the marketing plan update.

B. Report: Board Goals Committee – Section E

The BOE Goals Committee – Section E (E. Acorn – Tanis, M. Groters, Muhammad, Linker, Patin, Gentile, Morrow, Sherman), shared an update on their goal progress:

BOE Goal #5

Create educational opportunities for K-12 students with a focus on STEM activities to help grow the STEM curriculum district-wide to match or enhance the curriculum at the high school.

Desired Results: Provide Kelloggsville students enhanced educational opportunities with a focus on STE< curriculum and activities K-12 in order to have organic growth district-wide that will raise awareness of our new STEM addition at the high school.

Instruction Goal #7

Enhance STEM programming at the elementary level.

Desired Results: Increase the number of students in our middle and high school programs.

HR Goal #2

The Academic Dean of Students and Human Resources Committee will investigate different trades and enhance requirements for student participation (including 54th Street Academy students).

Desired Results: Create a catalog of apprenticeship requirements and contact information.

Community Goal #5

Build and expand partnerships with local businesses to provide more options to our students in the school-to-work program.

Desired Results: Continue to build and expand the school-to-work program.

Operations Goal #3

Develop and identify a plan for construction projects; KHS STEM, Southeast Media Center, and other identified facility upgrades within the district.

Desired Results: Ensure that projects within the scope of the construction plan are on schedule and successfully progressing towards completion.

Mr. Alcorn shared that for BOE Goal #5, KHS will be moving forward with TEAL's computer science 9-12 curriculum. At KMS, a robotics program meets once a week and will run through mid-May, focusing on coding and robotics. Also at the MS level, a STEM

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Club meets twice weekly and a school news broadcast program, similar to that at the HS, is currently taking place. For the 2023-24 school year, a computer science class is being added to help encourage the interest for students at KMS, as they move up to the high school level. For Instruction Goal #7, an after-school coding class was held at Central this past spring, with 21 students enrolled and at West, a Lego Club met for two (2) eight-week sessions. To accomplish HR Goal #2, several updated documents are now in place for prospective students interested in the School-to-Work program. Those documents include a checklist of requirements, a program summary for parents, student responsibility and expectation guidelines, site visit and assessment form, and a teacher recommendation form. In addition, a career center job board is being updated/created as a page on the district website with apprenticeship requirements and job opportunities from outside trades and organizations. Lastly, Mr. Alcorn shared that the district has 4-5 high school students and is adding middle school students that are attending and/or planning to attend the West Michigan Construction Institute. WMCI provides training, skills, and certification for students looking to have a career in commercial construction. For the committee's last goal, Goal #5, the committee continues to get more business partners involved with the district and will explore new ways to increase participation. Lastly, for Operations Goal #3, the scope of the projects for the HS STEM, SE Media Center/Office Renovation, and secured entrances at 54th Street/KECLC/Admin. Office, are progressing as scheduled and will be monitored throughout their completion. Mr. Alcorn shared that many parts of the committee's goals have been successfully completed but some are also ongoing and/or being implemented next year.

C. Report: HR Goals Committee

The HR Goals Committee (E. Acorn – Chair, Sellers, Rocha, Tanis, Palmitier, Ricketson, Gentile, Pate, Lakatos), share an update on their goal progress:

HR Goal #3

Research and evaluate strategies, including improving substitute fill rates, that will help the district retain employees.

Desired Results: Develop and implement policies that will assist the district in retaining employees.

HR Goal #4

Review, monitor and develop safety training for staff and students.

Desired Results: Ensure the district is a safe place to work and learn.

HR Goal #5

Review all labor, discrimination, and health department posters.

Desired Results: Ensure that all district buildings will be compliant with current law.

HR Goal #6

Review and update employee handbooks from all labor groups.

Desired Results: Create employee handbooks that are current and up to date.

For HR Goal #3, Mr. Alcorn shared that the district hired permanent daily substitute teachers; five building substitute teachers and two floating subs to help with sub-fill rate issues, including coverage of long-term leaves. He shared updated substitute fill rates from Red Rover from January-March 2023; 66.65% vs. January-March 2022; 24.26%. The HR Department will continue to monitor the need for subs and post open positions for long-term leave openings via social media, as needed. For HR Goal #4, building-level and district-level safety teams have been created, to review district/building plans and policies to ensure compliance with current laws. The buildings have reviewed current safety plans a second time with staff to ensure all understand procedures and expectations. In addition, Critical Response Group (CRG) is working to update building maps for each building throughout the district and Secure Education Consultants (SEC) has conducted a security audit for each building and will present their findings and make recommendations for further improvements. To accomplish HR Goal #5, current state and federal poster/postings throughout the district have been reviewed and a document has been created to track poster updates and display locations throughout the district. A subscription service from Personnel Concepts has been purchased which will help to provide us with all required posting documents and any updates that occur through the year. Lastly, for HR Goal #6, each employee group has reviewed their current handbooks and made necessary updates. He noted that similarities throughout employment groups allows for the document to be compiled into one document and a final draft is still being reviewed but will be ready for distribution for the 2023-24 school year. As with other committee goals, many are completed, ongoing and/or being continued next year.

D. Report: Community Goals Committee

The Community Goals Committee (C. Groters – Chair, Scott, Townsend, Reidzans, Linker, Roscoe, Muhammad, Hand, Lanser) shared an update on their goal progress:

Community Goal #1

Grow the Community Coalition and re-establish the Division Avenue Business Association during the 2022-23 school year.

Desired Results: Enhance and showcase community involvement with those organizations.

Community Goal #2

Partner with local health officials to provide a vaccine clinics for the Kelloggsville community.

Desired Results: Provide wellness opportunities to our community.

Community Goal #3

Research new platforms for the district and tools to analyze and share marketing data.

Desired Results: Continue to effectively engage community members through our current marketing platforms.

Community Goal #4

Share with the community information on the Non-Homestead election in Spring 2023 through various media platforms.

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Desired Results: Help educate the community on the Non-Homestead election.

Community Goal #7

Evaluate after-school programming (intramurals, Credit Recovery, etc.) specifically club activities.

Desired Results: Determine if after-school programs are meeting the needs of students and community.

Community Goal #8

Develop a plan to revitalize and increase parent involvement.

Desired Results: Building engagement by increased participation and involvement by parents to support and improve the school community.

Community goal #9

Promote the new facilities at the sports plaza and surrounding athletic complex.

Desired Results: Share the new capabilities of the facilities and what they provide to the community.

Ms. Groters, shared that for Goal #1, the Community Coalition has had three (3) meetings this year and have worked to build upon current relationships and provide opportunities to share our coalition partners' events through communications shared with the entire group. She shared that there is a great relationship formed with non-profit organizations so a goal to continue this in the future would be to get more businesses involved with the coalition. For Goal #2, our school nurse, Mrs. Hand, worked with Spectrum Health to put together a flu vaccine clinic that took place in October that approximately 30 staff members took part in. As part of Goal #3, Ms. Groters shared that the district is using Handshake, which is a new platform that connects upcoming and recent graduates with open positions that come up within the district. This platform posts our job openings on their digital job boards and hosts virtual job fairs. She shared an example of the site and how it allows us to connect with 25+ different universities/colleges throughout the country. She also shared the district's LinkedIn account, which is used as a social network for job seekers, professionals, and businesses. She then summarized statistics from Google Analytics that included data from August – May that helps us know what our viewers are looking at on our social media sites. To date, there are 30,341 users and 115,963 page views. Goal #4 has been successfully completed with the passing of the Non-Homestead Operating Millage Proposal with 544 Yes votes and 340 No votes. Various posts on social media, stories on WKTV and School News Network, and letter/postcard mailings helped with getting the information to our constituents. This millage renewal will provide revenue to help support the day-to-day operations of the district. For Goal #7, she shared student participation numbers for Central Elementary, which had a very successful intramural program this year. She shared numbers for this year vs. last year, all of which showed significant increases. She also shared a list of clubs and activities available for high school students and as an ongoing goal look to promote those to increase interest. For Goal #8, she noted that she has seen an increase in parents reaching out to make contact with schools to become more involved. She shared that parents are becoming more digitally involved which is a great step forward to sharing our message

of Soaring with Opportunities. She also stated that the transition to Synergy should help to grow communications and increase parent involvement. Lastly, for Goal #9, she shared that in the fall, the newly updated plaza entrance and concession stand were promoted during the fall sports season and the Athletic Department held a grand opening event on April 25th for the new turf softball and baseball fields, both of which brought in very positive feedback from the community. She concluded her report by sharing that many of the committee's goals were successfully completed and some will continue as ongoing.

E. Report: Operations Goal Committee

The Operations Goal Committee (Caterino – Chair, Tanis, M. Groters, Skinner, Johnson, Nickelson, Dusendang), shared an update on the progress of their goals:

Operations Goal #1

Evaluate and monitor completion of the sports plaza and surrounding athletic complex.

Desired Results: Ensure that projects within the scope of the construction plan are completed and functioning at their highest potential.

Operations Goal #2

Improve safety and security of all buildings through improved camera coverage and/or increased electronic entrances.

Desired Results: Provide safe and secure entrances and hallways at all district buildings.

Operations Goal #5

Evaluate and monitor the completion of boiler replacement projects and mechanical equipment upgrades at identified buildings across the district.

Desired Results: Ensure that energy efficient projects are completed to provide a comfortable and safe learning environment.

Operations Goal #6

Evaluate the effectiveness of PowerSchool and School Finance software.

Desired Results: Ensure the district is using centralized databases that are cost effective, user-friendly, and adequate for the needs of the district.

Operations Goal #7

Evaluate and develop training plans for district equipment, services, and resources.

Desired Results: Ensure staff are informed of functionality and use of equipment, services and resources.

Operations Goal #8

Collaborate with the Human Resources committee to develop streamlined processes for entry and exit of employees.

Desired Results: Provide friendlier, faster, and more informative introduction to personnel new to the district and provide accountability, feedback and efficiency for personnel leaving.

Operations Goal #9

Evaluate HVAC in district kitchens, specifically KECLC.

Desired Results: Provide efficient working conditions for food service staff.

Operations Goal #10

Evaluate a consistent district-wide ID policy for use in all areas including food service, media centers, transportation, athletic events, hallway identification, etc.

Desired Results: Provide expectations for all staff and students to properly identify themselves for safety and security purposes

Mr. Caterino shared that Goal #1 was successfully accomplished with construction at the sports plaza/athletic complex completed on time and ready for spring sports and a successful Grand Opening on April 25th. The only component left to finalize is additional electrical outlets on the football field. Operations Goal #2 is progressing with the completion of upgrades to the current access controls system at KMS, installation of a new control access system, secure vestibule doors and added security cameras at West. Other district buildings (Admin Office, KECLC, 54th Street, and Southeast) will receive similar upgrades to secure entrances when renovations start in the summer of 2023. For Operations Goal #5, the boiler replacements and mechanical equipment upgrades at KECLC, 54th Street, and SE, are completed and units are up and running but there are some small items still needing to be finalized before controls are provided to the district. The project at KMS continues on schedule with a projected completion date by the end of this summer. For Goal #6, the transfer from PowerSchool to Synergy is in progress with a tentative go-live date of July 3rd. The district's financial software, School Finance, will remain but new options will continue to be researched. For Goal #7, the committee will work in collaboration with Mr. Owen to ensure unification with developing a process for training plans for district equipment, services and resources. In collaboration with the HR Committee on Goal #8, the committees are working together to create a streamlined process for new employee onboarding and exit interview processes to provide accountability and feedback for personnel leaving the district. Currently, exit surveys are in place and sent to appropriate staff. He shared that for Goal #9, Mr. Skinner currently has HVAC service contracts in place at the HS/MS/Central kitchens, while smaller building kitchens will be serviced on an as-needed basis. Lastly, for Goal #10, a policy will be implemented for the 2023-24 school year that will require every staff member to wear IDs at all times. Discussions are also taking place with building administrators as to the feasibility of enforcing a policy for requiring IDs for students. This was the committee's final report for the school year.

OTHER MATTERS - None

STUDENT COMMENTS

- Ngoc Dinh – shared that she was glad to make tonight's meeting but sad that her tennis match was cancelled due to weather. She thanked the teachers for their hard work and efforts. She also shared that she had a fun time at Prom and this year's theme was "Red Carpet";

INTRODUCTION OF MATTERS BY BOARD MEMBERS

- Ms. Rocha – thanked the team for their hard work on the successful May 2nd Non-Homestead Millage Renewal. She shared she is excited for the band’s opportunity to travel to the UP, it should be a very fun experience for them, especially for the seniors. She also shared congratulations to this year’s graduates;
- Mrs. Reidzans – shared appreciation to TowerPinkster for their generosity. She also is excited for the band to have the opportunity to march in the 4th of July parade in the UP;
- Ms. Townsend – shared appreciation to TowerPinkster for donating the money back to the district, adding that it says a lot about the companies that the district is working with. She gave a shout-out to this year’s graduating class, including her granddaughter. She also shared appreciation for everyone’s hard work on the goal committees;
- Mrs. Ward – also shared appreciation to TowerPinkster for their donation and for realizing how important education is. She shared appreciation to all of the staff and teachers for all of their hard work at this time of year – their efforts are very much appreciated. She also thanked everyone for their hard work on the goals for this year, adding that it is nice to see how they progress from August to now. She congratulated all of this year’s seniors and is looking forward to the upcoming graduation ceremonies;
- Mrs. Groters – nothing;
- Mrs. Tanis – shared a big thank you to our teachers for all they do and the time they put in to getting our students to the end of the year, adding that our students learn from the best and their hard work is very much appreciated. She also shared appreciation to TowerPinkster for their generosity and inquired if a decision had been made as to what that money may be allocated towards. She congratulated the graduates, adding this this is a very exciting time for them and their parents, and for the district to host graduation once again on our football field.

ADJOURNMENT

President Tanis adjourned the meeting at 7:26 p.m.

Marie Groters, Secretary
Kelloggsville Board of Education

Beth A. Postma
Recorder

VISITORS: Keith Caterino, Cassie Groters, and Terri Ricketson.