

Kent ISD Regular School Board Meeting

Monday, July 15, 2024 4:00 PM

Grand Room ESC Building, 2930 Knapp Street NE, Grand Rapids, MI 49525

A. Call to Order

B. Welcome Visitors and Roll Call

C. Organizational Items

C.1. Election of Board Officers for the 2024-2025

School Year:

President

Vice-President

Secretary

Treasurer

Trustee

C.2. Resolution to authorize former Treasurer to continue to sign checks until the necessary documents can be processed and equipment modified, not to exceed ninety (90) days from this date. (Only needed if a new treasurer is elected)

C.3. Approve the resolution to designate depositories

C.4. Approve the resolution to authorize accounts through JPMorgan Chase Bank, NA

C.5. Approve the resolution designating the superintendent or his designee to assume the responsibilities of the treasurer for the administration of funds and to sign checks, contracts, agreements, and purchase orders

C.6. Approve the School Board meeting dates for the 2024-2025 school year

C.7. Approve the resolution outlining the procedure to call special meetings of the Board

C.8. Approve the resolution to appoint Legal Counsel to represent Kent ISD

C.9. Approve the resolution for Kent ISD Staff members' use of Kent ISD credit cards for district business

C.10. Approve the resolution authorizing Electronic Transactions and designating an Electronic Transfer Officer

D. Presentation

D.1. Safety & Security-Sean Burns

E. Action Items

Consent Grouping: Action items E.1-E.14 may be approved with one motion unless a board member requests that an item or items be removed for separate action

E.1. Approval of the minutes from the June 17, 2024, regular school board meeting

- E.2. Approve the Financial Report allowing bills from June 1, 2024, through June 30, 2024
- E.3. Approve the personnel recommendations and report as presented
- E.4. Approve hiring a co-principal for Lincoln School
- E.5. Approve the position updates for Center Programs and Special Education for the 24-25 school year
- E.6. Approval of the revisions to the Non-Union Professional Handbook
- E.7. Approve the Memo of Understanding that outlines the plan to introduce a therapy dog at Lincoln School and revise Board Policy 3109.
- E.8. Approve the Reproductive Health Curriculum as recommended by the Kent ISD Sex Ed Advisory Board and Board Policy 5420
- E.9. Approve the revised handbook for Secondary Programs.
- E.10. Approve the purchase of replacement Phonak Hearing Assistive Technology equipment from Sonova USA in the amount of \$43,963.15
- E.11. Approve the purchase of a roof replacement for KCTC's Main A-Wing from WeatherShield Roofing in the amount of \$46,398.00.
- E.12. Approve the purchase of AV equipment for KCTC's Culinary Program from CS Erickson in the amount of \$80,641.77.
- F. **Approve the West Michigan Teacher Collaborative to contract with Leading Educators to provide professional learning during the 2024-2025 school year in the amount of \$110,530.00**
- G. **Approve the hiring of Dr. Jennifer Fee for the Assistant Superintendent of Instructional Services position**
- H. **Public Comment**
- I. **Items from Board Members**
- J. **Superintendent's Report**
- K. **Adjournment**

RESOLUTION

Kent Intermediate School Board

July 15, 2024

On motion of Member _____, supported by Member _____, it was resolved to authorize **Matt Rettig**, former treasurer, to continue to sign checks until the necessary documents can be processed and equipment modified. This period is not to exceed ninety (90) days from this date.

Ayes: Members

Nays:

Motion declared to have carried.

Date: July 15, 2024

Board Secretary

/ml

RESOLUTION

Kent Intermediate School Board

July 15, 2024

On motion of Member _____, supported by Member _____, it was resolved that the following financial institutions be designated as depositories for district funds:

1. JP Morgan Chase Bank, NA
2. Fifth Third Bank
3. Flagstar Bank
4. Huntington National Bank
5. Mercantile Bank
6. Michigan Liquid Asset Fund
7. PNC Bank
8. Bonds, bills or notes of the United States, or obligations of the State of Michigan; Section 622.2 (a)
9. Commercial paper rated prime at the time of purchase and maturing not more than 270 days after the date of purchase, Section 622.2 (c).
10. Certificates of deposit issued by financial institutions which means a state or nationally-chartered bank or a state or federally-chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office in Michigan under Michigan and Federal laws.
11. Securities issued or guaranteed by agencies or instrumentalities of the United States government; Section 622.2 (d).
12. United States government or Federal agency obligation repurchase agreements; Section 622.2(e).
13. Banker's acceptances issued by a bank that is a member of the Federal Deposit Insurance Corporation; Section 622.2 (f)
14. Investment pools as authorized by the Surplus Funds Investment Pool Act, Act No. 367 of the Public Act of 1982 being Section 129.111 to 129.118 of the Michigan Compiled Laws, composed entirely of instruments that are legal for direct investment by an intermediate school district.
15. Mutual Funds composed entirely of investment vehicles that are legal for direct investment by a school district.

Ayes: Members

Nays:

Motion declared to have carried.

Date Approved: July 15, 2024

Board Secretary

/ml

RESOLUTION
Kent Intermediate School Board
July 15, 2024

The following resolution was offered by Member _____, supported by Member _____:

RESOLVED, that **JP Morgan Chase Bank, NA**, as designated depository of this Corporation, be and it is hereby requested, authorized, and directed when receiving deposits to the account of this Corporation to pay over and remit in cash to the agent making the deposit all or any part of such deposit, notwithstanding any endorsements of the deposited items to the contrary, provided only that the deposit slip shall show the amount so paid over and remitted in cash and shall bear the signature of the following person:

_____, Treasurer

Consolidated Checking Account

Consolidated Savings

Disbursement Account

Internal Service Fund Account

Payroll Account

EDUStaff Checking Account

Ayes: Members

Nays:

Motion declared to have carried.

Date: July 15, 2024

Board Secretary

/ml

RESOLUTION

Kent Intermediate School Board

July 15, 2024

On motion of Member _____, supported by Member _____, it was resolved that the Superintendent or his designee assume the responsibilities of the Treasurer for the administration of district funds.

It was further resolved to authorize the Superintendent or his designee to sign checks, contracts, agreements, and purchase orders for Kent ISD.

Ayes: Members

Nays:

Motion declared to have carried.

Date: July 15, 2024

Board Secretary

/ml

**Kent Intermediate School District
School Board Meeting Dates
2024-2025**

Educational Service Center – GRAND ROOM

All items that are to be presented to the Board must be submitted via an Assistant Superintendent to the Superintendent’s Administrative Assistant **by noon on the following deadline dates.** Information received after the deadline dates will be included in the next monthly board packet.

mandylovell@kentisd.org

Phone: 365-2217

Dates of Monthly Board Meetings

Deadline Dates for Board Packet Items

Monday, July 15, 2024	4:00 p.m.	Monday, July 8, 2024	Noon
Monday, August 19, 2024	6:00 p.m.	Monday, August 12, 2024	Noon
Monday, September 16, 2024	6:00 p.m.	Monday, September 9, 2024	Noon
Monday, October 21, 2024	6:00 p.m.	Monday, October 14, 2024	Noon
Monday, November 11, 2024	6:00 p.m.	Monday, November 11, 2024	Noon
Monday, December 16, 2024	4:00 p.m.	Monday, December 9, 2024	Noon
Monday, January 13, 2025	6:00 p.m.	Monday, January 6, 2025	Noon
Monday, February 17, 2025	6:00 p.m.	Monday, February 3, 2025	Noon
Monday, March 17, 2025	6:00 p.m.	Monday, March 10, 2025	Noon
Monday, April 21, 2025	6:00 p.m.	Monday, April 14, 2025	Noon
Monday, May 19, 2025	6:00 p.m.	Monday, May 12, 2025	Noon
Monday, June 16, 2025	4:00 p.m.	Monday, June 19, 2025	Noon

RESOLUTION
Kent Intermediate School Board
July 15, 2024

The following resolution was offered by Member _____,
supported by Member _____:

It was resolved that special meetings of the School Board may be called by the Superintendent, President of the Board, or any two (2) members thereof, by serving on the other members a written notice of the day, time, and place of such meetings.

Service of the notices for a special meeting shall be by:

- a. Delivering the notice to the member personally, at least twenty-four (24) hours before said meeting is to take place; or
- b. Leaving the notice at the member's residence with some person of the household at least twenty-four (24) hours before said meeting is to take place; or
- c. Depositing the notice in a government mail receptacle, enclosed in a sealed envelope plainly addressed to such member at his/her last known address at least seventy-two (72) hours before said meeting is to take place.

Service as prescribed may be made by a member of the Board, the Secretary of the Board, or any employee of the Board.

All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

Ayes: Members

Nays:

Motion declared to have carried.

Date: July 15, 2024

Board Secretary

RESOLUTION

Kent Intermediate School Board

July 15, 2024

On motion of Member _____, supported by Member _____, it was resolved to appoint the following Legal Counsel to represent Kent ISD.

Clark Hill

General Counsel

Miller Johnson

General Counsel

Thrun Law Firm, P.C., Lansing

General School Law, Bonding,
Elections, Policies

Ayes: Members

Nays:

Motion declared to have carried.

Date: July 15, 2024

Board Secretary

RESOLUTION

Kent Intermediate School Board
July 15, 2024

On motion of Member _____, supported by Member _____, it was resolved that the following positions be authorized to use a Kent ISD credit card to be used for district business:

TITLE	LOCATION
ACCOUNTANT- ACCOUNTS PAYABLE	ESC
ADMINISTRATIVE ASSISTANT	EMPOWER U CENTRAL
ADMINISTRATIVE ASSISTANT	EMPOWER U NORTH
ADMINISTRATIVE ASSISTANT	EMPOWER U SOUTH
ADMINISTRATIVE ASSISTANT	CENTER PROGRAMS
ADMINISTRATIVE ASSISTANT	GSRP
ADMINISTRATIVE ASSISTANT	KEC OAKLEIGH
ADMINISTRATIVE ASSISTANT- ADULT ED	ADULT ED- WYOMING
ADMINISTRATIVE ASSISTANT- CENTER PROGRAMS	ESC
ADMINISTRATIVE ASSISTANT -EARLY ON	KCCLC
ADMINISTRATIVE ASSISTANT- FACILITIES	FACILITIES
ADMINISTRATIVE ASSISTANT- GSRP	KCCLC
ADMINISTRATIVE ASSISTANT- LINCOLN DEVELOPMENTAL CENTER	LINCOLN DEVELOPMENT CTR
ADMINISTRATIVE ASSISTANT- LOW INCIDENCE PROGRAMS	CENTER PROGRAMS
ADMINISTRATIVE ASSISTANT- MIPSE/MEDICAID TEAMS/TRANSPORTATION SCHEDULER	ESC
ADMINISTRATIVE ASSISTANT- PD HUB	ESC
ADMINISTRATIVE ASSISTANT- PINE GROVE LC	PINE GROVE LC
ADMINISTRATIVE ASSISTANT- STUDENT SERVICES	ESC
ADMINISTRATIVE ASSISTANT- SUPERINTENDENT'S OFFICE	ESC
ADMINISTRATIVE ASSISTANT- TEACHING & LEARNING	ESC
ADMINISTRATIVE ASSISTANT- TECH SERVICES	ESC
ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL	KCTC
ADMINISTRATIVE ASSISTANT- TRUANCY	ESC
ADMINISTRATIVE ASSISTANT	LINCOLN SCHOOL
ADMINISTRATIVE ASST WMTC	KCTC
ADMINISTRATIVE ASSISTANT- MSK/KIH	MYSCHOOL@KENT
ADMINISTRATIVE ASSISTANT-ADMINISTRATIVE SERVICES	ESC
ASSESSMENT CONSULTANT	ESC
ASSISTANT DIRECTOR OF CENTER PROGRAMS/TRANSITION	ESC

ASSISTANT FACILITIES SUPERVISOR	FACILITIES
ASSISTANT PRINCIPAL	KCTC
ASSISTANT PRINCIPAL- LINCOLN SCHOOL	LINCOLN SCHOOL
ASSISTANT SUPERINTENDENT OF ADMINISTRATIVE SERVICES	ESC
ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES	ESC
ASSISTANT SUPERINTENDENT OF SECONDARY PROGRAMS	KCTC
ASSISTANT SUPERINTENDENT OF STUDENT SERVICES	ESC
BUDGET AND GRANTS SUPERVISOR	ESC
COMMUNICATIONS ADMINISTRATIVE ASSISTANCE	ESC
CONSULTANT- CAREER READINESS	KCTC
CONTINUOUS IMPROVEMENT CONSULTANT	ESC
COORDINATOR- PD HUB	ESC
COORDINATOR- READY BY FIVE	KCCLC
COORDINATOR- TEACHING & LEARNING	ESC
CTE CONSULTANT	KCTC
CTES-DIESEL	KCTC
CULINARY AIDE	KCTC
CUSTODIAN	FACILITIES
DEAN OF STUDENTS	KCTC
DEAN OF STUDENTS	KEC OAKLEIGH
DIRECTOR- FACILITIES	FACILITIES
DIRECTOR GRANTS STRAT PARTNERS	ESC
DIRECTOR- HR	ESC
DIRECTOR OF ADULT EDUCATION	ADULT ED- WYOMING
DIRECTOR OF CAREER READINESS	KCTC
DIRECTOR OF CENTER PROGRAMS	ESC
DIRECTOR OF COMMUNICATIONS	ESC
DIRECTOR OF EARLY CHILDHOOD	KCCLC
DIRECTOR OF FISCAL SERVICES	ESC
DIRECTOR OF RESEARCH & CONTINUOUS IMPROVEMENT	ESC
DIRECTOR OF TEACHING & LEARNING	ESC
DIRECTOR OF WORKFORCE DEVELOPMENT	KCTC
DIRECTOR SAFETY & SECURITY	ESC
DIRECTOR STRATEGIC & ORGANIZATIONAL INITIATIVES	ESC
EARLY LITERACY COACH	ESC
EDUCATIONAL CONSULTANT	ESC

EDUCATIONAL TECHNOLOGY CONSULTANT	ESC
EDUCATOR SUPPORT CONSULTANT	ESC
ELL & STUDENT SERVICES COORDINATOR	KCCLC
ESCE PROGRAM COORDINATOR	NORTH OAKVIEW ELEM
EXECUTIVE DIRECTOR EDUCATIONAL ADVOCATES W MI	ESC
FINANCE & SUPPORTS COORDINATOR	ESC
FUEL CARD- EMPOWER U LINCOLN SCHOOL	LINCOLN SCHOOL
FUEL CARD- PINE GROVE LC	PINE GROVE LC
FUEL CARD-KEC BELTLINE	KEC BELTLINE
GSRP LEAD TEACHERS	LOCALS
GSRP SUPERVISOR	KCCLC
HEALTH EDUCATION CONSULTANT	ESC
HR COORDINATOR	ESC
INSTRUCTOR- AGRISCIENCE	KCTC
INSTRUCTOR- AUTOMOTIVE TECH	KCTC
INSTRUCTOR- AVIATION MECHANICS	KCTC
INSTRUCTOR- C.O.R.E	KCTC
INSTRUCTOR- CONSTRUCTION TECH	KCTC
INSTRUCTOR- DIGITAL DESIGN	KCTC
INSTRUCTOR- GRAPHICS/PROD	KCTC
INSTRUCTOR- HEALTH CAREERS	KCTC
INSTRUCTOR- HVAC	KCTC
INSTRUCTOR- MARKETING	KCTC
INSTRUCTOR- RETAIL	KCTC
MAINTENANCE SPECIALIST	FACILITIES
MAINTENANCE TECHNICIAN	CENTER PROGRAMS
MAINTENANCE TECHNICIAN	FACILITIES
MATH CONSULTANT	ESC
MTSS CONSULTANT	ESC
MTSS COORDINATOR	ESC
NURSE COORDINATOR	ESC
PD HUB SUPERVISOR	ESC
PRINCIPAL	KCTC
PRINCIPAL - MSK & ADMIN LAUNCH U	KCTC
PRINCIPAL- EMPOWER U NORTH	EMPOWER U NORTH
PRINCIPAL- EMPOWER U SOUTH	EMPOWER U SOUTH

PRINCIPAL- KCTC	KCTC
PRINCIPAL- KEC OAKLEIGH	KEC OAKLEIGH
PRINCIPAL- LINCOLN DEVELOPMENT CENTER	LINCOLN DEVELOPMENT CTR
PRINCIPAL- PINE GROVE	PINE GROVE LC
PROGRAM COORDINATOR- DHH	NORTHVIEW
PUPIL ACCOUNTING SUPERVISOR	ESC
REGION 4 ADULT EDUCATION CONSULTANT	ESC
SCIENCE EDUCATION CONSULTANT	ESC
SECONDARY PROGRAMS FINANCE COORDINATOR	KCTC
SITE SUPERVISOR ADULT EDUCATION	ADULT ED
SNN MANAGING EDITOR	ESC
SPECIAL EDUCATION TEACHER	PINE GROVE LC
SPECIAL EDUCATION TEACHER	LINCOLN DEVELOPMENT CTR
STAFF ACCOUNTANT	ESC
STEM CONSULTANT	ESC
SUPERINTENDENT	ESC
SUPERVISOR FACILITY	FACILITIES
SUPERVISOR- SPECIAL EDUCATION	EMPOWER U CENTRAL
SUPRVSOR LOW INCIDENCE DHH/VI 215	DHH
TEACHER CONSULTANT	EMPOWER U NORTH
TEACHER SPECIAL EDUCATION	EMPOWER U CENTRAL
TEACHER SPECIAL EDUCATION	LINCOLN SCHOOL
TEACHER SPECIAL EDUCATION	EMPOWER U NORTH
TEACHER SPECIAL EDUCATION	EMPOWER U SOUTH
TOOL CRIB AIDE	KCTC
WMTC PROGRAM COORDINATOR	KCTC
WORKFORCE DEVELOPMENT CONSULTANT	KCTC
WORKFORCE DEVELOPMENT COORDINATOR	KCTC
SAM'S CLUB MEMBERSHIP CARDS	LOCATION
COLLIN HOWELL	ESC
CHERYL BAUER	ESC
LINDA NAWROCKI	KCTC
PATRICIA WALSTRA	ESC
SARAH JENSEN	ESC

Ayes: Members

Nays: None

Motion declared to have carried.

Date: July 15, 2024

Board Secretary

RESOLUTION
Kent Intermediate School Board

Grand Rapids, Michigan

July 15, 2024

At the organizational meeting of the School Board of said school district which was held on the 15th day of July, 2024 at 4:00 p.m., the following resolution was offered by Member _____ and supported by Member _____.

WHEREAS, Electronic payments of public funds are required for some 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, effective December 30, 2002, authorizes school boards to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

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

WHEREAS, the Kent ISD Board deems that it is in the best interest of the district to make certain financial transactions by electronic payments as described in PA 738.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Kent ISD Board authorizes the district to utilize electronic transactions in compliance with the written procedures and internal controls developed as the District's ACH policy and presented to the Board on April 19, 2004, and revised on June 20, 2005.

BE IT FURTHER RESOLVED, that the Kent ISD Board designates the Director of Fiscal Services, Dennis Baine, as the Electronic Transfer Officer (ETO) in accordance with Board Policy 6144.

Ayes: Members

Nays:

Motion declared to have carried.

July 15, 2024

School Board Secretary

/ml

A regular Kent ISD School Board meeting was held at the administrative offices on Monday, June 17, 2024. President Haidle called the meeting to order at 6:00 p.m.

Members Present: Drake, Hamming, Featherston, Rettig, Haidle.

Member Absent:

Kent ISD Staff Present: Superintendent Koehler, Assistant Superintendents Finkel, Gorman, Gardner, Myers, Philipps, Rodgers; Directors Baine, Behm, Burns, Campbell, Castle, Graham, Hendry, Hissong, Houtman, Karsten, Lillis, Maynard, McClintic, Preuss; Principals Lienesch, Verwey; Recording Secretary Lovell; Staff Members: Deb VanDyke, Jacob Bandstra

Upon motion of Member Featherston, supported by Member Hamming, it was resolved to combine and approve action items C.1-C.20.

Ayes: Hamming, Featherston, Rettig, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Rettig, supported by Member Drake, it was resolved to approve the bid from People Driven for Avigilon security cameras for Lincoln School in the amount of \$125,110.40.

Ayes: Featherston, Rettig, Hamming, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Hamming, supported by Member Featherston, it was resolved to approve the tentative agreements between Kent ISD/MEA/KCEA collective bargaining units.

Ayes: Rettig, Hamming, Drake, Featherston, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Rettig, it was resolved to approve the updated salary scales for non-union professionals and classified staff effective July 1, 2024.

Ayes: Drake, Hamming, Featherston, Rettig, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Rettig, supported by Member Drake, it was resolved to approve the final budget amendments for the 23-24 school year.

Ayes: Hamming, Featherston, Rettig, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Drake, supported by Member Hamming, it was resolved to adopt the budget for the 24-25 school year.

Ayes: Featherston, Rettig, Hamming, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Rettig, supported by Member Featherston, it was resolved to approve the resolution to support the Ready by Five Early Childhood Millage renewal proposal.

Ayes: Rettig, Hamming, Drake, Featherston, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Drake, it was resolved to approve the property transfer request located at 9367 108th St. SE, Middleville, MI 49333, from Caledonia Community School District to Thornapple Kellogg Public School District.

Ayes: Drake, Hamming, Featherston, Rettig, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Rettig, supported by Member Hamming, it was resolved to approve Superintendent Koehler's retirement resolution.

Ayes: Hamming, Featherston, Rettig, Drake, Haidle

Nays: None

Motion declared to have carried.

President Haidle offered the opportunity for public comment. Staff member Deb Vandyke thanked those involved in this year's collective bargaining process and shared that Cinnamon Mellema will serve as KCEA president next year, and Deb will serve as the grievance chair.

Dr. Gorman shared his experience attending the College Board Superintendent's Advisory in New York City this past week. The College Board is in the process of creating a career kickstart program for students interested in CTE. This aligns directly with the goals of CareerPrep2030.

Superintendent Koehler thanked Dave Rodgers and Deb VanDyke for their work negotiating with each of our bargaining units this past spring and working through agreements that benefit staff and the students throughout Kent County. President Haidle thanked Superintendent Koehler for his leadership over the past three years and wished him the best in his retirement.

President Haidle adjourned the meeting at 4:46 p.m.

Minutes Approved on July 15, 2024

Andrea Haidle, President

Laura Featherston, Secretary

/ml

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND
06/01/2024 - 06/30/2024**

11. GENERAL EDUCATION	\$	12,019,680.61
21. SPECIAL EDUCATION-CENTER PROGRAMS		406,175.20
22. SPECIAL EDUCATION		16,824,454.37
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)		342,405.66
26. CAREER TECHNICAL EDUCATION		746,913.47
27. COOPERATIVE EDUCATION **		55,861.48
29. STUDENT/SCHOOL ACTIVITY FUND		22,928.60
CAPITAL PROJECTS		
41. GENERAL EDUCATION		53,662.55
42. SPECIAL EDUCATION		325,072.39
46. CAREER TECHNICAL EDUCATION		535,480.43
81. INTERNAL SERVICE FUND		-
TOTAL	\$	31,332,634.76
Total Transfers Out to LEAs (K-12, Charter Schools and Parochial Schools)	\$	13,955,262.24

*** Disbursements from fund 28 are included in fund 27-Cooperative Education totals.*

Kent ISD Check Register 6/1/2024 to 6/30/2024

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300030345	GRAND RAPIDS PUBLIC SCHOOLS	22	2,389,692.07		
			Check Total	2,389,692.07	MEDICAID DCS FY24 PMT 1
300030473	DEAN TRANSPORTATION	22	2,290,538.76		
			Check Total	2,290,538.76	MAY 24 REG 1/2 TRANSPORT
600062724	MICH PUBLIC SCHOOL EMPLOYEES	11	1,786,326.93		
			Check Total	1,786,326.93	RETIREMENT 06.14.24
300030264	DEAN TRANSPORTATION	21	3,319.97		
	DEAN TRANSPORTATION	22	1,739,358.24		
	DEAN TRANSPORTATION	26	5,093.03		
			Check Total	1,747,771.24	APRIL 24 REG 1/2 TRANSPORT
600061124	MICH PUBLIC SCHOOL EMPLOYEES	11	1,745,693.82		
			Check Total	1,745,693.82	RETIREMENT 5.31.24
600062624	MICH PUBLIC SCHOOL EMPLOYEES	11	1,708,080.94		
			Check Total	1,708,080.94	UAAL JUNE 2024
300030353	KENTWOOD PUBLIC SCHOOLS	22	1,219,177.31		
			Check Total	1,219,177.31	MEDICAID DCS FY24 PMT 1
606142429	UNITED STATES TREASURY	11	991,832.66		
			Check Total	991,832.66	PAYROLL TAXES
300030433	MICH FAMILY RESOURCES	11	874,295.00		
			Check Total	874,295.00	GSRP THRU MAY 2024
606212401	NEXT GENERATION ENROLLMENT INC	11	657,933.48		
	NEXT GENERATION ENROLLMENT INC	21	32,040.22		
	NEXT GENERATION ENROLLMENT INC	22	25,258.68		
	NEXT GENERATION ENROLLMENT INC	26	93,011.98		
	NEXT GENERATION ENROLLMENT INC	27	27,408.41		
	NEXT GENERATION ENROLLMENT INC	28	3,757.93		
			Check Total	839,410.70	JULY PREMIUMS
606282430	UNITED STATES TREASURY	11	817,368.57		

			Check Total	817,368.57 PAYROLL TAXES
300030339	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	630,502.99	
			Check Total	630,502.99 MEDICAID DCS FY24 PMT 1
300030412	GRAND RAPIDS PUBLIC SCHOOLS	11	558,957.00	
			Check Total	558,957.00 GSRP THRU MAY 2024
300030377	WYOMING PUBLIC SCHOOLS	22	538,740.80	
			Check Total	538,740.80 MEDICAID DCS FY24 PMT 1
300030411	GRAND RAPIDS PUBLIC SCHOOLS	22	513,823.00	
			Check Total	513,823.00 IDEA MAY 2024
300030347	GRANDVILLE PUBLIC SCHOOLS	22	498,196.72	
			Check Total	498,196.72 MEDICAID DCS FY24 PMT 1
300030367	ROCKFORD PUBLIC SCHOOLS	11	7,850.72	
	ROCKFORD PUBLIC SCHOOLS	22	450,934.14	
			Check Total	458,784.86 MEDICAID DCS FY24 PMT 1
300030368	SPARTA AREA SCHOOLS	11	100,672.53	
	SPARTA AREA SCHOOLS	22	326,212.97	
			Check Total	426,885.50 MEDICAID DCS FY24 PMT 1
59225	OWEN-AMES-KIMBALL CO	42	144,065.77	
	OWEN-AMES-KIMBALL CO	46	280,563.70	
			Check Total	424,629.47 EMPOWERU-NORTH RENO
300030425	KENTWOOD PUBLIC SCHOOLS	22	375,557.00	
			Check Total	375,557.00 IDEA MAY 2024
300030351	KENOWA HILLS PUBLIC SCHOOLS	22	320,625.95	
			Check Total	320,625.95 MEDICAID DCS FY24 PMT 1
300030328	BYRON CENTER PUBLIC SCHOOLS	22	320,425.04	
			Check Total	320,425.04 MEDICAID DCS FY24 PMT 1
300030350	KELLOGGSVILLE PUBLIC SCHOOLS	22	307,416.38	
			Check Total	307,416.38 MEDICAID DCS FY24 PMT 1
300030343	GODWIN HEIGHTS PUBLIC SCHOOLS	22	296,595.41	
			Check Total	296,595.41 MEDICAID DCS FY24 PMT 1
300030330	CEDAR SPRINGS PUBLIC SCHOOLS	22	291,177.05	

			Check Total	291,177.05 MEDICAID DCS FY24 PMT 1
300030360	NORTHVIEW PUBLIC SCHOOLS	22	290,576.70	
			Check Total	290,576.70 MEDICAID DCS FY24 PMT 1
300030329	CALEDONIA COMMUNITY SCHOOLS	22	280,153.76	
			Check Total	280,153.76 MEDICAID DCS FY24 PMT 1
300030356	LOWELL AREA SCHOOLS	22	270,189.18	
			Check Total	270,189.18 MEDICAID DCS FY24 PMT 1
300030369	THORNAPPLE KELLOGG SCHOOLS	22	241,372.81	
			Check Total	241,372.81 MEDICAID DCS FY24 PMT 1
300030333	COMSTOCK PARK PUBLIC SCHOOLS	22	240,824.32	
			Check Total	240,824.32 MEDICAID DCS FY24 PMT 1
300030403	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	234,240.00	
			Check Total	234,240.00 IDEA
300030270	GRAND VALLEY STATE UNIVERSITY	11	222,031.04	
			Check Total	222,031.04 WMTC - TUITION & SUPPLIES
300030352	KENT CITY COMMUNITY SCHOOLS	22	194,318.51	
			Check Total	194,318.51 MEDICAID DCS FY24 PMT 1
300030342	GODFREY LEE PUBLIC SCHOOLS	22	186,854.77	
			Check Total	186,854.77 MEDICAID DCS FY24 PMT 1
59388	CUSTER OFFICE ENVIRONMENTS INC	46	184,748.51	
			Check Total	184,748.51 KCTC-E RENO PHASE 2 FURNITURE
80614241	JPMORGAN CHASE BANK NA	11	66,230.86	
	JPMORGAN CHASE BANK NA	21	34,784.73	
	JPMORGAN CHASE BANK NA	22	17,075.04	
	JPMORGAN CHASE BANK NA	26	55,022.09	
	JPMORGAN CHASE BANK NA	27	2,856.73	
	JPMORGAN CHASE BANK NA	28	167.27	
	JPMORGAN CHASE BANK NA	29	4,201.85	
			Check Total	180,338.57 AMZN MKTP US*MU63W3Z63
606142431	STATE OF MICHIGAN	11	151,244.50	
			Check Total	151,244.50 PAYROLL TAXES

300030410	GRAND RAPIDS PUBLIC SCHOOLS	11	139,457.19	
			Check Total	139,457.19 MV REIMB EDUCATION/TRANSPORT/W
300030457	YMCA OF GREATER GR	11	138,026.00	
			Check Total	138,026.00 GSRP THRU MAY 2024
300030337	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	134,916.16	
			Check Total	134,916.16 MEDICAID DCS FY24 PMT 1
300030309	KENTWOOD PUBLIC SCHOOLS	11	126,420.00	
			Check Total	126,420.00 GSRP 23/24 SITE COST
300030386	CALEDONIA COMMUNITY SCHOOLS	22	125,898.00	
			Check Total	125,898.00 IDEA MAY 2024
606282432	STATE OF MICHIGAN	11	124,491.29	
			Check Total	124,491.29 PAYROLL TAXES
300030422	KENOWA HILLS PUBLIC SCHOOLS	22	121,147.00	
			Check Total	121,147.00 IDEA
300030444	ROCKFORD PUBLIC SCHOOLS	22	111,423.00	
			Check Total	111,423.00 IDEA MAY 2024
59447	VIDEOLAND SERVICE CO INC	42	53,316.00	
	VIDEOLAND SERVICE CO INC	46	54,810.00	
			Check Total	108,126.00 PA SYSTEMS FOR EUN, KAC, PGLC
300030415	GRANDVILLE PUBLIC SCHOOLS	22	107,537.00	
			Check Total	107,537.00 IDEA MAY 2024
59333	FERRIS STATE UNIVERSITY	26	107,385.00	
			Check Total	107,385.00 10251430-DUAL ENROLL TUITION S
300030287	ALLEGAN AREA EDUCATIONAL SERVICE AGENCY	26	104,442.22	
			Check Total	104,442.22 2024 Perkins Allocations to AI
300030389	CEDAR SPRINGS PUBLIC SCHOOLS	22	104,281.00	
			Check Total	104,281.00 IDEA MAY 2024
300030385	BYRON CENTER PUBLIC SCHOOLS	22	96,862.00	
			Check Total	96,862.00 IDEA MAY 2024
300030272	KELLOGGSVILLE PUBLIC SCHOOLS	11	96,318.00	
			Check Total	96,318.00 GSRP TRANSPORTATION COSTS 2024
300030446	SPARTA AREA SCHOOLS	22	92,808.00	

			Check Total	92,808.00 IDEA MAY 2024
59210	INACOMP TECHNICAL SERVICES GROUP LLC	11	52,277.00	
	INACOMP TECHNICAL SERVICES GROUP LLC	22	11,141.00	
	INACOMP TECHNICAL SERVICES GROUP LLC	26	24,725.00	
	INACOMP TECHNICAL SERVICES GROUP LLC	28	3,428.00	
			Check Total	91,571.00 CO-CAREPACK UPGRADE FOR MECHAT
300030408	GODWIN HEIGHTS PUBLIC SCHOOLS	22	88,500.00	
			Check Total	88,500.00 IDEA MAY 2024
300030512	MICH FAMILY RESOURCES	11	86,872.00	
			Check Total	86,872.00 2023-2024 GSRP TRANSPORTATION
300030445	SPARTA AREA SCHOOLS	11	83,414.39	
			Check Total	83,414.39 MV REIMB WELFARE ITEMS
300030378	ZEELAND PUBLIC SCHOOLS	11	76,088.71	
			Check Total	76,088.71 JUN24 SA SECT 107 ADULT ED
606212403	CITY OF GRAND RAPIDS	11	75,833.62	
			Check Total	75,833.62 GRAND RAPIDS CITY TAX
300030291	CDW LLC	26	69,262.66	
			Check Total	69,262.66 MICROSOFT 365 A3 & A5 SUBSCRIP
300030449	THORNAPPLE KELLOGG SCHOOLS	22	64,609.00	
			Check Total	64,609.00 IDEA MAY 2024
300030518	PROGRESSIVE ARCHITECTURAL ENGINEERS	26	2,945.00	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	41	53,662.55	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	6,541.84	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	1,345.35	
			Check Total	64,494.74 EU NORTH - RENOVATIONS
300030484	GRAND RAPIDS PUBLIC SCHOOLS	22	64,316.72	
			Check Total	64,316.72 MED AOP CY23
300030432	LOWELL AREA SCHOOLS	22	64,192.00	
			Check Total	64,192.00 IDEA MAY 2024
300030420	KELLOGGSVILLE PUBLIC SCHOOLS	22	63,581.00	
			Check Total	63,581.00 IDEA
300030355	LIGHTHOUSE ACADEMY	22	62,757.45	

			Check Total	62,757.45 MEDICAID DCS FY24 PMT 1
300030374	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	61,605.53	
			Check Total	61,605.53 MEDICAID DCS FY24 PMT 1
300030277	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	5,594.84	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	20,531.25	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	34,534.66	
			Check Total	60,660.75 ACCT#41000 - ELECTRIC MAY24
300030477	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	50,740.44	
			Check Total	50,740.44 MED AOP CY23
300030392	COMSTOCK PARK PUBLIC SCHOOLS	22	48,957.00	
			Check Total	48,957.00 IDEA MAY 2024
300030361	ORCHARD VIEW SCHOOLS	11	48,051.86	
			Check Total	48,051.86 JUN24 SA SECT 107 ADULT ED
300030390	CHILDTIME CHILDCARE INC	11	47,287.00	
			Check Total	47,287.00 GSRP THRU MAY 2024
300030502	KENTWOOD PUBLIC SCHOOLS	22	47,255.30	
			Check Total	47,255.30 MED AOP CY23
300030255	ADN ADMINISTRATORS INC	11	46,280.77	
			Check Total	46,280.77 DENTAL CLAIMS
300030521	ROCKFORD PUBLIC SCHOOLS	22	44,039.01	
			Check Total	44,039.01 MED AOP CY23
300030381	APPLETREE LEARNING CENTERS WALKER LLC	11	43,912.00	
			Check Total	43,912.00 GSRP THRU MAY 2024
300030406	GODFREY LEE PUBLIC SCHOOLS	22	43,348.00	
			Check Total	43,348.00 IDEA MAY 2024
59290	PEOPLE DRIVEN TECHNOLOGY INC	42	41,668.00	
			Check Total	41,668.00 CAMERA UPGRADES FOR KEC-B, KEC
300030500	KENT COUNTY TREASURER	11	637.54	
	KENT COUNTY TREASURER	22	6,437.72	
	KENT COUNTY TREASURER	23	25,672.57	

	KENT COUNTY TREASURER	26	6,309.51	
	KENT COUNTY TREASURER	42	744.04	
	KENT COUNTY TREASURER	46	744.04	
			Check Total	40,545.42 REIMBURSEMENT OF TAXES PER TAX
300030441	MICHIGAN PREPARATORY VIRTUAL SCHOOL	22	40,290.00	
			Check Total	40,290.00 IDEA MAY 2024
300030317	P & M HOLDING GROUP LLP	11	34,500.00	
	P & M HOLDING GROUP LLP	42	2,424.46	
	P & M HOLDING GROUP LLP	46	2,575.54	
			Check Total	39,500.00 PA PROJECT SOW THROUGH 6/30/24
300030544	GRAND RAPIDS PUBLIC SCHOOLS	23	38,379.56	
			Check Total	38,379.56 FY24 ENHANCE 2024-06-27
300030266	ENVIRO-CLEAN	21	36,720.30	
			Check Total	36,720.30 JANITORIAL SERVICES - LINCOLN
606142428	GLP & ASSOCIATES	11	36,247.63	
			Check Total	36,247.63 ANNUITY
300030541	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	23	35,077.50	
			Check Total	35,077.50 FY24 ENHANCE 2024-06-27
300030376	WILLIAM C ABNEY ACADEMY	22	34,787.74	
			Check Total	34,787.74 MEDICAID DCS FY24 PMT 1
300030400	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	33,472.00	
			Check Total	33,472.00 IDEA MAY 2024
300030549	KENTWOOD PUBLIC SCHOOLS	23	32,530.86	
			Check Total	32,530.86 FY24 ENHANCE 2024-06-27
300030517	P & M HOLDING GROUP LLP	11	27,500.00	
	P & M HOLDING GROUP LLP	42	2,424.47	
	P & M HOLDING GROUP LLP	46	2,575.53	
			Check Total	32,500.00 PA PROJECT SOW THROUGH 6/30/24
300030437	NEW BRANCHES SCHOOL	11	31,828.00	
			Check Total	31,828.00 GSRP THRU MAY 2024
300030448	THORNAPPLE KELLOGG SCHOOLS	11	31,157.00	

			Check Total	31,157.00 GSRP 23/24 SITE COST
59297	SENTINEL TECHNOLOGIES INC	26	30,051.00	
			Check Total	30,051.00 NETWORK SWITCHES
59341	HISPANIC CENTER OF WESTERN MICHIGAN	11	30,017.00	
			Check Total	30,017.00 GSRP THRU MAY 2024
59342	INSTITUTE FOR MULTI-SENSORY EDUCATION LLC	22	29,650.00	
			Check Total	29,650.00 Training/Orton Gillingham-6/10
300030552	ROCKFORD PUBLIC SCHOOLS	23	29,371.98	
			Check Total	29,371.98 FY24 ENHANCE 2024-06-27
300030534	WYOMING PUBLIC SCHOOLS	22	29,071.08	
			Check Total	29,071.08 MED AOP CY23
59338	GRAND RAPIDS EARLY DISCOVERY CENTER	11	28,028.00	
			Check Total	28,028.00 GSRO THRU MAY 2024 MALAGUZZI
59326	TREECE HOME CARE INC	22	28,025.00	
			Check Total	28,025.00 KENTWOOD - MAY 2024
300030305	HEART OF WEST MICH UNITED WAY	11	27,199.06	
			Check Total	27,199.06 Q1 32P FY24 STATE-REIMB EXP TH
300030465	CALEDONIA COMMUNITY SCHOOLS	22	26,571.69	
			Check Total	26,571.69 MED AOP CY23
300030451	WALKER CHARTER ACADEMY	22	26,563.00	
			Check Total	26,563.00 IDEA MAY 2024
606282429	GLP & ASSOCIATES	11	26,149.93	
			Check Total	26,149.93 ANNUITY
300030340	FREMONT PUBLIC SCHOOLS	11	26,103.86	
			Check Total	26,103.86 JUN24 SA SECT 107 ADULT ED
59268	GRAND VALLEY STATE UNIVERSITY	26	26,100.00	
			Check Total	26,100.00 SPRING 2024 - KCTC STUDENTS ED
300030316	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	1,364.48	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	9,073.43	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	14,869.18	
			Check Total	25,307.09 ACCT# 41000 NATURAL GAS APR24
300030450	TUTOR TIME LEARNING CENTERS LLC	11	24,544.00	

			Check Total	24,544.00 GSRP THRU MAY 2024
300030358	NEW BRANCHES SCHOOL	22	24,463.21	
			Check Total	24,463.21 MEDICAID DCS FY24 PMT 1
300030468	CEDAR SPRINGS PUBLIC SCHOOLS	22	23,867.02	
			Check Total	23,867.02 MED AOP CY23
300030273	KENT CITY COMMUNITY SCHOOLS	11	23,520.00	
			Check Total	23,520.00 GSRP 23/24 SITE COST
300030349	HOPE ACADEMY OF WEST MICHIGAN	22	23,191.47	
			Check Total	23,191.47 MEDICAID DCS FY24 PMT 1
300030335	CREATIVE TECHNOLOGIES ACADEMY	22	21,753.66	
			Check Total	21,753.66 MEDICAID DCS FY24 PMT 1
59287	MUSKEGON AREA ISD	11	21,630.00	
			Check Total	21,630.00 ISD FEE - OVER 10,000 FTES
300030475	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	21,434.81	
			Check Total	21,434.81 MED AOP CY23
300030463	BYRON CENTER PUBLIC SCHOOLS	22	20,302.54	
			Check Total	20,302.54 MED AOP CY23
300030483	GRAND RAPIDS PUBLIC SCHOOLS	21	20,119.53	
			Check Total	20,119.53 FY24 SE CTR PROG TUITION OVERP
300030327	BYRON CENTER CHARTER	22	19,645.09	
			Check Total	19,645.09 MEDICAID DCS FY24 PMT 1
59376	BUIST ELECTRIC INC	26	19,478.00	
			Check Total	19,478.00 KCTC IDF Clean Up D424, C324,
300030362	PLAINWELL COMMUNITY SCHOOLS	11	19,257.49	
			Check Total	19,257.49 JUN24 SA SECT 107 ADULT ED
300030533	WYOMING PUBLIC SCHOOLS	21	19,233.45	
			Check Total	19,233.45 FY24 SE CTR PROG TUITION OVERP
300030326	BELDING AREA SCHOOLS	11	19,059.78	
			Check Total	19,059.78 JUN24 SA SECT 107 ADULT ED
59337	GRAND RAPIDS EARLY DISCOVERY CENTER	11	18,320.00	
			Check Total	18,320.00 GSRP THRU MAY 2024 IMAGINAIRE
300030545	GRANDVILLE PUBLIC SCHOOLS	23	18,237.86	

			Check Total	18,237.86 FY24 ENHANCE 2024-06-27
300030520	ROCKFORD PUBLIC SCHOOLS	21	18,210.35	
			Check Total	18,210.35 FY24 SE CTR PROG TUITION OVERP
300030526	THORNAPPLE KELLOGG SCHOOLS	22	18,197.97	
			Check Total	18,197.97 MED AOP CY23
300030418	HOPE ACADEMY OF WEST MICHIGAN	11	18,160.00	
			Check Total	18,160.00 GSRP THRU MAY 2024
300030537	CALEDONIA COMMUNITY SCHOOLS	23	17,687.76	
			Check Total	17,687.76 FY24 ENHANCE 2024-06-27
300030536	BYRON CENTER PUBLIC SCHOOLS	23	17,677.13	
			Check Total	17,677.13 FY24 ENHANCE 2024-06-27
59241	TELE-RAD INC	11	435.00	
	TELE-RAD INC	21	17,143.00	
			Check Total	17,578.00 RADIOS FOR LINCOLN DEVELOPMENT
300030331	CENTRAL MONTCALM PUB SCH	11	17,237.83	
			Check Total	17,237.83 JUN24 SA SECT 107 ADULT ED
300030298	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	11	17,150.00	
			Check Total	17,150.00 GSRP 23/24 SITE COST
606142430	PARADIGM EQUITIES INC	11	16,899.32	
			Check Total	16,899.32 ANNUITY
300030341	FRUITPORT COMMUNITY SCHOOLS	11	16,585.28	
			Check Total	16,585.28 JUN24 SA SECT 107 ADULT ED
300030443	ROCKFORD PUBLIC SCHOOLS	11	16,525.96	
			Check Total	16,525.96 GSRP 23/24 SITE COST
59382	CITY OF WYOMING	11	257.35	
	CITY OF WYOMING	22	2,598.86	
	CITY OF WYOMING	23	10,363.57	
	CITY OF WYOMING	26	2,546.85	
	CITY OF WYOMING	42	300.61	
	CITY OF WYOMING	46	300.61	
			Check Total	16,367.85 CURRENT TAX YEAR REIMBURSEMENT

59349	MILESTONES CDC LLC	11	15,713.00	
			Check Total	15,713.00 GSRP THRU MAY 2024 WILSON
300030510	LOWELL AREA SCHOOLS	22	15,542.49	
			Check Total	15,542.49 MED AOP CY23
300030275	LOWELL AREA SCHOOLS	11	15,237.90	
			Check Total	15,237.90 GSRP 23/24 SITE COST
300030496	KENOWA HILLS PUBLIC SCHOOLS	22	15,101.63	
			Check Total	15,101.63 MED AOP CY23
300030397	CROSS CREEK CHARTER ACADEMY	22	14,990.00	
			Check Total	14,990.00 idea
300030325	ALLEGAN PUBLIC SCHOOLS	11	14,708.67	
			Check Total	14,708.67 JUN24 SA SECT 107 ADULT ED
300030523	SPARTA AREA SCHOOLS	22	14,526.08	
			Check Total	14,526.08 MED AOP CY23
300030494	KELLOGGSVILLE PUBLIC SCHOOLS	22	14,375.57	
			Check Total	14,375.57 MED AOP CY23
300030551	NORTHVIEW PUBLIC SCHOOLS	23	-93.00	
	NORTHVIEW PUBLIC SCHOOLS	23	14,298.07	
			Check Total	14,205.07 FY24 ENHANCE 2024-06-27
606282431	PARADIGM EQUITIES INC	11	13,981.55	
			Check Total	13,981.55 ANNUITY
59359	OVER ACHIEVERS ACADEMY	11	13,915.00	
			Check Total	13,915.00 GSRP THRU MAY 2024
59249	AUTOMATIC EQUIPMENT SALES & SERVICE INC	42	13,775.00	
			Check Total	13,775.00 KEC-B SECURED ENTRANCE HARDWAR
59336	GR CHRISTIAN SCHOOLS	11	13,612.00	
			Check Total	13,612.00 GSRP THRU MAY 2024
300030555	WYOMING PUBLIC SCHOOLS	23	13,189.52	
			Check Total	13,189.52 FY24 ENHANCE 2024-06-27
59315	WHITEHALL DISTRICT SCHOOLS	11	13,152.23	
			Check Total	13,152.23 JUN24 SA SECT 107 ADULT ED
300030289	BYRON CENTER PUBLIC SCHOOLS	11	13,151.00	

			Check Total	13,151.00 TITLE III REIMB PARAPRO SUPPOR
300030487	GRANDVILLE PUBLIC SCHOOLS	22	13,115.44	
			Check Total	13,115.44 MED AOP CY23
300030509	LOWELL AREA SCHOOLS	21	13,052.07	
			Check Total	13,052.07 FY24 SE CTR PROG TUITION OVERP
300030348	GRANT PUBLIC SCHOOLS	11	12,797.18	
			Check Total	12,797.18 JUN24 SA SECT 107 ADULT ED
606142411	PLANMEMBER-ER	11	12,721.16	
			Check Total	12,721.16 ANNUITY
300030284	UNITED COMMERCIAL SERVICES INC	21	7,156.41	
	UNITED COMMERCIAL SERVICES INC	26	5,537.00	
			Check Total	12,693.41 CONTRACTED CUSTODIAL SERVICES
300030276	MADISON NATIONAL LIFE INS CO INC	11	6,144.75	
	MADISON NATIONAL LIFE INS CO INC	21	1,834.29	
	MADISON NATIONAL LIFE INS CO INC	22	1,235.00	
	MADISON NATIONAL LIFE INS CO INC	26	2,759.03	
	MADISON NATIONAL LIFE INS CO INC	27	557.25	
	MADISON NATIONAL LIFE INS CO INC	28	83.76	
			Check Total	12,614.08 BINNDER CHECK NIS JULY PREMIUM
300030396	CREATIVE TECHNOLOGIES ACADEMY	11	12,356.00	
			Check Total	12,356.00 GSRP THRU MAY 2024
59302	STATE OF MICHIGAN	22	12,346.77	
			Check Total	12,346.77 Medicaid School Based Services
300030297	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	26	12,228.34	
			Check Total	12,228.34 KCTC TRIPS MAY 2024
59313	NEXSTAR BROADCASTING INC	11	12,000.00	
			Check Total	12,000.00 MARANDA PARTNERSHIP 11/01/23-1
300030382	BAXTER COMMUNITY CENTER	11	11,796.00	
			Check Total	11,796.00 GSRP THRU MAY 2024
300030455	WILLIAM C ABNEY ACADEMY	22	11,757.00	
			Check Total	11,757.00 IDEA MAY 2024

300030550	LOWELL AREA SCHOOLS	23	11,632.59	
			Check Total	11,632.59 FY24 ENHANCE 2024-06-27
59193	CONSUMERS ENERGY CO	21	11,547.73	
			Check Total	11,547.73 100039595051 (2101 52ND ST SW)
300030516	NORTHVIEW PUBLIC SCHOOLS	22	11,491.63	
			Check Total	11,491.63 MED AOP CY23
59348	MILESTONES CDC LLC	11	11,395.00	
			Check Total	11,395.00 GSRP THRU MAY 2024
300030538	CEDAR SPRINGS PUBLIC SCHOOLS	23	11,080.69	
			Check Total	11,080.69 FY24 ENHANCE 2024-06-27
300030357	MASON COUNTY CENTRAL SCHOOLS	11	10,906.96	
			Check Total	10,906.96 JUN24 SA SECT 107 ADULT ED
300030540	EAST GRAND RAPIDS PUBLIC SCHOOLS	23	10,879.07	
			Check Total	10,879.07 FY24 ENHANCE 2024-06-27
300030344	GR CHILD DISCOVERY CENTER	22	10,866.01	
			Check Total	10,866.01 MEDICAID DCS FY24 PMT 1
300030480	GODWIN HEIGHTS PUBLIC SCHOOLS	22	10,839.60	
			Check Total	10,839.60 MED AOP CY23
300030447	THE SCHOLAR FIRST INC	11	10,832.00	
			Check Total	10,832.00 CONSULTATION SERVICES MAY/JUNE
300030413	OCTAVIA PACE	11	10,800.00	
			Check Total	10,800.00 GSRP THRU MAY 2024
271561424	EDUSTAFF LLC	11	1,407.00	
	EDUSTAFF LLC	21	7,158.91	
	EDUSTAFF LLC	22	1,123.77	
	EDUSTAFF LLC	26	1,081.03	
			Check Total	10,770.71 EDUSTAFF WEEK OF 06/14/2024
300030554	THORNAPPLE KELLOGG SCHOOLS	23	10,605.92	
			Check Total	10,605.92 FY24 ENHANCE 2024-06-27
59339	GR BUILDING SERVICES INC	21	10,533.33	
			Check Total	10,533.33 JANITORAL SERVICES/OAKLEIGH/JU
300030511	MANER COSTERISAN & ELLIS PC	11	3,898.90	

	MANER COSTERISAN & ELLIS PC	22	2,599.27	
	MANER COSTERISAN & ELLIS PC	26	3,898.90	
			Check Total	10,397.07 CLIENT# 116950 - 2024 AUDIT PR
300030431	LIGHTHOUSE ACADEMY	22	10,296.00	
			Check Total	10,296.00 IDEA MAY 2024
300030467	CEDAR SPRINGS PUBLIC SCHOOLS	21	10,221.05	
			Check Total	10,221.05 FY24 SE CTR PROG TUITION OVERP
300030470	COMSTOCK PARK PUBLIC SCHOOLS	22	10,179.97	
			Check Total	10,179.97 MED AOP CY23
59324	CODE RED ROBOTICS	11	10,177.00	
			Check Total	10,177.00 MDE GRANT/STEM ROBOTICS
59330	FAMILY PROMISE OF GRAND RAPIDS	11	10,129.85	
			Check Total	10,129.85 MV REIMB HOTEL STAYS
606142416	GLP & ASSOCIATES - 457	11	10,083.83	
			Check Total	10,083.83 ANNUITY
59415	MICH OFFICE SOLUTIONS	26	10,053.17	
			Check Total	10,053.17 COLOR PRINT OVERAGES INVOICED
59346	LANGLEY CHILD CARE	11	10,050.00	
			Check Total	10,050.00 GSRP THRU MAY 2024
59271	JEFFREY D HALSTED II	42	9,999.00	
			Check Total	9,999.00 EU-S PAINTING
59295	SA MORMAN & CO	26	9,995.00	
			Check Total	9,995.00 KCTC - INSTALL WOOD DOOR
300030257	APPLE INC (ORDERS)	22	9,846.00	
			Check Total	9,846.00 iPads and Apps Credit for AT L
59356	NEUTRAL ZONE	22	9,536.25	
			Check Total	9,536.25 PD presenter for Fundamentals
300030306	HEART OF WEST MICH UNITED WAY	11	9,494.07	
			Check Total	9,494.07 Q1 32P6 FY24 STATE REIMB EXP T
300030508	LOWELL AREA SCHOOLS	11	9,474.51	
			Check Total	9,474.51 MUSIC & AG GRANT REIMBURSEMENT
59424	COURIERED LLC	11	9,451.44	

			Check Total	9,451.44 Courier Services for Kent ISD
606142402	PLANMEMBER SECURITIES CORP	11	9,435.94	
			Check Total	9,435.94 ANNUITY
300030525	THORNAPPLE KELLOGG SCHOOLS	21	9,188.31	
			Check Total	9,188.31 FY24 SE CTR PROG TUITION OVERP
300030299	FRANCISCAN LIFE PROCESS CENTER	21	9,180.00	
			Check Total	9,180.00 MUSIC THERAPY - LDC
606282402	PLANMEMBER SECURITIES CORP	11	9,020.94	
			Check Total	9,020.94 ANNUITY
59450	XEROX CORPORATION	26	9,003.79	
			Check Total	9,003.79 XEROX MONTHLY LEASE PAYMENTS F
59196	CUSTER OFFICE ENVIRONMENTS INC	42	2,257.59	
	CUSTER OFFICE ENVIRONMENTS INC	46	6,459.96	
			Check Total	8,717.55 CHAIRS FOR ENG LAB - KTC RENO
606282416	GLP & ASSOCIATES - 457	11	8,711.06	
			Check Total	8,711.06 ANNUITY
59309	VOS GLASS LLC	21	8,661.03	
			Check Total	8,661.03 LINCOLN - INTALL MISSING STOPS
59216	MATHISON ARCHITECTS LLC	42	8,611.30	
			Check Total	8,611.30 PROJ# 23143- EU SOUTH - OFFICE
59360	PARADISE TEAMS INC	11	8,548.00	
			Check Total	8,548.00 MDE COMP ROBOTICS GRANT TEAMS
59301	SOUTHPAW ENTERPRISES INC	29	8,513.12	
			Check Total	8,513.12 SOUTHPAW ENT SENSORY ACTIVITY
300030495	KENOWA HILLS PUBLIC SCHOOLS	21	8,088.01	
			Check Total	8,088.01 FY24 SE CTR PROG TUITION OVERP
300030318	ROCKFORD PUBLIC SCHOOLS	11	8,041.04	
			Check Total	8,041.04 TITLE III REIMBURSEMENT - MATE
300030486	GRANDVILLE PUBLIC SCHOOLS	21	7,668.92	
			Check Total	7,668.92 FY24 SE CTR PROG TUITION OVERP
300030553	SPARTA AREA SCHOOLS	23	7,533.43	
			Check Total	7,533.43 FY24 ENHANCE 2024-06-27

300030546	KELLOGGSVILLE PUBLIC SCHOOLS	23	7,469.39	Check Total	7,469.39 FY24 ENHANCE 2024-06-27
59288	GENUINE PARTS CO	26	7,455.86	Check Total	7,455.86 Replacement tools - Constructi
300030398	DEAN TRANSPORTATION	11	7,356.44	Check Total	7,356.44 GODFREY-LEE RUNS 5/1-5/31/24
300030288	BYRON CENTER PUBLIC SCHOOLS	11	7,350.00	Check Total	7,350.00 GSRP 23/24 SITE COSTS
300030391	COMSTOCK PARK PUBLIC SCHOOLS	11	7,350.00	Check Total	7,350.00 GSRP 23/24 SITE COST
59232	REPUBLIC SERVICES INC	11	348.31		
	REPUBLIC SERVICES INC	21	3,820.67		
	REPUBLIC SERVICES INC	26	3,163.26	Check Total	7,332.24 ACCT#302400360530 06/01/24-06
300030426	KNAPP CHARTER ACADEMY	22	7,328.00	Check Total	7,328.00 IDEA MAY 2024
300030493	KELLOGGSVILLE PUBLIC SCHOOLS	21	7,327.67	Check Total	7,327.67 FY24 SE CTR PROG TUITION OVERP
606142405	MG TRUST- ER	11	7,271.24	Check Total	7,271.24 ANNUITY
59364	SEYFERTH & ASSOCIATES INC	11	7,184.21	Check Total	7,184.21 PUBLIC RELATIONS
59426	SEYFERTH & ASSOCIATES INC	11	7,184.21	Check Total	7,184.21 PUBLIC RELATIONS
300030543	GODWIN HEIGHTS PUBLIC SCHOOLS	23	7,050.02	Check Total	7,050.02 FY24 ENHANCE 2024-06-27
59370	16 HANDS INC	11	7,042.50	Check Total	7,042.50 FIDUCIUS CONSORTIUM AGREEMENT
59418	NYC LEADERSHIP ACADEMY INC	11	6,800.00	Check Total	6,800.00 CUSTOMIZED CLASSROOM WALKTHROU
59270	JEFFREY D HALSTED II	42	6,750.00	Check Total	6,750.00 LCC OFFICE RENOVATIONS

59186	16 HANDS INC	11	6,592.50	Check Total	6,592.50 FIDUCIUS CONSORTIUM AGREEMENT
606282428	ASR CORP	11	6,533.60	Check Total	6,533.60 KENT ISD FLEX
606142427	ASR CORP	11	6,450.08	Check Total	6,450.08 KENT ISD FLEX
300030547	KENOWA HILLS PUBLIC SCHOOLS	23	6,399.96	Check Total	6,399.96 FY24 ENHANCE 2024-06-27
300030383	BYRON CENTER CHARTER	11	6,370.00	Check Total	6,370.00 GSRP 23/24 SITE COST
300030395	CREATIVE TECHNOLOGIES ACADEMY	22	6,340.00	Check Total	6,340.00 IDEA MAY 2024
59261	FAMILY PROMISE OF GRAND RAPIDS	11	6,330.80	Check Total	6,330.80 MV REIMB - HOTEL STAYS
300030542	GODFREY LEE PUBLIC SCHOOLS	23	6,067.87	Check Total	6,067.87 FY24 ENHANCE 2024-06-27
59395	HERITAGE-CRYSTAL CLEAN INC	26	6,019.70	Check Total	6,019.70 SERVICE MAINTENANCE 06/10/24
59269	JEFFREY D HALSTED II	42	6,000.00	Check Total	6,000.00 PGLC FRENCH DRAIN
59386	CORNERSTONE UNIVERSITY	21	6,000.00	Check Total	6,000.00 EMPOWER U LEASED CLASSROOM COR
300030428	ANA L RAMIREZ-SAENZ	21	3,581.25	Check Total	5,923.75 TRANSLATION SERVICES MAY 2024
	ANA L RAMIREZ-SAENZ	22	2,342.50		
300030539	COMSTOCK PARK PUBLIC SCHOOLS	23	5,819.25	Check Total	5,819.25 FY24 ENHANCE 2024-06-27
300030301	GRAND VALLEY STATE UNIVERSITY	11	5,796.00	Check Total	5,796.00 WMTC TUITION - A.PIPPEL
59267	GRAND VALLEY AUTOMATION INC	42	5,694.50	Check Total	5,694.50 KEC-B CARD ACCESS CONTROL
300030499	KENT CITY COMMUNITY SCHOOLS	22	5,675.05		

			Check Total	5,675.05 MED AOP CY23
59368	VERIZON WIRELESS SERVICES LLC	11	1,872.55	
	VERIZON WIRELESS SERVICES LLC	21	2,025.27	
	VERIZON WIRELESS SERVICES LLC	22	684.58	
	VERIZON WIRELESS SERVICES LLC	26	571.31	
	VERIZON WIRELESS SERVICES LLC	28	475.56	
			Check Total	5,629.27 587269487-00001 5/11-6/10/24
59298	SEVERANCE ELECTRIC CO INC	27	5,386.00	
			Check Total	5,386.00 FIBER MAINTENANCE 7/1/23-6/30/
59239	STRUCTURETEC CORPORATION	42	5,250.00	
			Check Total	5,250.00 LDC EXPANDED BUILDING ENVELOPE
300030384	BYRON CENTER CHARTER	22	5,075.00	
			Check Total	5,075.00 IDEA MAY 2024
59266	GRAND VALLEY AUTOMATION INC	42	5,005.80	
			Check Total	5,005.80 KEC-B AIPHONE INTERCOM
300030314	MCALVEY MERCHANT & ASSOCIATES	11	5,000.00	
			Check Total	5,000.00 GOVERNMENTAL CONSULTING AND RE
606142403	MG TRUST COMPANY-MIDWEST	11	4,940.97	
			Check Total	4,940.97 ANNUITY
300030436	NEW BRANCHES SCHOOL	22	4,925.00	
			Check Total	4,925.00 IDEA MAY 2024
59345	LAKESHORE ARTS ALLIANCE	11	4,885.00	
			Check Total	4,885.00 FUNDING FROM MDE 2024 CODE BLU
59314	XEROX CORPORATION	26	4,864.14	
			Check Total	4,864.14 MOS AGREEMENT 23-24 SCHOOL YEA
59277	DOLLY ANN KELLOGG	11	4,827.92	
			Check Total	4,827.92 Contracted services for GRSEPN
59325	COMCAST HOLDINGS CORPORATION	11	1,375.00	
	COMCAST HOLDINGS CORPORATION	21	3,450.45	
			Check Total	4,825.45 ACCT# 900014322; INTERNET THR
59328	ENVIROSAFE INC	26	4,765.84	
			Check Total	4,765.84 TURF MGMT MAINT CAMPUS - 1ST

606282414	PARADIGM EQUITIES-ROTH	11	4,733.00	Check Total	4,733.00 ANNUITY
300030548	KENT CITY COMMUNITY SCHOOLS	23	4,631.46	Check Total	4,631.46 FY24 ENHANCE 2024-06-27
300030274	ANA L RAMIREZ-SAENZ	21	2,160.04		
	ANA L RAMIREZ-SAENZ	22	2,380.00	Check Total	4,540.04 LAFUENTE TRANSLATION SERVICES
59402	COMFORT CONTROL SUPPLY CO INC	26	4,449.69	Check Total	4,449.69 KCTC EAST CONTROLS UPGRADES
300030414	GRAND RIVER PREPARATORY HIGH SCHOOL	22	4,434.00	Check Total	4,434.00 IDEA MAY 2024
300030404	FRANCISCAN LIFE PROCESS CENTER	21	4,380.00	Check Total	4,380.00 MUSIC THERAPY - LDC
300030478	GODFREY LEE PUBLIC SCHOOLS	22	4,328.97	Check Total	4,328.97 MED AOP CY23
300030279	RELAYHUB LLC	22	4,324.00	Check Total	4,324.00 Monthly Licensing Fee
606282403	MG TRUST COMPANY-MIDWEST	11	4,256.42	Check Total	4,256.42 ANNUITY
606142414	PARADIGM EQUITIES-ROTH	11	4,128.00	Check Total	4,128.00 ANNUITY
300030427	UKG KRONOS SYSTEMS LLC	11	677.90		
	UKG KRONOS SYSTEMS LLC	21	2,295.63		
	UKG KRONOS SYSTEMS LLC	22	451.93		
	UKG KRONOS SYSTEMS LLC	26	677.91	Check Total	4,103.37 KRONOS WORKFORCE SOFTWARE 5/1-
59306	UNUM LIFE INSURANCE COMPANY OF AMERICA	11	4,086.96	Check Total	4,086.96 JUNE PREMIUMS GRAND RAPIDS TK/
59335	GEOTECH INC	27	4,051.25	Check Total	4,051.25 510-032.4 REVIEW/ACTION PATH
300030401	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	4,025.00		

			Check Total	4,025.00 MRIC CONSULTING FEES MAY 2024
300030417	HOPE ACADEMY OF WEST MICHIGAN	22	4,024.00	
			Check Total	4,024.00 IDEA
300030293	EAST GRAND RAPIDS PUBLIC SCHOOLS	11	3,900.00	
			Check Total	3,900.00 IGNITE ENGAGEMENT LAB-SUB REIM
300030321	THORNAPPLE KELLOGG SCHOOLS	11	3,893.75	
			Check Total	3,893.75 CTE AG PROGRAM FFA
300030479	GODWIN HEIGHTS PUBLIC SCHOOLS	21	3,890.57	
			Check Total	3,890.57 FY24 SE CTR PROG TUITION OVERP
59208	FRED WARREN HAYWARD JR	11	3,135.00	
	FRED WARREN HAYWARD JR	21	573.75	
	FRED WARREN HAYWARD JR	26	85.00	
			Check Total	3,793.75 BLDG AUTOMATION SERVICE AND CO
59292	PHARMACY TECHNICIAN CERTIFICATION BOARD	11	258.00	
	PHARMACY TECHNICIAN CERTIFICATION BOARD	26	3,483.00	
			Check Total	3,741.00 Pharmacy Tech CERT
300030434	MILLER JOHNSON SNELL & CUMMISKEY PLC	11	175.00	
	MILLER JOHNSON SNELL & CUMMISKEY PLC	22	175.00	
	MILLER JOHNSON SNELL & CUMMISKEY PLC	26	175.00	
	MILLER JOHNSON SNELL & CUMMISKEY PLC	29	3,210.00	
			Check Total	3,735.00 CLIENT 51675; LEGAL SVC THROUG
59327	CONSUMERS ENERGY CO	22	600.85	
	CONSUMERS ENERGY CO	26	1,955.49	
	CONSUMERS ENERGY CO	27	1,101.31	
			Check Total	3,657.65 103046645265 (1655 12 MILE NW)
606142432	VALIC	11	3,651.53	
			Check Total	3,651.53 ANNUITY
606282433	VALIC	11	3,351.53	
			Check Total	3,351.53 ANNUITY
300030514	NORTHVIEW PUBLIC SCHOOLS	22	3,330.26	
			Check Total	3,330.26 WAGES FOR ACE PROJECT-K.NORMAN
59236	SOLIANT HEALTH LLC	21	3,300.00	

			Check Total	3,300.00 SOLIANT/PROCARE THERAPY - CONT
59224	ORCAM INC	22	3,270.00	
			Check Total	3,270.00 VI EQUIPMENT ORDER
606142419	GLP ASSOCIATES EE ROTH	11	3,245.00	
			Check Total	3,245.00 ANNUITY
300030394	COVENANT HOUSE ACADEMY	22	3,153.00	
			Check Total	3,153.00 IDEA MAY 2024
271562824	EDUSTAFF LLC	11	790.28	
	EDUSTAFF LLC	21	1,423.20	
	EDUSTAFF LLC	22	816.18	
			Check Total	3,029.66 EDUSTAFF WEEK OF 06/28/2024
59199	ENRICO GROUP INC/	21	3,020.40	
			Check Total	3,020.40 LNS LOCK CORES FOR BLDG REKEY
300030459	ADN ADMINISTRATORS INC	11	2,970.30	
			Check Total	2,970.30 CLAIMS CALEDONIA ITINS/KENT IS
300030439	NEXTECH HIGH SCHOOL	22	2,949.00	
			Check Total	2,949.00 IDEA MAY 2024
300030507	LIGHTHOUSE ACADEMY	22	2,945.80	
			Check Total	2,945.80 MED AOP CY23
300030501	KENTWOOD PUBLIC SCHOOLS	21	2,891.22	
			Check Total	2,891.22 FY24 SE CTR PROG TUITION OVERP
59385	CONSUMERS ENERGY CO	21	1,549.65	
	CONSUMERS ENERGY CO	26	1,334.51	
			Check Total	2,884.16 103009405624 (225 MAYFIELD) 05
59276	COMFORT CONTROL SUPPLY CO INC	26	2,845.37	
			Check Total	2,845.37 KCC - HVAC BLOWER MOTORS
59321	CALVIN UNIVERSITY	21	2,806.00	
			Check Total	2,806.00 CALVIN RENTAL FOR GRADUATION
300030303	GRAYBAR ELECTRIC CO	26	2,768.69	
			Check Total	2,768.69 KCTC-E ELECTRICAL PANEL UPGRAD
300030263	CLARK HILL PLC	11	903.00	
	CLARK HILL PLC	22	903.00	

CLARK HILL PLC	26	903.00	
		Check Total	2,709.00 CLIENT 58607 MATTER 448217-LAB
300030524 THORNAPPLE KELLOGG SCHOOLS	11	2,702.35	
		Check Total	2,702.35 HSA REPAYMENT AND OPTIONAL COV
300030491 HOPE ACADEMY OF WEST MICHIGAN	22	2,696.65	
		Check Total	2,696.65 MED AOP CY23
59192 CENTRAL MICH PAPER	26	2,640.00	
		Check Total	2,640.00 Copy paper
59300 SOLIANT HEALTH LLC	21	2,640.00	
		Check Total	2,640.00 SOLIANT/PROCARE THERAPY - CONT
59443 TELE-RAD INC	21	2,585.00	
		Check Total	2,585.00 RADIOS - LINCOLN CAMPUS FACILI
59296 GATEWAY EDUCATIONS HOLDINGS LLC	11	2,539.78	
		Check Total	2,539.78 CONTINUOUS IMPROVEMENT PD MATE
300030472 CREATIVE TECHNOLOGIES ACADEMY	22	2,478.91	
		Check Total	2,478.91 MED AOP CY23
59257 CRYSTAL FLASH LTD PARTNERSHIP OF MICH	26	2,455.83	
		Check Total	2,455.83 ACCT# 114926-3 DIESEL FUEL
300030271 GRAYBAR ELECTRIC CO	26	2,426.48	
		Check Total	2,426.48 BI-XWING ELECTRIC PANELS
606282411 PLANMEMBER-ER	11	2,414.76	
		Check Total	2,414.76 ANNUITY
59286 MISDU	11	2,387.06	
		Check Total	2,387.06 GARNISHMENT
300030280 SEHI COMPUTER PRODUCTS INC	11	761.00	
SEHI COMPUTER PRODUCTS INC	26	900.00	
SEHI COMPUTER PRODUCTS INC	27	717.00	
		Check Total	2,378.00 Computer for new director
59200 ENRICO GROUP INC/	21	2,328.00	
		Check Total	2,328.00 EUS BATHROOM HARDWARE
300030387 CALEDONIA COMMUNITY SCHOOLS	11	2,324.24	
		Check Total	2,324.24 AERA EXP-C DIAZ/K DORBAND

300030424	KENTWOOD PUBLIC SCHOOLS	11	2,320.18	Check Total	2,320.18 MV REIMB WELFARE ITEMS
59423	KELLY L KERMODE	11	2,315.00	Check Total	2,315.00 THRIVE! Pottery Classes
59303	STRUCTURETEC CORPORATION	42	2,250.00	Check Total	2,250.00 LDC EXPANDED BUILDING ENVELOPE
59369	WAYLAND UNION SCHOOLS	11	2,199.89	Check Total	2,199.89 MV REIMB EDUCATION/TRANSPORT/W
300030375	WEST MICH AVIATION ACADEMY	22	2,194.85	Check Total	2,194.85 MEDICAID C4S FY23 PMT 1/3
300030529	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	2,188.31	Check Total	2,188.31 MED AOP CY23
59248	ADVANTAGE MECHANICAL-REFRIGERATION INC	26	2,129.00	Check Total	2,129.00 KCTC EAST - INSTALL NEW CIRC P
300030380	ALLEGAN PUBLIC SCHOOLS	11	2,102.17	Check Total	2,102.17 MV REIMB TRANSPORTATION ITEMS
59362	QBS LLC	21	2,100.00	Check Total	2,100.00 QBS-SAFETY CARE TRAINING ANNUA
59377	DIANNE CARROLL BURDICK	21	2,085.40	Check Total	2,085.40 DIANNE CARROLL BURDICK GRADUAT
606282419	GLP ASSOCIATES EE ROTH	11	2,085.00	Check Total	2,085.00 ANNUITY
300030405	GODFREY LEE PUBLIC SCHOOLS	11	2,084.00	Check Total	2,084.00 MV GAS/WAVE CARDS; TAXI FEES J
59279	WIER ENTERPRISES ;LLC	11	1,086.75	Check Total	2,023.50 CROSSWALK WARNING MAT REPAIR
	WIER ENTERPRISES ;LLC	26	936.75		
300030409	GR CHILD DISCOVERY CENTER	11	1,990.00	Check Total	1,990.00 MV REIMB TRANSPORTATION ITEMS
300030310	KNIGHT WATCH INC	11	850.00	Check Total	
	KNIGHT WATCH INC	26	1,137.02		

			Check Total	1,987.02 AVIGILON ACCESS CONTROL LICENS
59357	IMPERIAL DADE	21	1,957.43	
			Check Total	1,957.43 CUST# 881629; EQUIPMENT REPAIR
59414	MISDU	11	1,920.77	
			Check Total	1,920.77 GARNISHMENT
59310	VK ENDEAVOURS LLC	42	1,903.95	
			Check Total	1,903.95 LINCOLN CAMPUS LOT 6
59355	NATL INSTITUTE FOR AUTOMOTIVE SERVICE EXCELLENCE	26	1,895.00	
			Check Total	1,895.00 ASE ACCREDITATION RENEWAL FOR
300030442	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	1,885.00	
			Check Total	1,885.00 PROF SVC THROUGH 4/26-LINCOLN
300030269	GODWIN HEIGHTS PUBLIC SCHOOLS	42	1,854.00	
			Check Total	1,854.00 SOUTH GODWIN BLDG RENOVATION
606142406	PARADIGM - 457	11	1,850.00	
			Check Total	1,850.00 ANNUITY
606282406	PARADIGM - 457	11	1,850.00	
			Check Total	1,850.00 ANNUITY
300030515	NORTHVIEW PUBLIC SCHOOLS	21	1,840.31	
			Check Total	1,840.31 FY24 SE CTR PROG TUITION OVERP
300030498	KENT CITY COMMUNITY SCHOOLS	21	1,826.85	
			Check Total	1,826.85 FY24 SE CTR PROG TUITION OVERP
300030363	PORTLAND PUBLIC SCHOOLS	11	1,810.27	
			Check Total	1,810.27 JUN24 SA SECT 107 ADULT ED
59312	WELLS FARGO FINANCIAL LEASING	26	1,782.00	
			Check Total	1,782.00 MONTHLY FAX SERVICES LEASE
59263	GR COMMUNITY COLLEGE	11	130.86	
	GR COMMUNITY COLLEGE	21	177.00	
	GR COMMUNITY COLLEGE	22	158.16	
	GR COMMUNITY COLLEGE	27	1,301.01	
			Check Total	1,767.03 Katie McClintic
300030528	WEATHER SHIELD ROOFING SYSTEMS	21	1,750.00	

			Check Total	1,750.00	EU SOUTH - ROOF REPAIR
59352	MR SERVICES AND HANDLING LLC	11	1,318.50		
	MR SERVICES AND HANDLING LLC	26	417.00		
			Check Total	1,735.50	JUNE TRAILER STORAGE FEE
606142413	MG TRUST-ROTH 403B	11	1,667.78		
			Check Total	1,667.78	ANNUITY
300030256	AMAZON.COM LLC	26	1,654.47		
			Check Total	1,654.47	KCTC EAST SYS ADMIN - DDR4 MEM
606282401	LEGEND GROUP/ADSERV	11	1,650.00		
			Check Total	1,650.00	ANNUITY
606212404	CITY OF WALKER	11	1,629.05		
			Check Total	1,629.05	WALKER CITY PAYROLL TAXES
606142401	LEGEND GROUP/ADSERV	11	1,625.00		
			Check Total	1,625.00	ANNUITY
300030370	VANGUARD CHARTER ACADEMY	22	1,615.48		
			Check Total	1,615.48	JUN24 SA 56(7) SP ED
300030531	WILLIAM C ABNEY ACADEMY	22	1,614.48		
			Check Total	1,614.48	MED AOP CY23
300030338	EXCEL CHARTER ACADEMY	22	1,581.97		
			Check Total	1,581.97	JUN24 SA 56(7) SP ED
59265	WW GRAINGER INC	42	1,577.88		
			Check Total	1,577.88	ACCT# 803626696; DRY ERASE BOA
59316	ADVANTAGE MECHANICAL-REFRIGERATION INC	26	1,575.00		
			Check Total	1,575.00	INVESTIGATE LOW SUPER HEAR ON
300030456	WYOMING PUBLIC SCHOOLS	11	1,500.00		
			Check Total	1,500.00	MV REIMB TRANSPORTATION ITEMS
300030488	GRAYBAR ELECTRIC CO	21	104.74		
	GRAYBAR ELECTRIC CO	26	1,393.72		
			Check Total	1,498.46	KCTC EAST - ELECTRICAL SUPPLIE
606142407	VALIC - 457	11	1,490.49		
			Check Total	1,490.49	ANNUITY
606282407	VALIC - 457	11	1,490.49		

			Check Total	1,490.49 ANNUITY
59448	WINDEMULLER ELECTRIC INC	26	1,482.00	
			Check Total	1,482.00 KCTC EAST ELECTRICAL REPAIRS
300030300	GRAND RAPIDS PUBLIC SCHOOLS	11	1,476.36	
			Check Total	1,476.36 GRPS ITIN FLEX SPENDING
300030336	CROSS CREEK CHARTER ACADEMY	22	1,462.03	
			Check Total	1,462.03 JUN24 SA 56(7) SP ED
300030371	VISTA CHARTER ACADEMY	22	1,443.52	
			Check Total	1,443.52 JUN24 SA 56(7) SP ED
59374	AMERICAN CULINARY FEDERATION	26	1,435.00	
			Check Total	1,435.00 KCTC CULILNARY-ACFEF STUDENT C
59188	AVIS BUDGET GROUP INC	21	1,429.40	
			Check Total	1,429.40 AVIS MINIVAN RENTAL FOR ALL EU
59230	CHRISTOPHER WILLIAM MCKENNA	11	1,400.00	
			Check Total	1,400.00 PRESENTATION OF "CREATING SAFE
300030497	KENT CITY COMMUNITY SCHOOLS	11	1,388.86	
			Check Total	1,388.86 MV REIMBURSEMENT - TRANSPORTAT
59291	PROMOW LAWN CARE & LANDSCAPE LLC	21	1,388.14	
			Check Total	1,388.14 EU-S LAWNCARE (3 MOS)
606282413	MG TRUST-ROTH 403B	11	1,381.98	
			Check Total	1,381.98 ANNUITY
300030506	NGUYET-ANH THI TRAN	11	1,375.00	
			Check Total	1,375.00 GSRP - TRANSLATING SERVICE
300030372	WALKER CHARTER ACADEMY	22	1,367.40	
			Check Total	1,367.40 JUN24 SA 56(7) SP ED
300030332	CHANDLER WOODS CAMPUS	22	1,360.08	
			Check Total	1,360.08 JUN24 SA 56(7) SP ED
59358	OUTLOOK ACADEMY	11	1,354.98	
			Check Total	1,354.98 MV REIMB EDUCATION/TRANSPORT/W
59367	TRIPLE R ENTERPRISES INCORPORATED	26	1,350.00	
			Check Total	1,350.00 ERATE SOW 6/21/23 - 06/30/2024
300030471	CONTROL SOLUTIONS INC	26	1,350.00	

			Check Total	1,350.00 KCTC WEST - BOILER CONTROLLER
300030469	COMSTOCK PARK PUBLIC SCHOOLS	21	1,326.18	
			Check Total	1,326.18 FY24 SE CTR PROG TUITION OVERP
300030346	GRAND RIVER PREPARATORY HIGH SCHOOL	22	1,282.43	
			Check Total	1,282.43 JUN24 SA 56(7) SP ED
59371	BUDGET HOLDINGS INC	21	1,274.00	
			Check Total	1,274.00 KEC-O WINDOW SAFETY FILM
300030354	KNAPP CHARTER ACADEMY	22	1,268.30	
			Check Total	1,268.30 JUN24 SA 56(7) SP ED
300030283	THRUN MAATSCH AND NORDBERG PC	11	422.50	
	THRUN MAATSCH AND NORDBERG PC	22	422.50	
	THRUN MAATSCH AND NORDBERG PC	26	422.50	
			Check Total	1,267.50 CLIENT 0720 MATTER 00001 - LEG
59354	NATIONAL AZON INC	26	1,175.00	
			Check Total	1,175.00 BILL TO# NAQ030433; PRINTER IN
300030423	KENT CITY COMMUNITY SCHOOLS	11	1,167.13	
			Check Total	1,167.13 MV REIMB EDUCATION/TRANSPORT/W
300030281	SIEMENS INDUSTRY INC	26	1,156.00	
			Check Total	1,156.00 KCTC EAST - SERVICE PANEL
59381	CITY OF KENTWOOD	11	17.98	
	CITY OF KENTWOOD	22	181.57	
	CITY OF KENTWOOD	23	724.06	
	CITY OF KENTWOOD	26	177.94	
	CITY OF KENTWOOD	42	21.00	
	CITY OF KENTWOOD	46	21.00	
			Check Total	1,143.55 KISD OC TAX REIMBURSEMENT
300030365	RIDGE PARK CHARTER ACADEMY	22	1,132.82	
			Check Total	1,132.82 JUN24 SA 56(7) SP ED
59195	CITADEL BROADCASTING COMPANY	11	1,110.00	
			Check Total	1,110.00 2024 GSRP PRESCHOOL ADS
59387	CITADEL BROADCASTING COMPANY	11	1,110.00	
			Check Total	1,110.00 2024 GSRP PRESCHOOL ADS

59253	CITIZENSHIRT	26	1,100.50	
			Check Total	1,100.50 KCTC MECHATRONICS - LOGO APPAR
59389	FEDELINO DIOCARES	11	1,035.03	
			Check Total	1,035.03 2024 SCRIPPS SPELLING BEE-AIRF
300030474	EAST GRAND RAPIDS PUBLIC SCHOOLS	21	1,034.02	
			Check Total	1,034.02 FY24 SE CTR PROG TUITION OVERP
300030419	KELLOGGSVILLE PUBLIC SCHOOLS	11	1,022.45	
			Check Total	1,022.45 MV REIMB TRANSPORTATION ITEMS
300030481	GR CHILD DISCOVERY CENTER	11	1,006.00	
			Check Total	1,006.00 MV REIMBURSE - SUBGRANTEE DISB
59282	MICH PUBLIC HEALTH INSTITUTE	11	1,000.00	
			Check Total	1,000.00 MICH HOME VISITING CONFERENCE-
59375	THE ART INSTITUTE OF CHICAGO	29	1,000.00	
			Check Total	1,000.00 SKUTT SCHOLARSHIP-2452104- ZIO
59391	EDMENTUM INC	28	1,000.00	
			Check Total	1,000.00 APEX LEARNING COURSES
300030259	CALEDONIA COMMUNITY SCHOOLS	11	1,000.00	
			Check Total	1,000.00 AGRICULTURE GRANT REIMBURSEMEN
300030261	CEDAR SPRINGS PUBLIC SCHOOLS	11	1,000.00	
			Check Total	1,000.00 AGRICULTURE GRANT REIMBURSEMEN
300030315	MERIDIAN CABLING SOLUTIONS	46	1,000.00	
			Check Total	1,000.00 KCTC PH 2 RENOVATION
	7/1/2024 7:07 AM		Grand Total	31,249,736.49

**Analysis of Banking Institutions
06/30/24**

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total	Funds
Chase	Checking	A+	Yes	\$ -	\$ -	\$ 3,787,212	\$ 3,787,212	***
Chase	Savings	A+	Yes	250,000	-	61,278	311,278	
Huntington National Bank	Municipal Now Checking	A-	Yes	250,000	-	19,984	269,984	**
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	70,895,072	70,895,072	
MILAF	US Treasury Bonds/Notes	AA+	No	-	-	17,400,000	17,400,000	****
MILAF	US Treasury Bills	A1+	No	-	-	3,800,000	3,800,000	****
MILAF	Commercial Paper	A1 - A1+	No	-	-	7,000,000	7,000,000	****
Totals:				\$ 500,000	\$ -	\$ 102,963,546	\$ 103,463,546	

Balances as of 06/30/24

Bank ratings updated June 2024. Bank rating services used:
Standards & Poors (Chase, MILAF and Huntington Bank) and Kroll Bond Rating Agency (MILAF-TERM)

** These statements were not available & balances will be updated at the August 2024 meeting. May balances reflected on this report.

*** These funds are fully collateralized by securities allowable under PA 451.

**** Reported at par value

Cash in all Accounts and Investment Assets of the Board as of 06/30/2024

Financial Institution	Type of Account/Investment	Fund #	Balance per Statement (Fair Value)	Insured Balance	Uninsured Balance	Interest Rate Yield	Maturity Date	Rating	Terms
Chase Bank	Consolidated Savings	11-22-26	\$ 311,278	250,000	61,278	1.75%	n/a	A+	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	2,865,392	-	2,865,392	0.00%	n/a	A+	Sweep
Chase Bank	Checking	81	919,819	-	919,819	0.00%	n/a	A+	
Chase Bank	Checking	11	2,000	-	2,000	0.00%	n/a	A+	
Chase Bank	Checking	Disbursement	-	-	-	0.00%	n/a	A+	Zero Balance Account
Chase Bank	Checking	Payroll	-	-	-	0.00%	n/a	A+	Zero Balance Account
Huntington Bank	Municipal Now Checking	11-22-26	269,984	250,000	19,984	4.58%	n/a	A-	
<i>MILAF Managed Account:</i>									
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	2,006	-	2,006	5.17%	n/a	AAAm	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	35,073,800	-	35,073,800	5.32%	n/a	AAAm	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,079,826	-	2,079,826	5.82%	07/18/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,067,563	-	2,067,563	5.62%	08/19/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,060,080	-	2,060,080	5.47%	08/30/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,049,801	-	2,049,801	5.12%	09/27/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,029,165	-	2,029,165	5.27%	10/24/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,034,363	-	2,034,363	5.27%	11/25/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,017,819	-	2,017,819	5.42%	12/23/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,013,830	-	2,013,830	5.37%	01/24/25	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	8	-	8	5.17%	n/a	AAAm	Cash Management Class
MILAF-Grow Your Own	Local Gov't Invest Pool	11	7,000,129	-	7,000,129	5.32%	n/a	AAAm	MAX Class
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,138,317	-	4,138,317	5.65%	08/16/24	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,132,490	-	4,132,490	5.27%	11/22/24	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,127,144	-	4,127,144	5.37%	02/07/25	AAAf	TERM
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	42,235	-	42,235	5.17%	n/a	AAAm	Cash Management Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	26,495	-	26,495	5.32%	n/a	AAAm	MAX Class
MILAF-Extended Core	US Treasury Bonds/Notes	11-22-26	17,400,000	-	17,400,000	4.54%-5.24%	02/15/25-05/15/27	AA+	US Treasury Bonds/Notes (Par Value)
MILAF-Extended Core	US Treasury Bills	11-22-26	3,800,000	-	3,800,000	5.10%-5.31%	08/31/24-05/15/25	A1+	US Treasury Bills (Par Value)
MILAF-Extended Core	Commercial Paper	11-22-26	7,000,000	-	7,000,000	5.38%-5.49%	12/20/24-03/07/25	A1 - A1+	Commercial Paper (Par Value)
			<u>\$ 103,463,546</u>	<u>\$ 500,000</u>	<u>\$ 102,963,546</u>				

Disclosures:

Credit Risk-All banks approved by the board have been reviewed using the most recent Bank Annual Report; Auditor Opinion Letters have highest ranking following ratio analysis; Banks are approved by the Board on an annual basis at the July Board Meeting

Concentration of Credit Risk-Investments are spread over numerous banks and various instruments; FDIC insurance is limited to \$250,000 per bank per customer demand deposits and \$250,000 per savings deposits; Board Policy limits securities, other than US Treasuries, to no more than 50% of the total portfolio consists of any one type of security.

Investment Risk-State Law limits types of allowable investments and maturities as well as Board Policy; Exposure to fair value losses arising from increasing interest rates are monitored.

Foreign Currency Risk-There is no risk as State Law prohibits investing in Banks not authorized to operate in the State of Michigan.

Local Government Investment Pool (MILAF) is a collateralized deposit account.

Board Policy 6144 Finances

**PERSONNEL RECOMMENDATIONS AS OF 7/8/2024
FOR BOARD MEETING OF 7/15/2024**

RESIGNATIONS AND TERMINATIONS

1. Kathryn Goldberg, Career & Talent Development, Career Readiness, Career Readiness Consultant, resignation, effective 07/18/2024.
2. Keith Hutchins, Student Services, Special Education Center Programs, KEC Oakleigh, Principal, resignation, effective 6/30/2024.

APPOINTMENTS

1. Ariel Blackburn, Career & Talent Development, Secondary Programs, Instructor-Offsite/Itinerant Health Careers, KCTC East, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 8, \$71,296 per year, effective 08/14/2024.
2. Emily Clay, Student Services, Early On, Early Interventionist- Specialist, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA+30 Step 6, \$77,542 per year, effective 08/05/2024.
3. Andrew Eggert, Career & Talent Development, Secondary Programs, Instructor-Hospitality/Culinary, KCTC East, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 6, \$71,820 per year, effective 08/14/2024.
4. Katherine Fredrickson, Technology Services, Ed Tech Consultant, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 7 Step 1, \$95,228 per year, effective 07/01/2024.
5. Audra Geyer, Student Services, Special Education Center Programs, Speech & Language Pathologist, KEC Oakleigh & KEC Beltline, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA+15 Step 4, \$68,695 per year, effective 08/13/2024.
6. Brenna Janette, Student Services, Early On, Early Interventionist- Specialist, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA+30 Step 4, \$71,296 per year, effective 07/08/2024.
7. Lindsay Lane, Instructional Services, Teaching and Learning, Innovative Learning Consultant, ESC, Professional, 1.0 FTE, 215 days per year, 8 hours per day, Grade 7 Step 1, \$80,289 per year, effective 08/12/2024.
8. Emma Lanning, Student Services, Special Education Center Programs, Teacher - ASD, Lincoln Schools, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 1, \$48,819 per year, effective 08/13/2024.
9. Sara Larkin, Student Services, Special Education Center Programs, Director of Student Services, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 10 Step 1, \$129,232 per year, effective 07/29/2024.
10. Ashley Livingstone, Student Services, Special Education Center Programs, Co-Principal, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 8 Step 12, \$102,151 per year, effective 08/01/2024.

11. Michael Maksimchuk, Instructional Services, Teaching and Learning, Assessment Consultant, ESC, Professional, 1.0 FTE, 215 days per year, 8 hours per day, Grade 7 Step 1, \$80,289 per year, effective 08/12/2024.
12. Nichole Moore, Student Services, Special Education Center Programs, Teacher - Emotional Impairment, KEC Oakleigh, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA+18 Step 5, \$64,531 per year, effective 08/13/2024.
13. Richard Murley, Career & Talent Development, Secondary Programs, Instructor-Welding, KCTC West, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 7, \$68,175 per year, effective 08/14/2024.
14. Lisa Rilley, Career & Talent Development, Secondary Programs, Instructor-Teacher Academy, KCTC East, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 12, \$80,146 per year, effective 08/14/2024.
15. Kristen Smith, Student Services, Special Education Center Programs, Teacher -Resource Room, Empower U South, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 7, \$75,459 per year, effective 08/13/2024.
16. Elizabeth Stek, Career & Talent Development, Secondary Programs, Instructor-Engineering, KCTC West, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 6, \$65,051 per year, effective 08/14/2024.
17. Stephanie Tebben, Student Services, Special Education Center Programs, School Social Worker, Lincoln School, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 1, \$57,766 per year, effective 08/13/2024.
18. Sloan Testerink, Student Services, Special Education Center Programs, Program Coordinator, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 8 Step 1, \$82,156 per year, effective 08/12/2024.
19. Nicole Vandawater, Career & Talent Development, Secondary Programs, Instructor-Offsite/Itinerant Health Careers, KCTC East, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 8, \$71,296 per year, effective 08/14/2024.
20. Tara White, Student Services, Early On, Early Interventionist- Specialist, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA+30 Step 7, \$80,416 per year, effective 08/05/2024.
21. Renee Wyman-Langerak, Student Services, Special Education Center Programs, Teacher - Resource Room, Empower U North, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 15, \$93,678 per year, effective 08/13/2024.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

1. Beth Heinen Bell, from Temporary Employee to Editor/Reporter School News Network, Office of the Superintendent, Communications & Marketing, School News Network, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 2 Step 1, \$60,268 per year, effective 07/01/2024.
2. Joseph Lienesch, from Principal KCTC to Director of CTE, Career & Talent Development, Career Readiness, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 9 Step 10, \$140,403 per year, effective 07/01/2024.

3. Laura Robinson, from Assistant Principal KCTC to CTE Consultant, Career & Talent Development, Career Readiness, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 7 Step 14, \$125,601 per year, effective 07/01/2024.
4. Heather Sneider, from Assistant Director of Center Programs & Transition to Director of Transition, Student Services, Special Education Center Programs, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 10 Step 3, \$134,452 per year, effective 07/01/2024.
5. Julia Van Den Brink, from Quality Improvement Coach Great Start to Quality to Quality Improvement Coordinator, Instructional Services, Early Childhood, Great Start to Quality, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 3 Step 6, \$73,219 per year, effective 07/01/2024.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Co-Principal for Lincoln School

Submitted by: Dave Rodgers

Date: June 26, 2024

Recommended by: Kirsten Myers



Board Meeting Date: July 15, 2024

RECOMMENDATION:

It is recommended we hire Ashley Livingstone as the Co-Principal at Lincoln School on a 200-day contract.

BACKGROUND:

With the significant increase in both the number of students as well as student behaviors at Lincoln School, we have moved from an Assistant Principal and Principal staffing configuration to two Co-Principals. This will allow each Principal to focus on supporting a specific staff and student population within the building while also serving as a support and back-up for each other.

We are recommending the hire of Ashley Livingstone as a Co-Principal of Lincoln School. Ashley has a Bachelor of Science with a Major in Psychology and Special Education. She then graduated with honors with a Master of Arts in Educational Leadership. Ashley has served with distinction in Colorado as a Special Education Teacher of students with an Emotional Impairment and, most recently, for the last 11 years has served as the principal of three different elementary schools in Colorado. She comes highly recommended by her past district, including the Director for Human Resources, the Assistant Director of Elementary Student Learning, and the Assistant Superintendent of Instructional Leadership.

We believe Ashley's extensive education and past leadership experience uniquely position her to make a meaningful difference in the leadership of Lincoln School.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Request for three position updates for Center Programs and Special Education for 2024-2025;
Center Programs, Lincoln School, Special Education

Submitted by: Kirsten Myers *Kirsten Myers* Date: July 1, 2024

E5DD6C93035CE3A1FDEFDA4335B1A115 ready2sign

Recommended by: Dave Rodgers *Dave Rodgers* Board Meeting Date: July 15, 2024

BB95C31328D85C2E5B8A54F16AE55275 ready2sign

RECOMMENDATION:

Position changes for 2024-2025:

- Lincoln School Principal and Assistant Principal positions changed to Co-Principal positions.
- Valerie Musch/Center Programs Teacher Consultant changed to Center Program Coordinator
- Stacy Crowell/Specially Designed Instructional Coach for Special Education changed to Specially Designed Instructional Coordinator for Special Education and Center Programs.

Rationale:

- The Lead Principal of David Breen and the Assistant Principal position being filled by Ashley Livingstone at Lincoln School are being updated to two Co-Principal positions.
- Val Musch will be transitioning from her role as a Center Program Coach to the position of Center Program Coordinator. In this new role, Val will be responsible for leading MTSS (Multi-Tiered System of Supports), LRE (Least Restrictive Environment) Coordination, and organizing professional development for all center programs. With these expanded duties, Val's position will be elevated from Grade 7 to Grade 8.
- Stacy Crowell will be transitioning from her role as a Specially Designed Instructional Coach for our local and regional programs to the position of Specially Designed Instructional Coordinator for local, regional, and center programming. In her new role, Stacy will take on additional responsibilities, which include overseeing and coordinating special education instructional strategies across a broader spectrum of our programs. Due to these expanded duties, her position will be elevated from Grade 7 to Grade 8.

Old Position	Program/Location	FTE	New Position	FTE
Principal	Lincoln School	1.0	Co-Principal	1.0
Assistant Principal	Lincoln School	1.0	Co-Principal	1.0
Teacher Consultant	Center Programs	1.0	Coordinator	1.0
Instructional Coach	Special Ed/Center Programs	1.0 / 0	Instructional Coord	0.5 / 0.5

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Non-Union Professional Handbook Edit

Submitted by: Dave Rodgers

Date: July 8, 2024

Recommended by: Dave Rodgers / Kevin Philipps

Board Meeting Date: July 15, 2024

RECOMMENDATION: It is recommended that the Board approve a revision to the Non-Union Professional handbook pertaining to how compensation is handled in years after reaching the top step of the Non-Union Professional Salary Schedule.

BACKGROUND:

As approved at the June 2024 Board of Education meeting, Kent ISD now has revised salary scales for Non-Union Professional positions. As part of the process of implementing those new scales for 2024-25, we seek to clarify and clearly communicate with our staff about how compensation adjustments will be applied in years following being at the top step. Currently, the scales have (14) fourteen steps.

In consulting with many other ISD and RESAs (including Muskegon, Kalamazoo, Genesee, Ottawa, Oakland, and Ingham) it seems to be a common practice that in years after being at the top step, the wage increases that may be applied to those already at the top step are generally limited to any percentage that the Board may approve to be added the salary schedule for that year. That has not been consistently practiced here, which has created some challenges with some staff being “off” the scale, which we seek to remedy for the future. We found a couple of ISDs that in addition to the practice detailed above, offer a longevity factor once at the top step.

It is recommended that the Board authorize administration to amend the Non-Union Professional Staff Handbook to include the following:

In contract years that follow being on the top step of the salary scale for one-year, any compensation increases shall be determined by:

1. *any increases to the Non-Union Professional salary scale that may be approved by the Board for that year, and*
2. *Longevity eligibility: (off-schedule paid in June)*
 - a. *Years 1-3 after top step: 1,000*
 - b. *Years 4-6 after top step: 1,400*
 - c. *Years 7-10 after top step: 1,800*

Memorandum of Understanding for Therapy Dog Owner/Handler

The undersigned (“Owner/Handler”) and the Kent Intermediate School District (“District”) agree to the following terms, which constitute binding conditions for the Owner/Handler to be on District property with a Therapy Dog. For purposes of this Memorandum of Understanding, the following definitions apply:

- *Therapy Dog*: A Therapy Dog is a dog that has been individually trained and certified by a recognized therapy dog training organization to assist in activities and interactions under the direction and control of a Owner/Handler to calm or comfort students and employees and that is currently engaged in such duties for the District.
- *Therapy Dog Services*: Therapy Dog Services are services provided by a Therapy Dog to calm or comfort students or employees.
- *Owner/Handler*: a District employee who owns the Therapy Dog and has been trained to manage and control the Therapy Dog.
- *District Handler*: a District employee who has been trained to manage and control the Therapy Dog.

Whereas, Owner/Handler wishes to bring a Therapy Dog onto District property to provide Therapy Dog Services; and

Whereas, the District wishes to engage the Owner/Handler for the provision of Therapy Dog Services, subject to the terms of this Memorandum of Understanding; and

Whereas, the District and the Owner/Handler agree that all Therapy Dog Services provided by the Therapy Dog will be subject to this Memorandum of Understanding;

The Parties agree as follows:

1. **Therapy Dog Requirements**: The Owner/Handler affirmatively states, based on personal knowledge, that the Therapy Dog:
 - a. Is owned by the Owner/Handler;
 - b. Satisfies the definition of a Therapy Dog under this Memorandum of Understanding;
 - c. Is well behaved and has a temperament that is suitable for interaction with students and others in a public school setting;
 - d. Is clean, well-groomed, in good health, and house broken;
 - e. Is current on rabies vaccine and is immunized against other diseases common to dogs, consistent with generally recognized veterinary recommendations;
 - f. Is on continued preventative maintenance for heartworm and flea/tick control year-round; and
 - g. Is licensed, to the extent required by any relevant municipality.

The Owner/Handler will ensure that the above-stated assurances remain true during any times the Therapy Dog is on District property.

2. **Documentation:** The Owner/Handler will, upon request, provide written proof to the District of those assurances set forth in Paragraph 1 above.

3. **Authorized Times/Locations:** The Owner/Handler will ensure that students and staff have access to the Therapy Dog on a daily basis and in a manner agreed to by campus administration and consistent with the Therapy Dog's well-being. The Owner/Handler will collaborate with building administrators to schedule classroom visits and other duties for the Therapy Dog, including times that other District Handlers will have control of the Therapy Dog. The Owner/Handler will also bring, or make available for other District Handlers to bring, the Therapy Dog to evening and public events as directed by campus or District administration.

4. **Right to Exclude:** The District may exclude the Therapy Dog from school property at any time, for any reason, with or without notice to the Owner/Handler. The Owner/Handler does not have a continuing or ongoing right to bring the Therapy Dog onto District property.

5. **Interference with Employment Responsibilities:** The Therapy Dog may not interfere with the Owner/Handler's primary job responsibilities. If the District determines, in its sole discretion, that the Therapy Dog is interfering with the Owner/Handler's job responsibilities, the Owner/Handler will be directed to immediately discontinue having the Therapy Dog on District property.

6. **Responsibility for Care of the Therapy Dog:**

- a. District responsibilities: While serving as a District Therapy Dog, and when not otherwise covered by a grant or non-profit agency, the District will reimburse the Owner/Handler for the Therapy Dog's food, veterinary bills for preventive care and for care related to any accident or injury to the Therapy Dog occurring while on duty for the District, and any refresher training courses attended by the Therapy Dog and the Owner/Handler or other District Handlers.
- b. Owner/Handler responsibilities: Ensuring that the Therapy Dog receives adequate care and supervision to maintain general good health, including attending veterinary appointments and providing treatment as needed.

7. **Control and Supervision:** The Therapy Dog will remain under the Owner/Handler's immediate control at all times the Therapy Dog is on District property unless the Therapy Dog is with another District Handler. The Owner/Handler will immediately remove the Therapy Dog from any circumstance in which the Therapy Dog becomes aggressive or disruptive. The Owner/Handler will immediately remove the Therapy Dog from any location where it is evident that the Therapy Dog is posing a health or safety risk to another person, including a risk to a person's mental health. The Owner/Handler will not knowingly allow the Therapy Dog to be in close proximity to any person who is allergic to the Therapy Dog.

8. **Transportation:** The Owner/Handler is responsible for transporting the Therapy Dog to and from school or for making the Therapy Dog available for transport by another District Handler. The Therapy Dog may not be present on school buses or other District-provided transportation.

9. **Policy Compliance:** The Owner/Handler will comply with all District policies and rules, including policies regulating animals on District property.

10. **Dog Bite Liability:** The Owner/Handler acknowledges and understands that under Michigan law, the owner of a dog is strictly liable for any damage caused by a dog bite. The Owner/Handler accepts that liability and agrees to indemnify and hold the District harmless from any claims, causes of action, loss, cost, or damage of any kind, including, without limitation, actual attorney's fees and costs incurred by the District or on the District's behalf, related in any way to a bite by the Therapy Dog.

11. **General Liability:** The Owner/Handler understands that dogs may cause other injuries and damages to persons and property. The Owner/Handler is responsible for any injury or damage to persons or property caused by the Therapy Dog, including, without limitation, damage to District property. The Owner/Handler will indemnify and hold the District harmless from any claims, causes of action, loss, cost, or damage of any kind, including, without limitation, actual attorneys' fees and costs incurred by the District or on the District's behalf, that arise out of, pertain to, or relate to the Therapy Dog or the Therapy Dog Services.

12. **Assumption of Risk:** The Owner/Handler further agrees to accept all risks related to the handling of dogs, including, without limitation, the risk that the Owner/Handler may be bitten, scratched, tripped, pulled, or otherwise injured by the Therapy Dog. The Owner/Handler releases and holds the District harmless from any such injury or resulting damages, including, without limitation, actual attorneys' fees and costs incurred by the District or on the District's behalf defending against any such claim or cause of action brought by or on behalf of the Owner/Handler.

13. **Insurance:** The Owner/Handler will maintain insurance covering against any claims identified in Paragraphs 10 through 12 of this Agreement, with a minimum single-incident coverage cap of no less than \$5,000,000.

14. **Non-Enforcement of Waiver.** The District and the Owner/Handler may enforce this Agreement in strict accordance with its terms, notwithstanding any conduct or custom on the part of a party in refraining from doing so at any time.

15. **Entire Agreement.** This document represents the parties' entire Agreement and supersedes all prior negotiations, representations, or contracts, either written or oral, related to the subject matter of this Agreement. Modification to this Agreement, including to this Paragraph, may only be made by a writing signed by both parties.

I understand, and agree to be bound by, the above terms.

Owner/Handler Name:

Authorized District Representative:

Print: _____

Print: _____

Sign: _____

Sign: _____

Date: _____

Date: _____

Series 3000: Operations, Finance, and Property

3100 General Operations

3109 Curricular Animals

An animal is not allowed on District property except as provided in this Policy, Policy 3108, with the Superintendent's or designee's approval, or as otherwise required by law. Nothing in this Policy diminishes any rights a person with a disability may have to be accompanied by a service animal or other therapy animal on District property. If an animal's handler is not a student or employee, the handler must undergo a criminal history check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler.

A. Use of Animals for Instructional Purposes

An animal that supports a District program or curriculum or that is otherwise used for instructional purposes is allowed on District property with the Superintendent's or designee's prior written permission.

It shall be the responsibility of the building's Principal or their designee to develop a plan of care for those animals housed in District buildings in the event of a school closing (i.e., snow day, breaks). Animal-specific guidelines established by the Centers for Disease Control must be followed at all times.

B. Therapy Dogs

1. Definition of Therapy Dog

A "therapy dog," differs from an "emotional support animal," "comfort animal," or "companion animal." Therapy dogs are not "service animals" under the Americans with Disabilities Act (ADA) or Board Policy. Therapy dogs are those that ~~are have been~~:

- a. individually trained and certified by an approved therapy dog training organization;
- b. engaged in animal assisted activities and interactions under the direct supervision of a handler; and
- c. managed by a handler who has been individually trained, evaluated, and registered with their therapy dog to provide animal assisted activities and animal-assisted interactions on District property.

A therapy dog must be well-behaved and have a temperament that is suitable for interaction with students and other persons in a public school. A therapy dog ~~may be~~ is the personal property of its owner, **or may be owned by the District** ~~not the District~~.

2. Standards and Procedures for Therapy Dogs

The following requirements must be satisfied before a therapy dog is allowed on District property:

- a. Request. **If the District is not the owner of the therapy dog,** An owner who wants to bring a therapy dog on District property must submit a written request to the Superintendent or designee. The request must be renewed each school year or whenever a different therapy dog will be used.
- b. Training and Certification. **If the District is not the owner of the therapy dog** The owner must submit any training or certification information requested by the Superintendent or designee. **For all therapy dogs, including those owned by the District, training and Any certification forms** required by the District must remain current **and will be retained by the District** at all times.
- c. Health and Vaccination. The therapy dog must be clean, well-groomed, in good health, house broken, and immunized against diseases common to such animals. The owner **or the handler if the District owns the therapy dog,** must submit **and retain** proof of current required licensure from the county or other licensing authority and proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian, if applicable.
- d. Control. A therapy dog must be under the owner's or handler's control at all times.
- e. Handler. If the therapy dog's handler is a District employee, the therapy dog will not interfere with the employee's primary job responsibilities.
- f. Ownership. Therapy dogs may be provided by a third party, independently owned by a District employee, **or owned by the District.**
 - i. If owned by a District employee **or third party,** the therapy dog must meet the standards of health described above and must receive required training for accreditation. **Unless otherwise authorized and agreed to in writing by the Superintendent or designee,** the District bears no financial responsibility for the **training, certification, veterinary care, supervision, or** feeding of the therapy dog.
 - ii. **If owned by the District, the District will retain ownership of and financially support the therapy dog but will assign the therapy dog to a specific employee handler with whom the therapy dog lives when not at school. All rules, requirements, and procedures listed in this Policy, including but not limited to, the "Standards and Procedures for Therapy Dogs" section, apply to therapy dogs owned by the District. The District will ensure all required documentation and information is kept on file for each District-owned therapy dog.**

- g. Transportation. Animals, other than service animals, are not to be transported on school buses. It is the responsibility of the therapy dog's handler to transport the dog to and from school property.
- h. Identification. The therapy dog must wear appropriate identification identifying it as a therapy dog.
- i. No Disruption. The therapy dog's behavior must not disrupt the educational process.
- j. Health/Safety. The therapy dog must not pose a health or safety risk to any student, employee, or other person.
- k. Supervision/Care of Therapy Dogs. The owner or handler is responsible for the supervision and care of a therapy dog, including feeding, exercising, and clean up while the dog is in a District building or on District property. The District is not responsible for providing any supervision, care, or assistance for a therapy dog.
- l. Authorized Area(s). The owner or handler will only allow the therapy dog to be in those areas that have been pre-authorized by the Superintendent or designee.
- m. Insurance. The owner or handler must submit a copy of an insurance policy that provides liability coverage for any damage or injury caused by the therapy dog while on District property. **If the District owns the therapy dog, it will ensure it has insurance that provides liability coverage for any damage or injury caused by the therapy dog while on District property.**
- n.

3. Exclusion or Removal from School

A therapy dog may be excluded from District property if the Superintendent or designee determines that:

- a. the handler does not have control of the dog;
- b. the dog is not housebroken;
- c. the dog presents a direct and immediate threat to others; or
- d. the dog's presence otherwise disrupts the educational process.

The owner or handler must remove the therapy dog from District property immediately upon such a determination.

4. Allergic Reactions

If any student or employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the owner or handler must remove the dog to a different location designated by the Superintendent or designee.

5. Damages to District Property and Injuries

The owner of a therapy dog is solely responsible and liable for any damage to property or injury to persons caused by the therapy animal.

C. Emotional Support Animals

An “emotional support animal” is an animal that has not been individually trained to perform a specific job or task for a person with a disability, but its presence provides comfort or emotional support to others. Emotional support animals are not “service animals” under the ADA or Board Policy.

An emotional support animal is not allowed on District property except as otherwise required by law.

Legal authority: 28 CFR 35.136

Date adopted: August 15, 2022

Date revised: July 15, 2024

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Kent ISD Reproductive Health Curriculum

Submitted by: Rachel VanDenBrink, RN

Date: _____

Recommended by: Kirsten Myers

Board Meeting Date: June 17, 2024

RECOMMENDATION:

The Kent ISD Sex Ed Advisory Board requests that the district Board approve the recommended reproductive health curriculums per Board Policy 5420 and Michigan Compiled Laws 380.1169 and 380.1506.

BACKGROUND:

The Kent ISD Sex Ed Advisory Board reviewed and recommends the curriculums of Healthy Relationships (Center Programs), Michigan Model for Health (Center Programs), and Apex Learning Health modules (My School @ Kent). All curriculums are available for board member review as requested.



KentCareer
TechCenter

REAL LIFE. REAL LEARNING.

a program of **Kent ISD**



2024-2025 Student Handbook

1655 E Beltline Ave NE, Grand Rapids, MI 49525

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

IMPORTANT INFORMATION

District Website available [here](#).

<https://www.kentisd.org/>

Board Policies are available [here](#) .

<https://meetings.boardbook.org/Public/Organization/2589>

2024-2025 DISTRICT CALENDAR

KENT INTERMEDIATE SCHOOL DISTRICT KCTC, MSK, LU 2024-2025 Calendar

AUGUST 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
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SEPTEMBER 2024						
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MARCH 2025						
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OCTOBER 2024						
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APRIL 2025						
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NOVEMBER 2024						
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MAY 2025						
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DECEMBER 2024						
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JUNE 2025						
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JANUARY 2025						
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JULY 2025						
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21	22	23	24	25	26	27
28	29	30	31			

- School Days
- Staff PD Days
- No School/Staff students

TEACHER DAYS 182
PROF DEVELOPMENT DAYS 5
STUDENT DAYS 177

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2023-2024 Daily Schedule

First Session:	6:55 – 9:10 AM
Second Session:	9:15 – 11:30 AM
Lunch:	11:30 AM – 12:00 PM
Third Session:	12:00 – 2:15 PM

Limited school staff will supervise students on school grounds at 6:30 am prior to the start of school day and until 3 pm at the end of the school day. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Closing information is reported on local radio stations, local TV stations, on local district websites and apps.

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based

on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.

- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District's Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Dave Rodgers

Kent Intermediate School District
2930 Knapp St., Grand Rapids, MI 49525
616-365-2214
daverodgers@kentisd.org

Danielle Hendry

Kent Intermediate School District
2930 Knapp St., Grand Rapids, MI 49525
616-365-2288
daniellehendry@kentisd.org

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Dave Rodgers

Kent Intermediate School District
2930 Knapp St., Grand Rapids, MI 49525
616-365-2214
daverodgers@kentisd.org

If you or someone you know has been subjected to any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Dave Rodgers
Kent Intermediate School District
2930 Knapp St., Grand Rapids, MI 49525
616-365-2214
daverodgers@kentisd.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the main office. Individual secondary programs have their own attendance policies.

KCTC Attendance Policy and Procedures

It is essential for students to develop good work habits and employability skills while in high school to prepare them better to be career ready. Regular attendance teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. Regular attendance allows students to engage in the classroom, lab, work-based learning, job shadows, internships, and clinical opportunities. It is our responsibility to work with all stakeholders to ensure that students demonstrate professional skills, which will benefit them as they further pursue their education and take advantage of opportunities to gain employment.

Kent Career Tech Center will utilize the Attendance Intervention Protocol that includes: communication with teachers, students, parents/guardians, and Local Districts when students are properly identified using daily absenteeism reports. All efforts will be made to develop individualized attendance contracts using progressive tiered interventions to address chronic absenteeism/truancy. The attendance and truancy committee will develop all individualized student attendance plans in partnership with families and Local Education Agency team members.

Students attending the Kent Career Tech Center are subject to the attendance policies of their own high schools while attending KCTC. The final determination regarding the limit on the maximum number of absences permitted to receive credit or a letter grade is determined by each high school's policy. However, should attendance become an issue in student success, a formal attendance plan will be initiated in an attempt to create successful learning. Failure to meet the terms of the attendance plan may result in being dropped from the Tech Center and/or non-return for the following year. Moreover, students exceeding KCTC's attendance policies may receive a recommendation to their Local Educational Agency to receive a letter grade of W for their course, with ultimately the final determination and decision being the responsibility of their district, in accordance with their policies.

Good attendance results in opportunities for job placement, internships, clinical, and many other special work-based learning opportunities. Students who wish to participate in job placement, paid cooperative education, or apprenticeship experiences must have a 90% attendance record for six weeks prior to job placement (subject to administrative review). The principal or designee reserves the right to modify this guideline for extenuating circumstances.

KCTC Attendance Cont.

Absences

The parent/guardian(s) has the sole responsibility of contacting the attendance office by phone, email or note within 48 hours of the absence. This communication should include the:

- Students name (proper spelling)
- Class/ session (1st, 2nd, or 3rd)
- Parents name calling in
- Reason for the absence
- Date of the absence
- If the absence is for more than one-day

Absences not called or emailed in, or not returning with proper documentation within 48 hrs of the absence or prior to the students return will not be excused. The attendance office can be reached between 7:00a and 3:00p by calling (616) 364-8421 or by email kctcattendance@kentisd.org.

Parents/Guardian(s) are responsible for contacting both the Kent Career Tech Center and the student's Local District to excuse their absence.

School-Related

On days when a Local Educational Agency is not sending students to Kent Career Tech Center programs (school calendar days off, State and Local Assessment proctoring, local high school events, etc.), parents/guardians are not required to contact the KCTC attendance office. The student's local high school's attendance office will communicate directly with KCTC's attendance office, providing the student's excuse.

Long-term Absences

Four or more consecutive days that are medically related (the proper documentation) or due to a death in the family (immediate family member) may receive more flexible considerations if documentation is provided to an administrator of Kent Career Tech Center.

Scheduling Pre-Arranged Absence

- It is helpful for parent/guardian(s) to schedule legal, medical, or dental appointments before or after school hours. If scheduling at these times is not possible, please call the attendance office at (616) 364-8421.

KCTC Attendance Cont.

- When possible, students should obtain their early dismissal slip from the office before class begins. These slips will be shown to the teacher before leaving class and then presented to security before leaving the building.
 - Students failing to present the pass to security before leaving campus will be considered UNEXCUSED for that absence.
- When students return from a medical/legal appointment, they must present an official document to the attendance secretary in order for the absence to be considered EXCUSED.
- Absences due to work schedules are NOT excusable absences. See Board Approved Acceptable Excused Absences

Family Trips

- Parents may arrange for their students to accompany them on a family trip, although this is not recommended due to the loss in instructional time.
 - The student must pre-arrange the absence with the attendance office at least two weeks prior to leaving.
 - Assignment request forms may be picked up in the attendance office. The forms should be initialed by the student's teacher and then returned to the attendance office prior to approved excusal. If the form is not returned to the attendance office prior to the absence, it will be coded as UNEXCUSED.

Suspension

When a student is suspended from their high school, they are also suspended from attendance at KCTC unless otherwise requested from the high school. When a student is suspended, they are not permitted on campus unless prior permission has been obtained from the administration.

When students are suspended (by either KCTC or their high school), they can make up all their Foundation/Technical and Career/Employability grades. Work must be made up within a reasonable time after the student returns from suspension. For suspensions longer than ten days, KCTC will make every effort to provide work for the suspended student.

KCTC Attendance Cont.

Unexcused Absence Examples

The following is not an exhaustive list of attendance behaviors that result in an unexcused absence but will be used as a reference and guide: The process for managing unexcused absences is listed under Intervention Process.

- Arriving late or leaving school for employment
- Skipping class
- Oversleeping
- Absence from a class to do work, take a test, or study for another class somewhere in the school
- Leaving class early without the permission of the classroom teacher
- Leaving the building without reporting to and checking out of the office
- Falsifying notes, telephone calls, email or other communications regarding attendance
- Leaving class with permission, but not returning within a reasonable amount of time
- Missing your ride or lack transportation
- Car trouble
- Babysitting or dropping off younger siblings at a different school
- Stopping for food or drink when driving to campus

Make-up Work

Excused Absences

Upon returning from an excused absence, all students must make up missed work

- Students will have two (2) days per absence to complete missed work. This only applies to excused absences.
- It will be the responsibility of the student or parent/guardian(s) to contact the teacher for any missed work.

KCTC Attendance Cont.

Make-up Work

Unexcused Absences

- Students are not eligible to make up work for credit which includes: assignments, quizzes, tests, projects, or presentations, if during an unexcused absence. The principal or designee reserves the right to modify this guideline for extenuating circumstances.

It is the student's responsibility to complete any missed work to gain content knowledge and comprehension of that material.

Attendance Intervention Process

Intervention Process

TIER I

- Students with 0-3 absences (unexcused): teacher communication to parent/guardian(s).

Tier II

- Students with 4-6 absences (Unexcused): meeting with teacher, student, counselor/Teacher Consultant and **Student Success Facilitator**, Going Pro Success Plan is developed

Tier III

- Students with 7-9 absences (unexcused) or meet criteria for Chronic Absenteeism (unexcused and excused): meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Dean - Attendance Intervention Plan is revised
- Students with 9 absences (excused and unexcused) or meet criteria for Chronic Absenteeism (unexcused and excused): meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Dean - Attendance Intervention Plan is revised, collaboration with Local District to file referral for Truancy
- Students with 10+ absences or meet criteria for Chronic Absenteeism (excused and unexcused)
- Continuous action above plus:
 - If a student has significant attendance issues they may be denied return to a program for the second year. This may be appealed through the administration. The request for appeal must be in writing.
 - A meeting will be held with parents/guardians, the Local District, student, counselor, and administration to determine if there continues to be an

KCTC Attendance Cont.

educational benefit in the student continuing their placement at KCTC due to a lack of process and response to attendance interventions. At that time, it may be determined that a return to the local district is in the best interest of the student and making progress toward meeting their graduation requirements and preventing credit deficiency.

- In courses in which student participation in experiments, "hands-on" training in techniques and the like are essential to achieving the goals of a course and provision for makeup is not feasible educationally or logistically, the student shall be notified that absences beyond a given number shall result in his/her withdrawal from the course with no credit. A grade of W shall be given with the notation that the W grade is a result of excessive absence.

Upon return to their districts, student grades will be shared with the Local District which determines if a student receives a letter grade or credit. If a student is credit deficient, credit recovery is the sole responsibility of the Local District.

Tardiness

As part of KCTC's goal to ensure that all students are career ready through teaching our Going PRO work-related behavioral expectations, punctuality is emphasized and expected in each program. Students are expected to be in the classroom on time. Tardiness disrupts the entire class and can create skills gaps for students that miss classroom instruction and lab experiences.

A student will be marked tardy if he/she enters the classroom after the bell. Tardiness will result in a reduction of points for career and employability, may prevent job placement and student leadership opportunities, and may count towards absences. Excessive tardiness may result in the development of a Going PRO Success Plan and the loss of other privileges (see below). A tardy over (15) minutes will be considered an absence that requires parent/guardian excusal. When a student arrives late to campus, a time and date stamped tardy slip will be issued by the School Security desk or the front office when the student checks in.

Tardiness Intervention Process (Per Semester)

- 1st Tardy: Warning issued and student notified by instructor
- 2nd Tardy: Warning issued, student and parent notified by instructor
- 3rd Tardy: Warning issued, student and parent notified by instructor

KCTC Attendance Cont.

- 4th Tardy: Referral to SSC (revoking driving privileges discussed), Going Pro Success Plan Developed, parent notification by SSC personnel
- 5th Tardy: Referral to SSC (revoking driving privileges discussed), parent notification, Going PRO Success Plan reviewed, and Local District notification
- 6th Tardy: Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled
- 7th Tardy: Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled, loss of Work Based Learning and other leadership opportunities
- 8th Tardy: Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled, loss of Work Based Learning and other leadership opportunities, driving privileges revoked
- 9+ Tardy: All tardies will be considered an absence, referral to SSC, Going PRO Success Plan reviewed, referral to the Attendance Committee to have a formal Attendance Plan developed with parents/guardian and their local school district team, potential truancy referral through collaboration with their local school district

Absence Definitions in Powerschool

Lost instruction codes (first letter)

Absent	A__ (Absent)
Tardy, after bell rings	T__ (Tardy)
Tardy, over 15 min of session	A__ (Absent)
Early departure w/o documentation	A__ (Absent)
Early departure w/ documentation	D__ (Early Departure)

Explanation codes (second letter)

Confirmed/Called-in	__C
Not confirmed/Not called-in	__N

Uncounted (e.g. documented medical/ legal/ etc.	__U
Quarantine	__Q
Left early without permission	__E

KCTC Attendance Cont.

Special codes (two letters) Uncounted absences.

School Related, contacted by LEA	SR
School Exclusion, (e.g. suspensions mark absent)	SS
Work Based Learning	WB

**Each time a student is marked Absent, Called-In or School-Related, or a Non-School Related Tardy, a School Messenger automatic phone call will be made to the home phone number on file informing the parent of the type of absence.*

Truancy/Chronic Absenteeism

For purposes of this Policy (5301A), the following definitions apply:

- Chronic Absenteeism: A student’s attendance is 90% or less of scheduled days to date, measured at any time during the school year. In determining whether a student is chronically absent, the first five absences in a school year will not be counted. Once a student is absent for more than five days in a school year, all absences will be considered in determining whether the student’s attendance is less than 90%.
- Truant: A student has ten or more unexcused absences in a school year. Excused absences are those absences excused pursuant to Policy 5301B.

Arriving and Leaving Campus

Kent Career Tech Center staff and administration are responsible for students' well-being while attending class. Kent Career Tech Center is a closed campus.

During non-instructional time, students are not permitted to loiter on campus or near neighboring businesses. Once a student enters the Kent Career Tech Center buildings, they should remain in the buildings until scheduled to leave. All students are expected to arrive on time for the start of KCTC’s session times. All students are required to follow KCTC’s dismissal times. Any adjustments made to dismissal times must be determined and confirmed by the students’ local school district.

Kent Career Tech Center doors unlock to receive students at 6:30 a.m. Due to supervision requirements, students arriving earlier will not have access to the building. Students are to be dropped off and picked up in LOT #2 during regularly scheduled school hours.

KCTC Attendance Cont.

Students missing the bus or connecting ride back to their local districts are responsible for making alternative transportation arrangements. Students should have transportation arrangements to leave campus no later than 3:00 p.m.

Closed Campus

Kent Career Tech Center is a closed campus. Once students arrive on school grounds, they are to remain in the school building until scheduled to leave. Students who leave school without office permission will be considered truant/absent.

MySchool@Kent Attendance

MS@K High School Students

High school students are welcome to attend their two weekly sessions **at any time, unless otherwise determined by a behavior or attendance improvement plan.** MS@K runs an open campus and students are free to come and go as they need **(unless otherwise determined by a behavior or attendance improvement plan).** **Students must sign in and out and make sure they have permission from their parents to leave.** Students may leave for lunch and take advantage of the restaurants in the area, however if a student leaves other than at lunchtime they will not be permitted to return. **Once a student leaves, they are done for the day.** The hallmark of our program is the flexibility we provide.

No student shall be released to anyone who is not authorized such custody by the parent(s). Students may only ride the district-provided transportation from the local education authority ("sending district") from which the student is enrolled with.

MS@K Middle School Students

Middle school students attend a set schedule for two days a week, which occurs typically during our **second or third sessions.** MS@K runs a closed campus for middle school students and they are required to have parent or guardian permission for

early dismissal. Parents or guardians must notify the main office/teacher/coach of their student's early dismissal and should include the time of pick up and who will pick the student up. The middle school student should wait in the main office and will be released from the building when the parent/guardian arrives. Student pick up is designated to parking lot 3 (door D112).

No student shall be released to anyone who is not authorized such custody by the parent(s). Students may only ride the district-provided transportation from the local education authority ("sending district") from which the student is enrolled with.

Attendance Expectations

MySchool@Kent provides students with academics designed to help students become career and college ready. Frequent absences hinder a student from learning the skills required to achieve this goal. Therefore, a good attendance record is essential.

Attendance at MySchool@Kent is performance-based. Students should be logging in one hour per course, five days per week. Therefore, attendance is based on the following:

- Number of hours logged into coursework
- Successful completion of assignments
- Attendance at the learning labs twice a week for high school MS@K students or three times a week for middle school MS@K students is mandatory.
- Communication

A student is considered in violation of the Attendance Policy if he/she is not passing an online course **AND** is logging into that course less than 5 hours per week or not attending lab sessions weekly. Should attendance become an issue in student success, an attendance improvement contract may be initiated in an attempt to create successful learning. Failure to meet the terms of the contract may result in truancy referral and/or being dropped from MS@K and/or non-return for the following term.

Students/parents are expected to call in to excuse students if they are absent for a learning lab session (email or text to the coach).

Long-term absences (three or more consecutive days) that are medically related or due to a death in the family may receive more flexible considerations if documentation is provided to the MS@K administration.

Truancy

For purposes of this Policy (5301A), truancy in a blended learning program such as MySchool@Kent is identified as a failure to meet the minimum number of hours logged into coursework, and/or failure to achieve successful completion of the minimum

number of assignments per week, and/or failure to meet the minimum in-person attendance requirement, as outlined in a student's attendance improvement contract.

Suspension

When a student is suspended from their sending school or KCTC, they are also suspended from in-person attendance at MySchool@Kent unless otherwise requested from the sending school. When a student is suspended, they are not permitted on campus unless prior permission has been obtained from the administration. Suspended students are expected to continue their MS@K coursework from an off-site/home location and will communicate with staff through electronic or virtual means during the suspension.

Launch U and GRCC Attendance Policies

Regular attendance is an essential component to success for an Early Middle College student. Students must have good attendance at high school as well as college. All attendance policies through Launch U and Grand Rapids Community College will be enforced, as well as those established by individual instructors. The Launch U coach will provide support for students. It is the responsibility of the student to contact their instructor and coach or coordinator to let them know of their absence and make up any assignments according to the instructor that are missed due to the absence.

Grand Rapids Community College (GRCC) believes that attendance is essential to student success, and sees excessive absenteeism as a very serious matter. GRCC also believes that the classroom instructor is the best evaluator of the impact attendance may have upon student success in any given class.

GRCC makes no distinction between “excused” and “unexcused” absences. If students are not present in a class for which they are enrolled, they are absent, regardless of the reason.

Attendance will be marked in PowerSchool as P = Present, AC = Absence Confirmed, AN Absence Not Confirmed, SR = School Related Absence.

See the [GRCC Attendance Policy](#) for more information.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

*Initial tests will be covered only. Students may be responsible for the cost of certification retakes.

Bulletin Boards

In accordance with District Policy 5503, space may be provided within school buildings or on school electronic media for students and student organizations to post notices related to student groups. The following general limitations apply:

- A. All postings will be subject to the review and approval of the appropriate building administrator or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; violates Board policy, including the student code of conduct; promotes illegal substances (including, but not limited to, substances that are illegal for minors to possess or consume); or is otherwise unsuitable for or disruptive to the school environment.
- B. All postings must identify the student or the student organization responsible for posting the notice.
- C. The building principal or designee may remove any posted material after a reasonable time, as determined in the building principal's or designee's discretion.

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cell Phone Use*

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices. **Teachers may also develop classroom rules for use of cell phones and other electronic devices.**

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

***Within a college or university classroom, respective institution policies apply.**

KCTC Cheating, Plagiarism, and Academic Dishonesty*

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.

- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

*Within a college or university classroom, respective institution policies apply.

MySchool@Kent Cheating and Plagiarism

MySchool@Kent values the opportunity that such incidents can provide for our students to learn and grow. Initial offenses may be the result of a true misunderstanding or lack of earlier understanding of proper academic habits. From our experience, we have witnessed many moments where a student who violated the plagiarism/cheating policy genuinely appreciated learning from our staff how to prevent such incidents in the future.

MySchool@Kent also places high value on the academic integrity of its program. We expect all students to make an honest attempt to learn based on their own effort. Students will not be awarded credit for work that is plagiarized or when other forms of cheating occur.

When such plagiarism or cheating offenses do occur, the following steps will be followed:

First Offense

- The Responsible Thinking Process will be followed. The student will meet with the teacher to discuss expectations, assignment requirements, and opportunities for learning how to avoid future offenses within one week of the initial violation in order to earn a chance at a second attempt OR an alternative assignment (at the teacher's discretion).
- The course will be "locked" until the student has met with their teacher.
- The teacher will log the details of the offense and outcome of the meeting in PowerSchool.
- The teacher will notify the student's parent/guardian, as well as their academic coach, to inform them of the offense, the scheduled required meeting, as well as the outcomes of that meeting.
- The student will be provided with a copy of this MySchool@Kent plagiarism/cheating policy.

Two or More Offenses

- The student will receive a zero on the assignment/assessment without the possibility of earning credit back.

- The MySchool@Kent success coach/interventionist and principal will be notified by the teacher of the offense.
- The sending school for the student will be notified by the principal (or principal's designee) to discuss further disciplinary action.
- The student may be placed on an intervention plan and/or be required to take an alternative assessment without notes to demonstrate learning.
- The student will receive a copy of this MySchool@Kent plagiarism/cheating policy.
- *Multiple offenses may result in the removal of the student from the course and/or MySchool@Kent.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Additional KCTC Dress Code (Professional Standards and Safety)

- **Footwear:** Appropriate footwear must be worn at all times. Bedroom/household slippers are not acceptable. Many programs at KCTC require closed-toe shoes (no sandals) for health and safety reasons.
- **Personal Hair and Grooming** shall be of a style, which will not jeopardize the health and safety of any individual.
- **Uniforms**
 - In programs that provide protective clothing, the provided uniforms will be collected for cleaning and/or repair on a regular basis. If issued a uniform, a student must:
 - Wear it when required
 - Meet industry standards
 - Leave the uniform in his/her locker at KCTC
 - Pay a replacement fee if the uniform is lost or destroyed
- **Safety Devices and Clothing**
 - Safety glasses, protective clothing, and gear must be worn when required. A student will be removed from a potentially hazardous situation that may cause injury if they are not following acceptable safety procedures.

For safety regulations, students are not permitted to work in a lab without an instructor or designee present.

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. All vehicles must display an official vehicle tag on the rear-view mirror, facing toward the front windshield. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly, recklessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Transportation is the responsibility of each student's high school. Kent ISD strongly encourages students to utilize the bus service offered by their high school. Students must ride the bus, have parents drop them off and pick them up, or obtain a Parking Permit.

Parking Permit Vehicle Tag

If the high school determines that a student may drive to the Kent ISD, the student must obtain a Kent ISD Parking Permit. The student's parent/guardian must sign the application. A Parking Permit tag will be issued once the application is approved. The vehicle tag belongs to the student to whom it was originally distributed. Parking Permit Vehicle Tags are NOT transferable from student to student.

Driving Privileges

The speed limit on Kent ISD roads is **15** miles per hour. Driving to Kent ISD is a privilege. Drivers are expected to observe all safety rules and posted speed limits. Reckless driving, noise violations, parking illegally, or other driving violations could result in the suspension or revocation of driving privileges.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Reckless Driving

Severe or repeated instances of reckless driving may result in termination from Kent ISD programs.

Occasional Driving: Temporary and Daily Parking Permits

Students driving on an "occasional" basis must register the vehicle with the Safety & Security Officers desk within 30 minutes of arriving (include student's name, vehicle description, license plate number, and parking lot). Vehicles that are parked without permission may be immobilized.

Student Parking

Students will park in designated rows in Student Lots 1, 3, 5 or 7. Students may not park in Lot 2, 4 or 6 (the Fenced-In Compound).

Student Drop Off and Pick Up

Student drop-offs and pick-ups will take place in the circle drive at the end of Parking Lot 2. For programs located in the KCTC West building, parents may drop-off and pick-up students in Lot 7.

Replacement Parking Permit Vehicle Tag

Cost for a replacement vehicle tag is \$5.

Theft/Vandalism

Report any incident involving a vehicle to the main office and the police. **Kent ISD is not responsible for lost/stolen items or vehicle damage.**

Emergency Contact Information

Parents must provide emergency information directly to the Kent ISD program for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

School Identification Badge

Each student is issued a student identification badge. For purposes of safety and security as well as practicing industry standards, students are required to wear their credentials in a visible manner when possible while on campus. Replacement of lost ID badges will result in a fee assessed to the student.

Badge Replacement and Repair Costs

Students are required to pay replacement fees for textbooks, laptops/assigned technology, uniforms, safety glasses or tools that are lost, damaged or destroyed. Students are responsible for replacement or repair costs due to careless use or malicious destruction of school property.

Food Services

Meal Availability for Students

Kent ISD believes that students need to be well nourished to learn and perform at their highest potential. Kent ISD works in conjunction with local high schools to ensure that schedules permit access to the local district school lunch programs whenever possible.

Through the KCTC Hospitality and Culinary program, the Culinary Café (restaurant) and Bakery Store are open at various times throughout the year based on the curriculum output of the department. All these services are available to students and staff, and they accept cash and credit/debit cards.

If a student attends multiple Kent ISD programs (requiring them to be here through the lunch period) AND qualifies for free or reduced lunch in their local high school, free or reduced lunch is available to these students. This is not part of a Federal School Lunch program but rather, a service that Kent ISD elects to provide to students in this unique circumstance. Questions about accessing this program should be directed to the main office.

Vending machines with snacks, diet soda, water, low-calorie sports drinks, and milk are also available to students in multiple locations in KCTC East.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips

Extended Field Trips

Occasionally, a scheduled field trip may extend beyond class time. It is the policy of Kent ISD that the sending school principal and parent/guardian sign a permission form when a student attends an extended field trip.

Extracurricular Fees

The school charges specific fees for some non-curricular activities. The District will provide all basic supplies needed to complete the required curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. Fees may be waived in situations where there is financial hardship. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. All students are permitted to participate in the activities of their choosing, if they meet the eligibility requirements.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should notify and seek immediate assistance from their classroom teacher, nurse, or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Deb Vandyke
2930 Knapp Street, Grand Rapids, MI 49525
(616) 447-5680
deborahvandyke@kentisd.org

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment. Kent ISD has a school resource officer on site.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

- Lockers are assigned as needed.
- Lockers are to be used for storage of program uniforms, provided protective equipment, personal property, and supplies.
- Money or valuables should not be left in a shared locker.
- Faulty locks should be reported to the instructor as soon as possible.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Additionally, as noted in the Search and Seizure section of this Handbook, any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched as permitted by law to protect the safety and welfare of the school community.

Lost and Found

All lost and found items are to be taken to the main office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.

- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection,

retention, use, and disclosure of student records. Student record including the CA-60 are housed with the student's local school district.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records*

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Requests for amendments to educational records local must be made at district of enrollment.

*Within a college or university classroom, respective institution policies apply.

Directory Information

The District designates the following information as directory information:

1. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:
 - a. student names, addresses, and telephone numbers;
 - b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
 - c. date and place of birth;
 - d. major field of study;
 - e. grade level;
 - f. enrollment status (e.g., full-time or part-time);
 - g. dates of attendance (e.g., 2013-2017);

- h. degrees, honors, and awards received; and
- i. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment

Student safety is a top priority for Kent ISD. To ensure this, the administration has implemented a threat assessment process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat assessment process may include interviews with the student who expressed the threat, school staff, and classmates as well as a public source social media review to determine if the student in question is a threat to themselves or others. When threats occur, portions of the threat assessment process are entrusted to Kent ISD staff, in communication and collaboration with the student's local district.

Kent ISD staff are considered "school officials" for purposes of conducting and collaborating in student threat assessments. Additionally, as noted in the Search and Seizure section of this Handbook, any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched as permitted by law to protect the safety and welfare of the school community.

Kent ISD has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the PPRA is attached in Appendix C.

As noted above, Kent ISD sometimes conducts threat assessments for students who may pose a threat of harm to themselves or others. Threat assessments may inquire about sensitive information described in Appendix C. These threat assessments are not federally funded. While Kent ISD will endeavor to notify parents about threatening behavior as quickly as possible, a threat assessment may be conducted before parent consent can be obtained. If you would like to opt your child out of potential threat assessments that inquire about sensitive information as defined in Appendix C, please follow the opt-out process described in Appendix C.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles. **Transportation is arranged by local district, students should follow all local district transportation rules and policies.**

At a minimum, when in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.

8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

SHUTTLE SERVICE AND SATELLITE CAMPUS PARKING

Shuttle buses are provided to the satellite program locations from KCTC main campus. When severe weather issues or unsafe driving circumstances occur, the shuttle buses may be canceled or delayed. In those situations, students who arrive at KCTC will be given a location to work at KCTC. Parking may not be provided at satellite sites.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From Local District

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

If you are no longer enrolled in a Kent ISD school district, you must notify your Kent ISD program.

SECTION II: ACADEMICS

KCTC Enrollment

Enrollment Changes During the School Year

Appropriate program placement is one of the keys to student success. The Student Support Services Department makes every effort to ensure placement in programs that meet individual Education Development Plan (EDP) and the Individual Education Plan (IEP) goals. After the first week, it becomes more difficult to move a student to another class at KCTC or to return the student to the sending school. In most cases, after the first week, students must remain in their assigned class until the end of the semester.

Students may change classes at the semester provided there is clear evidence that the change is consistent with goals established in the EDP/IEP and there is room in the new class. Enrollment at the midpoint of the year will not be available in classes that progressively build on the skills of the first semester.

Students coming from other approved Career Technical Education programs may be placed in classes based on the level of skill achievement and similar curricula.

Withdrawal from KCTC

Any student who wishes to withdraw from the School should contact the Student Services Department. If the student makes the decision to withdraw, the district-owned supplies, materials, and equipment in the possession of or being used by the student are returned and are in proper condition.

Repeating a Class

To repeat a class, a student must file a written request with the administration at KCTC. The request must include written permission from the sending school and a rationale for the request. The request to repeat a class must be consistent with the student's EDP/IEP. A decision to allow the repeating of a class will then be made by the KCTC administration. The request to repeat a class must be on file four weeks prior to the start of the semester. KCTC administration reserves the right to deny any request.

Denial of Return to Second Year Program

If a student has poor academic performance resulting in a failing grade, significant attendance issues, and/or significant behavioral issues, they may be denied return to a program for the second year. This may be appealed through the administration. The request for appeal must be in writing.

MySchool@Kent Enrollment

Students wishing to participate in the MS@K program must be enrolled in a Kent ISD local school district to gain access to this program. With approval from their local district, students can be enrolled through their local school district counselor. The local representative completes the enrollment form and submits this documentation to MS@K staff.

Denial for Return for MS@K Students

If a student has poor academic performance resulting in a failing grade, significant attendance issues, and/or significant behavioral issues, they may be denied return to MySchool@Kent. This may be appealed to the administration. The request for appeal must be in writing.

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the main office.

Enrollment Policy

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through Student Services. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

GRADES

Grades will be issued at least once each semester and are sent to the local sending school.

*Within a college or university classroom, respective institution policies apply.

KCTC Student Performance, Grades, and Evaluations

KCTC supports grading practices that are consistent, accurate, meaningful, and support learning. Specific grading policies are included in Course Syllabi.

SEMESTER GRADES

Semester grades are composed of two quarter grades and a semester evaluation:

45% 1st/3rd Quarter

45% 2nd/4th Quarter

10% Semester Evaluation

QUARTER GRADES

A student's grade is computed weekly and composed of two major categories:

30% Career/Employability Standards

70% Foundation/Technical Standards

GRADING STANDARDS

KCTC career and technical education courses use the following evaluation levels:

Conversion Scale between Percentages and Standard Scores:

Rubric Average Low Score	Rubric Average High Score	Score out of 100 to enter into Gradebook	Description	Standard Score in PowerSchool	Letter grade
3.50	4.00	100	Advanced	4	A
3.25	3.49	97	Proficient	3	A
3.00	3.24	94	Proficient	3	A
2.80	2.99	90	Proficient	3	A-
2.51	2.79	87	Proficient	3	B+
2.31	2.50	84	Proficient	3	B
2.11	2.30	80	Proficient	3	B-
1.91	2.10	77	Developing	2	C+
1.71	1.90	74	Developing	2	C

1.50	1.70	70	Developing	2	C-
1.25	1.49	67	Beginning	1	D+
1.00	1.24	64	Beginning	1	D
0.75	0.99	60	Beginning	1	D-
0.50	0.74	57	Minimal knowledge	0	E
0.01	0.49	54	Minimal knowledge	0	E
0	0	50	Minimal knowledge	0	E
0.00	0.00	0	Student did not attempt	0	E

The formula for calculation is: Sum of scores divided by number of items = Score (0 to 4).

Teachers reserve the right to assign a standard score based on professional judgment.

Explanation of Standard Scores:

- **4 / Advanced** = Exceeds industry standards for entry-level employment. Is able to teach/mentor other students in learning task.
- **3 / Proficient** (the goal) = Meets industry standards for entry-level employment (job ready). Is able to perform task independently.
- **2 / Developing** = Needs more practice to meet industry standards for entry-level employment. Needs some assistance with tasks.
- **1 / Beginning** = Not progressing toward industry standards for entry-level employment. Close supervision needed.
- **0** = Minimal knowledge and/or student did not attempt.

CAREER / EMPLOYABILITY STANDARDS

Career/Employability Standards will include demonstrating professionalism, respect, and ownership as outlined in the course syllabus.

SEMESTER EVALUATIONS

Each semester, students may be evaluated by business and industry advisory committees made up of professionals within their technical areas. All students may be required to participate in these evaluations. An evaluation may include both written and performance components. The evaluation may account for 10% of the semester grade.

If a student does not complete the semester evaluation, an incomplete grade may be issued, and he/she will receive a zero for 10% of the final semester grade. It is the

student's responsibility to arrange a time to take the evaluation when an advisory committee member is available.

Seniors must be present for second-semester evaluations, regardless of the sending schools' graduation and early dismissal.

TECHNICAL ASSESSMENTS/CREDENTIALS & CERTIFICATIONS

As part of the Michigan CTE requirement, students identified as a **Completer** or **Concentrator** classification may need to take an industry technical assessment or recognized postsecondary credential/certification. These assessments are administered to help the State and KCTC gather data about student performance in order to improve CTE programs.

The results of these assessments will be available to KCTC teachers and administrators. Results are not sent to local high schools or colleges, they do not become a part of a student's permanent transcript, they may or may not be factored into the course grade. Students in designated programs will be informed of the testing requirements or opportunities.

ACADEMIC & ATTENDANCE INTERVENTIONS

Interventions are in place and designed to assist all learners in meeting KCTC's standards. These interventions are designed to meet the achievement and behavioral needs of all learners. Experience has demonstrated that in order to increase achievement, supports must be provided.

KCTC ACADEMIC PROBATION AND NON-RETURN POLICY

Student success and mastery of the CTE content is an important component of our programs and vital to the success of students as they exit our programs. There are times when students struggle to master the expectations in programs and may not show mastery upon the completion of a semester or academic year.

Semester 1 Grades: During the early enrollment phase for the next school year, a student's Semester 1 final grade will be considered at the end of the 3rd academic quarter. This allows time for remediation and the intervention process to support students after the end of the 1st semester.

Semester 2 Grades: During the early enrollment phase for the next school year, a student's current Semester 2 grade will be considered at the end of the 3rd academic quarter to determine their return status at that time. This status will be re-evaluated at the end of the semester for a final determination based on the final Semester 2 grade.

Returning students will be prioritized as follows:

Semester 1 or 2 Final Grade Return Status

- 70%-100% (C- or above) Priority, return to same program
- 60%-69% (D-, D, or D+) Academic probation, moved to waiting list
- 59% or below (E) May not return to KCTC during the next school year

INTENT TO RETURN LANGUAGE

During the start of the early enrollment process, students will be asked to indicate their plans for the next school year. Specifically, whether they want to return to KCTC if they are in good academic standing (see **KCTC Academic Probation and Non-Return Policy**). Students will have the option to identify that they want to return to the same program, return to a 2nd choice, or not return during the next school year. This allows the administration to begin planning the academic schedule for the fall. ***Please note: identifying a desire to return does not guarantee a student a seat in a program at KCTC as explained in the KCTC Academic Probation and Non-Return Policy.***

REMEDIATION

Students not earning a 74% or higher will need to complete remediation with their program instructor to earn CTE accreditation with the State of Michigan.

TALENT TRANSCRIPT

A talent transcript is awarded to every KCTC student who completes a full CTE program. The talent transcript verifies the student's date of course completion and the standards achieved. The transcript is a valuable document when seeking job placement. It will tell the employer the level of knowledge the student has acquired for each standard and the number of days the student was present.

DIRECT CREDIT AND ARTICULATION

Direct credit is dual-enrollment credit that may be earned while in a KCTC program. Reduced tuition is charged to the student for a transcribed credit. The credit appears on a college transcript and may be transferable to many colleges and universities throughout Michigan.

Articulated credit is the credit that a specific college or university grants for classes taken at Kent Career Tech Center. It is contingent on the specific agreement and students' grades. Credit is posted to the transcript after the student has completed a certain number of classes at the college or university. Articulated credit can generally not be transferred from one college to another.

Both direct credit and articulated credit are available in many Tech Center programs. Students will receive more information from their Tech Center counselor.

MYSCHOOL@KENT STUDENT PERFORMANCE AND GRADES

CHARACTERISTICS OF SUCCESSFUL ONLINE LEARNERS

- **Self-motivated** – Students who can direct their own learning environment, fulfill course requirements and achieve individual academic success.
- **Independent learner** – The online environment enables students to learn at their own pace, whether it's traditional, extended or accelerated, relieving the stress of feeling rushed or pressured and providing enjoyment in the learning process.
- **Computer literate** – Although it's not necessary to have advanced computer skills, students should possess a working knowledge of electronic email, the Internet and basic keyboarding skills.
- **Time management** – Students must be able to organize and plan their own best “time to learn”. There is no one best time for everyone, but the key to learning is to commit the time to learn.
- **Effective writing skills** – Students must use electronic email to communicate with their peers as well as their instructors. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.
- **Personal commitment** – Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.
- **Seek help when needed** – Often students give up when faced with an assignment or activity they are struggling with. It is essential that students develop a habit of seeking help when stuck with a difficult task.
- **Take responsibility for one's own education** – Too often education is something done to students and not something they are committed to. Taking responsibility for one's own education requires a significant mind shift for some students but is especially important in an online environment.
- **Balance school and personal life** – An online education, like an f2f education, requires students to balance the many demands and responsibilities they have in their lives. This requires the student to plan for time needed to be a successful learner as well as time to be a healthy human being.

(Courtesy of Wisconsin and Illinois virtual schools)

Grading

Student grades are based on the points earned in the online activities required by their coursework. While the daily work and labs vary in each course, every course has quizzes, tests and exams.

Grade	Percentage
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
E	11-59
NC	0-10

Quizzes

Quizzes can be completed offsite and are not required to be proctored. Students generally have 3 attempts to pass a quiz. In the event they do not pass the quiz, they are required to contact their instructor (online or face-to-face) to have the quiz reset. The instructor may require a study guide or additional work prior to this reset.

Tests and Exams

Tests and exams must be taken on-site in a proctored environment. These requests are sent to the face-to-face instructor who will arrange for the test to be unlocked in the testing center.

Exams are required assignments for all courses.

Academic & Attendance Interventions

MySchool@Kent has a wide variety of interventions in place designed to assist ALL learners in meeting their academic goals. These interventions include support plans, referrals to internal Kent ISD resources, as well as outside providers. Experience has demonstrated that in order to increase achievement, we must be strategic in providing support. We will collaborate to strengthen each other for the benefit of all learners.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher. Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

MySchool@Kent students should allow for about 1 hour for each course per school day regardless of whether the student is working on-site or off-site. This equates to 6 hours per day whether a student is working from home/offsite or is attending during one of their in-person attendance days.

Personal Curriculum

All requests for consideration of personal curriculum are processed through the student's local district.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact their local district.

Summer School

MySchool@Kent offers Summer School opportunities for students in grades 6-12 for both credit recovery and acceleration. Students will need access to a computer with internet access to participate and successfully complete their work.

Students complete their coursework on-line and only report on-site to MySchool@Kent for tests and final exams during established testing center hours during the summer. All Board policies and handbook guidelines that would apply during the regular school year also apply during Summer School.

Summer School enrollment information and links can be found on the MySchool@Kent website (www.myschoolatkent.net). For the 2023-2024 school year, Summer School will be offered from June 10 – August 2, 2024.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

Work Permits

Information about work permits is available at the main office or at the student's local school district.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

STUDENT ACTIVITIES / ORGANIZATIONS

KCTC students have opportunities to participate in clubs and organizations related to their technical areas. These organizations help to develop leadership skills through competitions with students from other schools. Competitive opportunities occur at the regional, state, and national levels. The following organizations have active chapters at KCTC:

- MITES — Michigan Industrial and Technology Education
- Skills USA
- FFA – Future Farmers of America
- HOSA — Health Occupation Students of America
- ACF – Junior Chapter of American Culinary Federation
- Cyber Patriots
- BPA – Business Professionals of America

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules. For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated,

non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT*

General Discipline

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

*Within a dual enrolled classroom, college or university policies apply.

Types of School Discipline & Applicable Due Process

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School-Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;

- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. **The student should remain at school, and the building principal or designee must ensure that the student is appropriately supervised** during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Any suspension from Kent ISD secondary programs is made in consultation with the local district.

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent

intended to look like a dangerous weapon, or similar items.	<p>Expulsion</p> <ul style="list-style-type: none"> ● Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement and/or action that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	<ul style="list-style-type: none"> ● Restorative Practices ● Credit Loss or Grade Reduction ● Parent Notification ● Suspension or Expulsion

<p>Falsification: Fraudulently using the name of another person, either in writing or verbally, or falsifying time, dates, grades, address, on school records/forms or reporting procedures.</p>	<ul style="list-style-type: none"> ● Loss of Privileges ● Parent Notification ● Suspension or Expulsion
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Misuse of District Technology: violating the District’s acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Gambling: To speculate, bet, wager, or play a game for money or other stakes.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion

<p>Vandalism: action involving <u>deliberate</u> destruction of or damage to public or private property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Theft: unauthorized taking of the property of another with the intent to deprive them of it permanently.</p>	<ul style="list-style-type: none"> ● Restitution ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

VISITORS

Visits and tours by interested community members or student groups are welcomed throughout the school year. Visits are pre-arranged and coordinated through the main office. Students may not bring visitors or guests to their classrooms, labs or work sites. Students should contact the assistant principal or program principal if they have any questions about bringing visitors to the building or work sites.

Parents/guardians visiting must first report to the security desk. If the parent/guardian wishes to speak or meet with a staff member or administrator during the school day, they must call ahead to arrange an appointment based on mutual availability.

APPENDIX A: TITLE IX SEXUAL HARASSMENT

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

B. Definitions

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
 - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
 - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
 3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.
7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. "Grievance Process" is the process by which the District handles Formal Complaints.
11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.
15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

C. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

D. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Assistant Superintendent of Human Resources and Legal Services
Kent Intermediate School District
2930 Knapp St., Grand Rapids, MI 49525
616-365-2220
daverodgers@kentisd.org

E. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

F. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

G. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;

- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;

- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
 - d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared
4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior

sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and
 - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights

2. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

B. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

C. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

D. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;

5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

B. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

C. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except

as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

D. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

E. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

F. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

G. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: August 15, 2022

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student's educational opportunities, benefits, or programs;
 - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct

using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications service provider" means any of the following:
 - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: August 2022

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308 Protection of Pupil Rights

I. Surveys, Analyses, and Evaluations

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

J. Invasive Physical Examinations

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required

as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

K. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

8. post-secondary education recruitment;
9. military recruitment;
10. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
11. student recognition programs.

E. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

F. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;

3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted: August 15, 2022

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM
DIRECTORY INFORMATION AND OPT-OUT

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that Kent ISD obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by [Insert Deadline Date].

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. degrees, honors, and awards received; and
- i. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

Kent ISD *may not* disclose my student's directory information for the following purposes:

[Insert District's chosen list of uses of directory information. See examples of common uses of directory information below]

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- For School or District auto-dialer system to communicate School or District information.
- To news media outside the School or District.
- To the School PTO or District parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature

Date

APPENDIX E: ACCEPTABLE USE AGREEMENT

[Insert Forms 3116 F-1 and F-2 Acceptable Use Agreement here]

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: Student Handbook Revisions: Secondary Programs

Submitted by: Danielle Hendry/HR

Date: 7-1-24 _____

Recommended by: Danielle Hendry

Board Meeting Date: 7-15-2024 _____

RECOMMENDATION:

We recommend that The Board review and adopt the new proposed changes to the handbook for Secondary Programs.

7-15-24 Action Item: Vote to Adopt Secondary Handbook Revisions

BACKGROUND:

As you know Kent ISD adopted Thrun's policies at the start of the 2022-2023 school year. To align our student programs with the new policy, we purchased the Thrun Student Handbook, and last year, you approved a secondary handbook aligned with the Thrun policy. Since then, the secondary programs have collaborated to ensure their handbook reflects the nuances of their unique programming. Through this collaborative effort, the secondary program administration team and human resources proposed the following additions and revisions to the secondary program student handbook. Revisions/additions are highlighted and can be found on the following pages: 12, 15, 1, 17, 19, 20, 24, 25, 26, 27, 35, 36, 42, 45, 51, and 56.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Phonak Purchase for Oral Deaf

Submitted by: Kirsten Myers

Date: July 8, 2024

Recommended by: Kevin Phillips



Board Meeting Date: July 15, 2024

RECOMMENDATION:

The purchase of replacement Phonak Hearing Assistive Technology (HAT) equipment from Sonova USA in the amount of \$43,963.15

The cost breakdown is as follows:

6	Roger Touchscreen Mic	\$5,715.42
2	Roger On V2 US PSU	\$1,995.38
40	Roger X	\$34,433.60
2	Roger NeckLoop	\$1,446.76
6	Battery 312 PowerOne	\$211.20
4	Battery 13 PowerOne	\$140.80
	Shipping & Handling	\$19.99

BACKGROUND:

The Oral Deaf program in Center Programs annually has to refresh Hearing Assistive Technology (HAT) equipment for the students that use them. The systems themselves include wireless microphones for instructional staff to use that transmits audio signals to receivers for students with reduced hearing. These pieces of electronic equipment breakdown and fail over time, thus we need to order more units at the start of the school year to replace defective equipment.

Below is the completed Sole Source Justification form as these units are proprietary and cannot be purchased from other vendors

The account number to be used: 21-1-215-5110-034-0000-21410-2900-2140



Sonova USA Inc.
750 N Commons Dr
Aurora IL 60504
Phone 800-777-7333

Quotation	5120227160
Date	05/07/2024
Quotation Expiry Date	08/05/2024
Amount	43,963.15

PAYER ACCOUNT # PH-5120204758

KENT ISD
2930 KNAPP ST
GRAND RAPIDS MI 49525

SHIP TO ACCOUNT # PH-5120033725
WEST OAKVIEW ELEMENTARY
3880 STUYVESANT NE
GRAND RAPIDS MI 49525

PO.:	Contact: Lorrie Anderson
Patient ID:	Shipment Method: Fed Ex Ground

Qty	Description	Price Per Unit	Adjustment Per Unit	Net Price Per Unit	Net Amount
Patient: STOCK					
6	Roger Touchscreen Mic	1,059.00	(106.43)	952.57	5,715.42
2	Roger On V2 US PSU (champagne)	1,059.00	(61.31)	997.69	1,995.38
40	Roger X (02) (champagne)	989.00	(128.16)	860.84	34,433.60
2	Roger neckloop long and short	0.00		0.00	0.00
2	Roger NeckLoop (02) (US, champagne)	809.00	(85.62)	723.38	1,446.76
2	Loop cable short Roger NeckLoop	10.70	(10.70)	0.00	0.00
6	Battery 312 PowerOne (60ea/pkg) 6 BLI	35.20		35.20	211.20
4	Battery 13 PowerOne (60ea/pkg) 6 BLI	35.20		35.20	140.80

Notes:
Please note, batteries are sold by the carton (60 batteries). A box consists of 5 cartons (300 batteries).
lorrieanderson@kentisd.org/stephanie.monsees@phonak.com

Subtotal	43,943.16
Sales Tax	0.00
Shipping & Handling	19.99
Additional Discount	
Net Total	43,963.15

Returns and exchanges will be accepted within 60 days of invoicing unless specified otherwise.

Note: This quotation is for equipment to be purchased for school use only. Resale to consumers is not intended. Children with hearing loss should always be directed to an audiologist for evaluation and rehabilitation.

Purchase orders can be sent to schoolorders@phonak.com or faxed to 630-393-9816. For additional assistance please contact 1-888-777-7316 Opt #1

Quotation 5120227160

Amount \$43,963.15



Sonova USA Inc. N Commons Dr Aurora, IL 60504

Kent ISD Sole Source Justification Form

Overview:

This form provides a standard way to document single or sole source justifications for purchases that are above the Kent ISD Board Policy Competitive bidding threshold (\$10,000), but where a competitive bid is not possible, or the requestor/business unit is requesting that no competitive bid be executed. The completed form must be attached to the purchase requisition along with any supporting materials to support the purchase request.

Sole Source Justification Type:

Recipients may conduct noncompetitive ("sole source") procurement through solicitation of proposals from only one source when one or more of the following circumstances apply (Please Check the Box for which circumstance applies):

- This is a new purchase of proprietary materials and services; product is available only from one source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- Competition is determined inadequate after solicitation of a number of sources.
- Vendor is specified by name in an awarded contract or grant

No substitutions available to match existing hardware/equipment that are currently at Kent ISD (provide a previous PO number if possible) 2401942, 2401835, 2401260, 2301893, 2301836, 2301726, 2301526, 2301298, 2201723, 2201269, 2201268, 2201247, 2101379, 20000491, 20000422, 20000381, 20000370, 19000478, 19000426

Requested Product(s):

Vendor Name: Sonova USA Inc.

Estimated Value of Product(s) \$ 43,963.15

Description of Product(s)

Sonova USA Inc. manufactures Phonak and Roger equipment. Phonak brand electronic Hearing Assistive Technology (HAT) units are typically provided as complete HAT systems, previously referred to as "FM" systems. These systems use a remote wireless microphone to transmit an auditory signal or voice to a set of receivers, enhancing audibility for students with reduced hearing. This ensures they can hear their teacher's voice, participate in small group collaborations, and listen to media output without using headphones. These HAT systems are commonly included in each student's Individualized Education Program (IEP).

Vendor Justification:

Provide a detailed background explanation of proposed Vendor's unique ability to offer the requested product(s). Also identify how we came to find this Vendor and any other Vendor that offers similar product(s). Specify why the proposed Vendor is the only company that can meet the requisite requirements for this order.

Phonak/Roger products from Sonova USA, Inc. are exclusively based on proprietary hardware and software. The vendor has developed a unique HAT system compatible with nearly all personal hearing devices used by students, including hearing aids and cochlear implants provided by clinical and medical pediatric providers in our community. This vendor is the only source for compatible HAT equipment for our students. For decades, our local schools, in coordination with KISD Deaf and Hard of Hearing Programs, have relied on Phonak products to assist students with reduced hearing, ensuring they have auditory access to the curriculum.

Cost Justification:

Provide evidence that due diligence has been completed to ensure that Kent ISD has received fair and reasonable pricing. This could include comparison of past product(s) or service(s) that we have procured or similar items on the market.

These Phonak/Roger products from Sonova USA, Inc. are exclusively based on proprietary hardware and software.

Acknowledgement of Form Completion:

I acknowledge the requirements of Kent ISD's competitive bidding thresholds and the criteria laid out in this form for the justification of sole source purchases. Completion of this form does not guarantee the approval of the procurement request.

REQUESTOR:	<u>Debra Burkhardt</u> Name (Printed)	<u>Debra Burkhardt</u> Signature	<u>5-28-24</u> Date
DIRECTOR:	<u>Paul Dunbar</u> Name (Printed)	<u>[Signature]</u> Signature	<u>5-28-24</u> Date
ASSISTANT SUPERINTENDENT/SUPERINTENDENT:	<u>Kirsten Myers</u> Name (Printed)	<u>[Signature]</u> Signature	<u>5/29/24</u> Date

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action x

Item: Kent ISD Awing Roof Replacement Project

Submitted by: Justin Stonehouse

Date: 7/8/24

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 7/15/24

RECOMMENDATION:

It is recommended that the Kent ISD board approve the Kent ISD Main Awing Roof Replacement Project from WeatherShield Roofing in the total amount of \$46,398.00.

Currently, we have been trying to work with Arrow Roofing on a 4-year-old roof that they installed at one of our buildings. Lack of communication and a proposed plan cause concern for the quality of work and customer service.

Another company submitted an alternative bid that did not follow the specifications listed in the RFP. We have decided not to consider the alternative that they suggested.

Arrow Roofing & Supply	\$33,884.00
Weather Shield Roofing	\$46,398.00
Division 7 Bldg Contractors, Inc	\$57,850.00
Schena Roofing	\$64,200.00
Schena Roofing – Alternative	\$43,800.00
Topps Roofing	Incomplete Bid

BACKGROUND:

Kent ISD sought bids for the replacement of a flat roof section in A-Wing at Kent Career Technical Center – East.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____ x _____

Item: Kent ISD Culinary Program AV Upgrade Project

Submitted by: Justin Stonehouse

Date: 7/8/24

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 7/15/24

RECOMMENDATION:

It is recommended that the Kent ISD board approve the Kent ISD Culinary Program AV Upgrade Project from CS Erickson in the total amount of \$80,641.77. There was only one other company who attended the mandatory walkthrough and they did not submit a bid.

BACKGROUND:

The project involves the procurement, installation, programming, commissioning & testing of new audio-visual equipment in the KCTC Culinary Lab and Bakery Kitchen.

Currently, in the Culinary Lab and Bakery Kitchen, the equipment and range hoods within the spaces do not support sightlines to wall-mounted displays and the ventilation system in these spaces is 20+ dB above the noise floor making it a challenge for students to hear the instructor without proper amplification. This technology upgrade is intended to give all students the ability to see the instructor's actions and clearly hear the instructor from each student station.

Consulting Services Contract

Between West Michigan Teacher Collaborative and Leading Educators Inc.

July 1, 2024 | www.leadingeducators.org





This Contract is made and entered into between the West Michigan Teacher Collaborative (hereinafter referred to as "Client") and Leading Educators, Inc. (hereinafter referred to as "Consultant").

WHEREAS, the Client uses consulting services in connection with training its employees; and WHEREAS, the Client and Consultant (hereinafter referred to jointly as "Parties" and individually as "Party") desire to establish certain terms and conditions, which shall apply to the Client's use of Consultant's services;

NOW THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

I. Scope of Work	2
II. General Provisions	3
III. Terms and Conditions	4
IV. Exhibits	8
V. Entire Agreement	8
IV. Exhibit A: Scope of Work	9

1. Scope of Work

- 1.1. The Scope of Work shall be defined as Exhibit A, and as mutually agreed to by the Parties.
- 1.2. **SCOPE.** The Consultant represents that it, and its agents and employees, have the requisite knowledge and skills to provide all services set forth in the Scope of Work defined by Exhibit A.

The Consultant's contact person is Mary Kay Murphy.

The Client's contact person is Laura Fennell Castle.

2. General Provisions

- 2.1. **FEES.** In recognition of the costs incurred by the Consultant for services provided by the Consultant to the Client as defined in Exhibit A the Parties agree that the Client will pay to Consultant \$102,524 in the year 2024 – 2025 for its work in connection with Exhibit A. The fees set forth herein shall become fully earned, and non-refundable upon Client's execution of this Contract, and shall be invoiced as set forth below.
- 2.2. **INVOICE.** The Consultant will invoice the Client under the invoicing schedule described in Exhibit A.

The Client will promptly pay the invoice no later than 30 days after receipt. Invoices paid beyond the 30-day time period will be subject to a 1.5% per month finance charge and, invoices which remain unpaid will provide the Consultant with a basis to terminate this Contract for cause.

REFUND POLICY. Consultant has no obligation to refund Client any amount paid by Client regarding any participant for any reason whatsoever.

3. Terms and Conditions

- 3.1. TERM.** The term of this Contract (“Term”) shall extend from July 1, 2024, (“Effective Date”) until June 30, 2025, and may be extended thereafter with the mutual written consent of the Consultant and the Client.
- 3.2. CONFIDENTIALITY.** In the course of providing services for the Client, the Client and the Consultant each may learn or discover information that is either identified by the other as, or which it should have known is, non-public, proprietary, confidential, or intellectual property information (“Confidential Information”). The Parties agree that, during the term of engagement and thereafter, they will not, directly or indirectly, disclose or use any Confidential Information of the other Party without the express written consent of such Party.
- 3.3. Student Information.** Client agrees to provide the Consultant with de-identified student-level assessment data for purposes of evaluating the impact of the program on student achievement for both schools enrolled in the program and other schools in the district or charter organization. No student data will be shared externally except in aggregate, so that no school can be identified, unless otherwise agreed upon by the school. Consultant will provide a template to the client. Client must provide a point of contact for this assessment data. Both during the term of the Contract and thereafter, Consultant agrees to hold such information in trust and confidence, and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the District. The Consultant agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the Client or by law. Finally, Consultant agrees that any access to the confidential information of any student shall be in compliance with the Family Education Rights and Privacy Act (“FERPA”).
- 3.4. Term of Confidentiality Agreement.** The obligations set forth Section 3.2 shall survive the expiration and/or termination of the Contract.
- 3.5. OWNERSHIP OF CONSULTANT DEVELOPMENTS.** All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, or works of authorship developed by or created by the Consultant during the course of performing services for the Client under the terms and conditions of this Contract (“Work Product”) shall belong exclusively to Consultant. Consultant will also retain its rights in its standard proprietary property developed, owned, or used by the Consultant and/or Client during the performance of its services under the terms and conditions of this Contract.

3.6. OWNERSHIP OF CLIENT-OWNED PROPERTY. All equipment, materials, drawings, software, or data of every description (“Property”) that Consultant receives directly or indirectly from Client or from a third party on behalf of Client, or that is directly paid for, in whole or in part, by Client, is the Property of Client. Consultant must safeguard all said Property throughout the duration of this Contract, and must return all Property to Client upon the termination or expiration of this Contract.

3.7. INTELLECTUAL PROPERTY

3.7.1. Licensed Materials shall be defined as any materials disclosed or provided by or on behalf of LE, or to which access is provided, in connection with the Consulting Services. Without limitation, the Licensed Materials may include printed materials, video materials and methods of training.

3.7.2. The Licensed Materials and all intellectual property rights embodied therein or related thereto, including but not limited to copyrights, trademarks and trade secrets, are and remain the sole and exclusive property of LE. All rights are expressly retained by LE.

3.7.3. In the event that Client or its employees make any modification or derivative work based on the Licensed Materials, Client shall disclose such derivative works to LE. However, for the sake of clarity, LE in no way grants any rights for Client to use any elements of the Licensed Materials within any derivative work created by Client.

3.7.4. Client shall not remove or obscure any copyright or trademark notice from any copy of the Licensed Materials. Client shall not assert and shall not represent that it has any ownership rights in, or the right to sell, transfer, assign, rent, lease or sub-license the Licensed Materials, or to use the Licensed Materials to provide any training to third parties or other employees of the Client outside of the terms of this Contract. Any attempt to sub-license, assign, transfer, rent, lease, encumber or give away any of the rights, interests, duties or obligations under this License or any copy of the Licensed Materials, use the Licensed Materials in any manner except those expressly allowed by LE for use in under the terms of this Contract, or any access thereto to any third party constitutes a material breach of this Agreement justifying termination, and any such attempted transfer will be null and void.

3.8. INDEPENDENT CONTRACTOR RELATIONSHIP. The Parties agree the terms of this Contract do not constitute a formation of a partnership, joint venture, employer–employee, or other relationship and no form of agency exists between the Parties. Consultant represents and warrants that it is now and shall remain a separate and independent entity from Client. Any provision in any Scope of Work or other contract between the Parties whereby Client or any of its agents or employees would otherwise have the right to direct Consultant or its agents or employees as to the manner of performing work shall be interpreted as meaning that Consultant should follow the wishes of Client in the results to be achieved, and not in the means whereby the work is to be accomplished.

3.9. INDEMNITY

3.9.1. Client agrees to defend, indemnify and hold Consultant harmless from all claims, demands or causes of action for bodily injury, death or property damage by whomsoever made to the extent, but only to the extent, caused by the acts or omissions of Client or the Client’s breach of its obligations under this Contract.

3.9.2. Consultant agrees to defend, indemnify, and hold Client harmless from and against any Claim for bodily injury, death or property damage, by whomsoever made to the extent, but only to the extent, caused by the acts or omissions of Consultant as Consultant’s breach of its obligations under this Contract.

3.9.3. The respective indemnity obligations assumed by Client and Consultant under Articles 3.7.1 and 3.7.2 above shall be referred to as the “Indemnification Obligations.” Upon written request by a Party entitled to indemnification pursuant to this Article 3.7 (the “Indemnitee”), the other Party (the “Indemnitor”) shall pay the reasonable expenses incurred in defending any Claim in advance of its final disposition. Each Party shall promptly notify the other Party of the existence of any Claim, or the threat of any Claim, to which the Indemnification Obligations might apply. Each Indemnitee shall have the right, at its option and sole expense, to participate in the defense or claim without relieving the Indemnitor of any obligation hereunder. The Indemnitee shall cooperate and comply with all reasonable requests that the Indemnitor may make in connection with the defense and any settlement of a Claim.

- 3.9.4.** The Indemnification Obligations shall survive the expiration and/or termination of this Contract, but solely as to a Claim that arises from an event occurring during the Term of this Contract. All rights associated with the Indemnification Obligations shall inure to the benefit of the successors and/or assigns of Client and Consultant.
- 3.9.5. GOVERNING LAW.** This Contract will be governed by, and construed and interpreted in accordance with, the laws of the State of Louisiana.
- 3.9.6.** The Parties specifically agree that, if any provision of this Contract is determined to be unenforceable or in contravention to any applicable law, such provision shall be deemed modified to the minimum extent necessary required to bring such provision into compliance with said statute or case law.

3.10. TERMINATION.

- 3.10.1. Termination without Cause.** Each Party reserves its right to terminate the Contract without cause by giving the other Party thirty (30) days written notice; provided, however, that Consultant shall be entitled to retain the portion of the fee for all consulting services authorized by Client and performed through the effective date of termination.
- 3.10.2. Termination with Cause.** Either Party reserves the right to terminate this Contract immediately if the other Party fails to comply with any terms or conditions of this Contract and such failure continues for twenty days following receipt of written notice from the objecting Party. The Consultant will be compensated for only those services provided through cure date end.

3.11. NOTICES. Communications relating to this Contract must be sent by certified mail, return receipt requested, facsimile, or overnight courier to the following addresses:

Client:

West Michigan Teacher Collaborative
Attention: Laura Fennell Castle
Kent ISD, ESC Building 2930 Knapp St NE, Grand Rapids, MI 49525

Consultant:

Leading Educators
Attention: Mary Kay Murphy
3014 Dauphine St, STE L, New Orleans, LA 70117

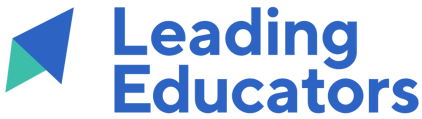
3.12. SUCCESSORS AND ASSIGNS. This Agreement shall be binding upon, and inure to the benefit of, both Parties and their respective successors, executors, administrators, and representatives. This Agreement shall not be assigned by either Party without the prior written consent of the other Party. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

3.13. AMENDMENT. This Agreement may be amended or modified only by a written instrument executed by both the School and the Consultant.

3.14. SEPARABILITY AND WAIVER. If any of the terms, provisions, or conditions of this Agreement or the application thereof to any circumstances shall be ruled invalid or unenforceable, the validity or enforceability of the remainder of this Agreement shall not be affected thereby, and each of the other terms, provisions, and conditions of this Agreement shall be valid and enforceable to the fullest extent permitted by law. A waiver or consent regarding any term, provision, or condition of this Agreement given by either party shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

3.15. FORCE MAJEURE. Neither Party shall be liable if the performance of any part or all of this Agreement is prevented, delayed, hindered, or otherwise made impracticable or impossible by reason of any strike, flood, riot, fire, explosion, war, act of God, sabotage, accident, or any other casualty or cause beyond either Party's control and which cannot be overcome by reasonable diligence and without unusual expense.

4. Exhibits



The Parties agree that, if there are any conflicting terms and conditions between this Agreement and the Consultant’s proposal attached and incorporated herein as Exhibit A, the terms and conditions of this Agreement shall prevail.

5. Entire Agreement

This Agreement constitutes the entire agreement between the Parties with regard to the subject matter hereof and supersedes all prior agreements and understandings between the Parties.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed and do each represent that their respective signatory whose signature appears below is fully authorized to execute this Agreement.

DISTRICT / CLIENT

LEADING EDUCATORS, INC.

By: _____

By: Chonghao Fu
Chonghao Fu (Jul 3, 2024 13:50 PDT) _____

Name: Laura Castle _____

Name: Chong-Hao Fu _____

Title: Director _____

Title: Chief Executive Officer _____

Date: _____

Date: Jul 3, 2024 _____

IV. Exhibit A: Scope of Work

Professional Learning Services Proposal: DEI & Belonging

Between West Michigan Teacher Collaborative and Leading Educators

Partnership Purpose Statement

West Michigan Teacher Collaborative, In partnership with Leading Educators, aims to train preservice Michigan educators whose training is grounded in best practice research and results in consistent, high-quality, student-centered instruction and equitable and empowering opportunities for all students.

Theory of Action

If we...	Then we will achieve...	This will result in...
<p>present an integrated system for professional learning with a consistent focus on equity, instructional quality, student-centered improvements, and collaborative learning,</p>	<p><i>Increased levels of culturally responsive teaching, teacher efficacy, and cultural receptivity for all pre- and in-residency members of WMTC.</i></p>	<p>A culture of excellence grounded in a common standard of excellence for instructional practices, measured through pre- and in-residency teacher data.</p>
<p>Design courses that introduce novice teachers to the impact of student and teacher identities on classroom culture and student success.</p>	<p>Teaching methods which yield meaningful learning experiences that validate and value the diverse identities within the learning community by providing accessible instruction for all students.</p>	<p>Systems, structures, and practices that support the development and retention of high-impact, diverse teachers.</p>

Partnership Model

Stakeholders	Partnership Outputs		Partnership Outcomes
Participants	Activities	Products	
Pre-Residency	Design courses that introduce pre-service teachers and practicing teachers to the impact of identity and classroom culture on learning and student success.	Scope and Sequence and content for a year-long arc of 8 three-hour sessions and two ½ year-long arc of 5 two-hour practice-based sessions.	Goals to be set with WMTC
Residents		Scope and Sequence consisting of 8 hours of learning to be delivered across 5-7 days.	Goals to be set with WMTC

Deliverable Overview

	Focus	Overview	Important Dates	Timing
P A R T N E R S H I P	Scope	Design scope and sequence for pre-service teacher learning (Pre-resident & Resident)		
	Data Plan	Determine metrics for goal setting and progress monitoring.		Formative data used to adjust design and facilitation regularly.
	Strategy Meetings	Review design, artifacts, plan, and ensure that we are working the plan in meaningful and impactful ways.	Start - TBD End - TBD	Weekly for 1-hour via Zoom
S E S S I O N S	Residency Participants	Leveraging Diversity, Equity, and Inclusivity to build pathways to success for all students. Establishing a <i>safe</i> classroom environment where students feel a sense of belonging.	Summer Institute July 22*-25 July 29*-Aug 1 1-3 PM * 1 hour content	Year-long arc of 10 three-hour morning sessions <i>Travel required</i> Two ½ year-long arc of 5 two-hour sessions <i>Travel required</i>

Learning Arcs

Pre-Residency Foundations Course: Morning Session 90 minutes each

Leveraging Diversity, Equity, and Inclusivity to build pathways to success for all students. This learning will support the participants in successfully completing their GVSU community-based project.

Cycle One	Cycle Two
1 Understanding Context & Culture and Self <ul style="list-style-type: none"> Unpack implicit bias and the role it plays in oppression and inequity. / Interrogate personal biases/biases that exist in education. Describe student-centered classrooms and how biases can play out in classrooms. 	4 Building Learning Partnerships <ul style="list-style-type: none"> Establishing teacher-student relationships and rapport in the classroom. Implications for supporting dependent learners.
2 Equity & Opportunity <ul style="list-style-type: none"> Build an understanding of the opportunity myth and what it tells us about who has access to opportunity and practices that further them. Develop skills to engage in conversations about race to begin to work to shift mindsets that contribute to inequity. 	5 Building Learning Partnerships <ul style="list-style-type: none"> Academic mindsets and sociopolitical impact on academic mindsets
3 Preparing to Be a Culturally Responsive Practitioner <ul style="list-style-type: none"> Unpack personal implicit bias and the role it plays in teaching and learning. Interrogate biases that exist in educational policy, practice, and curricula. <i>Plan a learning conversation in response to bias. (Move practice addressing bias to later in the scope and as part of their independent study.)</i> 	6 Unearthing Joy <ul style="list-style-type: none"> Genius, Justice, and Joy within classrooms Coming into Joy

Pre-Residency: Building a Culture of Belonging and Engagement: Afternoon Session

Establishing a *safe* classroom environment where students feel a sense of belonging.

Cycle One 90 minutes each	Cycle Two 90 minutes each
Teacher Presence & With-it-ness – Pathways of Communication <ul style="list-style-type: none"> <i>Non-verbal, word choice, and delivery tone</i> <i>Weave this into all sessions rather than 1 stand alone</i> 	
1 Teacher Presence & With-it-ness – Positive Ratio <ul style="list-style-type: none"> Build ratio through questioning and engagement 	1 Building a Culture of Trust <ul style="list-style-type: none"> Emotional Consistency Joy Factor
2 Teacher Presence & With-it-ness – Positive Ratio <ul style="list-style-type: none"> Build ratio through writing 	2 Building a Culture of Trust <ul style="list-style-type: none"> Academic Engagement, Challenge, and Risk
3 Teacher Presence & With-it-ness – Positive Ratio <ul style="list-style-type: none"> Narrate 2, Correct 1 	3 Building a Culture of Trust <ul style="list-style-type: none"> Build a culture of error and success

Residency: DEI Learning Arc (Summer Learning)

Leveraging Diversity, Equity, and Inclusivity to build pathways to success for all students.

July 22-25 and 29- Aug. 1
11.5 Hours Total

This arc will be co-created based on the priorities and time allotment.

Investment	<i>Design & Facilitation</i>	<i>Travel</i>
Partnership Management, Operations	\$14,974	
Pre-Residency DEI Learning Arc (eight 3-hour sessions; 1 LE facilitator & 1 local facilitator)	28,895	\$11,529
Pre-Residency Culture of Belonging Learning Arc (eight 2-hour sessions; 1 LE facilitator & 1 WMTC facilitator)	24,529	\$11,529
Residency DEI Learning Arc (11.5 hours of learning; 1 LE facilitator and 1 local facilitator)	\$18,574	\$500
Subtotals	86,972	\$23,468
Contract Total	\$110,530	

Invoicing & Payment Schedule	<i>Amount</i>	<i>Invoice Date</i>	<i>Payment Date</i>
Invoices to be sent to <ul style="list-style-type: none"> Laura Castle lauracastle@kentisd.org Morgan Dailey morgandailey@kentisd.org 	\$55,265	Within 21 days of the signed contract	Within 30 days of invoicing
	\$55,265	January 15th	

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X _____

Item: Leading Educators Service Contract

Submitted by: Laura Fennell Castle

Date: 7/10/2024

Recommended by: Ron Gorman

Board Meeting Date: 7/15/2024

RECOMMENDATION:

It is recommended that the Kent ISD board approve the Leading Educators Consulting Services Contract for services provided to West Michigan Teacher Collaborative in the amount of \$110,530.

BACKGROUND:

Leading Educators is a nationally recognized provider of high-quality educator development. The scope of work outlined in the contract has been co-created by Leading Educators and the West Michigan Teacher Collaborative team, and will support the development of over 100 new teachers over the next two years. This contract can be fully funded through the Grow-Your-Own grant awarded to West Michigan Teacher Collaborative from the Michigan Department of Education.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X _____

Item: Assistant Superintendent of Instructional Services

Submitted by: Dave Rodgers

Date: 6-28-24

Recommended by: Dr. Ron Gorman and Dave Rodgers

Board Meeting Date: July 15, 2024

RECOMMENDATION:

It is recommended that the Board approve the hire of Dr. Jennifer (Jenny) Fee as the next Assistant Superintendent of Instructional Services. This recommendation comes as a result of Dr. Gorman's transition to Superintendent. Dr. Fee will have the benefit of consulting with Dr. Gorman as she transitions to this instructional leadership role that he has held the past two years.

BACKGROUND:

Qualified applicants selected for interview progressed through up to three rounds of interviews, allowing the team to get to know the finalists very well. Following initial phone interview screeners, five candidates were invited to meet with the Leadership Team, one of whom later withdrew. Three of those candidates were invited to meet with a broad range of fifteen stakeholders that included local superintendents and Kent ISD program and departmental leaders. Each finalist proved to be well-qualified, however Jenny excelled in every phase and received a great deal of supportive feedback from the stakeholder panel.

Dr. Fee is well-known among educational leaders in Kent County. Prior to serving as Superintendent at St. Joseph Public School for three years, she held multiple administrative positions at East Grand Rapids Public Schools. She was a runner-up for the recent Forest Hills superintendent search. She also has teaching experience in Michigan, Florida and Colorado. Jenny earned two degrees from the University of Michigan and her Ph.D. from Michigan State University. Her finalist presentation focused on improving student outcomes through a focus on comprehensive student engagement strategies.

It is anticipated that she may begin this new position on or before August 1, 2024.

KENT INTERMEDIATE SCHOOL DISTRICT
Grand Rapids, Michigan

ADMINISTRATOR- EMPLOYMENT CONTRACT
ASSISTANT SUPERINTENDENT OF INSTRUCTIONAL SERVICES

This Agreement, made and entered into this 15th day of July 2024, by and between the KENT INTERMEDIATE SCHOOL DISTRICT, hereinafter called the “School District,” and **Jennifer Fee**, hereinafter referred to as the “Administrator”

WITNESSETH:

It is agreed by and between the parties hereto as follows:

Term:

The School District hereby hires the Administrator and the Administrator agrees to work for the School District for the balance of a two (2) year term commencing on July 1, 2024, and ending on June 30, 2026, subject to the further provisions of this Agreement. The Administrator agrees to a 260 work day calendar. This Contract is subject to termination, layoff, and non-renewal.

Duties and Responsibilities:

The Administrator agrees to devote full professional time and attention to performing duties assigned pursuant to this Agreement each school year. The School District may assign and reassign job duties and job titles to Administrator in the School District’s sole discretion. The Administrator agrees to serve the School District and perform assigned duties, and those set forth in the School Code of 1976, as revised, and to abide by all policies and decisions as established by the School District’s Board of Education (the “Board”). The Administrator agrees to faithfully serve and be regardful of the interests of the School District during the term of this Agreement and will undertake no other employment without the express written permission of the Board. The Administrator will perform all duties in accordance with the law and with such care and skill as is necessary to prevent injury to the property, good will, and interests of the School District.

Credentials and Assurances:

The Administrator agrees to meet and maintain all certification and continuing education requirements for the position assigned under the laws and regulations of the State of Michigan and the applicable regulations of the Michigan Department of Education, where required. If Administrator fails to do so at any time, this Contract shall automatically terminate and the Board shall have no further obligation hereunder. The Administrator warrants, represents and affirms to the School District:

- a. That the Administrator is competent to perform the duties for which hired and possesses the requisite credentials, skills and knowledge to effectively do so;
- b. As a condition of continued employment, the Administrator agrees to file with the Office of Human Resources a statement of not having been convicted of any crime identified within the Michigan Revised School Code as disqualifying to employment, and that there has been no unprofessional conduct pursuant to PA 189 of 1996. Administrator agrees to promptly report any pending criminal charges as required by the Michigan Revised School Code while under contract.

- c. That Administrator will not acquire any interests or conflicts of interest adverse to that of the School District.

Compensation:

The School District shall provide the Administrator with the following compensation for the term of the contract:

- a) **Salary:**
For the 2024-25 school year, the School District shall pay the Administrator a base salary of \$190,615 in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments beginning with the commencement of the fiscal/contract year (July 1-June 30). *If less than a full year is worked, the salary shall be prorated based upon the number of per diem contract work days.*

For the 2025-26 school year, any amount of increase in the total salary of the Administrator over the total salary in effect for the 2024-25 school year shall be attributed to services performed by the Administrator during the 2024-25 school year after this Agreement has been approved by the Board.

- b) **Board Paid Annuity:** The Administrator shall receive \$12,463 in employer paid contributions into a tax sheltered annuity as remuneration for services rendered under this contract of employment.
- c) **Holidays:** Administrator is entitled to the following holidays for which no service to the School District is required:
July 4th, Labor Day, Thanksgiving, Friday following Thanksgiving, December 24th, 25th and 30th, New Year's Day and Memorial Day. *Ref: Non-Union Professional Employee Handbook*

Subject to and in accordance with generally applicable limits and other restrictions imposed by law, the Administrator, out of the compensation provided under this, may arrange for elective pre-income tax salary reduction contributions to a tax sheltered annuity and/or 457 arrangement under Internal Revenue Code section 403(b). The School District will make such arrangements available to the Administrator in accordance with applicable law.

Insurance Benefits:

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third-party administrator, the Board shall make benefit cost payments, as specified below, on behalf of Administrator and his/her eligible dependents for enrollment in the medical, dental, vision, term life insurance, disability insurances, and other fringe benefit programs. The Board may substitute or modify these programs from time to time as applicable to the Administrator and other School District Administrators. Medical benefits are subject to Michigan Public Act 152. The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained

during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the above benefits.

Sick Leave:

The Administrator will be provided 12 sick leave days per year. Sick leave may only be used for illness, disability, and doctor appointments/medical procedures that cannot be scheduled outside of the regular work day. Sick leave shall be prorated for less than full contract year hires. There is no compensation for unused sick leave.

Vacation

The School District will provide the Administrator 25.5 vacation days per year. Vacation leave shall be prorated for less than full contract year hires. Unused vacation days may not accumulate beyond the 18th month from the annual award date. Unused vacation days add to the Administrator's accumulated sick leave. Administrator shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the School District. All scheduling of vacation is subject to the approval of the Superintendent or his/her designee.

Reimbursed Expenses:

The Administrator shall be reimbursed for reasonable and necessary expenditures pre-approved by the Superintendent or designee, including for travel, meals, mileage, conferences, and workshops held in the State of Michigan and national conferences pre-approved by the Board, which expenditures are incurred in acting on the business of the School District. Such expenditures will be reimbursed upon presentation by the Administrator of an itemized and detailed accounting of such expenditures and receipts relating thereto in the form customarily required by the Board and in conformity with the applicable rules and regulations of the Internal Revenue Service.

Continuing Education and Professional Membership:

Subject to prior approval and evidence of successful completion, the Administrator may be reimbursed for up to nine graduate credits from an accredited college or university for courses pertaining the duties and responsibilities of the Administrator. The per credit reimbursement shall not exceed the average graduate per credit cost of Michigan's public universities in that year. *Ref: Non-Union Professional Employee Handbook*

Subject to express approval by the Board, the reasonable fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board or Superintendent, the Administrator may attend appropriate professional meetings or conferences at the local, state and national levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board.

Longevity

Administrators successfully completing 10 years of employment as an administrator at Kent ISD shall at the time of separation receive a one-time payment of \$10,000 into a 403b account. Eligibility may also apply at separation after 15 years of continuous service to Kent ISD.

Evaluation:

Administrator's performance shall be evaluated by the Superintendent (or his/her designee) using multiple rating categories that take into account data on student growth to the extent required by Section 1249 and

1249 of the Revised School Code (or its successor provision) and performance to the extent required by Section 1250 of the Revised School Code (or its successor provision). The assessment of the Administrator shall include, but is not limited to, such criteria as mandated by governmental agencies for personnel holding the same or similar positions as the Administrator. Administrators not responsible for supervision of instruction under Section 1249 may be evaluated with an alternative evaluation tool determined by the School District.

No Tenure:

The Administrator agrees that s/he shall not be deemed to be granted continuing tenure in such capacity as the Administrator of the School District, and in no event shall the failure of the School District to continue or re-employ in any capacity be deemed a discharge or demotion within the provisions of Act 4, Michigan Public Acts of 1937, Extra Session, as amended. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

Medical Examinations:

That Administrator agrees to submit to such comprehensive medical and/or mental examinations by a Board-approved physician, hospital, or clinic, supply such information and execute such documents as may be required by any underwriter, policyholder, or third-party administrator providing insurance programs specified under this Contract. Additionally, when, in the Superintendent's judgment, the Administrator shall authorize the release of medical information and/or participate in a medical examination that is necessary to determine if he can perform the essential job duties of his position with or without an accommodation, or to determine reasonable accommodations necessary to permit him to perform the essential job duties, or when such examination is otherwise job-related, consistent with business necessity and in accordance with the applicable law. The cost of the physical and/or mental examination shall be borne by the School District and the Administrator shall sign such medical release forms, and other documents, which are necessary to permit the Superintendent to receive a report limited to the results of the examination(s) for the purposes provided for in this paragraph. The Board agrees that any such reports and their contents shall remain confidential and not disseminated unless a broader disclosure is required by applicable law.

Errors and Omissions Insurance:

The Board agrees to pay the premium amount for errors and omissions insurance coverage for Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of his/her authority. The policy limits for this coverage shall be not less than two million dollars (\$2,000,000). The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall so notify Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Administrator as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).

Termination

The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, if Administrator materially breaches the terms and conditions of this Contract, or for other causes that are not arbitrary or capricious.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

Limitations Period:

Employee agrees that any claim or suit arising out of Employee's employment with the School District must be filed no more than six months after the date of the employment action that is the subject of the claim or suit. Employee understands that the statute of limitations for claims arising out of an employment action may be longer than six months but agrees to be bound by the six-month period of limitations pursuant to this section and waives any statute of limitations to the contrary. It is the intent of the Parties that any court of competent jurisdiction will enforce this section to the maximum extent permitted by law.

Complete Agreement:

This Agreement contains the entire agreement of the parties hereto, and may not be altered, modified, or rescinded by any prior or contemporaneous statement or understanding of either such party, or any person on their behalf; this Agreement may be amended, modified, rescinded, or otherwise altered during its term only by an express written "Modification," denominated as such, and signed by each of the parties hereto.

IN WITNESS HEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

ADMINISTRATOR

KENT INTERMEDIATE SCHOOL DISTRICT

by: _____

Superintendent

And: _____

Board President

cc: Personnel File

JENNIFER S. FEE

Collaboration | Vision | Trust | Experience

Instructional leader with over 25 years of K-12 educational experience and a proven record of district leadership success as demonstrated by collaborative and data-informed decision-making, intelligent risk taking, empowered leadership teams, and exceptional oral and written communications. Visible, approachable, thoughtful, ethical, trusted, and transparent leader, facilitator, and partner committed to creating impactful and inclusive experiences for students, staff, families, and communities through engagement, listening, collaboration, creative problem solving, consensus building, strategic planning, and a shared vision.

Core COMPETENCIES	Curriculum, Instruction & Assessment	Community Relations	Communications & Public Speaking
	Systems & Process Orientation	Public School Advocacy	Public School Finances
	Innovative Strategic Planning	Consensus Building	Grant & Fund Development
	Capacity building	Collaboration	Program Design, Alignment & Evaluation
	Data-informed decision making	Visibility & Approachability	Staff Development, Supervision & Evaluation

EDUCATION | CERTIFICATIONS

Doctorate in Educational Leadership

Michigan State University, May 2022

Master of Arts in Education

University of Michigan, August 1994

Bachelor of Arts in Economics

University of Michigan, May 1991

Administrator Certification

State of Michigan (EZ)

Secondary Social Sciences Certification

State of Michigan (CX)

Secondary Economics Certification

State of Michigan (CA)

PROFESSIONAL EXPERIENCE

Superintendent – *St. Joseph Public Schools*

2021-Present

- Lead a district with a \$39 million budget, 2,900 students, and 300 staff members.
- Created a comprehensive 4-year strategic plan developed through an inclusive and collaborative planning process.
- Implemented and supported behavioral and academic multi-tiered systems of support.
- Provided strategic and coordinated leadership of all aspects of curriculum, instruction, and assessment.
- Built a cohesive administrative team challenged by the global pandemic and unexpected leadership changes.

Assistant Superintendent of Curriculum & Instruction – *East Grand Rapids Public Schools*

2017-2021

- Directed curriculum, instruction, assessment, professional development, and best practices in technology, general and special education, human resources, state and federal grant writing, and early childhood programming in one of the top performing districts in the state.

Principal & Assistant Principal – *East Grand Rapids Public Schools*

2007-2017 & 2005-2007

- Fostered educational and extracurricular excellence as the instructional leader of one of the top high schools in Michigan and the nation.
- Inspired a team of 100 plus employees to deliver an academic program of excellence, extensive opportunities for whole child development, and over 75 extracurricular and athletic programs in response to the diverse learning needs of 1,000 students.
- Researched and lead the implementation of the International Baccalaureate Diploma Programme.

Teacher – *Michigan, Colorado, and Florida*

- East Grand Rapids Middle School, Michigan, Social Studies Teacher **1999-2005**
- Graland Country Day School, Colorado, Middle School Math and Social Studies Teacher **1995-1999**
- Miami Country Day School, Florida, Middle School Social Studies Teacher **1994-1995**

SIGNIFICANT ACCOMPLISHMENTS

Curriculum, Instruction, Assessment, and Professional Development

- Built a sustainable high-impact, small-group tutoring program design to meet individual student needs.
- Facilitated the exploration, authorization, and implementation of the International Baccalaureate Diploma Programme (IB) while simultaneously increasing the number of Advanced Placement (AP) courses and participation rates.
- Removed barriers to enrollment in career and technical, early college, AP, and IB courses to ensure equitable access.
- Restructured school day schedules to efficiently leverage resources and meet needs for student interventions and support.
- Increased the number of social workers, counselors, and behavior specialists in support of student wellness.
- Expanded STEM opportunities by increasing robotics programming K-12 and computer science and maker courses.
- Integrated learning labs as a collegial and embedded staff development model.
- Designed K-12 implementation of restorative practices, MDE's Creating Safe Schools for Minority Youth, and Human Trafficking Youth Prevention Education.
- Implemented an equitable, one-to-one, bring your own device technology program ensuring 100% access for every student.

Staff Development and Human Resources

- Developed and empowered district leadership teams. Mentored five teachers into administrative roles and multiple administrators into higher administrative levels.
- Nurtured and improved the culture of a leadership team challenged by loss, leadership transitions, and the pandemic.
- Restructured the teacher evaluation system through collaboration and consensus.
- Led antiharassment and Title IX investigations and trainings as the designated compliance officer.
- Wrote and implemented board of education and student code of conduct policies.
- Advocated to legislators for supportive educational legislation.

Strategy, Finance, Operations, and Governance

- Crafted a shared vision by leading the district through a collaborative and inclusive strategic planning process.
- Fostered a trusting relationship with boards of education ensuring effective communication and strong governance.
- Systematically and effectively allocated millions of ESSER dollars to programs and facilities to support students and staff.
- Completed a \$12 million HVAC and electrical project at three elementary buildings.
- Laid the foundation for a \$98.5 million millage request on the May 2024 ballot and November renewal requests for a sinking fund and operating millage. Collaborated with others in the planning, promotion, and passage of a \$12.5 and a \$27.5 million bond projects.
- Increased access and opportunities for enrollment through a tuition enrollment program, school of choice, and marketing.
- Negotiated several contract through collective bargaining with professional and support staff groups.
- Partnered with the SJPS and EGR Schools Foundations, Steelcase, Whirlpool, and Meijer corporations for financial support.
- Developed and assessed COVID-19 preparedness plans, continuity of learning plans, and instructional delivery models.

PARTNERSHIPS | MEMBERSHIPS | TRAININGS

Community Partnerships & Memberships

- University of Michigan School of Education, *Dean's Advisory Council*
- MSU and GVSU K-12 Administrative Panels
- Cities/Townships of East Grand Rapids and St. Joseph
- EGR and St. Joseph Public Schools Foundations
- MI-STEM Network
- Kent ISD and Berrien RESA
- Michigan Association of School Administrators
- Michigan Association of Secondary School Principals
- Strategic Leadership Council
- Rotary and Lions Clubs of St. Joseph

Professional Development

- Superintendents' Academy (MLI)
- Labor Relations Academy (MNA)
- Institute for Healing Racism
- Brave Talks (Corewell Health)
- Professional Learning Communities
- Curriculum Leaders Institute (ASCD)
- Harvard Principals' Center: The Art of Leadership
- Teachers College Coaching of Reading Institute
- MASB Superintendent Evaluation Training
- International Baccalaureate Trainings

"Jenny taught me to collaborate and work with my staff as a team. It was never about her and her ideas; but about collective wisdom of the teachers and empowering them to work together to impact student learning." ~ *former assistant principal*

"What impacted me most was Jenny's openness and vulnerability, her authentic and honest ways of building trust among her staff, and creating a culture for students that is fair, safe, and kind. Jenny is forthright, honest, and open." ~ *teacher*