

# Minutes of Regular Meeting

## The Board of Education Jenison Public Schools

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A regular meeting of the Board of Education of Jenison Public Schools was held on Monday, July 14, 2025, beginning at 6:30 pm in the Jenison Center for the Arts Boardroom.

### Call to Order:

President of the Board of Education, Dr. Hartman, called the Jenison Public Schools Board of Education meeting to order at 6:30 pm.

### Members Present:

Eric Hartman, D.C.,  
President

William Waalkes,  
Vice President

Chris Reed, Ph.D.,  
Treasurer

Jen Postema,  
Secretary

Jennifer Griffin, DPM  
Trustee

Shannon Hogan,  
Trustee

Donna Mooney  
Trustee

### Others Present:

Brandon Graham, Ph.D.,  
Superintendent

Leslie Philipps,  
Assistant Superintendent /  
Title IX Coordinator

Christine Marcy,  
Director of Finance and  
Operations

Katie Moy,  
Executive Manager of  
Superintendent, BOE, &  
Communications

### Public Comment:

Megan Nollet (7619 Chickadee Dr, Jenison) - She spoke on behalf of the Wilderness Academy Advancement Committee, sharing summer updates. The committee is excited to welcome new principal Mr. O'Connell and plans to host a Kindergarten and Principal Welcome Picnic in August. They are continuing outdoor projects at Wilderness Hollows, including finishing the pallet house, spreading woodchips, and removing excess materials. Another workday may be scheduled after staff assess additional needs. She emphasized the need for a land survey to clarify school and church property lines, noting a district-owned shed on church property that will need to be moved with help. The committee is also developing a native plant pollinator garden, with \$1,000 in pledged plant and seed donations from eight nurseries and over \$1,000 in mulch from Thornapple River Nursery. They are partnering with Groundswell Initiative for a \$1,500 grant and with Calvin University for native plant training. The goal is to use the garden for student learning and future fundraising through plant sales.

Mary Martin (7376 Pinegrove Dr, Jenison) - She expressed concern about events occurring in various cities across the country, including the treatment of people, particularly Jewish individuals. She urged the school district to focus on teaching students the basic core subjects, such as math and reading.

Dr. Hartman thanked the public for their time and comments provided to the Board of Education.

## **Approval of Agenda:**

Mrs. Mooney motioned to approve the agenda as prepared. Dr. Reed seconded the motion. The Board of Education voted to approve the agenda as presented with a vote of 7-0.

## **Move Into Closed Session:**

Dr. Hartman paused the Board of Education meeting to confer with board members regarding going into a closed session. He informed the public that the board would briefly meet in closed session and then return to open session.

## **Purpose Closed Session: Attorney-Client Privilege**

Mrs. Postema motioned to go into a closed session for Attorney-Client Privilege. Mr. Waalkes seconded the motion. President Hartman called a closed session for the Board of Education at 6:37 pm.

A roll call vote was taken:

YEAS: Griffin, Hartman, Hogan, Mooney, Postema, Reed, and Waalkes

NAYS: none

Abstentions: none

The Board of Education voted to go into closed session with the Administration to discuss matters protected by attorney-client privilege by a roll call vote of 7-0 at 6:37 pm.

The public was dismissed.

## **Closed Session: Attorney-Client Privilege**

The Board and Administration met in a closed session to discuss matters protected by attorney-client privilege.

## **Motion to come out of Closed Session and Return to Open Session:**

Mrs. Postema motioned to go out of the closed session. Dr. Griffin seconded the motion. A roll call vote was not necessary to end the closed session. The closed session ended at 6:58 pm with a vote of 7-0.

Dr. Hartman declared the Board of Education Closed Session to be ended and the regular meeting reconvened in open session at 6:58 pm.

## **Action Items:**

### **1. Consent Agenda:**

Dr. Griffin motioned to approve the consent agenda that includes the Annual Organization designations as presented. Dr. Reed seconded the motion. Annual Organizational Meeting: The organizational portion of the meeting was conducted in accordance with Board Policy #2506, titled "*Organizational Meetings*." The Annual Organization designations for the 2025-2026 school year are as follows:

**Designation of Depositories:** Macatawa Bank (A Wintrust Community Bank) for check and deposit clearing as the designated depository for school funds, and Michigan Investment Liquid Asset Fund for investments.

**Designation of Signatories:** The Treasurer of the Board, Superintendent, Assistant Superintendent, Director of Finance and Operations, Accounting Supervisor, Food Service Director, and the Assistant

Food Service Director(s) as the individuals designated as signatories and the people authorized to sign checks, contracts, agreements, and purchase orders for the district on behalf of the Board of Education.

**Designation of Meeting Dates:** The Board of Education has approved the board meeting and workshop schedule as presented for the 2025-2026 school year. Regular board meetings will start at 6:30 pm and workshop meetings will start at 6:00 pm. Should there be a conflict during the school year, adjustments to this calendar would be made.

**Designation of Person Responsible for Posting Public Notices:** Under Section 5(1) of the Michigan Open Meetings Act, there is a statutory requirement that a meeting cannot be held unless a person designated by the public body gives public notice. The Superintendent has been appointed as the person responsible for posting school board public notices on behalf of the Board of Education.

**Designation of Person Responsible for Public Elections:** School districts are no longer responsible for conducting public elections. However, one of the duties of the Secretary of the Board of Education is to perform specific duties regarding elections. These responsibilities may also be delegated to a district staff member. The Director of Finance and Operations has been designated as the person responsible for all public elections held during the school year on behalf of the Board of Education.

**Authorization for Electronic Fund Transfers and Designation of Electronic Transfer Officers:**

Under Board Policy #3204 entitled "Investment of Funds," the Board may authorize electronic fund transfers and designate individuals as Electronic Transfer Officers (ETO) to complete such transactions on behalf of the Board. The Director of Finance and Operations and the Accounting Supervisor have been appointed as the people authorized to be the designated Electronic Transfer Officers on behalf of the Board of Education for the 2025-2026 school year.

**Acceptance of Law Firm Retainer:** The Board of Education has approved the appointment of Thrun Law Firm, P.C. of East Lansing, Michigan, to be retained as the school district's legal counsel for the school year.

**OASBA Board of Directors Representative:** A representative and an alternate representative are nominated to serve on the 2025-2026 Ottawa Area School Board Association. Dr. Reed has been designated as the representative and Mrs. Griffin as the alternate representative to serve on the 2025-2026 Ottawa Area School Board Association.

**Board Member Compensation:** The Board of Education approved the annual meeting compensation of \$25 per meeting, with payments issued for the periods of July–December and January–June. Compensation for similar boards across the county ranges from no payment to \$40 per meeting. The Board chose to maintain the current rate of \$25 per meeting, to revisit and potentially adjust it at a later date.

The Board of Education has voted to approve the consent agenda, including the Annual Organization designations for the 2025-2026 school year as presented, with a vote of 7-0.

## **2. Approval of Minutes:**

Dr. Reed motioned to approve the meeting minutes from the June 9, 2025, SEAB and Budget Hearing and Board of Education Regular Meeting. Dr. Griffin seconded the motion. The Board of Education voted to approve the meeting minutes from the June 9, 2025, SEAB and Budget Hearing and Board of Education Regular Meeting as presented with a vote of 7-0.

## **3. Approval of Financial Report:**

Mrs. Postema motioned to approve the June Financial Report as presented. Dr. Reed seconded the motion. Ms. Marcy stated that the Finance Office is still finalizing year-end figures, with some items yet to be reported. Additional updates are expected in August when auditors will meet to review the numbers. The full audit review is anticipated later this fall, typically in October. The Board of Education voted to approve the financial report as presented with a vote of 7-0.

## **4. Approval of Classroom Furniture:**

Mrs. Postema motioned to approve the classroom furniture purchase as presented to the Board of Education. Dr. Reed seconded the motion. The high school needs updated classroom furniture for four rooms. While most of the building now uses tables and chairs, some rooms still have outdated student desks or worn-out furniture in need of replacement. It has been several years since the high school

received new furniture, and much of the existing furniture is in poor condition. To bring all classrooms up to standard, it is recommended to purchase 68 tables and 132 chairs, not to exceed \$55,000. The cost will be covered by building funds. The Board of Education voted to approve the classroom furniture purchase as presented with a vote of 7-0.

**5. Approval of ORS Mandated Salary Scales:**

Dr. Reed motioned to approve the Office of Retirement Services (ORS) Salary Scales as presented to the Board of Education. Mr. Waalkes seconded the motion. Mrs. Phillips informed the Board of Education about a new policy mandated by the Office of Retirement Services. Based on legal recommendations, the district will begin developing salary schedules for all highly compensated, non-unionized positions, starting with the Superintendent and Assistant Superintendent. The plan is to gradually implement salary scales for all remaining non-unionized roles over the course of the year. Establishing these schedules will provide consistency when current administrators or staff retire and are replaced. Mrs. Phillips also noted that some districts without established salary scales have faced legal challenges, highlighting the importance of this initiative. The Board of Education voted to approve the Office of Retirement Services (ORS) Salary Scales as presented with a vote of 7-0.

**6. Approval of JIA and JPS Student Handbooks:**

Mrs. Postema motioned to approve the JPS Student/Athletic and JIA Student Handbooks for the 2025-2026 school year as presented to the Board of Education. Dr. Griffin seconded the motion. Mrs. Phillips noted that the board policies should have been approved before the handbooks, as most of the 2025–2026 handbook revisions are based on those policy updates. The handbook revisions for the 2025–2026 school year are mostly policy updates, and the handbooks share consistent policies across schools. Over the years, the handbooks have become more aligned and uniform. The policies apply to all students in grades TK–12, although JIA follows different guidelines due to its online learning format. The Board of Education voted to approve the JPS Student/Athletic and JIA Student Handbooks for the 2025-2026 school year as presented, with a vote of 7-0.

**7. Board Policy Updates:**

Mrs. Postema motioned to approve the updated board policies as presented to the Board of Education. Mrs. Mooney seconded the motion. Mrs. Phillips provided redline documents showing the updates for the Board of Education to review. The majority of edits are legal updates. Per board policy, one read and approval are required. The updates are either required by statute or recommended by the district lawyers. A few notes:

- The "F" designation near the top of the page near the bylaw number indicates an item is a form. "Forms" that can be helpful relative to a policy can be found embedded within that policy. Some blue highlights on some forms are specific to the instance they are being used for and would need to be filled in each time they are used.

The policies updated included:

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501 Meetings

2504 Public Participation at Board Meetings

Series 3000: Operations, Finances, and Property

3100 General Operations

3110 Data Breach Response

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

3115A Definitions for 3115 Series

3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form

3118 Title IX Sexual Harassment

3118-F Title IX Sexual Harassment Formal Complaint Form

3200 Finance and Borrowing

3201 Accounting

3201A Financial Management for Federal Awards

- 3211 Post-Issuance Tax Compliance
- 3212 Post-Issuance Disclosure Compliance
- 3300 Facilities, Real, and Personal Property
  - 3301 Purchasing and Procurement
  - 3301A Purchasing and Procurement with Federal Funds
  - 3307 Construction Administration
- 3400 School Safety and Security
  - 3402 Drills, Plans, and Reports
    - Drinking Water Management Plan is a new statewide law, introduced in response to the Flint water crisis, that mandates water filtration and ongoing quality monitoring.
  - 3407 Asbestos Management
  - 3408 Firearms and Weapons
- Series 4000 District Employment
  - 4100 Employee Rights and Responsibilities
    - 4101 Non-Discrimination
    - 4103 Whistleblowers' Protection
    - 4105B Religions Workplace Accommodations for Employees and Applicants
    - 4106 Family and Medical Leave Act (FMLA)
  - 4400 Professional Staff
    - 4403 Performance Evaluation
    - 4407 Discipline
    - 4408 Termination
    - 4409 Non-Renewal
- Series 5000 Students, Curriculum, and Academic Matters
  - 5100 Student Rights
    - 5104 Age of Majority
  - 5200 Student Conduct and Discipline
    - 5202 Unlawful Discrimination, Harassment, and Retaliation Against Students
  - 5400 Curriculum, Instruction, and Parent Involvement
    - 5401 Parent Involvement in Education
    - 5405 Title I Parent and Family Engagement Policy
    - 5406 Title I Funds
    - 5411 Student Promotion, Retention, and Placement
    - 5420 Sex Education
  - 5600 Student Support Services
    - 5603 Section 504
  - 5700 Student Health and Safety
    - 5701 Abuse and Neglect
    - 5707 School Wellness Policy
    - 5712 Concussion Awareness

#### Admin Guidelines and Forms:

- Series 3000: Operations, Finances, and Property
  - 3100 General Operations
    - 3118-F-12 Initial Procedures to Be Followed upon Receipt of a Title IX Sexual Harassment
    - 3118-F-13 Sample Title IX Investigation Report
- Series 4000 District Employment
  - 4100 Employee Rights and Responsibilities
    - 4104-F-1 Employment Complaint Procedure
    - 4104-F-2 Employment Complaint Procedure - Sample Outcome Letter to Complainant/Respondent

Series 5000	Students, Curriculum, and Academic Matters
5400	Curriculum, Instruction, and Parent Involvement
	5405-F-1 School-Parent Compact
5600	Student Support Services
	5603-F-12 Section 504 Grievance Procedure
	5603-F-13 Section 504 Complaint Form
	5603-F-16 Section 504 Impartial Hearing Procedures

The Board of Education voted to approve the updated policies with a vote of 7-0.

## Discussion Items:

### 1. Superintendent Update:

Dr. Graham also briefly shared a few district events, happenings, and updates with the Board of Education.

- **District Map:** Dr. Graham presented a map outlining the designated boundaries of Jenison Public School properties. Areas outside these boundaries are considered part of the school of choice.
- **Communications Department:** Mrs. Moy provided an update on the work she and the Communications Team have been focused on over the past several months. The district will be transitioning to a new vendor for its website and notification app, one that specializes in education and understands the unique needs of school districts. The new system will offer a more seamless experience, consolidating the current three separate vendors for the website, app, and newsletter into a single platform. While there will be a higher upfront cost, the overall expense will be comparable to the current setup. The new platform will be ADA compliant and user-friendly. The only drawback is that users will need to download a new app, but the website and links will remain the same. The integrated newsletter will align more closely with district updates and activities.
- **School Safety Report:** Dr. Graham provided the District's safety report, which outlines various categories required by the state. One key area of focus has been absenteeism, and improved data collection has provided valuable insights. This data also supports the District's efforts to proactively address issues such as vaping, drug use, and other related concerns.
- **Sex Education Advisory Board (SEAB):** The committee is scheduled to meet in July to review the 7th-grade curriculum that was brought up for review in May and June. The first public hearing will take place in August, followed by a second in September. This timeline will not impact the curriculum schedule, as the course review is not set to begin until later in the fall.
- **Strategic Plan Progress Report:** Dr. Graham presented the Board of Education with the Strategic Plan for the 2025–2026 school year, which focuses on five key Vision Areas: Unlock Character-Driven Culture, Invest in People, Strengthen Student Learning, Continuous Improvement, and Engage Community. Each vision area includes specific goals and quarterly priorities to guide progress throughout the year.
- **School Climate Survey Data Review:** The review is planned for the September workshop.
- **Summer Learning:** This summer has offered a variety of enriching learning opportunities through camps and programs, with over 2,000 students participating across the district.
- **Pool:** Pool renovations have been delayed slightly, with work now expected to begin in mid-August. The pool will be closed for over five months, and renovations will not start until all necessary materials have been received.
- **Strength and Performance Director Update:** Justin Brennan's last day will be July 18. His decision to leave was a difficult one, made with his family as they plan to move back to Colorado. His contributions to the students and the district have been significant, and he will be greatly missed. The position has been posted, and the response has been strong, with over 41 applications received. The district has narrowed the pool to six promising candidates.

- **Shadblow Theatre:** The community theater's summer musical is *Hello, Dolly!* Performances are two weekends. July 18-19 & 24-26 at 7:30 pm and July 20 & 27 at 2:30 pm.

### **Adjournment:**

The President of the Board of Education, Dr. Hartman, adjourned the Jenison Public Schools Board of Education meeting at 8:15 pm with acclamation.

Respectfully submitted,

Jen Postema, Secretary  
Jenison Public Schools Board of Education

### **Future Meetings:**

Month:	Regular Meeting (held at 6:30 pm):	Workshop (held at 6:00 pm)
August 2025	Mon, Aug 18	
September 2025	Mon, Sept 8	Mon, Sept 29
October 2025	Mon, Oct 13	Mon, Oct 27
November 2025	Mon, Nov 17	
December 2025	Mon, Dec 8	
January 2026	Mon, Jan 12	Mon, Jan 26
February 2026	Mon, Feb 16	
March 2026	Mon, Mar 9	Mon, Mar 23
April 2026	Mon, Apr 20	
May 2026	Mon, May 11	
June 2026	Mon, Jun 8	
July 2026	Mon, Jul 13	