

**FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN**

Regular Meeting of the Board of Education  
Monday, October 21, 2024  
6:30 PM  
Fine Arts Center

**Agenda**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. WELCOME
- IV. INSTRUCTIONAL HIGHLIGHT - Northern High School
- V. RECOGNITION
  - V.A. National Merit Scholars
  - V.B. MHSCA Coach of the Year
  - V.C. MASSW State School Social Worker of the Year
- VI. CONSENT GROUPING
  - VI.A. Superintendent/Board of Education
    - VI.A.1. Approval of Minutes
  - VI.B. Business
    - VI.B.1. Payment of Bills
    - VI.B.2. Central High Food Service Equipment
    - VI.B.3. AED Replacement Devices
    - VI.B.4. Legal Counsel
    - VI.B.5. Audited Financial Statements
    - VI.B.6. Network Services Subscription
    - VI.B.7. Property Tax Reimbursement
  - VI.C. Instruction
    - VI.C.1. Supplemental Instructional Resources Requests
  - VI.D. Human Resources
    - VI.D.1. Ratification of Employment Contracts - Forest Hills Administrators
- VII. SUPERINTENDENT'S REPORT
- VIII. BOARD COMMUNICATION
- IX. PUBLIC COMMENTS
- X. ADJOURNMENT

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

ASSISTANT SUPERINTENDENT FOR INSTRUCTION

TOPIC: Instructional Highlight – AP Seminar as Honors English 10, Northern High School

In AP Seminar, students have the opportunity to choose what real-world or academic topics they are pulled to investigate. AP Seminar teaches students how to find and use evidence from experts, and how to present the case from their own perspective effectively, both through writing and individual and team multimedia presentations.

The course has started by teaching students how to evaluate the credibility and relevance of a writer's argument and the evidence he/she uses to advance his/her argument. This is going to train students to look at the information available to them with a critical eye. The course is rich in research, so the students will know where to seek out and evaluate sources that are current, accurate, objective, and without bias.

What we are most proud of, however, is that we are maintaining the integrity of our Honors English 10 American Literature course by continuing instruction in grammar, vocabulary, and classic literature with the students reading *The Great Gatsby* and *Their Eyes Were Watching God*. We think this is important because reading these novels teaches the students to understand the human experience and struggles of our ancestors but also continues to practice the skills learned in AP Seminar: critical thinking and analysis.

Jennifer Kigar, Nikki Damuth, and some Northern High School AP Seminar students will present the instructional highlight.

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

RECOGNITION

TOPIC: National Merit Scholars

Certificates of Recognition will be given to high school students who are Semifinalists in the 2024-2025 National Merit Scholarship Program for their academic achievement.

Central High School

Rebecca Maddox  
Lia Stevenson  
Carlene Sutherland

Eastern High School

Evan Gao  
Simon Zwart

Northern High School

Emilio Hernandez-Martinez  
Benjamin Pease  
Quinn Suvedi

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

RECOGNITION

TOPIC: 2024 MHSCA State Boys Cross Country Coach of the Year

A Certificate of Recognition will be presented to Eastern High School Cross Country Head Coach Dan McElheny for receiving the Michigan High School Coaches Association (MHSCA) Boys Cross Country Coach of the Year award.

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

RECOGNITION

TOPIC: 2024 MASSW State School Social Worker of the Year

A Certificate of Recognition will be presented to Northern High School Social Worker Matt Langlois for receiving the Michigan Association of School Social Workers (MASSW) State School Social Worker of the Year award.

FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

**CONSENT GROUPING**

October 21, 2024

VI. CONSENT GROUPING

A. SUPERINTENDENT/BOARD OF EDUCATION

1. Approval of Minutes – Approve the minutes of the October 8, 2024, Special Meeting and the October 8, 2024, Closed Session, with any added changes or revisions.

B. BUSINESS

1. Payment of Bills – Approve expenditures for the payment of bills for September 2024, as presented.
2. Central High Food Service Equipment – Approve the purchase of replacement kitchen equipment for Central High from Stafford Smith, inc. for an amount not to exceed \$81,000.
3. AED Replacement Devices – Approve the purchase of replacement AED devices from AED Brands for an amount not to exceed \$34,000.
4. Legal Counsel – Appoint McGraw Morris P.C. as general counsel for the Board and district for the fiscal year beginning July 1, 2024, and ending June 30, 2025.
5. Audited Financial Statements – Accept the annual financial statements for the year ended June 30, 2024, as audited by Maner Costerisan, PC.
6. Network Services Subscription – Approve a five-year subscription agreement with Delta Network Services for ExtremeCloud IQ licenses to support network infrastructure for an amount not to exceed \$148,000.
7. Property Tax Reimbursement – Authorize reimbursement of \$11,085.30 to Kent County and \$5,986.06 to Grand Rapids Charter Township for refunded property taxes.

C. INSTRUCTION

1. Supplemental Instructional Resources Request – Approve the supplemental instructional resources request, as presented.

D. HUMAN RESOURCES

1. Ratification of Employment Contracts – Forest Hills Administrators – Approve the wage and benefit agreement for the Forest Hills Administrators.

*\*Items included in consent grouping are those that previously have been considered by the Board either in committee or at a prior meeting, or are of such a routine nature that discussion is not required. Board members may request that any item be removed from consent grouping for further discussion if additional information is needed or available.*

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

SUPERINTENDENT/BOARD OF EDUCATION

TOPIC: Approval of Minutes

Board of Education approval is requested for the minutes of the October 8, 2024, Special Meeting, and the October 8, 2024, Closed Session, with any added changes or revisions.

PROPOSED MOTION:

I move that the Forest Hills Board of Education approve the minutes of the October 8, 2024, Special Meeting, and the October 8, 2024, Closed Session, with any added changes or revisions.

FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

Minutes of Special Meeting of the Board of Education  
held on October 8, 2024

The Forest Hills Board of Education held a special meeting on October 8, 2024, at the Forest Hills Administration Building. President Fauson called the meeting to order at 5:30 p.m.

CALL TO ORDER

Members Present: Fauson, Michaud, Vonck, DeBoer, Ninemeier, Covelle, Terryn (arrived at 5:35 p.m.)

ATTENDANCE

Members Absent: None

Member Covelle led the Pledge of Allegiance.

PLEDGE OF  
ALLEGIANCE

The special meeting was held to conduct Superintendent Kirby's evaluation and to consider general business items.

PURPOSE OF  
SPECIAL MEETING

President Fauson shared the format for the public comment portion of the meeting. Students will be given the opportunity to address the board first, followed by staff, and concluding with community members.

PUBLIC COMMENTS

There was no one present to address the board.

Vice President Covelle served as the temporary board secretary until the arrival of Secretary Terryn.

APPOINTMENT OF  
TEMPORARY BOARD  
SECRETARY

Motion made by Member Vonck, second by Member Michaud, that the Forest Hills Board of Education approved the minutes of the September 16, 2024, Regular Meeting. The motion carried by unanimous 6-0 voice vote.

APPROVAL OF  
MINUTES

Motion made by Member Covelle, second by Member Vonck, the Forest Hills Board of Education hold the October 21, 2024, Regular Board of Education Meeting at the Fine Arts Center. The motion carried by unanimous 6-0 voice vote.

CHANGE OF  
OCTOBER REGULAR  
MEETING LOCATION

Secretary Terryn arrived at 5:35 p.m.

Motion made by Member Covelle, second by Member Vonck, the Forest Hills Board of Education approve the hire and issue of an administrative contract to Jacob Strotheide for the 2024-2025 school year. The motion carried by unanimous 7-0 voice vote.

EMPLOYMENT OF  
NEW  
ADMINISTRATIVE  
STAFF

Motion made by Member Vonck, second by Member Michaud, that the Forest Hills Board of Education approved the wage and benefit agreement for the Forest Hills Bus Drivers. The motion carried by unanimous 7-0 voice vote.

RATIFICATION OF  
EMPLOYMENT  
CONTRACTS – BUS  
DRIVERS

Motion by Member Terryn, second by Member Vonck, that the Board of Education move into closed session to conduct the superintendent evaluation.

CLOSED SESSION

Ayes: Michaud, Ninemeier, DeBoer, Vonck, Covelle, Fauson, Terryn

Nays: None

The motion carried by a unanimous 7-0 roll call vote. Regular session dismissed to closed session at 5:36 p.m.

President Fauson returned the meeting to open session at 7:42 p.m.

After discussion, the following goals/areas of focus were established for Superintendent Kirby:

- Communication and trust
- Safety and security

It was clarified that academic goals are already incorporated into the evaluation instrument.

There was no additional board communication.

President Fauson inquired if there was other business of the board. Hearing none, she adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Maggie Terryn, Secretary  
Forest Hills Board of Education

SUPERINTENDENT  
GOALS

BOARD  
COMMUNICATIONS

ADJOURNMENT

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS

*Julie Davis*

TOPIC: Payment of Bills

The financial report is presented for Board approval and includes the following information:

Summary of Bills Payable

PROPOSED MOTION:

I move that the Forest Hills Board of Education approve expenditures for the payment of bills for September 2024, as presented.

GENERAL FUND	\$12,385,334.00
DEBT FUND	
CAPITAL PROJECTS FUND 2019	74,155.45
CAPITAL PROJECTS FUND 2021	342,377.59
CAPITAL PROJECTS FUND 2023	2,548,643.10
SPECIAL REVENUE FUND	
Food Service	295,368.08
Childcare	5,836.73
Student/School Activity	120,904.35
<b>TOTAL EXPENDITURES</b>	<b><u>\$15,772,619.30</u></b>

**Forest Hills Public Schools**  
**Disbursements**  
For Month Ended September 2024

Fund	General Checking		Payroll Checking			Flex Checking - Employee Flexible Spending Accounts		Total Disbursements
	Checks (317299-317753)	ACH & Wire Disbursements	Checks (329471-329484)	Direct Deposit Payments	ACH & Wire Disbursements	Manual Payments	Debit Card Payments	
General	\$ 1,926,673.18	\$ 5,380,535.33	\$ 12,968.15	\$ 3,378,419.44	\$ 1,312,002.93	\$ 2,675.00	\$ 2,995.38	\$ 12,016,269.41
General, Athletics	53,149.96	9,184.77						62,334.73
General, Grants	275,301.58	31,428.28						306,729.86
<b>GENERAL SUBTOTAL</b>	<b>2,255,124.72</b>	<b>5,421,148.38</b>	<b>12,968.15</b>	<b>3,378,419.44</b>	<b>1,312,002.93</b>	<b>2,675.00</b>	<b>2,995.38</b>	<b>12,385,334.00</b>
Debt Service								-
Capital Projects-2019	74,155.45							74,155.45
Capital Projects-2021	342,377.59							342,377.59
Capital Projects-2023	2,548,643.10							2,548,643.10
Special Revenue Fund								
Food Service	295,368.08							295,368.08
Child Care	42.50	5,794.23						5,836.73
Student/School Activity	90,980.34	29,924.01						120,904.35
<b>TOTAL</b>	<b>\$ 5,606,691.78</b>	<b>\$ 5,456,866.62</b>	<b>\$ 12,968.15</b>	<b>\$ 3,378,419.44</b>	<b>\$ 1,312,002.93</b>	<b>\$ 2,675.00</b>	<b>\$ 2,995.38</b>	<b>\$ 15,772,619.30</b>

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS



TOPIC: Central High Food Service Equipment

It is recommended that the Board approve the purchase of replacement kitchen equipment for Central High from Stafford Smith, Inc. for an amount not to exceed \$81,000. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

PROPOSED MOTION:

I move that the Forest Hills Public Schools Board of Education approve the purchase of replacement kitchen equipment for Central High from Stafford Smith, Inc. for an amount not to exceed \$81,000.

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
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October 21, 2024

ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS



TOPIC: AED Replacement Devices

It is recommended that the Board approve the purchase of replacement AED devices from AED Brands for an amount not to exceed \$34,000. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

PROPOSED MOTION:

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FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS

*Juli Druis*

TOPIC: Legal Counsel

It is recommended that the Board appoint McGraw Morris P.C. as general counsel for the Board and district for the fiscal year beginning July 1, 2024 and ending June 30, 2025. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

PROPOSED MOTION:

I move that the Forest Hills Public Schools Board of Education appoint McGraw Morris P.C. as general counsel for the Board and district for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS



TOPIC: Audited Financial Statements

It is recommended that the Board of Education accept the annual financial statements for the year ended June 30, 2024, as audited by Maner Costerisan, PC. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

PROPOSED MOTION:

I move that the Forest Hills Public Schools Board of Education accept the annual financial statements for the year ended June 30, 2024, as audited by Maner Costerisan, PC.

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
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October 21, 2024

ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS

A handwritten signature in black ink, appearing to read "J. J. [unclear]", is written over the printed title.

TOPIC: Network Services Subscription

It is recommended that the Board approve a five-year subscription agreement with Delta Network Services for ExtremeCloud IQ licenses to support network infrastructure for an amount not to exceed \$148,000. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

PROPOSED MOTION:

I move that the Forest Hills Public Schools Board of Education approve a five-year subscription agreement with Delta Network Services for ExtremeCloud IQ licenses to support network infrastructure for an amount not to exceed \$148,000.

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FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS

*Juli Duda*

TOPIC: Property Tax Reimbursement

It is recommended that the Board of Education authorize reimbursement of \$11,085.30 to Kent County and \$5,986.06 to Grand Rapids Charter Township for refunded property taxes. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

PROPOSED MOTION:

I move that the Forest Hills Public Schools Board of Education authorize reimbursement of \$11,085.30 to Kent County and \$5,986.06 to Grand Rapids Charter Township for refunded property taxes.

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

ASSISTANT SUPERINTENDENT FOR INSTRUCTION

TOPIC: Supplemental Instructional Resources Requests <sup>SA</sup>

The Instruction Department would like to recommend that the following book be added to the supplemental instructional resources collection. The book has been reviewed by the Board Curriculum Committee and is recommended for Board approval.

School: FLEX Academy  
Grades: 10-12  
Title: *Atomic Habits*  
Author: James Clear  
Reviewed by: Jon Gregory, Tamasha James, and Kim Van Antwerp

PROPOSED MOTION:

I move that the Forest Hills Board of Education approve the above supplemental instructional resource request.

BOARD OF EDUCATION  
FOREST HILLS PUBLIC SCHOOLS  
GRAND RAPIDS, MICHIGAN

October 21, 2024

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES



TOPIC: Ratification of Employment Contracts – Forest Hills Administrators

The Forest Hills Board of Education and the Forest Hills Administrators have reached an agreement on wages and benefits from July 1, 2024 – June 30, 2026 and the Agreement is being presented for approval.

- Two-year agreement
  - 2024-2025: Step will be granted, 4.0% increase on the salary schedule
  - 2025-2026: Contract reopener for compensation and benefits
- Additional information is attached to the wage and benefit agreement.

PROPOSED MOTION:

I move that the Forest Hills Board of Education approve the wage and benefit agreement for the Forest Hills Administrators.

**Wage and Benefit Agreement**  
**By**  
**The Forest Hills Public School District**  
**For**  
**The Forest Hills Administrators**

**Duration of Contract**

Two-year agreement, July 1, 2024, through June 30, 2026

**Compensation**

- **2024-2025 School Year**
  - Step and four percent (4%) increase on the salary schedule
- **2025-2026 School Year**
  - Contract reopener for compensation and benefits

**Wage and Benefits**

- Employees will be granted three (3) days by the District for immediate family for bereavement without deduction from sick leave. Two (2) additional days of personal illness may be used, upon notification, for the death in the immediate family
- Longevity will be increased by \$1,000 at 5 years, 9 years, and 13 years