FOREST HILLS PUBLIC SCHOOLS
GRAND RAPIDS, MICHIGAN

Minutes of Special Meeting of the Board of Education
held on July 9, 2026

CALL TO ORDER

The Forest Hills Board of Education held a special meeting on July 9, 2026, at the Administration Building. President Fauson called the meeting to order at 9:01 a.m.

ATTENDANCE

Members Present: Fauson, Terryn, Michaud, Colley, Kermode, DeBoer

Members Absent: Ninemeier

PLEDGE OF ALLEGIANCE

Member Terryn led the Pledge of Allegiance.

PURPOSE OF SPECIAL MEETING

The special meeting was held to consider organizational and other general business items of the board.

ACTING BOARD SECRETARY

Due to the absence of Secretary Ninemeier, Member Terryn served as acting board secretary for this meeting.

CONSENT GROUPING ITEMS

Motion made by Member Kermode, second by Member Terryn, that the Forest Hills Board of Education approve consent grouping items III. A-C.

AYES: Michaud, Kermode, Colley, Terryn, Fauson, DeBoer

NAYS: None

Motion carried by a 6-0 roll call vote.

APPROVAL OF MINUTES

Approved the minutes of the June 17, 2026, Special Meeting.

SCHEDULE OF 2026-2027 BOARD OF EDUCATION MEETINGS

Approved the Board of Education meeting schedule for the 2026-2027 school year. All meetings will commence at 6:30 p.m. as follows:

DATE	LOCATION	ADDRESS
August 10, 2026	Administration Building	620 Forest Hill Ave 49546
September 14, 2026	Administration Building	620 Forest Hill Ave 49546
October 12, 2026	Administration Building	620 Forest Hill Ave 49546
November 9, 2026	Administration Building	620 Forest Hill Ave 49546
December 14, 2026	Administration Building	620 Forest Hill Ave 49546
January 11, 2027	Administration Building	620 Forest Hill Ave 49546
February 8, 2027	Administration Building	620 Forest Hill Ave 49546
March 8, 2027	Administration Building	620 Forest Hill Ave 49546
April 19, 2027	Administration Building	620 Forest Hill Ave 49546
May 17, 2027	Administration Building	620 Forest Hill Ave 49546
June 14, 2027	Administration Building	620 Forest Hill Ave 49546

BOARD OF EDUCATION MEETING NOTICES

Authorized the Superintendent, or his designee, the responsibility of posting notices of all meetings of the Board of Education in compliance with the requirements of the Michigan Open Meetings Act and Board Policy 2501.

Approved a motion that each Board of Education member sign the Conflict of Interest disclosure statement to be kept on file in the Superintendent's Office.

BOARD MEMBER CONFLICT OF INTEREST

Appointed the Executive Assistant to the Superintendent as the assistant to the Board Secretary and the Assistant Superintendent of Finance and Operations as the assistant to the Board Treasurer.

DELEGATION OF PERSON(S) TO ASSUME SPECIFIED RESPONSIBILITIES OF THE BOARD SECRETARY AND THE BOARD TREASURER

Authorized payment of professional memberships for Michigan Association of School Boards; MASB, Legal Trust Fund; and the Kent Intermediate Association of School Boards (KIASB) membership dues.

BOARD OF EDUCATION MEMBERSHIPS

Adopted the five-year common calendar dates as adopted by the Kent Intermediate School District.

COMMON CALENDAR DATES

Winter Break

	Begins end of the school day on:	**School Resumes:**
2026-2027	Friday, December 18	Monday, January 4
2027-2028	Friday, December 17	Monday, January 3
2028-2029	Friday, December 22	Monday, January 8
2029-2030	Friday, December 21	Monday, January 7
2030-2031	Friday, December 20	Monday, January 6

Spring Break

Friday before Spring Break *– Center programs do no operate. No students at local districts. Local districts determine whether staff attend on that Friday.*

2026-2027	Monday, April 5 – Friday, April 9
2027-2028	Monday, April 3 – Friday, April 7
2028-2029	Monday, April 2 – Friday, April 6
2029-2030	Monday, April 1 – Friday, April 5
2030-2031	Monday, April 7 – Friday, April 11

Authorized the Superintendent, Assistant Superintendent for Finance and Operations, Assistant Superintendent of Human Resources, and the Assistant Superintendent of Instruction to enter into contracts on behalf of the district.

AUTHORIZATION TO ENTER INTO CONTRACTS

Required that all individual checks drawn against the General Fund, Debt Fund, Capital Projects Fund, Food Service Fund, Childcare Fund, and Student/School Activity Fund be signed by two (2) of the following: Board

CHECK SIGNATURE AUTHORIZATIONS

Treasurer, Assistant Superintendent for Finance and Operations, Director of Finance, or Lead Accountant.

AUTHORIZATION FOR TRANSFER AND INVESTMENT OF FUNDS

Authorized the Assistant Superintendent for Finance and Operations, Director of Finance, or Lead Accountant to transfer and invest any available surplus moneys of the district, which are contained in funds as identified by the State and in accordance with Board policy.

APPOINTMENT OF LEGAL COUNSEL

Appointed the firms of Clark Hill, PLC; Holtvluwer Law; ImLaw, PC; McGraw Morris PC; Miller Johnson, PLC; and Thrun Law Firm, PC as general counsel for the Board and district for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

ELECTRONIC TRANSACTIONS AUTHORIZATION

Authorized the school district to utilize electronic transactions. A copy of the Electronic Transaction Resolution, as approved, is attached hereto and made a part of the minutes (Ref. No. 26-07/09-A).

DESIGNATION OF DEPOSITORIES OF FUNDS

Approved the following as depositories of district funds and of individual school activity accounts for the fiscal year beginning July 1, 2026, and ending June 30, 2027:

- Bank of America
- Baker Tilly Investment Services
- Comerica Bank
- Fifth Third Bank
- Flagstar Bank
- Huntington National Bank
- JP Morgan Chase Bank, N.A.
- Level One Bank
- Macatawa Bank
- Mercantile Bank
- Michigan School District Liquid Asset Fund Plus
- Old National Bank
- PNC Bank
- Union Bank
- United Bank
- West Michigan Community Bank
- UMB Bank

TAX REIMBURSEMENT

Authorized reimbursement of $18,452.69 to Kent County for refunded property taxes.

PAYMENT OF BILLS

Approved expenditures for the payment of bills for May 2026, as presented.

GENERAL FUND	$11,232,729.35
DEBT FUND	1,000.00
CAPITAL PROJECTS FUND 2023	$113,256.56
CAPITAL PROJECTS FUND 2025	$585,253.65
SPECIAL REVENUE FUND	
1. Food Service Fund	$5,343.51
2. Child Care Fund	$12,425.16
3. Student/School Activity	$277,640.22
TOTAL EXPENDITURES	**$12,277,648.45**

EMPLOYMENT OF NEW PROFESSIONAL STAFF

Approved the hire and issue of contracts to the following new professional staff members beginning with the 2026-2027 school year:

- Ryan Culey, Supervisor of Student Support Systems, Ada Elementary School
- Kelsey Ford, Supervisor of Student Support Systems, Central Woodlands 5/6 School
- James Grabow, Social Worker, Thornapple Elementary School
- Katie Huntley, Teacher, Pine Ridge Elementary School
- Carly O'Brien, Teacher, Ada Elementary School
- Brooklyn Phillips, Teacher, Meadow Brook Elementary School
- Jennifer Ray, Teacher, Knapp Forest Elementary School
- Gabrielle Walker, Speech Language Pathologist, Student Services
- Mallory White, Teacher, Central Woodlands 5/6 School

EMPLOYMENT OF NEW ADMINISTRATIVE STAFF

Approved the hire and issue of a contract to the following new administrative staff for the 2026-2027 school year:

- Robert Coon, Northern High School Assistant Principal
- Andrew Ley, Central Middle School Assistant Principal
- Daniel McElheny, Eastern High School Principal

REQUEST FOR CURRICULUM APPROVAL AND PURCHASE OF *INTO LITERATURE*

Motion made by Member Colley, second by Member Terryn, that the Board approve the curriculum and purchase request for *Into Literature* © 2022 from Houghton Mifflin Harcourt at a cost not to exceed $374,432.

AYES: Michaud, Kermode, DeBoer, Colley, Terryn, Fauson

NAYS: None

The motion carried by a 6-0 roll call vote.

REQUEST FOR PURCHASE OF NEW ADVANCED PLACEMENT PERSONAL FINANCE TEXTBOOK

Motion made by Member DeBoer, second by Member Kermode, that the Board approve the request for Business with Personal Finance for the AP Course © 2025 from BFW Publishers/MacMillan for an amount not to exceed $27,396.64.

AYES: Michaud, Kermode, DeBoer, Colley, Terryn, Fauson

NAYS: None

The motion carried by a 6-0 roll call vote.

BOARD POLICY

Motion made by Member Kermode, second by Member Colley, that the Board approve the board policies, as presented.

AYES: Michaud, Kermode, DeBoer, Colley, Terryn, Fauson

NAYS: None

The motion carried by a 6-0 roll call vote.

With the approval of the motion, the Board revised the following board policies:

Section 2200 Board Powers
- 2202 Authority to Enter into Contracts (Revised Policy)

Section 2400 Board Membership and Duties
- 2406 Board Officers Duties (Revised Policy)

Section 2500
- 2501 Meetings (Revised Policy)

Section 3100 General Operations
- 3102 Smoking, Tobacco Products, Drugs, and Alcohol (Revised Policy)
- 3108 Service Animals (Revised Policy)
- 3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation (Revised Policy)
- 3115A Definitions for 3115 Series (Revised Policy)
- 3115B Designation of Coordinators (Revised Policy)
- 3115C Supportive Measures (Revised Policy)
- 3115D Information Resolution (Revised Policy)
- 3115E Grievance Procedure and Remedies (Revised Policy)
- 3115H Training Requirements and Policy Notice (Revised Policy)

Section 3300 Facilities, Real and Personal Property
- 3301A Purchasing and Procurement with Federal Funds (Revised Policy)
- 3303 Gifts and Donations (Revised Policy)
- 3304 Use of District Property (Revised Policy)
- 3306 Construction Bidding (Revised Policy)

Section 3400 School Safety and Security
- 3402 Drills, Plans, and Reports (Revised Policy)
- 3407 Asbestos Management (Revised Policy)
- 3410 Opioid Antagonist (Revised Policy)

Section 4100 Employment Rights and Responsibilities
- 4101 Non-Discrimination (Revised Policy)
- 4104 Employment Complaint Procedure for Allegations Implicating Civil Rights (Revised Policy)
- 4113 Michigan Earned Sick Time Act (Revised Policy)

Section 4200 Employee Conduct and Ethics
- 4201 Employee Ethics and Standards (Revised Policy)
- 4210 Drug and Alcohol Free Workplace; Tobacco Production Restrictions (Revised Policy)
- 4216 Personal Communication Devices (Revised Policy)

Section 4500 Administrators/Directors
- 4508 Administrator Non-Renewal (Revised Policy)

Section 4600 The Superintendent
- 4602 Hiring (Revised Policy)

Section 5200 Student Conduct and Discipline
- 5209 Student Use of Wireless Communications Devices (Revised Policy)

Section 5500 School Sponsored and Extracurricular Activities
- 5507 Extracurricular Activities (Revised Policy)

Section 5700 Student Health and Safety
- 5710 Student Suicide Prevention (Revised Policy)
- 5710A Student Identification Cards (New Policy)
- 5714 Threat Assessment and Response (Revised Policy)

SPECIAL LEAVE OF ABSENCE REQUESTS

The following special leaves of absence have been approved per Article X of the Master Agreement for the 2026-2027 school year:

- Maggie Goebel-Hammer
- Lindsey Handley

SUPERINTENDENT'S REPORT

Superintendent Kirby provided an update on the state budget and a reminder of the August 20th Staff Opening Day Kick-Off Event.

BOARD COMMUNICATION

There was no additional board communication.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

President Fauson inquired if there was other business of the board. Hearing none, she adjourned the meeting at 9:10 a.m.

Respectfully submitted,

M. O

Maggie Terryn, Acting Secretary
Forest Hills Board of Education

RESOLUTION TO AUTHORIZE ELECTRONIC TRANSACTIONS
(PA 738 of 2002)

WHEREAS, Electronic payment of public funds are required for some state and federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions, and

WHEREAS, Public Act 738 of 2002 authorizes school districts to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house (ACH), and

WHEREAS, PA 738 authorizes a school district to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments, including, but not limited to the national automated clearing house association and the federal reserve system, and

WHEREAS, Forest Hills Public Schools deems that it is in the best interest of the school district to make certain district financial transactions by electronic payments as described in PA 738.

THEREFORE, BE IT RESOLVED, That the Board of Education of Forest Hills Public Schools authorize the administration to utilize electronic transactions in full compliance with PA 738 and the attached policy, written procedures and internal controls on file in the district.

The foregoing resolution offered by Board Member Khermode.

Second offered by Board Member Terryn.

Ayes: Michaud, Khermode, Colley, Terryn, DeBoer, Fauson

Nays:

7/9/2026
Date

M. Terryn
Maggie Terryn, Acting Board Secretary
Forest Hills Board of Education