

Kent ISD Regular School Board Meeting

Monday, May 19, 2025 4:00 PM

Kent Conference Center (Lower Level) , 1633 East Beltline NE , Grand Rapids, MI 49525

A. Call to Order

B. Welcome Visitors and Roll Call

C. Presentation

C.1. Leading Learning Awards

C.2. CareerPrep2030

D. Action Items

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

D.1. Approve the Financial Report, allowing bills from April 1, 2025, through April 30, 2025.

D.2. Approval of the minutes from the regular school board meeting on April 21, 2025.

D.3. Approve the personnel recommendations and report as presented.

D.4. Approve hiring one additional GSRP Supervisor.

D.5. Approve the addition of two GSRP Early Childhood Specialists.

D.6. Approve the expansion of nine GSRP classrooms and hire nine GSRP Lead Teachers and nine GSRP Associate Teachers.

D.7. Approve hiring two additional GSRP Classroom Aides.

D.8. Approve hiring five additional GSRP Break Aides.

D.9. Approve hiring the Executive Director of the West Michigan Teacher Collaborative.

D.10. Approve the staffing changes for the facilities department.

D.11. Approve the addition of one classroom at Pine Grove Learning Center.

D.12. Approve Kent ISD administration to enter into a multi-year EduStaff consortium contract to continue third-party substitute staffing services.

D.13. Approve the purchase of eleven Universal Robot Certification Kits from Toolkit Technology for the KCTC Mechatronics program.

D.14. Approve the purchase of therapy equipment for Lincoln Developmental Center.

D.15. Approve the summer tax collections.

D.16. Approve eight KCTC students to attend the National Skills USA Competition in Atlanta,

Georgia on June 20-28, 2025.

- D.17. Approve seven KCTC students to participate in the HOSA International Competition in Nashville, TN, on June 17-22, 2025.
- E. Approve the purchase and installation of a generator for KEC Beltline.
- F. Approve the purchase of furniture for Empower U South from Custer Office Environments.
- G. Approve United Commercial Services as the custodial contractor for multiple center program buildings.
- H. Approve the agreement with Relayhub to support Medicaid claims billing.
- I. Approve the purchase of technology equipment for center programs as outlined in the board packet.
- J. Approve the purchase of two 3D printers for the KCTC Mechatronics program.
- K. ADDENDUM: Approve Kent ISD to authorize the millage levies as recommended, totaling 5.315 mills in 2025.
- L. Informational Item: Superintendent Gorman's annual evaluation took place on April 21, 2025, in closed session. The Board unanimously approved an EFFECTIVE rating for the 2024-25 school year, the highest rating that can be received under the new evaluation system, and will extend his contract for another year.
- M. Public Comment
- N. Items from Board Members
- O. Superintendent's Report
- P. Adjournment

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND
04/01/25-04/30/25**

11. GENERAL EDUCATION	\$	13,571,670.55
21. SPECIAL EDUCATION-CENTER PROGRAMS	\$	661,436.21
22. SPECIAL EDUCATION	\$	26,602,088.03
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)	\$	155.58
26. CAREER TECHNICAL EDUCATION	\$	738,502.31
27. COOPERATIVE EDUCATION **	\$	30,490.72
29. STUDENT/SCHOOL ACTIVITY FUND	\$	24,492.74
	\$	-
CAPITAL PROJECTS	\$	-
41. GENERAL EDUCATION	\$	567,971.45
42. SPECIAL EDUCATION	\$	335,990.12
46. CAREER TECHNICAL EDUCATION	\$	25,597.69
	\$	-
81. INTERNAL SERVICE FUND	\$	-

TOTAL	\$	42,558,395.40
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Total Transfers Out to LEAs (K-12 and Charter Schools)	\$	25,112,492.60
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** Disbursements from fund 28 are included in fund 27-Cooperative Education totals.

Kent ISD Check Register 4/1/2025 to 4/30/2025

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300032747	GRAND RAPIDS PUBLIC SCHOOLS	22	3,991,681.00		
			Check Total	3,991,681.00	ACT18 FY25 PMT 3
300032760	KENTWOOD PUBLIC SCHOOLS	22	2,627,867.00		
			Check Total	2,627,867.00	ACT18 FY25 PMT 3
300032803	DEAN TRANSPORTATION	22	2,015,466.32		
			Check Total	2,015,466.32	JAN 25 REG 1/2 TRANSPORT
300032693	DEAN TRANSPORTATION	11	204.55		
	DEAN TRANSPORTATION	21	36,350.76		
	DEAN TRANSPORTATION	22	1,560,433.31		
	DEAN TRANSPORTATION	26	7,110.52		
			Check Total	1,604,099.14	DEC24 REG 1/2 TRANSPORT
300032737	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	1,601,193.00		
			Check Total	1,601,193.00	ACT18 FY25 PMT 3
600040125	MICH PUBLIC SCHOOL EMPLOYEES	11	1,403,124.97		
			Check Total	1,403,124.97	RETIREMENT 3.21.25
300032777	ROCKFORD PUBLIC SCHOOLS	22	1,402,760.00		
			Check Total	1,402,760.00	ACT18 FY25 PMT 3
600043025	MICH PUBLIC SCHOOL EMPLOYEES	11	1,372,527.90		
			Check Total	1,372,527.90	RETIREMENT 4.18.25
604162501	MICH PUBLIC SCHOOL EMPLOYEES	11	1,368,982.41		
			Check Total	1,368,982.41	RETIREMENT
604302501	MICH PUBLIC SCHOOL EMPLOYEES	11	1,159,078.80		
			Check Total	1,159,078.80	RETIREMENT UAAL AND ONE TIME D

600040225	MICH PUBLIC SCHOOL EMPLOYEES	11	1,159,078.79	
			Check Total	1,159,078.79 MARCH ADDITIONAL RETIREMENT CO
300032750	GRANDVILLE PUBLIC SCHOOLS	22	1,138,282.00	
			Check Total	1,138,282.00 ACT18 FY25 PMT 3
300032723	CALEDONIA COMMUNITY SCHOOLS	22	1,088,018.00	
			Check Total	1,088,018.00 ACT18 FY25 PMT 3
300032790	WYOMING PUBLIC SCHOOLS	22	939,791.00	
			Check Total	939,791.00 ACT18 FY25 PMT 3
604252501	NEXT GENERATION ENROLLMENT INC	11	832,028.13	
			Check Total	832,028.13 MAY PREMIUMS
300032721	BYRON CENTER PUBLIC SCHOOLS	22	791,206.00	
			Check Total	791,206.00 ACT18 FY25 PMT 3
300032725	CEDAR SPRINGS PUBLIC SCHOOLS	22	767,598.00	
			Check Total	767,598.00 ACT18 FY25 PMT 3
300032756	KENOWA HILLS PUBLIC SCHOOLS	22	740,609.00	
			Check Total	740,609.00 ACT18 FY25 PMT 3
604022520	UNITED STATES TREASURY	11	726,486.21	
			Check Total	726,486.21 PAYROLL TAXES
604182520	UNITED STATES TREASURY	11	706,376.80	
			Check Total	706,376.80 PAYROLL TAXES
300032744	GODWIN HEIGHTS PUBLIC SCHOOLS	22	700,333.00	
			Check Total	700,333.00 ACT18 FY25 PMT 3
300032781	THORNAPPLE KELLOGG SCHOOLS	22	608,305.00	
			Check Total	608,305.00 ACT18 FY25 PMT 3
300032769	NORTHVIEW PUBLIC SCHOOLS	22	605,919.00	
			Check Total	605,919.00 ACT18 FY25 PMT 3
62616	MICH EDUC SPECIAL SERVICES	11	603,962.97	
			Check Total	603,962.97 Insurance Premiums - May 2025

300032835	MICH FAMILY RESOURCES	11	591,523.00	
			Check Total	591,523.00 GSRP THRU APRIL 2025
300032764	LOWELL AREA SCHOOLS	22	590,174.00	
			Check Total	590,174.00 ACT18 FY25 PMT 3
62709	OWEN-AMES-KIMBALL CO	41	560,592.35	
	OWEN-AMES-KIMBALL CO	46	2,140.32	
			Check Total	562,732.67 KCTC EAST RENOVATIONS PH 3 THR
300032754	KELLOGGSVILLE PUBLIC SCHOOLS	22	515,586.00	
			Check Total	515,586.00 ACT18 FY25 PMT 3
300032734	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	512,095.00	
			Check Total	512,095.00 ACT18 FY25 PMT 3
300032813	GRAND RAPIDS PUBLIC SCHOOLS	11	495,018.00	
			Check Total	495,018.00 GSRP THRU APRIL 2025
300032746	GRAND RAPIDS PUBLIC SCHOOLS	22	485,816.48	
			Check Total	485,816.48 APR25 SA SECT 51A SPED
300032779	SPARTA AREA SCHOOLS	22	416,202.00	
			Check Total	416,202.00 ACT18 FY25 PMT 3
300032729	COMSTOCK PARK PUBLIC SCHOOLS	22	365,963.00	
			Check Total	365,963.00 ACT18 FY25 PMT 3
300032828	KENTWOOD PUBLIC SCHOOLS	22	336,704.00	
			Check Total	336,704.00 IDEA THRU APRIL 2025
300032742	GODFREY LEE PUBLIC SCHOOLS	22	324,926.00	
			Check Total	324,926.00 ACT18 FY25 PMT 3
300032838	NORTHVIEW PUBLIC SCHOOLS	11	517.17	
	NORTHVIEW PUBLIC SCHOOLS	21	308,633.00	
			Check Total	309,150.17 WMTC RESIDENT ORIENTATION SUBS
300032812	GRAND RAPIDS PUBLIC SCHOOLS	22	283,896.00	
			Check Total	283,896.00 IDEA THRU APRIL 2025

300032758	KENT CITY COMMUNITY SCHOOLS	22	242,156.00	
			Check Total	242,156.00 ACT18 FY25 PMT 3
300032620	GRAND RAPIDS PUBLIC SCHOOLS	11	225,000.00	
			Check Total	225,000.00 GSRP START UP GRANT - ROUND 5
300032644	GR COMMUNITY COLLEGE	11	125,637.31	
	GR COMMUNITY COLLEGE	26	98,761.98	
			Check Total	224,399.29 LAUNCH U CULINARY - 2025 WINTE
300032759	KENTWOOD PUBLIC SCHOOLS	22	208,604.69	
			Check Total	208,604.69 APR25 SA SECT 51A SPED
80414251	JPMORGAN CHASE BANK NA	11	59,200.34	
	JPMORGAN CHASE BANK NA	21	47,572.02	
	JPMORGAN CHASE BANK NA	22	19,280.86	
	JPMORGAN CHASE BANK NA	26	65,171.63	
	JPMORGAN CHASE BANK NA	27	1,028.01	
	JPMORGAN CHASE BANK NA	28	1,124.12	
	JPMORGAN CHASE BANK NA	29	2,356.92	
	JPMORGAN CHASE BANK NA	41	149.99	
			Check Total	195,883.89 JIMMY JOHNS # 686 - E
300032837	NEW BRANCHES SCHOOL	11	182,622.00	
			Check Total	182,622.00 GSRP THRU APRIL 2025
300032778	SPARTA AREA SCHOOLS	11	110,730.17	
	SPARTA AREA SCHOOLS	22	57,870.32	
			Check Total	168,600.49 APR25 SA SECT 51A SPED
300032792	ALLEGAN AREA EDUCATIONAL SERVICE AGENCY	26	152,573.63	
			Check Total	152,573.63 2025 2024 Perkins Allocations
300032736	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	147,310.01	
			Check Total	147,310.01 APR25 SA SECT 51A SPED

300032806	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	11	-16,685.00	
	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	147,580.00	
			Check Total	130,895.00 FY25- HRA APRIL OVERDRAW REFUN
300032623	KENTWOOD PUBLIC SCHOOLS	11	115,737.32	
			Check Total	115,737.32 TITLE 1 EXPENSES THRU 02/24/25
604022522	STATE OF MICHIGAN	11	113,898.47	
			Check Total	113,898.47 PAYROLL TAXES
300032791	ZEELAND PUBLIC SCHOOLS	11	111,875.07	
			Check Total	111,875.07 APR25 SA ADULT ED SPEC PROG
604182522	STATE OF MICHIGAN	11	110,629.62	
			Check Total	110,629.62 PAYROLL TAXES
300032776	ROCKFORD PUBLIC SCHOOLS	11	8,314.39	
	ROCKFORD PUBLIC SCHOOLS	22	95,586.93	
			Check Total	103,901.32 APR25 SA SECT 51A SPED
300032824	HOPE ACADEMY OF WEST MICHIGAN	11	101,754.00	
			Check Total	101,754.00 GSRP THRU APRIL 2025
62737	YMCA OF GREATER GR	11	90,074.00	
			Check Total	90,074.00 GSRP THRU APRIL 2025
300032686	THORNAPPLE KELLOGG SCHOOLS	11	89,543.00	
			Check Total	89,543.00 FY25 HRA-APR
300032845	THORNAPPLE KELLOGG SCHOOLS	22	84,098.00	
			Check Total	84,098.00 IDEA THRU APRIL 2025
300032789	WYOMING PUBLIC SCHOOLS	22	83,891.70	
			Check Total	83,891.70 APR25 SA SECT 51A SPED
300032749	GRANDVILLE PUBLIC SCHOOLS	22	78,170.28	
			Check Total	78,170.28 APR25 SA SECT 51A SPED

300032798	BYRON CENTER PUBLIC SCHOOLS	22	77,155.00	
			Check Total	77,155.00 IDEA FLOWTHRU & PRESCHOOL THRU
300032770	ORCHARD VIEW SCHOOLS	11	76,174.69	
			Check Total	76,174.69 APR25 SA ADULT ED SPEC PROG
300032676	CEDAR SPRINGS PUBLIC SCHOOLS	11	74,767.00	
			Check Total	74,767.00 FY25 HRA-APR
62641	VAN DYKEN MECHANICAL INC	42	66,555.00	
			Check Total	66,555.00 KEC-O BOILER REPLACEMENT
300032833	LOWELL AREA SCHOOLS	22	64,639.00	
			Check Total	64,639.00 IDEA THRU APRIL 2025
62591	FIBER LINK INC	42	63,118.96	
			Check Total	63,118.96 WAN BUILD PINEGROVE & LINCOLN
300032655	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	5,653.53	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	19,086.14	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	35,211.79	
			Check Total	59,951.46 ACCT 41000 - ELECTRIC MAR25
300032809	GODFREY LEE PUBLIC SCHOOLS	22	58,904.00	
			Check Total	58,904.00 IDEA THRU APRIL 2025
300032720	BYRON CENTER PUBLIC SCHOOLS	22	58,677.33	
			Check Total	58,677.33 APR25 SA SECT 51A SPED
300032724	CEDAR SPRINGS PUBLIC SCHOOLS	22	58,312.80	
			Check Total	58,312.80 APR25 SA SECT 51A SPED
300032706	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	1,921.24	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	20,144.45	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	34,958.28	
			Check Total	57,023.97 ACCT 41000 NATURAL GAS - FEB25
300032839	MICHIGAN PREPARATORY VIRTUAL SCHOOL	22	56,057.00	
			Check Total	56,057.00 IDEA THRU APRIL 2025

300032818	GRANDVILLE PUBLIC SCHOOLS	22	55,487.00	
			Check Total	55,487.00 IDEA THRU APRIL 2025
300032842	SPARTA AREA SCHOOLS	22	55,325.00	
			Check Total	55,325.00 IDEA THRU APRIL 2025
300032755	KENOWA HILLS PUBLIC SCHOOLS	22	54,972.04	
			Check Total	54,972.04 APR25 SA SECT 51A SPED
62679	FISCHER-IDEMA LLC	42	54,865.14	
			Check Total	54,865.14 EUC (MAYFIELD) PARKING LOT PRO
300032681	KENTWOOD PUBLIC SCHOOLS	11	53,980.00	
			Check Total	53,980.00 FY25 HRA-APR
300032743	GODWIN HEIGHTS PUBLIC SCHOOLS	22	53,812.56	
			Check Total	53,812.56 APR25 SA SECT 51A SPED
300032692	CUSTER OFFICE ENVIRONMENTS INC	21	240.11	
	CUSTER OFFICE ENVIRONMENTS INC	42	50,676.82	
			Check Total	50,916.93 LCC RM 122 TABLES & CHAIRS
300032661	ROCKFORD PUBLIC SCHOOLS	11	50,012.00	
			Check Total	50,012.00 FY25 EDUCATIUS - FOREIGN EXCHA
300032728	COMSTOCK PARK PUBLIC SCHOOLS	22	48,842.18	
			Check Total	48,842.18 APR25 SA SECT 51A SPED
300032768	NORTHVIEW PUBLIC SCHOOLS	22	46,095.15	
			Check Total	46,095.15 APR25 SA SECT 51A SPED
604112501	CITY OF GRAND RAPIDS	11	45,444.59	
			Check Total	45,444.59 CITY TAXES
300032805	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	45,299.00	
			Check Total	45,299.00 IDEA THRU APRIL 2025
300032614	ADN ADMINISTRATORS INC	11	44,777.63	
			Check Total	44,777.63 DENTAL CLAIMS

300032654	LOWELL AREA SCHOOLS	11	44,000.00	
			Check Total	44,000.00 FY25 EDUCATIUS - FOREIGN EXCHA
300032753	KELLOGGSVILLE PUBLIC SCHOOLS	22	43,066.77	
			Check Total	43,066.77 APR25 SA SECT 51A SPED
300032679	KENOWA HILLS PUBLIC SCHOOLS	11	41,807.00	
			Check Total	41,807.00 FY25 HRA-APR
62723	STEEPLETOWN NEIGHBORHOOD SERVICES	11	41,789.00	
			Check Total	41,789.00 GSRP THRU APRIL 2025
62696	ANSELU LLC	11	41,640.00	
			Check Total	41,640.00 GSRP THRU APRIL 2025
300032739	FRUITPORT COMMUNITY SCHOOLS	11	37,410.08	
			Check Total	37,410.08 APR25 SA ADULT ED SPEC PROG
300032763	LOWELL AREA SCHOOLS	22	37,268.30	
			Check Total	37,268.30 APR25 SA SECT 51A SPED
62483	CENTER FOR MEDICAL TRAINING	26	35,150.00	
			Check Total	35,150.00 PROGRAM AGREEMENT FOR REGIONAL
300032673	WYOMING PUBLIC SCHOOLS	11	32,000.00	
			Check Total	32,000.00 FY25 EDUCATIUS-FOREIGN EXCHANG
300032771	PLAINWELL COMMUNITY SCHOOLS	11	31,901.12	
			Check Total	31,901.12 APR25 SA ADULT ED SPEC PROG
300032675	CALEDONIA COMMUNITY SCHOOLS	11	31,747.00	
			Check Total	31,747.00 FY25 HRA-APR
62704	MILESTONES CDC LLC	11	31,647.00	
			Check Total	31,647.00 GSRP THRU APRIL 2025 CASCADE
62702	MILESTONES CDC LLC	11	31,562.00	
			Check Total	31,562.00 GSRP THRU APRIL 2025 BELMONT
300032698	HEART OF WEST MICH UNITED WAY	11	30,955.13	
			Check Total	30,955.13 Q1 32-P FY24 CO & Q1 32P FY25

62461	ASCEND LEARNING HOLDINGS LLC	26	30,339.00	
			Check Total	30,339.00 CPT EXAM AND PREP BUNDLE
300032685	SPARTA AREA SCHOOLS	11	28,883.00	
			Check Total	28,883.00 FY25 HRA-APR
300032848	VISTA CHARTER ACADEMY	22	28,790.00	
			Check Total	28,790.00 IDEA THRU APRIL 2025
300032694	ENVIRO-CLEAN	21	28,139.32	
			Check Total	28,139.32 EU NORTH - CUSTODIAL SUPPLIES
62703	MILESTONES CDC LLC	11	27,711.00	
			Check Total	27,711.00 GSRP THRU APRIL 2025 WILSON
62708	TAYLOR BROTHERS DOOR LOCK LLC	26	27,522.97	
			Check Total	27,522.97 KCTC-W SAFETY SHADES
300032689	B&V MECHANICAL INC	11	27,465.00	
			Check Total	27,465.00 ESC - BOILER PUMP MOVE & REPLA
300032718	BELDING AREA SCHOOLS	11	27,228.27	
			Check Total	27,228.27 APR25 SA SECT 107 ADULT ED
300032738	FREMONT PUBLIC SCHOOLS	11	26,908.23	
			Check Total	26,908.23 APR25 SA SECT 107 ADULT ED
300032683	NORTHVIEW PUBLIC SCHOOLS	11	25,861.00	
			Check Total	25,861.00 FY25 HRA-APR
62698	LANGLEY CHILD CARE	11	22,900.00	
			Check Total	22,900.00 GSRP THRU APRIL 2025
300032811	GR COMMUNITY COLLEGE	11	22,679.00	
			Check Total	22,679.00 GSRP THRU APRIL 2025
300032726	CENTRAL MONTCALM PUB SCH	11	22,675.95	
			Check Total	22,675.95 APR25 SA SECT 107 ADULT ED
271540425	EDUSTAFF LLC	11	1,244.03	
	EDUSTAFF LLC	21	18,071.68	

271540425	EDUSTAFF LLC	22	885.89	
	EDUSTAFF LLC	26	2,389.79	
			Check Total	22,591.39 EDUSTAFF WEEK OF 040325
300032674	BYRON CENTER PUBLIC SCHOOLS	11	22,582.00	
			Check Total	22,582.00 FY25 HRA-APR
300032717	ALLEGAN PUBLIC SCHOOLS	11	22,418.60	
			Check Total	22,418.60 APR25 SA ADULT ED SPEC PROG
62670	TREECE HOME CARE INC	22	22,221.53	
			Check Total	22,221.53 COMMUNITY CARE GIVERS KENTWOOD
62651	WHITEHALL DISTRICT SCHOOLS	11	20,839.80	
			Check Total	20,839.80 APR25 SA ADULT ED SPEC PROG
300032659	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	20,824.00	
			Check Total	20,824.00 LINCOLN SENSORY GARDEN-PROF SE
62571	BENTLEY MILLS INC	42	20,279.16	
			Check Total	20,279.16 BOARD APPROVED - PGLC FLOORING
300032703	MADISON NATIONAL LIFE INS CO INC	11	19,187.29	
			Check Total	19,187.29 MAY PREMIUMS
300032684	ROCKFORD PUBLIC SCHOOLS	11	18,538.00	
			Check Total	18,538.00 FY25 HRA-APR
300032710	SET INC	11	18,312.16	
			Check Total	18,312.16 MAY PREMIUMS
62622	OWEN-AMES-KIMBALL CO	42	18,257.00	
			Check Total	18,257.00 EMPOWERU-NORTH RENO (FY25 REMA
300032816	OCTAVIA PACE	11	17,815.00	
			Check Total	17,815.00 GSRP THRU APRIL 2025
62688	GRAND RAPIDS EARLY DISCOVERY CENTER	11	17,230.00	
			Check Total	17,230.00 GSRP THRU APRIL 2025 MALAGUZZI

300032639	COMSTOCK PARK PUBLIC SCHOOLS	11	16,568.95	
			Check Total	16,568.95 FY25 EDUCATIUS - FOREIGN EXCHA
300032849	WALKER CHARTER ACADEMY	22	15,823.00	
			Check Total	15,823.00 IDEA THRU APRIL 2025
300032733	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	15,758.32	
			Check Total	15,758.32 APR25 SA SECT 51A SPED
62631	SEYFERTH & ASSOCIATES INC	11	15,750.00	
			Check Total	15,750.00 PUBLIC RELATIONS FOR ENHANCEME
300032817	GRAND RIVER PREPARATORY HIGH SCHOOL	22	15,586.00	
			Check Total	15,586.00 IDEA THRU APRIL 2025
62719	ST MARK LUTHERAN CHURCH OF GRAND RAPIDS MI	11	15,350.00	
			Check Total	15,350.00 GSRP THRU APRIL 2025
62685	GR CHRISTIAN SCHOOLS	11	15,230.00	
			Check Total	15,230.00 GSRP THRU APRIL 2025
300032741	GODFREY LEE PUBLIC SCHOOLS	22	14,927.64	
			Check Total	14,927.64 APR25 SA SECT 51A SPED
300032829	KNAPP CHARTER ACADEMY	22	14,855.00	
			Check Total	14,855.00 IDEA THRU APRIL 2025
62457	MICANDY GARDEN GREENHOUSES INC	26	14,673.97	
			Check Total	14,673.97 MICANDY RESALE SUPPLIES 24-25
604182521	PARADIGM EQUITIES INC	11	14,491.80	
			Check Total	14,491.80 ANNUITY
604022521	PARADIGM EQUITIES INC	11	14,491.72	
			Check Total	14,491.72 ANNUITY
62689	HISPANIC CENTER OF WESTERN MICHIGAN	11	14,242.00	
			Check Total	14,242.00 GSRP THRU APRIL 2025
300032708	PROGRESSIVE ARCHITECTURAL ENGINEERS	41	3,243.75	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	1,813.75	

300032708	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	9,025.00	
			Check Total	14,082.50 PROJ# 51036045.0 - KEC BELTLIN
62528	SID TOOL CO INC	26	1,269.78	
	SID TOOL CO INC	29	12,406.05	
			Check Total	13,675.83 GENE HAAS SCHOLARSHIP TOOL AWA
604182519	GLP & ASSOCIATES	11	13,524.72	
			Check Total	13,524.72 ANNUITY
62724	THE VILLAGE LEARNING CENTER INC	11	13,425.00	
			Check Total	13,425.00 GSRP THRU APRIL 2025
604022519	GLP & ASSOCIATES	11	13,424.23	
			Check Total	13,424.23 ANNUITY
62570	BARUZZINI CONTRACTING LLC	21	8,931.76	
	BARUZZINI CONTRACTING LLC	42	4,355.00	
			Check Total	13,286.76 PGLC POOL UV CHAMBER REBUILD
62687	GRAND RAPIDS EARLY DISCOVERY CENTER	11	12,851.00	
			Check Total	12,851.00 GSRP THRU APRIL 2025 IMAGINAIR
62456	MATHISON ARCHITECTS LLC	42	12,565.20	
			Check Total	12,565.20 LDC RENOVATION - SCHEMATIC DES
300032625	NORTHVIEW PUBLIC SCHOOLS	21	12,485.62	
			Check Total	12,485.62 ORAL DEAF NORTHVIEW LEASE
62712	THOMAS SKILLING	11	12,323.00	
			Check Total	12,323.00 GSRP THRU APRIL 2025
300032682	LOWELL AREA SCHOOLS	11	12,269.00	
			Check Total	12,269.00 FY25 HRA-APR
300032795	BAXTER COMMUNITY CENTER	11	12,083.14	
			Check Total	12,083.14 GSRP THRU APRIL 2025
300032657	NORTHVIEW PUBLIC SCHOOLS	11	12,000.00	
			Check Total	12,000.00 FY25 EDUCATIUS - FOREIGN EXCHA

300032802 CREATIVE TECHNOLOGIES ACADEMY	11	11,749.00	
		Check Total	11,749.00 GSRP THRU APRIL 2025
300032641 ENVIRO-CLEAN	21	11,531.93	
		Check Total	11,531.93 JANITORIAL SERVICES - LINCOLN
300032696 GR COMMUNITY COLLEGE	26	11,097.00	
		Check Total	11,097.00 KCTC CULINARY - 2025 WINTER SE
62694 KENT COUNTY TREASURER	26	10,705.80	
		Check Total	10,705.80 24-25 SRO OFFICER (JULY 2024 -
62471 XEROX CORPORATION	26	10,650.21	
		Check Total	10,650.21 CLEO STREEM FAXBLADE SOFTWARE
62600 GR BUILDING SERVICES INC	21	10,650.00	
		Check Total	10,650.00 JANITORIAL SERVICES FOR OAKLEIG
300032619 GODWIN HEIGHTS PUBLIC SCHOOLS	21	10,602.84	
		Check Total	10,602.84 ECC SOUTH GODWIN LEASE
300032765 MASON COUNTY CENTRAL SCHOOLS	11	10,580.00	
		Check Total	10,580.00 APR25 SA SECT 107 ADULT ED
300032700 KELLOGGSVILLE PUBLIC SCHOOLS	11	10,560.00	
		Check Total	10,560.00 TITLE 1 REIMBURSE ONSITE PROF
62648 WHITEHALL DISTRICT SCHOOLS	11	10,011.96	
		Check Total	10,011.96 WMTC LIVING STIPEND - K.WOODRU
62531 PAUL H BROOKES PUBLISHING CO	21	10,000.00	
		Check Total	10,000.00 AEPS-3 ONLINE MATERIALS FOR EA
300032840 QUALTRICS LLC	11	9,990.45	
		Check Total	9,990.45 QUALTRICS SURVERY SUPPORT SERV
62487 CONSUMERS ENERGY CO	21	9,586.45	
		Check Total	9,586.45 100039595051 (2101 52ND ST SW)
300032751 GRANT PUBLIC SCHOOLS	11	9,263.63	
		Check Total	9,263.63 APR25 SA SECT 107 ADULT ED

300032618	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	9,127.25	
			Check Total	9,127.25 MRIC CONSULTING FEES - JANUARY
62536	COURIERED LLC	11	9,107.52	
			Check Total	9,107.52 INTER AND INTRA DISTRICT COURI
300032650	JOHNSON CONTROLS INC	21	8,988.00	
			Check Total	8,988.00 LPP CHILLER LEAK REPAIR
62441	GRAND VALLEY AUTOMATION INC	46	8,916.00	
			Check Total	8,916.00 KCTC-E D446 CONTROLLER REPLACE
300032722	CALEDONIA COMMUNITY SCHOOLS	22	8,865.75	
			Check Total	8,865.75 APR25 SA 147A4
62459	MICHIGAN STATEWIDE EDUCATIONAL NETWORK	27	8,640.00	
			Check Total	8,640.00 MISEN WAN PROFESSIONAL SERVICE
604022513	GLP & ASSOCIATES - 457	11	8,501.85	
			Check Total	8,501.85 ANNUITY
604182513	GLP & ASSOCIATES - 457	11	8,501.85	
			Check Total	8,501.85 ANNUITY
300032810	GR CHILD DISCOVERY CENTER	22	8,470.00	
			Check Total	8,470.00 IDEA THRU APRIL 2025
300032701	ANA L RAMIREZ-SAENZ	21	1,253.25	
	ANA L RAMIREZ-SAENZ	22	7,118.75	
			Check Total	8,372.00 LA FUENTE TRANSLATION SERVICES
271541825	EDUSTAFF LLC	11	1,329.91	
	EDUSTAFF LLC	21	5,396.30	
	EDUSTAFF LLC	22	902.30	
	EDUSTAFF LLC	26	539.63	
			Check Total	8,168.14 EDUSTAFF WEEK OF 04/18/2025

62435	ELLIN OLIVER KEENE	11	8,086.80	
			Check Total	8,086.80 ELLIN KEENE TRAINING FOR IGNIT
62498	WEST MICH HORTICULTURAL SOCIETY INC	11	7,920.00	
			Check Total	7,920.00 GSRP FMG Reservation
62730	UNITED METHODIST COMMUNITY HOUSE	11	7,848.00	
			Check Total	7,848.00 GSRP THRU APRIL 2025
300032827	KENTWOOD PUBLIC SCHOOLS	11	7,799.51	
			Check Total	7,799.51 EARLY LIT COACH SUB REIMBURSE-
62710	PARADISE TEAMS INC	11	7,705.15	
			Check Total	7,705.15 FIRST ROBOTICS
604182518	ASR CORP	11	7,696.28	
			Check Total	7,696.28 KENT ISD FLEX
300032624	ANA L RAMIREZ-SAENZ	21	1,017.80	
	ANA L RAMIREZ-SAENZ	22	6,671.25	
			Check Total	7,689.05 LA FUENTE TRANSLATION SERVICES
62491	DJ'S LANDSCAPE MANAGEMENT	21	7,555.27	
			Check Total	7,555.27 EU-CENTRAL (MAYFIELD) LAWN MAI
62592	POSTMA CORPORATION	27	7,375.00	
			Check Total	7,375.00 WAN MAINTENANCE YEAR 1/3
300032629	UNITED COMMERCIAL SERVICES INC	21	7,371.17	
			Check Total	7,371.17 JANITORIAL SERVICES - KEC BELT
300032646	GRAND VALLEY STATE UNIVERSITY	11	7,330.55	
			Check Total	7,330.55 WMTC PRE-RESIDENT COHORT-ROOM
62533	POWERSCHOOL HOLDINGS LLC	26	7,271.14	
			Check Total	7,271.14 SIS RENEWAL FOR CENTER PROGRAM
62485	CITY OF GRAND RAPIDS	11	275.80	
	CITY OF GRAND RAPIDS	21	4,027.64	
	CITY OF GRAND RAPIDS	26	2,840.06	

62485			Check Total	7,143.50	WS2081154 (1800 LEFFINGWELL NE
604022518	ASR CORP	11		7,065.60	
			Check Total	7,065.60	KENT ISD FLEX
62733	VIBRANT FUTURES	11		6,944.41	
			Check Total	6,944.41	CHILD CARE NAVIGATION SERVICES
62563	ALL SEASON LAWN CARE	26		6,875.00	
			Check Total	6,875.00	KENT ISD CAMPUS TREE PRUNING
62426	16 HANDS INC	11		6,817.50	
			Check Total	6,817.50	FIDUCIUS CONSORTIUM AGREEMENT
62469	VANDENBERG HORTICULTURE	26		6,748.41	
			Check Total	6,748.41	VANDENBERG RESALE SUPPLIES 24-
62510	MICH HEALTH COUNCIL	26		6,510.00	
			Check Total	6,510.00	REGION 2 LEADERSHIP CONFERENCE
62668	CODE RED ROBOTICS	11		6,284.58	
			Check Total	6,284.58	FIRST ROBOTICS
62492	ENVIROSAFE INC	21		6,215.00	
			Check Total	6,215.00	LINCOLN CAMPUS TURF MANAGMENT
300032834	MERIDIAN CABLING SOLUTIONS	41		393.00	
	MERIDIAN CABLING SOLUTIONS	42		5,800.00	
			Check Total	6,193.00	LCC NETWORK CABLING
300032832	LIGHTHOUSE ACADEMY	22		6,174.00	
			Check Total	6,174.00	IDEA THRU APRIL 2025
300032652	KENTWOOD PUBLIC SCHOOLS	11		6,095.99	
			Check Total	6,095.99	TITLE I REIMBURSE-MATERIALS &
62732	VERIZON WIRELESS SERVICES LLC	11		1,703.15	
	VERIZON WIRELESS SERVICES LLC	21		2,380.41	
	VERIZON WIRELESS SERVICES LLC	22		606.55	
	VERIZON WIRELESS SERVICES LLC	26		647.27	

62732	VERIZON WIRELESS SERVICES LLC	28	480.48	
			Check Total	5,817.86 742131649-00001 03/03/25-04/02
300032668	UNITED COMMERCIAL SERVICES INC	26	5,703.00	
			Check Total	5,703.00 CONTRACTED CUSTODIAL SERVICES
62599	GRAND VALLEY AUTOMATION INC	42	5,685.90	
			Check Total	5,685.90 CARD ACCESS ENGINEERING - VARI
62486	COMPTIA INC	26	5,558.00	
			Check Total	5,558.00 OPEN PO - COMPTIA TEST ORDERS
300032800	COVENANT HOUSE ACADEMY	22	5,527.00	
			Check Total	5,527.00 IDEA THRU APR 25
300032772	PORTLAND PUBLIC SCHOOLS	11	5,525.09	
			Check Total	5,525.09 APR25 SA SECT 107 ADULT ED
300032801	CREATIVE TECHNOLOGIES ACADEMY	22	5,398.00	
			Check Total	5,398.00 IDEA THRU APRIL 2025
300032780	THORNAPPLE KELLOGG SCHOOLS	22	5,390.05	
			Check Total	5,390.05 APR25 SA 147A4
300032663	SWANK MOTION PICTURES INC	11	5,384.00	
			Check Total	5,384.00 SWANK MOVIE LICENSES - FOREST
62475	AMWAY HOTEL CORPORTATION	26	5,337.92	
			Check Total	5,337.92 KCTC SKILLS USA COMPETITION -
300032678	GRANDVILLE PUBLIC SCHOOLS	11	5,203.00	
			Check Total	5,203.00 FY25 HRA-APR
300032797	BYRON CENTER CHARTER	22	5,200.00	
			Check Total	5,200.00 IDEA THRU APRIL 2025
62452	RONALD E KOEHLER	11	5,000.00	
			Check Total	5,000.00 CONSULTATION SERVICES
300032704	MCALVEY MERCHANT & ASSOCIATES	11	5,000.00	
			Check Total	5,000.00 GOVERNMENTAL CONSULTING

62623	POWERSCHOOL HOLDINGS LLC	26	4,892.68	
			Check Total	4,892.68 SIS RENEWAL FOR CENTER PROGRAM
62466	SKILLS USA INC	26	4,845.00	
			Check Total	4,845.00 MICH STATE CONFERENCE REGISTRA
62669	COMCAST HOLDINGS CORPORATION	11	1,375.00	
	COMCAST HOLDINGS CORPORATION	21	3,422.82	
			Check Total	4,797.82 MONTHLY INTERNET ACCESS YR 2/3
62516	DOLLY ANN KELLOGG	11	4,786.30	
			Check Total	4,786.30 Contracted Services for MMH
604022503	MG TRUST COMPANY-MIDWEST	11	4,713.73	
			Check Total	4,713.73 ANNUITY
62657	ARTISTS CREATING TOGETHER INC	21	4,710.00	
			Check Total	4,710.00 ARTISTS CREATING TOGETHER 24-2
62618	MISDU	11	4,550.34	
			Check Total	4,550.34 GARNISHMENT
62537	REPUBLIC SERVICES INC	11	349.19	
	REPUBLIC SERVICES INC	21	1,289.13	
	REPUBLIC SERVICES INC	26	2,885.74	
			Check Total	4,524.06 ACCT 3-0240-0360530 04/01/25-
62639	TONY BETTEN & SONS FORD INC	21	4,491.12	
			Check Total	4,491.12 EU NORTH - 2020 FORD TRANSIT-R
62458	MISDU	11	4,423.90	
			Check Total	4,423.90 GARNISHMENT
62598	GRAND VALLEY AUTOMATION INC	42	4,405.00	
			Check Total	4,405.00 EUS AIPHONE INTERCOM
300032631	GRAND VALLEY STATE UNIVERSITY	11	4,379.00	
			Check Total	4,379.00 SCHOOL NURSE STAFF DEVELOPMENT

300032690	BFG SUPPLY CO LLC	26	4,343.86	
			Check Total	4,343.86 BFG RESALE SUPPLIES 24-25 SY
300032841	SEHI COMPUTER PRODUCTS INC	11	3,501.00	
	SEHI COMPUTER PRODUCTS INC	27	756.00	
			Check Total	4,257.00 LAPTOP FOR NEW FCCN STAFF MEMB
62439	GORDON FOOD SERVICE INC	26	4,172.28	
			Check Total	4,172.28 KCTC CULINARY - RESALE SUPPLIE
62478	USA BAYSHORE MANAGEMENT CORP	26	4,158.00	
			Check Total	4,158.00 HOSA STATE COMPETITION - HOTEL
604182503	MG TRUST COMPANY-MIDWEST	11	4,063.73	
			Check Total	4,063.73 ANNUITY
62504	FRED WARREN HAYWARD JR	11	3,230.00	
	FRED WARREN HAYWARD JR	21	807.50	
			Check Total	4,037.50 BLDG AUTOMATION SERVICE AND CO
62654	A+ LIGHTING SOLUTIONS LLC	21	4,005.00	
			Check Total	4,005.00 PGLC VANITY FIXTURES
300032796	BROADMOOR PRODUCTS INC	11	217.42	
	BROADMOOR PRODUCTS INC	21	2,096.72	
	BROADMOOR PRODUCTS INC	26	1,682.30	
			Check Total	3,996.44 HVAC LOOP TESTING & CHEMICALS
62594	GEOTECH INC	26	3,000.00	
	GEOTECH INC	27	992.25	
			Check Total	3,992.25 510-058 TELECOMM CE MR REVIEW
62505	HERITAGE-CRYSTAL CLEAN INC	26	3,976.56	
			Check Total	3,976.56 ACCT # 51261 SERVICE 03/17/25
62735	WINDEMULLER ELECTRIC INC	21	892.91	
	WINDEMULLER ELECTRIC INC	26	3,000.20	
			Check Total	3,893.11 PINE GROVE - ELECTRICAL REPAIR

604022512	PARADIGM EQUITIES-ROTH	11	3,864.25	
			Check Total	3,864.25 ANNUITY
604182512	PARADIGM EQUITIES-ROTH	11	3,864.25	
			Check Total	3,864.25 ANNUITY
300032658	P & M HOLDING GROUP LLP	41	269.82	
	P & M HOLDING GROUP LLP	42	1,414.26	
	P & M HOLDING GROUP LLP	46	2,065.92	
			Check Total	3,750.00 PA PROJECT SOW THROUGH 6/30/25
62672	CONTINUED.COM LLC	21	3,564.00	
			Check Total	3,564.00 CONTINU-ED.COM-LLC, CE TRAININ
604022523	VALIC	11	3,546.68	
			Check Total	3,546.68 ANNUITY
604182523	VALIC	11	3,546.68	
			Check Total	3,546.68 ANNUITY
300032691	CDW LLC	26	3,527.08	
			Check Total	3,527.08 VIRTUAL LOAD BALANCER
300032844	SYSCO GRAND RAPIDS LLC	26	3,467.48	
			Check Total	3,467.48 SYSCO SECOND SEMESTER RESALE E
62447	HARBOR GROUP INCORPORATED	26	3,462.61	
			Check Total	3,462.61 HARBOR GROUP SECOND SEMESTER P
300032660	RELAYHUB LLC	22	3,433.33	
			Check Total	3,433.33 Monthly Licensing Fee
300032826	JOHNSON CONTROLS INC	21	3,419.00	
			Check Total	3,419.00 EUC BOILER REPAIRS
62559	ACTION CHEMICAL INC	26	3,381.18	
			Check Total	3,381.18 CUSTODIAL SUPPLIES
62637	20 MONROE BUILDING COMPANY LIMITED PARTNERSHIP	11	3,370.00	
			Check Total	3,370.00 GILMORE ROOM RENTAL FOR MICHME

62507	HOLIDAY COACH COMPANY	26	3,197.66	
			Check Total	3,197.66 HOSA STATE COMPETITION - CHART
62646	VK ENDEAVOURS LLC	42	3,191.80	
			Check Total	3,191.80 PROJ# 1415-LINCOLN SCHOOL 2024
62521	LINCOLN ELECTRIC COMPANY	26	3,127.23	
			Check Total	3,127.23 LINCOLN ELECTRIC SECOND SEMEST
300032677	EAST GRAND RAPIDS PUBLIC SCHOOLS	11	3,109.00	
			Check Total	3,109.00 FY25 HRA-APR
300032820	GRAYBAR ELECTRIC CO	26	3,039.24	
			Check Total	3,039.24 KCTC EAST - ELECTRICAL SUPPLIE
300032616	COMSTOCK PARK PUBLIC SCHOOLS	27	3,031.87	
			Check Total	3,031.87 TYLER TECH - PACE 6 REMOTE - T
300032630	JON MICHAEL WASHBURN	11	3,000.00	
			Check Total	3,000.00 GOVERNMENTAL CONSULTING AND RE
62440	GR COMMUNITY COLLEGE	11	1,265.99	
	GR COMMUNITY COLLEGE	21	671.99	
	GR COMMUNITY COLLEGE	26	137.81	
	GR COMMUNITY COLLEGE	27	877.66	
			Check Total	2,953.45 Kent ISD Communications SNN
62588	ENGINEERED PROTECTION SYSTEMS INC	21	1,009.90	
	ENGINEERED PROTECTION SYSTEMS INC	46	1,892.36	
			Check Total	2,902.26 KEC OAKLEIGH - REPLACE DAMAGED
300032807	FOXBRIGHT SOLUTIONS LLC	11	2,893.00	
			Check Total	2,893.00 KCTC APP-HOSTING/MAINT/SUPPORT
62605	IMPERIAL DADE	21	984.38	
	IMPERIAL DADE	26	1,898.10	
			Check Total	2,882.48 PINE GROVE - CUSTODIAL SUPPLIE

604022506	PARADIGM - 457	11	2,880.00	
			Check Total	2,880.00 ANNUITY
604182506	PARADIGM - 457	11	2,880.00	
			Check Total	2,880.00 ANNUITY
300032757	KENT CITY COMMUNITY SCHOOLS	22	2,854.09	
			Check Total	2,854.09 APR25 SA 147A4
62614	MICH ASSN OF SECONDARY SCHOOL PRINCIPALS	26	2,750.00	
			Check Total	2,750.00 EDCON 2025 REGISTRATION - C.WE
62665	CENTRAL MICH PAPER	26	2,720.00	
			Check Total	2,720.00 Copy paper
300032637	CEDAR SPRINGS PUBLIC SCHOOLS	11	2,716.81	
			Check Total	2,716.81 MV REIMBURSE - EDUCATION/WELFA
300032680	KENT CITY COMMUNITY SCHOOLS	11	2,711.00	
			Check Total	2,711.00 FY25 HRA-APR
62671	CONSUMERS ENERGY CO	26	2,143.26	
	CONSUMERS ENERGY CO	27	473.73	
			Check Total	2,616.99 100010917175 (1480 LEFFINGWELL
62720	EDUCATION ADVANCED INC	11	2,571.00	
			Check Total	2,571.00 Education Advanced Service Ren
604022502	PLANMEMBER SECURITIES CORP	11	2,560.29	
			Check Total	2,560.29 ANNUITY
604182502	PLANMEMBER SECURITIES CORP	11	2,545.29	
			Check Total	2,545.29 ANNUITY
300032687	CONTINENTAL AMERICAN INSURANCE COMPANY	11	2,534.42	
			Check Total	2,534.42 APRIL PREMIUMS
62473	ACTION CHEMICAL INC	26	2,528.00	
			Check Total	2,528.00 CUSTODIAL SUPPLIES FOR MAIN CA

62650	XEROX CORPORATION	26	2,487.52	
			Check Total	2,487.52 MOS AGREEMENT 24-25 SCHOOL YEA
300032671	WEATHER SHIELD ROOFING SYSTEMS	21	2,462.57	
			Check Total	2,462.57 LINCOLN - REPAIR ROOF LEAK 04/
300032662	SECURE DOCS INC	22	2,400.00	
			Check Total	2,400.00 READYSIGN LICENSE FEE 04/23/25
62484	CINTAS CORP NO. 2	21	280.00	
	CINTAS CORP NO. 2	26	2,100.00	
			Check Total	2,380.00 CREDIT INVOICE 9306837010
62683	GERALD DAWKINS ACADEMY	22	2,354.00	
			Check Total	2,354.00 IDEA THRU APRIL 2025
62725	RED THOUSAND LLC	11	2,313.76	
			Check Total	2,313.76 WATERMARK SPACE RENTAL FOR KLC
62678	POSTMA CORPORATION	27	2,288.45	
			Check Total	2,288.45 WAN MAINTENANCE YEAR 1/3
62509	HOPE GARDENS	11	2,241.49	
			Check Total	2,241.49 FARM TO SCHOOL MAR25
62446	GYP SUM SUPPLY CO	26	2,235.00	
			Check Total	2,235.00 DRYWALL PURCHASE FOR CONSTRUCT
300032712	THORNAPPLE KELLOGG SCHOOLS	11	2,233.08	
			Check Total	2,233.08 MV REIMBURSE-WELFARE/EDUC/TRAN
300032642	ENVIRO-CLEAN	21	2,152.18	
			Check Total	2,152.18 EU-N CLEANING CONTRACT
62463	PROPIO LS LLC	11	889.89	
	PROPIO LS LLC	21	877.07	
	PROPIO LS LLC	22	98.11	
	PROPIO LS LLC	26	27.09	
	PROPIO LS LLC	28	3.15	

62463	PROPIO LS LLC	29	254.82	
			Check Total	2,150.13 TRANSLATING SERVICES - 02/01/2
300032632	AMAZON.COM LLC	11	2,149.42	
			Check Total	2,149.42 GSRP Snack Orders
300032664	SYSCO GRAND RAPIDS LLC	26	2,125.89	
			Check Total	2,125.89 KCTC CULINARY - CREDIT RESALE
62511	IMPERIAL DADE	21	20.52	
	IMPERIAL DADE	26	2,087.90	
			Check Total	2,108.42 CUSTODIAL SUPPLIES
300032633	BRETT ATWOOD	26	2,100.00	
			Check Total	2,100.00 KCTC Video Projects - BeHeard
300032688	AMAZON.COM LLC	11	69.75	
	AMAZON.COM LLC	26	2,004.85	
			Check Total	2,074.60 GSRP Snack Orders
300032823	HOPE ACADEMY OF WEST MICHIGAN	22	2,058.00	
			Check Total	2,058.00 IDEA THRU APRIL 2025
62609	KEYSTONE AUTOMOTIVE OPERATIONS	26	2,041.36	
			Check Total	2,041.36 KEYSTONE 1ST SEMESTER TEACHING
62681	FUZZY FEET LLC	26	2,040.00	
			Check Total	2,040.00 KCTC-E AND KCTC-W CHAIR GLIDES
62553	VALLEY CITY SIGN	26	2,019.00	
			Check Total	2,019.00 KCTC-E ADA SIGNAGE
62727	TOWNSQUARE MEDIA INC	11	2,011.00	
			Check Total	2,011.00 GSRP ADVERTISING 03/01/25-03/3
62606	INACOMP TECHNICAL SERVICES GROUP LLC	11	1,995.00	
			Check Total	1,995.00 LAPTOPS
62667	COCHRANE SUPPLY & ENGINEERING INC	21	154.35	
	COCHRANE SUPPLY & ENGINEERING INC	26	1,822.34	

62667			Check Total	1,976.69	PINE GROVE - MAINTENANCE SUPPL
62530	NATIONAL HOSA	26		1,920.00	
			Check Total	1,920.00	2024-2025 AFFILIATION APPLICAT
62731	SOLUTIONS PLUS INC	26		1,920.00	
			Check Total	1,920.00	KCTC E ACCESS POINT BRACKETS &
300032711	SYSCO GRAND RAPIDS LLC	26		1,881.78	
			Check Total	1,881.78	SYSCO SECOND SEMESTER RESALE E
604022510	PLANMEMBER-ER	11		1,881.78	
			Check Total	1,881.78	ANNUITY
604182510	PLANMEMBER-ER	11		1,881.78	
			Check Total	1,881.78	ANNUITY
62673	CITADEL BROADCASTING COMPANY	11		1,878.00	
			Check Total	1,878.00	GREAT START TO QUALITY ADS-MAR
62693	KENDALL ELECTRIC INC	26		1,869.58	
			Check Total	1,869.58	MAINTENANCE SUPPLIES
62501	GORDON FOOD SERVICE INC	26		1,853.28	
			Check Total	1,853.28	GORDON FOOD SECOND SEMESTER RE
62427	ADVANTAGE MECHANICAL-REFRIGERATION INC	11		1,380.00	
	ADVANTAGE MECHANICAL-REFRIGERATION INC	21		457.00	
			Check Total	1,837.00	KEC OAKLEIGH - HVAC REPAIR
604022516	GLP ASSOCIATES EE ROTH	11		1,770.00	
			Check Total	1,770.00	ANNUITY
604182516	GLP ASSOCIATES EE ROTH	11		1,770.00	
			Check Total	1,770.00	ANNUITY
300032667	THRUN MAATSCH AND NORDBERG PC	11		589.67	
	THRUN MAATSCH AND NORDBERG PC	22		589.66	
	THRUN MAATSCH AND NORDBERG PC	26		589.67	

300032667			Check Total	1,769.00 CLIENT 0720 MATTER 00001 & 006
62580	CITY OF WYOMING	11	12.02	
	CITY OF WYOMING	21	985.80	
	CITY OF WYOMING	22	484.03	
	CITY OF WYOMING	23	121.43	
	CITY OF WYOMING	26	118.87	
	CITY OF WYOMING	42	14.15	
	CITY OF WYOMING	46	14.15	
			Check Total	1,750.45 REFUND OF 2024 TAXES
62621	NATL LADDER & SCAFFOLD CO INC	26	1,748.00	
			Check Total	1,748.00 LADDERS FOR MAIN CAMPUS
62655	ADVANTAGE MECHANICAL-REFRIGERATION INC	21	1,705.00	
			Check Total	1,705.00 KEC OAKLEIGH - REPAIR SERVER R
62434	EDWARD DON & CO	26	1,700.11	
			Check Total	1,700.11 EDWARD DON SECOND SEMESTER RES
62597	GORDON FOOD SERVICE INC	26	1,350.26	
	GORDON FOOD SERVICE INC	29	347.70	
			Check Total	1,697.96 KCTC CULINARY - RESALE SUPPLIE
62565	ANGELA YETZKE	11	1,650.00	
			Check Total	1,650.00 PROVIDE THE FOLLOWING PRESENTA
62662	BARCODES LLC	26	1,649.09	
			Check Total	1,649.09 LAUNDRY LABEL PRINTER
300032626	SYSCO GRAND RAPIDS LLC	26	1,639.76	
			Check Total	1,639.76 SYSCO SECOND SEMESTER RESALE E
604022501	LEGEND GROUP/ADSERV	11	1,550.00	
			Check Total	1,550.00 ANNUITY
604182501	LEGEND GROUP/ADSERV	11	1,550.00	
			Check Total	1,550.00 ANNUITY

62705	MICH OFFICE SOLUTIONS	21	1,541.91	
			Check Total	1,541.91 PRINTER FOR EMPOWER U NORTH
62700	LINDE GAS & EQUIPMENT INC	26	1,539.75	
			Check Total	1,539.75 LINDE GAS AND EQUIPMENT
62736	XEROX CORPORATION	26	1,534.00	
			Check Total	1,534.00 CLEO STREEM FAXBLADE SOFTWARE
62472	A+ LIGHTING SOLUTIONS LLC	26	1,500.00	
			Check Total	1,500.00 KCC - ELECTRICAL SUPPLIES
62630	SEWARD CONSULTING LLC	11	1,500.00	
			Check Total	1,500.00 INSTRUCTIONAL LEADERSHIP FOR K
62546	THE CONFERENCE BOARD INC	11	1,495.00	
			Check Total	1,495.00 CONFERENCE BOARD:STRATEGIC TRA
62686	GR COMMUNITY COLLEGE	11	926.28	
	GR COMMUNITY COLLEGE	21	305.30	
	GR COMMUNITY COLLEGE	26	256.30	
			Check Total	1,487.88 Kent ISD Printing - LLL
62477	AVIS BUDGET GROUP INC	21	1,461.29	
			Check Total	1,461.29 AVIS-MINILEASE OF A MINIVAN FO
300032647	GRAYBAR ELECTRIC CO	21	1,265.72	
	GRAYBAR ELECTRIC CO	26	174.00	
			Check Total	1,439.72 KCTC EAST - ELECTRICAL SUPPLIE
62480	BOOKS BY THE BUSHEL LLC	11	1,422.90	
			Check Total	1,422.90 BRIGHT BEGINNINGS - CLASSROOM
62625	PROMOW LAWN CARE & LANDSCAPE LLC	21	1,411.00	
			Check Total	1,411.00 EU-S LAWN CARE (APR-JUN 2025)
300032847	THE DISTRIBUTION GROUP INC	26	1,389.64	
			Check Total	1,389.64 SECOND SEMESTER RESALE EXPENSE

300032819	GRANITE TELECOMMUNICATIONS LLC	11	1,387.16	
			Check Total	1,387.16 EPIK MONTHLY INVOICES FY25
604022511	MG TRUST-ROTH 403B	11	1,385.00	
			Check Total	1,385.00 ANNUITY
604182511	MG TRUST-ROTH 403B	11	1,385.00	
			Check Total	1,385.00 ANNUITY
62444	GRAND VALLEY AUTOMATION INC	21	1,362.40	
			Check Total	1,362.40 LINCOLN DEV - HVAC CONTROLS SE
604022507	VALIC - 457	11	1,346.01	
			Check Total	1,346.01 ANNUITY
604182507	VALIC - 457	11	1,346.01	
			Check Total	1,346.01 ANNUITY
62675	ZACHARY D START	21	500.00	
	ZACHARY D START	26	844.54	
			Check Total	1,344.54 KCTC EAST - INTALL DOOR CLOSER
300032621	GRAND VALLEY STATE UNIVERSITY	11	1,324.31	
			Check Total	1,324.31 CECI SCIENCE COLLABORATIVE-EVE
300032702	LAKESHORE LEARNING MATERIALS	11	1,310.05	
			Check Total	1,310.05 Lakeshore Hardwood Kitchen Set
62455	LINDE GAS & EQUIPMENT INC	26	1,307.70	
			Check Total	1,307.70 KCTC COLLISION REPAIR - CLASSR
300032670	THE DISTRIBUTION GROUP INC	26	1,290.80	
			Check Total	1,290.80 SECOND SEMESTER RESALE EXPENSE
300032850	WEATHER SHIELD ROOFING SYSTEMS	21	1,286.04	
			Check Total	1,286.04 PNE GROVE - ROOF REPAIR
62474	JEFFREY JAMES GROVE	41	1,284.00	
			Check Total	1,284.00 FACILITIES BREAKROOM RENOVATIO

300032716	WEATHER SHIELD ROOFING SYSTEMS	21	1,271.42	
			Check Total	1,271.42 EU SOUTH - REPAIR ROOF LEAK
62711	PEOPLE DRIVEN TECHNOLOGY INC	42	1,267.50	
			Check Total	1,267.50 KEC BELTLINE - SERVICE SECURIT
62721	STATE INDUSTRIAL PRODUCTS CORPORATION	26	1,263.18	
			Check Total	1,263.18 MAINTENANCE SUPPLIES
62581	CITY OF WYOMING	21	1,262.48	
			Check Total	1,262.48 523549001 (2101 52ND SW) 12/4/
300032649	MORGAN ANN JAREMA	27	1,260.00	
			Check Total	1,260.00 Editing and reporting services
62585	LANSING HOTEL INVESTORS LLC	22	1,213.38	
			Check Total	1,213.38 MAER Conference 2025 VI/OM Lod
300032634	BFG SUPPLY CO LLC	26	1,206.76	
			Check Total	1,206.76 BFG RESALE SUPPLIES 24-25 SY
62488	PATRICIA RICHARDSON	11	1,200.00	
			Check Total	1,200.00 HONORARIUM FOR SECONDARY CONNE
62573	IAN MATTHEW BORTON	11	1,200.00	
			Check Total	1,200.00 HONORARIUM FOR Immersive Story
62661	BAILEY TELECOMMUNICATIONS	46	1,172.00	
			Check Total	1,172.00 KCTC EAST RENOVATION PH.3-PERM
300032808	GODFREY LEE PUBLIC SCHOOLS	11	1,169.90	
			Check Total	1,169.90 LEADERSHIP SERIES REIMB-MULTIP
300032831	NGUYET-ANH THI TRAN	11	1,060.10	
	NGUYET-ANH THI TRAN	21	107.00	
			Check Total	1,167.10 GSRP - TRANSLATING SERVICE - M
62464	SET INC	41	1,153.00	
			Check Total	1,153.00 PC-41000-2025-01 07/01/24-07/0

62448	JEFFREY A TROSPER	11	1,100.00	
			Check Total	1,100.00 ADULT ED - CPR AED TRAINING
62684	GORDON FOOD SERVICE INC	26	1,091.13	
			Check Total	1,091.13 KCTC CULINARY - RESALE SUPPLIE
62638	THINKEDU LLC	26	1,049.85	
			Check Total	1,049.85 SPSS FOR DAVIESTORE@KENTISD.OR
62652	4IMPRINT INC	11	1,034.95	
			Check Total	1,034.95 BRIGHT BEGINNINGS - LOGO APPAR
62462	ROCKFORD COMMUNITY SERVICE CENTER	21	1,000.00	
			Check Total	1,000.00 NORTH KENT CONNECT-LEASE FOR 2
	5/2/2025 3:44 PM		Grand Total	42,474,554.79

Analysis of Banking Institutions
04/30/25

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds	
Chase	Checking	AA-	Yes	\$ -	\$ -	\$ 5,862,102	\$ 5,862,102	***
Chase	Savings	AA-	Yes	250,000	-	1,745	\$ 251,745	
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	98,990,570	\$ 98,990,570	
MILAF	US Treasury Bonds/Notes	AA+	No	-	-	25,150,000	\$ 25,150,000	****
MILAF	US Treasury Bills	A1+	No	-	-	400,000	\$ 400,000	****
MILAF	Federal Agency Commercial Mortgage Backed Security	AA+	No	-	-	787,323	\$ 787,323	****
MILAF	Commercial Paper	A1 - A1+	No	-	-	1,000,000	\$ 1,000,000	****
Totals:				\$ 250,000	\$ -	\$ 132,191,740	\$ 132,441,740	

Balances as of 04/30/2025 (unless noted)

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

*** 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 04/30/2025

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	\$ 251,745	250,000	1,745	1.35%	n/a	AA-	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	4,958,500	-	4,958,500	0.00%	n/a	AA-	Sweep
Chase Bank	Checking	81	901,603	-	901,603	0.00%	n/a	AA-	
Chase Bank	Checking	11	2,000	-	2,000	0.00%	n/a	AA-	
Chase Bank	Checking	Disbursement	-	-	-	0.00%	n/a	AA-	Zero Balance Account
Chase Bank	Checking	Payroll	-	-	-	0.00%	n/a	AA-	Zero Balance Account
<i>MILAF Managed Account:</i>									
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	2,892	-	2,892	4.18%	n/a	AAAm	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	50,844,876	-	50,844,876	4.31%	n/a	AAAm	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,049,591	-	2,049,591	4.19%	05/23/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	4,099,166	-	4,099,166	4.17%	06/20/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,038,626	-	2,038,626	4.49%	08/20/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,030,650	-	2,030,650	4.37%	09/19/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,023,227	-	2,023,227	4.37%	10/20/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,015,150	-	2,015,150	4.32%	11/21/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,008,462	-	2,008,462	4.29%	12/19/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,000,702	-	2,000,702	4.27%	01/20/26	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	-	-	-	4.18%	n/a	AAAm	Cash Management Class
MILAF-Grow Your Own	Local Gov't Invest Pool	11	17,285,875	-	17,285,875	4.31%	n/a	AAAm	MAX Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	6,717,005	-	6,717,005	4.18%	n/a	AAAm	Cash Management Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	5,874,347	-	5,874,347	4.31%	n/a	AAAm	MAX Class
MILAF-Extended Core	US Treasury Bonds/Notes	11-22-26	25,150,000	-	25,150,000	3.48%-5.15%	08/31/25-10/15/27	AA+	US Treasury Bonds/Notes (Par Value)
MILAF-Extended Core	US Treasury Bills	11-22-26	400,000	-	400,000	4.85%	05/15/25	A1+	US Treasury Bills (Par Value)
MILAF-Extended Core	Federal Agency Commercial	11-22-26	787,323	-	787,323	4.18%-4.61%	07/01/26-06/01/27	AA+	Mortgage Backed Security (Par Value)
MILAF-Extended Core	Commercial Paper	11-22-26	1,000,000	-	1,000,000	4.42%	05/19/25	A1 - A1+	Commercial Paper (Par Value)
			\$ 132,441,740	\$ 250,000	\$ 132,191,740				

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

The Kent ISD School Board held a regular meeting at the Kent Conference Center on Monday, April 21, 2025. President Haidle called the meeting to order at 4:00 p.m.

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

Kent ISD Staff Present: Superintendent Gorman, Assistant Superintendents, Finkel, Fee, Myers, Gardner; Directors Arnold, Baine, Behm, Bray, Campbell, Graham, Hissong, Hofstee, Houtman, Karsten, Larkin, Lienesch, Lillis, Maynard, McClintic, Murphy, Sneider, Verwey; Recording Secretary Lovell; Guests: Jacob Bandstra, Cinnamon Mellema, Lindsay Murray, Debra Burkhardt, Ashley Livingstone, David Breen, Deb VanDyke, Bill Behrendt, Joanne Platt, Richard Davis Odem, Sidney Williams, Todd Bowman, Judy Omlor-Sobeslay, Karla Sarver, Jennie Carlson, Arlene Backowski, Lisa Faber, Kelly Cleveland, Kendra Kainins, Macey Faber, Austin Haney, McKenna Carlson, Stephanie Tebben, Teri Warners, Susan Marvin, Julie Swanson, Megan McNaughton, Vicki Vairet, Gary Krull Jr, Larry Marvin, Susan Marvin, Jennifer Klaasen, Katherine Woodburne, Jennifer DeSander, Tiffany Duncil, Faith Deyoung, Cindy Cafmeyer

President Haidle welcomed attendees and turned the meeting over to Director Bryndan Arnold to honor staff members Lindsay Murray and Debra Burkhardt with the Leading Learning Award. Supervisors were given the opportunity to share their appreciation.

Director of Strategic Planning and Organizational Initiatives, Mr. Ron Houtman, presented an update on the strategic plan as it nears completion. President Haidle thanked Mr. Houtman for his extraordinary work compiling data over the year and assisting in the development of our next iteration of LEAD 2.0. Board members had the opportunity to ask questions.

Upon motion of Member Hamming, supported by Member Featherston, it was resolved to combine and approve action items D.1-D.11.

Ayes: Hamming, Featherston, Rettig, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Drake, it was resolved to approve the capital outlay for the 25-26 school year as outlined in the board packet.

Ayes: Featherston, Rettig, Hamming, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Drake, supported by Member Rettig, it was resolved to approve the capital outlay purchase for technology equipment from SEHI Inc.

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 revised quote from Turnkey Network Solutions for fiber maintenance services.

Ayes: Drake, Hamming, Featherston, Rettig, Haidle
Nays: None

Motion declared to have carried.

Upon motion of Member Drake, supported by Member Hamming, it was resolved to approve People Driven's bid to purchase replacement hardware for the Wide Area Network.

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 distribution of funds to local districts for the Special Education Act 18 funds.

Ayes: Featherston, Rettig, Hamming, Drake, Haidle
Nays: None

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Hamming, it was resolved to approve the resolutions to amend the 2024-2025 budgets.

Ayes: Rettig, Hamming, Drake, Featherston, Haidle
Nays: None

Motion declared to have carried.

President Haidle offered the opportunity for public comment. Public comment was provided by Deb VanDyke who made the following statement:

“My name is Deborah VanDyke, and I live in Rockford, Michigan. For transparency, this room should know that I work here at Kent ISD, and I have done so for more than 20 years. I grew up in this county, and 4 of the children I have raised have completed CTE programs right here at Kent ISD.

Over the years, I have been to hundreds of meetings with administration and our board. I have watched them make the best decisions they could to leverage good things for children, from birth to adulthood, every time. Every time.

The change in the Diversity, Belonging, Equity, and Inclusion (DEBI) consultant's title came to my attention over the weekend. I recognize what a difficult decision this must be for our Superintendent and for our board. Agreements were made, and I believe that those were made in good faith. Diversity, equity, belonging, and inclusion were included in our core values as an organization and community partner. It is included in our strategic plan. That was the right thing to do. Now we're told that funding will be withheld if we do not hide our DEBI efforts. That is wrong. Quid pro quo is wrong.

All of us must remain very clear and without illusion. This concession is a temporary measure that will only briefly hold damage at bay. It will not protect our students or our institutions for very long. On April 19, 2025 at 11:51 a.m., Michigan legislator and Appropriation Committee leader Matt Maddock posted on his social media, "We should immediately cut every county intermediate school district," then referred to them as a scam. We need to protect our institutions.

People who called themselves allies must stand up and speak up. Defend our institutions. Welcoming diversity is the right thing to do. Creating belonging is the right thing to do. Providing equity is the right thing to do. Fostering inclusion is the right thing to do. Student success will not happen outside of such an environment. It is white-supremacy and bullying that are wrong. It is putting our school leadership up to this horrible choice that is wrong.

I will end with a Stan Mitchell quote, "If you claim to be someone's ally, but aren't getting hit by the stones thrown at them, you aren't standing close enough."

I will email my comments to the meeting recorder tonight, so that they can be included, in their entirety, in the minutes. There should be a record and history that people stood up and spoke out about what is happening to our students, to our staff, and our leaders."

President Haidle shared that she will attend MASB's Day at the Capitol on May 7, 2025, with Education Advocates of West Michigan Executive Director, Dan Behm.

Superintendent Gorman thanked Mr. Ron Houtman for his strategic plan presentation at this month's meeting. He also expressed appreciation to KIEA Union Leadership, President Cinnamon Mellema, Vice President Jacob Bandstra, and former President Deb VanDyke for their continued partnership.

Superintendent Gorman congratulated Lindsey Murray and Debra Burkhardt on their nominations for the Leading Learning awards and their excellent work supporting staff and students.

Upon motion by Member Featherston, supported by Member Hamming, it was resolved to move into closed session to complete the superintendent's annual evaluation.

Ayes: All present

Nays:

Motion declared to have carried.

The Board moved to closed session at 4:45 p.m.

The board moved to open session at 6:32 p.m.

Board members unanimously agreed to provide Superintendent Gorman with an EFFECTIVE rating for his annual evaluation. Washburn noted that members will receive a copy of the evaluation report.

President Haidle adjourned the meeting at 6:32 p.m.

Minutes approved on May 19, 2025

Andrea Haidle, President

Anne Hamming, Secretary

/ml

DRAFT

**PERSONNEL RECOMMENDATIONS AS OF 5/8/25
FOR BOARD MEETING OF 5/19/2025**

RESIGNATIONS AND TERMINATIONS

1. Linda Combs, Student Services, Early On, Early Interventionist, retirement, effective 7/17/25.
2. Kristen Priem, Student Services, Special Education Center Programs, Empower U North, Instructor, retirement, effective 5/30/2025.
3. Cary Stamas, Career and Talent Development, Career Readiness, Director of Career Readiness, retirement, effective 9/15/2025.
4. Nicholas Vanderhyde, Instructional Services, Teaching & Learning, Early Math Specialist, resignation, effective 6/30/25

APPOINTMENTS

1. Marissa Peak, Student Services, Special Education Center Programs, Music Therapist, Non-Union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 6, Step 3 \$72,760 per year, effective 8/12/2025.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

None.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: GSRP Supervisor

Submitted by: Ashley Karsten

Date: 5/8/2025

Recommended by: Jenny Fee

Board Meeting Date: 5/19/2025

RECOMMENDATION:

The Great Start Readiness Program is seeking approval of an additional GSRP Supervisor. This position is a 260 day, non-union professional, grade 8 position.

BACKGROUND:

With the expansion of the Great Start Readiness Program, through the PreK for All initiative across Michigan, Kent County plans to expand classrooms across the county. This expansion will provide Kent County children access to free, high, quality preschool. Research on the Great Start Readiness Program indicates that children provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds who did not attend a high-quality preschool program.

In Kent County, the Great Start Readiness Program is currently operating over 230 four-year-old preschool classrooms. Kent ISD directly operates 86 of those classrooms. This school year, close to 3,500 students attended preschool through GSRP. Next year, we will have over 280 classrooms across the county and 94 will be directly run by the ISD. Our goal is to serve 4,500 students. As MiLEAP continues to encourage more students to participate in GSRP, Kent ISD will work with local districts and community organizations to open additional classrooms. The quality of these classrooms is dependent on hiring qualified staff, providing individualized training opportunities, coaching, and supervision. In order to provide high quality programming for our youngest students, we need the additional support at the administrative level.

GREAT START READINESS PROGRAM (GSRP) SUPERVISOR

Title: GSRP Supervisor

Kent ISD
Multiple Program Sites
Salary Position – Non-Union Professional: Grade 8
Full-Time, 260 Days

Reports To: Director of Early Childhood

Positions Supervised: GSRP Program Staff

Broad Summary Statement of General Responsibilities:

Lead in collaboration with co-supervisors to provide program coordination, teacher supervision and evaluation to ensure delivery of quality educational services to families and young children.

Minimum Job Qualifications:

1. Master's Degree in Early Childhood, plus minimum five (5) years' experience in early childhood teaching/coaching/administration
2. Demonstrated knowledge of best practices for preschool curriculum, instruction and programing
3. Experience in effective supervision and development of personnel
4. Ability to plan and facilitate professional development for adult learners
5. Knowledge of essential components for effective personnel recruitment, selection, retention and supervision
6. Strong technology skills including the effective use of variety of devices, software and applications for the preparation of proposals, presentations, reports, budgets, illustrations and record keeping systems
7. Experience with Connect4Learning, COR, CLASS, Ages and Stages and other early childhood assessments.
8. Knowledge of basic budgeting, bookkeeping and record keeping skills necessary and able to work with computerized budget development and management systems
9. Requires high level of communication and interpersonal skills to interact effectively with administrators, peers, constituent district staff and the general public.
10. Ability to meet deadlines, strong attention details, to effective time management, prioritize and work independently and cooperatively as well as schedule and produce work in a timely manner
11. Strong problem-solving skills with an ability to investigate and respond to concerns
12. Must be able to maintain flexible scheduling for workshops and conferences and to make related travel arrangements.

Specific Duties & Responsibilities:

1. Provide strong leadership in collaboration with a co-supervisor overseeing all aspects of the GSRP program, at the direction of the Director of Early Childhood
2. Oversee and facilitate the work of Early Childhood Specialists
3. Provides direct supervision and/or monitoring to lead and associate teachers in GSRP classrooms
4. Conduct GSRP lead teacher and associate teacher evaluations, in consultation with Early Childhood Specialists
5. Provide or assist in training or professional development
6. Participate in personnel recruitment and selection
7. Support local school districts with Great Start Readiness Programing, recruitment, and data
8. Provide assistance with LARA Licensing, MiRegistry, and Professional Learning for each Great Start Readiness Program classroom.
9. Provide guidance and coordination for Family Participation Meetings throughout Kent County.
10. Assist Director of Early Childhood with grant compliance throughout all GSRP classrooms.
11. Assists Director of Early Childhood with program management including; gathering and compiling needs assessment data, preparing internal and external proposals, implementation plans, evaluation systems, and local, state and contracts, agreements and reports.
12. Complete and submit accurate compliance reporting as required by grants, state or other requirements
13. Attend and/or serve on pertinent committees at the county, regional and/or state level, as approved
14. Comply with applicable school policy, regulations and laws.
15. Regularly attends all (types of meetings), as required
16. Maintain regular and consistent employee attendance
17. Perform other duties and responsibilities as assigned

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the School Board may be considered. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Posting Dates:

Distribution: External & Internal

To Apply: Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at www.jobs.kentisd.org



The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.

It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, gender orientation, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Addition of two Early Childhood Specialist for GSRP

Submitted by: Ashley Karsten

Date: 5/8/2025

Recommended by: Jenny Fee

Board Meeting Date: 5/19/2025

RECOMMENDATION:

As pre-k for all expands in Kent County, we plan to open at least 30 additional GSRP classrooms. It is recommended that the board approve the hire of two additional Early Childhood Specialist to support with classroom coaching, monitoring, assessment, and support.

BACKGROUND:

Under the Great Start Readiness Program grant it is mandatory that each classroom that receives funding is also provided coaching support through an Early Childhood Specialist. Early Childhood Specialists at Kent ISD generally carry a caseload of about 15 classrooms. Early Childhood Specialists provide instructional, behavioral, and family support to the staff and classroom, in order to ensure high quality instruction and success for all children. Early Childhood Specialists work a 200-day contract. This additional position is supported by the current budget under the Great Start Readiness Program grant.

Early Childhood Specialist- GREAT START READINESS PROGRAM (GSRP)

Title: GSRP Supervisor

Kent ISD
Multiple Program Sites
Salary Position – Non-Union Professional: Grade 5
Full-Time, 200 Days

Reports To: Director of Early Childhood

Positions Supervised: none

Broad Summary Statement of General Responsibilities:

Ensure the implementation of high-quality preschool programs and compliance of the Great Start Readiness Program across Kent County programs through regular, ongoing classroom support to GSRP classroom staff.

Minimum Job Qualifications:

1. Master's Degree in Early Childhood, plus minimum five (5) years' experience in early childhood
2. teaching/coaching/administration
3. Demonstrated knowledge of best practices for preschool curriculum, instruction and programing
4. Ability to plan and facilitate professional development for adult learners
5. Experience with Connect4Learning, COR, CLASS, Ages and Stages and other early childhood assessments.
6. Requires high level of communication and interpersonal skills to interact effectively
7. with teachers, administrators, peers, constituent district staff and the general public.
8. Ability to meet deadlines, strong attention details, to effective time management,
9. prioritize and work independently and cooperatively as well as schedule and produce
10. work in a timely manner
11. Continual learning and practice that reflects the latest research in the early childhood field.
12. Commitment to equity, social justice and inclusion in all practices and position responsibilities.
13. Advocacy of the importance of Early Childhood Education and advancement of the profession of Early Childhood Education.
14. Self-motivated team player who is able to mutli-task and prioritize.
15. Strong problem-solving skills with an ability to investigate and respond to concerns
16. Must be able to maintain flexible scheduling for workshops and conferences and to make related travel arrangements.

Specific Duties & Responsibilities:

1. Partner with teaching teams to ensure grant compliance, fidelity to curriculum, and a high-quality preschool experience for children.
2. Observe and provide both written and verbal feedback to teaching teams on an ongoing basis.
3. Provide monthly coaching to teaching teams, based on the professional growth plan, which may include offering support by observing to provide feedback on techniques or interactions, modeling strategies with children, attending home visits/conferences, offering classroom or professional learning resources, meeting with teaching teams to discuss feedback, strengths and needs, plans, etc.
4. Monitor quantity and quality of evidence entered into the child assessment tool by each teaching team. Support the continuous analysis of child progress to inform parent partnerships and teaching through lesson planning for meaningful, intentional whole group instruction, as well as respond to small group and individual child needs.
5. Plan, facilitate, and/or engage in early childhood Professional Learning Committees (PLCs), Professional Development (PD), and other training experiences for childhood program staff based on identified needs.
6. Partner with teachers, families, and auxiliary staff to provide appropriate and research-based behavior support.
7. Liaison between Kent ISD, local school districts, Community Based Organizations and early childhood community stakeholders.
8. Provide or assist in training or professional development
9. Support local school districts with Great Start Readiness Programing, recruitment, and data
10. Provide assistance with LARA Licensing, MiRegistry, and Professional Learning for each Great Start Readiness Program classroom.
11. Complete and submit accurate compliance reporting as required by grants, state or other requirements
12. Attend and/or serve on pertinent committees at the county, regional and/or state level, as approved
13. Comply with applicable school policy, regulations and laws.
14. Regularly attends all (types of meetings), as required
15. Maintain regular and consistent employee attendance
16. Perform other duties and responsibilities as assigned

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the School Board may be considered. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.



Posting Dates:

Distribution: External & Internal

To Apply: Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

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BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: GSRP additional classrooms

Submitted by: Ashley Karsten

Date: 5/8/2025

Recommended by: Jenny Fee

Board Meeting Date: 5/19/2025

RECOMMENDATION:

As pre-k for all expands in Kent County, we plan to open 9 additional classrooms, run directly by Kent ISD in local district buildings. We are asking that the Board approve the addition of 9 GSRP Lead Teachers and 9 GSRP associate teachers.

BACKGROUND:

As Pre K for All continues to gain momentum, the Great Start Readiness Program is being tasked with offering more classrooms to 4 year old children. Some local districts are looking to expand the number of GSRP classrooms within the district.

Districts looking to expand are:

Kentwood
Kent City
Kenowa
Forest Hills
Sparta
Caledonia
Grandville

POSITION DESCRIPTION

Position:

Lead Teacher- Great Start Readiness Program

Classification:

Exempt

Terms of Employment:

172 days per year; 35 hours per week

Broad Statement of Responsibilities:

Prepare students for kindergarten in a safe and nurturing preschool environment.

Minimum Requirements:

1. A valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement
 - i) *OR* – A bachelor’s degree in early childhood education or child development with a specialization in preschool teaching. The transcript will document a major, rather than a minor, in child development or early childhood education.
 - ii) *OR* –

Preferred Requirements:

1. Certification of CPR and First Aid required by State Licensing.
2. Teaching experience with at-risk children.
3. Experience working with early childhood curriculum.

Specific Duties and Responsibilities:

1. Develop high-quality weekly lesson plans with fidelity to the Connect4Learning curriculum.
2. Lead/ facilitate developmentally appropriate learning activities for all parts of the preschool day.
3. Gather child assessment data to plan for individualized instruction.
4. Attend home visits, conferences, family events/ advisory meetings, and open houses.
5. Actively participate in all planned professional development and PLCs.
6. Maintain child files.
7. Ensure compliance with all licensing standards.
8. Maintain confidentiality.
9. Develop positive partnerships with families and other staff members.
10. Guide and collaborate with an Associate Teacher.
11. Responsible for daily operation of the program.

Knowledge, Skills, and Abilities Required:

1. Knowledge and experience working with preschool, early elementary, and/or early childhood education.
2. Ability to plan, prepare, and carry out engaging educational activities that promote the social-emotional, academic, and physical development of the whole child.
3. Ability to establish and maintain a safe and secure learning environment.
4. Ability to communicate effectively with young children and their families.
5. Display sensitivity in meeting the needs of a diverse population of children and families.

6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to apply common sense understanding and learned skills while interacting with students and adults.
8. Ability to develop effective working relationships with students, staff, and the school community.
9. Demonstrate self-directedness and initiative when given a variety of tasks and responsibilities.

Physical Requirements:

1. Frequently stand, walk, sit, talk and hear.
2. Regularly reach with hands and arms.
3. Regularly sit on the floor with children for extended periods of time.
4. Regularly get up and down from the floor.
5. Regularly lift up to 40-70 pounds.
6. Occasionally climb or balance; stoop, kneel, crouch, or crawl.
7. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.
8. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.
9. Employee must possess physical ability sufficient to employ physical intervention strategies when necessary, i.e. non-violent crisis intervention techniques.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

KENT ISD GSRP ASSOCIATE TEACHER - POSITION DESCRIPTION

Position:

Associate Teacher- Great Start Readiness Program/Kent ISD

Classification:

Non-Exempt

Terms of Employment:

172 days per year; 35 hours per week

Broad Statement of Responsibilities:

Prepare students for kindergarten in a safe and nurturing preschool environment.

Minimum Requirements:

1. An associate's degree (AA) in early childhood education or child development or the equivalent
 - i. *OR* A valid classroom CDA credential;
 - ii. *OR* Willingness to obtain CDA or associate's degree in early childhood education or child development within two years

Preferred Requirements:

1. Certification of CPR and First Aid required by State Licensing.
2. Teaching experience with children.
3. Experience working with early childhood curriculum.

Specific Duties and Responsibilities:

1. Facilitate developmentally appropriate learning activities for all parts of the

preschool day.

2. Support lead teacher in developing high-quality weekly lesson plans with fidelity to the Connect4Learning curriculum.
3. Gather child assessment data to plan for individualized instruction.
4. Attend home visits, conferences, family events/ advisory meetings, and open houses.
5. Actively participate in all planned professional development and PLCs.
6. Maintain child files.
7. Ensure compliance with all licensing standards.
8. Maintain confidentiality.
9. Develop positive partnerships with families and other staff members.
10. Collaborate with the lead teacher.

Knowledge, Skills, and Abilities Required:

1. Knowledge and experience working with preschool, early elementary, and/or early childhood education.
2. Ability to plan, prepare, and carry out engaging educational activities that promote the social-emotional, academic, and physical development of the whole child.
3. Ability to establish and maintain a safe and secure learning environment.
4. Ability to communicate effectively with young children and their families.
5. Display sensitivity in meeting the needs of a diverse population of children and families.

6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to apply common sense understanding and learned skills while interacting with students and adults.
8. Ability to develop effective working relationships with students, staff, and the school community.
9. Demonstrate self-directedness and initiative when given a variety of tasks and responsibilities.

Physical Requirements:

1. Frequently stand, walk, sit, talk and hear.
2. Regularly reach with hands and arms.
3. Regularly sit on the floor with children for extended periods of time.
4. Regularly get up and down from the floor.
5. Regularly lift up to 40- 70 pounds.
6. Occasionally climb or balance; stoop, kneel, crouch, or crawl.
7. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.
8. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.
9. Employee must possess physical ability sufficient to employ physical intervention strategies when necessary, i.e. non-violent crisis intervention techniques.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive

statement of duties, responsibilities, or requirements.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X _____

Item: GSRP Classroom Aides

Submitted by: Ashley Karsten

Date: 5/8/2025 _____

Recommended by: Jenny Fee

Board Meeting Date: 5/19/2025 _____

RECOMMENDATION:

As pre-k for all expands in Kent County, we plan to open 9 additional classrooms, run directly by Kent ISD in local district buildings. We are asking that the Board approve the addition of 2 Classroom Aides.

BACKGROUND:

As Pre-K for All continues to gain momentum, the Great Start Readiness Program is being tasked with offering more classrooms to 4-year-old children. We will be operating 94 classrooms next year. Classroom aides are classroom subs that are hired by Kent ISD and deployed each morning to classrooms where staff are absent.

Job Title: Support Staff/Classroom Aide Great Start Readiness Program

Kent ISD/ GSRP

127 days per year. 7 hours per day (Monday-Thursday), 28 hours per week.

Support teachers in the classroom setting, in a high-quality preschool program that complies with requirements of the Great Start Readiness Program (GSRP) grant.

Job Qualifications:

1. High school diploma or GED
2. Preferably has some experience working with children.
3. Create and maintain a safe and positive learning environment focused on a sense of belonging within the classroom.
4. Ability to communicate effectively and relate positively with students, parents, and school personnel.
5. Good attendance and punctuality.
6. Commitment to equity, social justice and inclusion in all practices and position responsibilities.
7. Team player who is able to multitask and prioritize.
8. Navigate some technology.
9. Some English-speaking skills. Bilingual skills are highly desired. Kent ISD has a diverse student population speaking over 100 languages.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Kent ISD's Early Childhood Department strives to be inclusive in our hiring and workplace practices. We continually seek to be strengthened by the wisdom of diversity.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X _____

Item: GSRP Break Aides

Submitted by: Ashley Karsten

Date: 5/8/2025 _____

Recommended by: Jenny Fee

Board Meeting Date: 5/19/2025 _____

RECOMMENDATION:

As pre-k for all expands in Kent County, we plan to open 9 additional classrooms, run directly by Kent ISD in local district buildings. We are asking that the Board approve the addition of 5 break aides.

BACKGROUND:

As Pre-K for All continues to gain momentum, the Great Start Readiness Program is being tasked with offering more classrooms to 4-year-old children. Each classroom staff member needs to be able to take a duty-free break daily. Lunch breaks are provided by a break aide, who is assigned to 1-3 classrooms. Break Aides are consistent adults who provide support so the teachers can step out of the classroom.

Job Title: Support Staff/Break Aide Great Start Readiness Program

Kent ISD/ GSRP

127 days per year. 1.25-4 hours per day (Monday-Thursday), 5-16 hours per week.

Provides breaks for teachers in the classroom setting, in a high-quality preschool program that complies with requirements of the Great Start Readiness Program (GSRP) grant.

Job Qualifications:

1. High school diploma or GED
2. Preferably has some experience working with children.
3. Create and maintain a safe and positive learning environment focused on a sense of belonging within the classroom.
4. Ability to communicate effectively and relate positively with students, parents, and school personnel.
5. Good attendance and punctuality.
6. Commitment to equity, social justice and inclusion in all practices and position responsibilities.
7. Team player who is able to multitask and prioritize.
8. Navigate some technology.
9. Some English-speaking skills. Bilingual skills are highly desired. Kent ISD has a diverse student population speaking over 100 languages.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

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BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X _____

Item: Executive Director of West Michigan Teacher Collaborative

Submitted by: Dr. Jenny Fee

Date: 4-30-25

Recommended by: Dr. Jenny Fee

Board Meeting Date: May 19, 2025

RECOMMENDATION:

It is recommended that the Board approve the hire of Mary Kay Murphy as the permanent Executive Director of the West Michigan Teacher Collaborative (WMTC). This recommendation follows the resignation of Dr. Laura Castle, who previously held the position. Mary Kay has served as the Interim Executive Director since Dr. Castle's departure in mid-January 2025.

This recommendation is made in consultation with our regional partners, including the superintendents of both Muskegon and Ottawa ISDs, as well as those of local districts across Kent, Muskegon, and Ottawa Counties. All partners expressed strong confidence in Mary Kay's leadership and support for her direct appointment as Executive Director. This position is classified as a non-union Professional Grade 9.

BACKGROUND:

Mary Kay was originally hired by Dr. Castle as the Supervisor of Teacher Development. Shortly after her appointment, Dr. Castle announced her resignation. Given Mary Kay's prior experience with WMTC as a consultant with Leading Educators and her strong reputation within West Michigan's educational community, she was a natural choice to step in as the Interim Executive Director.

In her interim role, Mary Kay led with skill and focus. She successfully managed key priorities, including the selection of a new resident cohort, delivery of professional learning and support to the current residents, coordination with ISD, local district, and higher education partners, and the planning of a large-scale recognition event for the inaugural cohort of residents. Simultaneously, she invested significant effort in learning all facets of WMTC and worked collaboratively with her team and partners to shape a strategic vision for the program's future.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Facilities Department Staffing Changes

Submitted by: Russell Bray

Date: 5/12/2025

Recommended by: Kevin Philipps

Board Meeting Date: 5/19/2025

RECOMMENDATION:

It is recommended that the Kent ISD board approve the following staffing changes to the Facilities Department:

New Positions:

- Four (4) Maintenance Building Lead Positions (Classified Grade VI)
Three of these positions will be filled internally, one will be posted

Position change for current staff:

- Cody Nosko, Assistant Facilities Supervisor to Facilities Supervisor – Project Manager
(Classified Grade VI to NUP Grade 4)
- Justin Stonehouse, Facilities Supervisor, to Maintenance Supervisor
(No change)
- Ryan VanderMolen, Facilities Supervisor, to Operations Supervisor
(No change)
- Kellen Barnett, Assistant Facilities Supervisor, to Facilities Coordinator
(No change)

Elimination

- Elimination of open Staff Accountant Position (Classified Grade V)

BACKGROUND:

Russell Bray, Director of Facilities and Operations, has worked with Kevin Philipps and Dave Rodgers to develop an updated Facilities Organizational Chart to accomplish the following goals:

- Flexibility to better respond to all maintenance requests and planned maintenance across all Kent ISD Facilities consistently.
- Provide higher level of ownership and connection between the Facilities staff and the building users.
- Better respond to the many project requests and ongoing projects within the department.
- Create clear vocational pathways for Facilities staff looking to advance in their career.
- Fill the ongoing need for business function support by replacing the Staff Accountant position with a new Operations Supervisor position.

To accomplish the above goals, four Building Maintenance Lead positions have been created within the Maintenance Team, supervisor titles and job descriptions have been modified, and an additional project manager position has been created. These changes, along with the elimination of the Staff Accountant position will increase the annual cost of staffing for the department by \$47,916.

Attachments:

- New Job Descriptions:
 - Maintenance Supervisor
 - Operations Supervisor
 - Maintenance Building Lead
 - Facilities Coordinator

Job Title: Building Maintenance Lead, Facilities

Classification: Classified Hourly Grade VI, full-time, year round

Reports to and

Evaluated by: Maintenance Supervisor, Facilities

Terms of

Employment: Twelve-month position subject to all rules and regulations covering Classified Personnel

Supervises: None

Responsible for general maintenance, daily maintenance requests, and preventative maintenance of assigned buildings to maximize educational use of Kent ISD Facilities. Coordination of work with the Facilities Team and Building Administration to ensure buildings are safe, functional, clean, and aesthetically pleasing for all users.

Job Qualifications:

1. Proficient in maintenance and repair of commercial/school buildings, both interior and exterior
2. Proficient in repair and replacement of various types of equipment and system/infrastructure related devices and components
3. Experience in using common hand tools, power tools, drills/drivers, ladders, as well as industry related specialty tools and instruments
4. Extensive knowledge of various systems, such as plumbing, heating, and electrical and proficient in troubleshooting and problem-solving issues within such systems
5. Experienced/comfortable with working with contractors, vendors, suppliers, and building/construction professionals
6. Conduct work in an appropriate manner
7. Ability to work around children and adults in a learning environment
8. Must demonstrate a positive attitude and interpersonal skills to clearly communicate to both internal and external customers
9. High level of organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy
10. Ability to effectively communicate with Building Administration, Facilities staff, and contractors, to effectively complete needed tasks within assigned facilities
11. Predictable and reliable attendance, essential.
12. Driver's license

Duties and Responsibilities:

1. Provide in-depth preventative and corrective maintenance, repairs, and necessary improvements to assigned buildings and the equipment and systems within
2. Ensure that the functionality, safety/security, comfort, and cleanliness of responsible areas is in a state of operating excellence and in accordance with prescribed codes and/or established District policies and Standards
3. Assist as required with light custodial and grounds, including snow removal
4. Process and execute work orders from assigned properties
5. Execute preventative maintenance plans for assigned properties
6. Complete assigned building condition reports and inventories quarterly

7. Attend monthly walk-throughs with custodial contractors, where applicable, and submit a written report of custodial effectiveness to the Facilities office
8. Assist Facilities Maintenance Supervisor with planned maintenance, building assessment, and small project management
9. Effectively communicate maintenance activities and needs to building administration and staff

Other:

1. Performs tasks and projects as requested by the Facilities Maintenance Supervisor
2. Provide input as a key stakeholder in project design and implementation with Facilities Project Managers
3. Support the Facilities department at other properties as needed
4. Maintain regular and consistent attendance

Compensation: Grade VI, commensurate with experience.

Job Title: Maintenance Supervisor, Facilities

Classification: Non-Union Professional Grade 5, full-time, year round

Reports to and

Evaluated by: Director – Facilities & Operations

Terms of

Employment: Twelve-month position subject to all rules and regulations covering Non-Union Professional Personnel

Supervises: Building Maintenance Leads, Maintenance Techs

Responsible for supervision and organization of all Maintenance staff and activities at all Kent ISD properties and facilities. Proactively plans general maintenance, daily maintenance requests, minor projects, and preventative maintenance to fully realize educational use of Kent ISD Facilities. Coordinates work across the Facilities Department, working closely with the Operations Supervisor, Project Managers, and other staff.

Job Qualifications:

1. Proficient in maintenance and repair of commercial/school buildings, both interior and exterior
2. Experience leading small to medium construction projects
3. Extensive knowledge of various systems, such as plumbing, heating, and electrical and proficient in troubleshooting and problem-solving issues within such systems
4. Experienced/comfortable with working with contractors, vendors, suppliers, and building/construction professionals
5. Ability to work around children and adults in a learning environment
6. Conduct work in an appropriate manner
7. Must demonstrate a positive attitude and interpersonal skills to clearly communicate to both internal and external customers
8. High level of organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy
9. Ability to effectively communicate with Building Administration, Facilities staff, and contractors, to effectively complete needed tasks within assigned facilities
10. Predictable and reliable attendance, essential.
11. Driver's license

Duties and Responsibilities:

1. Develop maintenance plans for each facility and assign staff accordingly
2. Lead team Maintenance Techs and Building Maintenance Leads in a way that promotes teamwork, constructive communication, excellence, and efficiency.
3. Coach maintenance staff in best practices, including safety standards and expectations. Develop continuous improvement and learning plans for each staff member.
4. Consistently review work of each team member, ensuring the highest quality of work is performed at all Kent ISD Facilities.
5. Coordinate construction, renovation, and install projects under \$50,000
6. Coordinate work across the district with Facilities Project Managers, Operations Supervisor, and other Facilities staff as needed.

7. Schedule and manage contracted work on building systems
8. Serve as Administrator for Facilities CMMS, BAS, and other administrative systems
9. Assign work orders and analyze efficiency of work completed
10. Ensure that the functionality, safety/security, comfort, and cleanliness of all Kent ISD Facilities are in a state of operating excellence and in accordance with prescribed codes and/or established District policies and Standards
11. Execute preventative maintenance plans for all Kent ISD Facilities
12. Assist the Director of Facilities and Operations with long-term facility planning, budgeting, and staff development.
13. Effectively communicate maintenance activities and needs to building administration and staff
14. Maintain regular and consistent attendance

Other:

1. Performs tasks and projects as requested by the Facilities Maintenance Supervisor
2. Provide input as a key stakeholder in project design and implementation with Facilities Project Managers
3. Support the Facilities department at other properties as needed

Salary: Grade 5, commensurate with experience.

Job Title: Operations Coordinator, Facilities

Classification: Classified Hourly Grade VI, full-time, year round

Reports to and

Evaluated by: Operations Supervisor, Facilities

Terms of

Employment: Twelve-month position subject to all rules and regulations covering Classified Personnel

Supervises: None

Supports the Operations Supervisor in the daily oversight of multiple systems and operations within the Facilities Department that impact the broad scope of work and buildings the Facilities Department maintains, especially budget management and financial processes. Coordination of work with the Facilities Team and Building Administration to ensure buildings are safe, functional, clean, and aesthetically pleasing for all users.

Job Qualifications:

1. Familiarity with Educational Facilities systems, processes, and maintenance activities
2. Proficient at Microsoft Excel and knowledge of other Microsoft Suite products.
3. Broad knowledge of organization operations, policies, and procedures.
4. Must possess a positive attitude and interpersonal skills to clearly communicate to both internal and external customers.
5. High level of organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy.
6. Predictable and reliable attendance, essential.

Duties and Responsibilities:

Budgeting/Purchasing:

1. Support budgeting process for the Facilities department
2. Work with Facilities department staff to coordinate updated budgets
3. Work with business office to coordinate account descriptions
4. Assist Operations Supervisor with long term facility budget planning
5. Assist with the complete all necessary price quotations & required competitive bid processes for Facilities department
6. Purchase Order maintenance.
7. Monitor requisitions in progress and open purchase orders.
8. Issue sales tax exemption forms to vendors and staff.
9. Process vendor credit applications.
10. Assist the Director of Facilities & Operations with the annual capital outlay process

Operations:

1. Support and monitor CMMS, building alarm, and other centralized Facilities systems
2. Organize and monitor building compliance needs, including regular inspections
3. Support and implement access control systems for all buildings

4. Compile and organize departmental documentation, including building drawings, inspections, and records
5. Assist in the management of service providers and agreements for various contractors including waste management, AED providers, fire extinguishers and suppression, pest management, and other district-wide support services
6. Support Maintenance, Custodial, and Project Management staff in district-wide initiatives and activities.

Other:

1. Performs other tasks and projects as requested by the Operations Supervisor
2. Support the Facilities department administrative assistant as needed
3. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
4. Provide input in project design and implementation with Facilities Project Managers
5. Maintain regular and consistent attendance

Compensation: Grade VI, commensurate with experience.

Job Title: Operations Supervisor, Facilities

Classification: Non-Union Professional Grade 4, full-time, year round

Reports to and

Evaluated by: Director – Facilities & Operations

Terms of

Employment: Twelve-month position subject to all rules and regulations covering Non-Union Professional Personnel

Supervises: Operations Coordinator, Facilities

Responsible for the daily oversight of multiple systems and operations within the Facilities Department that impact the broad scope of work and buildings the Facilities Department maintains, especially budget management and financial processes. Coordination of work with the Facilities Team and Building Administration to ensure buildings are safe, functional, clean, and aesthetically pleasing for all users.

Job Qualifications:

1. Familiarity with Educational Facilities systems, processes, and maintenance activities
2. Proficient at Microsoft Excel and knowledge of other Microsoft Suite products.
3. Familiarity with school fund accounting procedures and systems preferred.
4. Experience with budgeting preferred
5. Broad knowledge of organization operations, policies, and procedures.
6. Must possess a positive attitude and interpersonal skills to clearly communicate to both internal and external customers.
7. High level of organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy.
8. Predictable and reliable attendance, essential.

Duties and Responsibilities:

Budgeting/Purchasing:

1. Coordinate all budgeting needs for the Facilities department
2. Develop and/or enhance budgeting process
3. Work with Facilities department staff to coordinate updated budgets
4. Work with business office to coordinate account descriptions
5. Support business office on fixed asset accounting
6. Assist Director of Facilities with long term facility budget planning
7. Monitor and track change orders on major facility projects
8. Develop and administer facilities replacement & risk assessment program
9. Assist Facilities department leadership with utility bulk purchasing and third-party custodial service programs
10. Enter requisitions for Facilities department.
11. Complete all necessary price quotations & required competitive bid processes for Facilities department
12. Purchase Order maintenance.
13. Monitor requisitions in progress and open purchase orders.
14. Issue sales tax exemption forms to vendors and staff.

15. Makes purchases for eligible orders on district purchasing card; reconciles statement monthly.
16. Process vendor credit applications.
17. Assist the Director of Facilities & Operations with the annual capital outlay process

Operations:

1. Serve as system administrator for CMMS, building alarm, and other centralized Facilities systems
2. Organize and monitor building compliance needs, including regular inspections
3. Oversight of access control systems for all buildings
4. Compile and organize departmental documentation, including building drawings, inspections, and records
5. Manage service providers and agreements for various contractors including waste management, AED providers, fire extinguishers and suppression, pest management, and other district-wide support services
6. Support Maintenance, Custodial, and Project Management staff in district-wide initiatives and activities.

Other:

1. Performs other tasks and projects as requested by Director of Facilities & Operations
2. Support the Facilities department administrative assistant as needed
3. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
4. Provide input as a key stakeholder in project design and implementation with Facilities Project Managers
5. Maintains regular and consistent attendance

Salary: Grade 4, commensurate with experience.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Request for 1 new classroom and 3 new additional positions for 2025-2026;
Pine Grove Learning Center.

Submitted by: Renee Hordyk 1616E3C108D969865F1DD0DC13303151 ready2sign Date: May 08, 2025
Renee Hordyk
Kirsten Myers E5DD6C93035CE3A1FDEFDAA335B1A115 ready2sign
Kirsten Myers

Recommended by: Dave Rodgers Dave Rodgers BB95C31328D85C2E5B8A54F16AE55275 ready2sign Board Meeting Date: May 19, 2025

RECOMMENDATION:

1 Additional Classroom at Pine Grove Learning Center, including 1 Additional ASD Teacher and 2 Additional ASD-Instructional Support Specialists (ISS)

Rationale:

Rationale for Class/Teacher and ISS at Pine Grove Learning Center:

Due to multiple students moving into the area and recent transfer students from local schools our age 18- 26 ASD classrooms are above the maximum limit. We need to add a new classroom to ensure we are compliant with appropriate ASD classroom size. To address this need, we propose the addition of 1 additional class, 1 additional teacher and 2 ISS.

New Positions	Location	FTE	Accounting Code
Teacher – ASD	Pine Grove	1.0 (New)	21-1-122-1240-193-0000-21210-2921-2120
ISS – ASD	Pine Grove	2.0 (New)	21-1-122-1630-193-0000-21210-2921-2120

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: EduStaff Consortium Contract

Submitted by: Dave Rodgers

Date: April 28, 2025

Recommended by: Dave Rodgers

Board Meeting Date: May 19, 2025

RECOMMENDATION: It is recommended that the Board authorize administration to enter into the revised multi-year EduStaff consortium contract for continuation of third-party substitute staffing services. The prior contract expired and we have spent several months reviewing and negotiating improvements to a new contract.

BACKGROUND:

As is the case in many Michigan counties and ISDs, Kent ISD holds the consortium contract with EduStaff for third-party substitute services – including substitute teachers. Local school districts wishing to be included in this consortium contract benefit from the terms and fee structure. This updated and revised contract has been reviewed by local Directors Human Resource and Superintendents.

We believe this new contract balances the interests of Kent ISD and our local constituent districts (including increases in EduStaff’s liability insurance coverages) with maintaining the existing EduStaff fees structure without a rate increase.

Educational Staffing Services Master Agreement

- 2 Party Agreement between EDUStaff and School District
- 3 Party Agreement between EDUStaff, Intermediate School District and Constituent School District(s)

THIS AGREEMENT (“Agreement”) is entered into and made effective April 1, 2025, between EDUStaff, LLC (“EDUStaff”), a Michigan limited liability company with its principal place of business located in Grand Rapids, Michigan and Kent Intermediate School District (“Client”), with its principal offices in Grand Rapids, Michigan, (along with the constituent school districts that executed this Agreement in Exhibit C if Three Party Agreement) (collectively, the “Parties”).

RECITALS

WHEREAS, EDUStaff is a private company engaged in the business of providing educational staffing services to educational institutions, with the resources, expertise, training, capacity and qualifications to perform the services contemplated under this Agreement;

(3 Party Agreement) WHEREAS, Client is an intermediate school district authorized under the Revised School Code, MCL 380.1 *et seq*, to enter into independent contractor agreements with other public or private entities to carry out Client’s general powers and functions; and “Constituent Districts” are school districts authorized under the Revised School Code, MCL 380.1 *et seq*, to enter into agreements with other public or private entities for the purpose of securing independent contractors to carry out their general powers and functions;

(2 Party Agreement) WHEREAS, Client is a Public School District authorized under the Revised School Code, MCL 380.1 *et seq*, to enter into agreements with other public or private entities for the purpose of securing independent contractors to carry out their general powers and functions;

WHEREAS, Client wishes to retain EDUStaff to provide educational services to Client and the Constituent Districts, as set forth in Section 2 (Description of Services) and Exhibit A (Scope of Services).

NOW, THEREFORE, EDUStaff, Client and the Constituent Districts agree as follows:

SECTION 1: RELATIONSHIP OF PARTIES

A. DEFINITION OF CLIENT & SUPPLIED STAFF

The term “Client” refers to the educational institution listed above, and collectively, any additional participating Constituent District that (1) engages the services that EDUStaff is providing to the educational institution; and (2) signs Exhibit C, thereby acknowledging and accepting the terms of this Agreement. The Parties acknowledge and agree that Kent Intermediate School District and the constituent districts being collectively referred to as “Client” is merely for ease of reference within this Agreement, and each district has an independent obligations and responsibilities under this Agreement’s (or any related agreement’s) terms. Notwithstanding any other provision of this Agreement, Kent Intermediate School District and the constituent districts shall each be individually responsible for complying with their own obligations under this Agreement, including but not limited to with regard to payment,

and neither Kent Intermediate School District nor any of the constituent districts shall be liable or otherwise held responsible for another district's acts, omissions, or defaults under this Agreement.

The term "Supplied Staff" refers to the EDUStaff employee(s) or subcontractors whom EDUStaff has assigned to perform services for Client under this Agreement.

B. RELATIONSHIP BETWEEN CLIENT AND EDUStaff

EDUStaff will act solely as an independent contractor retained by Client to perform the educational services identified in this Agreement. Nothing in this Agreement shall create or imply an agency relationship between EDUStaff and Client, nor will this Agreement be deemed to constitute a joint venture or partnership between the Parties. EDUStaff is the sole employer of Supplied Staff and Client shall not be deemed or considered to be an employer or joint employer of Supplied Staff for purposes of any services performed pursuant to this Agreement. EDUStaff will furnish all labor necessary to perform the work described in this Agreement, and shall solely control the means, manner and method of performance. Should Client have any issues or concerns with Supplied Staff or the services they provide, Client shall have the right to notify EDUStaff of those issues or concerns and make recommendations or suggestions to resolve them. EDUStaff, however, exclusively retains all rights and responsibilities inherent in the employment relationship, including but not limited to, the right to hire, fire, discipline, supervise and otherwise control the terms and conditions of employment. EDUStaff also has sole responsibility for payment of wages and benefits, withholding and payment of any applicable local, state or federal taxes, payment for Workers' Compensation protection, unemployment insurance taxes and other employer obligations. Should any individual or entity assert a claim against Client for any liability associated with Edustaff's employment of the Supplied Staff, including, but not limited to payment of salaries, wages, benefits, payroll or other taxes related to Supplied Staff during the time they were employed by EDUStaff, or should Supplied Staff assert a claim for harassment, discrimination, or retaliation arising out of Supplied Staff's removal from providing services to Client becomes aware of the claim, Client shall, within a reasonable time after Client becomes aware of the claim, notify EDUStaff, and EDUStaff shall defend the Client at its sole expense, and shall indemnify Client against any and all liability or damages associated with any such claim.

Nothing contained in this Agreement is intended to establish an exclusive relationship between EDUStaff and Client.

C. RELATIONSHIP BETWEEN EDUStaff AND SUPPLIED STAFF

EDUStaff will be the sole employer of Supplied Staff, who are "at will" employees of EDUStaff. EDUStaff will assign Supplied Staff to perform the services described in Exhibit A for Client in accordance with the terms of this Agreement. EDUStaff shall have sole and exclusive responsibility for the following costs and charges attributable to the Supplied Staff:

- a) All wage payments
- b) All applicable state and federal employment taxes and costs
- c) All applicable premium costs for insurance coverages and programs applicable to Supplied Staff
- d) All expenses incurred by Supplied Staff.

D. RELATIONSHIP BETWEEN CLIENT AND SUPPLIED STAFF

While providing services to Client, Supplied Staff shall be deemed employees of EDUStaff and shall be managed and controlled by EDUStaff as their employer. EDUStaff's Supplied Staff are not eligible for any Client wages, benefits or contract privileges, nor are they covered by laws or programs applicable exclusively to public school employees, including but not limited to the Michigan Teacher Tenure Act, the Michigan Public School Employees Retirement System, or the Revised School Code. Furthermore, Client may not directly pay, compensate or promise any



remuneration to Supplied Staff. Supplied Staff may not receive mileage, conference fees, training expenses, or other similar expenses from Client. Client has the right to remove an EDUStaff employee or Supplied Staff who violates the Client's policies, rules and/or procedures from the Client's premises and/or from the Client's school activities. If Client chooses to utilize Supplied Staff in a capacity for which the individual is not approved by EDUStaff, Client automatically accepts any liability arising in whole or in part from Supplied Staff's performing such functions, and Client will hold harmless EDUStaff from any claims arising therefrom including actual attorney fees.

EDUStaff's employees and agents shall not be considered agents or employees of Client for any purpose and no such employees or agents are entitled to any of the rights, compensation or other benefits which Client may provide its own employees or which Client may be obligated to provide under Section 1236 of the Revised School Code.

E. PLACE OF WORK

Client shall provide sufficient workspace and a safe working environment for Supplied Staff to allow the successful performance of services by EDUStaff's Supplied Staff. Client will provide EDUStaff with information about, and copies of, any policies or procedures with which Supplied Staff will be expected to comply.

SECTION 2: DESCRIPTION OF SERVICES

A. PERFORMANCE OF SERVICES

EDUStaff will provide the educational services described in Exhibit A (Scope of Services) for the pricing described in Exhibit B (Pricing). Either EDUStaff or Client may propose a change to Exhibit A or B, or propose additional document(s) to be included as exhibits to this Agreement. Any such modifications(s) must be mutually agreed upon in writing between the Parties prior to implementation.

EDUStaff will recruit, screen/interview, select, hire and assign qualified employees to provide services to Client under this Agreement. Supplied Staff assigned by EDUStaff to perform services under this Agreement for the Client shall, where applicable, be fully certified, licensed, approved and otherwise qualified to perform the functions assigned to and in conformance with the provisions of Michigan law, including but not limited to the Michigan Revised School Code and the Michigan Teacher Certification Code. EDUStaff warrants that Supplied Staff have completed EDUStaff's screening and formal training process, provided required employment documentation and fulfilled certification requirements for applicable positional placements. EDUStaff will not furnish any personnel to the Client who would be ineligible for employment by the Client if that person were instead employed directly by the Client under the above laws and statutes.

EDUStaff agrees that it will require Supplied Staff to comply with Client's policies and procedures that are communicated to the Supplied Staff to the extent applicable to the performance of services under this Agreement including policies regarding non-discrimination; sexual harassment; corporal punishment; child abuse and neglect reporting; confidentiality of student records; administration of medication of pupils; disability accommodation; communicable diseases; blood borne pathogens; alcohol and controlled substances; electronic communications and copyright. Client will provide EDUStaff and Supplied Staff a copy of the applicable policies. In the event Supplied Staff is alleged to have violated Client policy, Client will immediately notify EDUStaff and EDUStaff will promptly investigate and take appropriate action. Nothing in this Agreement prevents Client from barring Supplied Staff from the premises or requesting EDUStaff to remove Supplied Staff; however, Client's right to determine who is permitted on its property shall not affect EDUStaff's sole discretion to hire, assign, reassign, discipline and/or terminate Supplied Staff.

B. CRIMINAL BACKGROUND CHECKS

Pursuant to the requirements of Sections 1230 and 1230a-h of the Revised School Code, and as authorized by Section 1236a(2)(e) of the Revised School Code, EDUStaff shall cooperate fully with the Client to ensure that a criminal history check through the Michigan State Police, as well as a criminal records check through the Federal Bureau of Investigation, has been conducted with regard to all persons assigned by EDUStaff under this Agreement to work in any of the Client's facilities or at program sites where the Client delivers educational programs and services. EDUStaff shall ensure that all individuals it may assign under this Agreement take all necessary steps of filling out all necessary paperwork and paying all necessary fees (for the background checks, fingerprinting, and ICHAT checks), to comply with Sections 1230 and 1230a-h of the Revised School Code, and any record keeping requirements of the Michigan State Police.

EDUStaff will provide an electronic system for Client to "green light/red light" eligible contracted staff. EDUStaff will comply with this system as part of assigning any contracted staff under this Agreement. Client shall ensure that the individual has completed all applicable necessary "CHRI" requirements contained within Sections 1230 and 1230a-h of the Revised School Code. Client shall not "green light" any contracted staff for EDUStaff if such person has been convicted of any of the following offenses:

- (a) Any "listed offense" as defined under Section 2 of the Sex Offenders Registration Act, MCL 28.722;
- (b) Any offense enumerated in Sections MCL 380.1535a or 380.1539b of the Revised School Code, MCL 380.1535a; 380.1539b;
- (c) Any felony. Provided, that with prior written approval of the Superintendent and of its Board of Education an individual who has been convicted of a felony (other than a "listed offense" as defined above) and who is regularly and continuously providing services under this Agreement at the Client facilities or program sites may be permitted to perform such services when, in the judgment of the Superintendent and Board of Education, that individual's presence will not pose a danger to the safety or security of the Client's students or employees;
- (d) Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Sections 1230(10) and 1230a(8) of the Revised School Code; or
- (e) Any offense of a substantially similar enactment (to those enumerated in A-D, above) of the United States or another State; or (f) any other offense that would, in the judgment of the Client, create a potential risk to the safety and security of students serviced by the Client or employees of the Client.

C. COOPERATION WITH MPSERS REPORTING

To enable Client to comply with its reporting obligations under the Michigan Public School Employees Retirement Act (known as "MPSERS"), EDUStaff (1) shall promptly notify Client in writing when EDUStaff becomes aware that a Supplied Staff member is a retiree entitled to MPSERS benefits; and (2) shall provide information on a pay period basis regarding any such individual's wages or amounts paid and hours of service under this Agreement, as necessary for Client to report on a schedule and in such manner as may be determined from time to time by MPSERS. In order to comply with this obligation, EDUStaff shall ask Supplied Staff whether they are retirees who now or in the future will be entitled to benefits under MPSERS. Neither Client nor EDUStaff shall be held liable for any false answers provided by the individual employee, so long as Edustaff has performed its duty to reasonably investigate. To the extent permitted by law, Client will not seek indemnification from EDUStaff for any liability it may incur under MPSERS for false information provided by Supplied Staff to EDUStaff or Client or both.

D. PERFORMANCE & INFORMATIONAL SHARING GUARANTEE

EDUStaff agrees that the Supplied Staff will perform all required services in a manner consistent with generally accepted proficiency and competency for the type and nature of services rendered. The Client shall communicate promptly to EDUStaff any performance failure, and EDUStaff will make every reasonable effort to address all issues

within ten business days. Any issues that are unresolved to Client's satisfaction within ten days shall allow client to terminate this Agreement.

In the event this Agreement is terminated between the Parties, to the extent allowed by law, EDUStaff shall supply to Client any information about the Supplied Staff that Client may require to properly execute any remaining state reporting requirements and that Client may require to transition to a successor contracting supplier.

E. AFFORDABLE CARE ACT

EDUStaff and Client agree that EDUStaff is intended to be the common law employer of Supplied Staff for purposes of the Patient Protection and Affordable Care Act of 2010, as amended, and its implementing regulations and regulatory guidance ("Affordable Care Act"). (

(This paragraph does not apply to Classroom-based Substitute Staff.) Edustaff limits all Supplied Staff to a 29 (twenty-nine) hour work week. Client may request Supplied Staff to perform hours in excess of 29 (twenty-nine) hours per week, but this may potentially result in an assessable payment under Section 4980H of the Internal Revenue Code imposed on Edustaff or Client. If an assessable payment under Section 4980H of the Internal Revenue Code is imposed on Edustaff on behalf of Supplied Staff, Edustaff will invoice Client for the amount of the assessable payment.

SECTION 3: TERM, SUPERSEDEANCE, TERMINATION & RENEWAL OF AGREEMENT

This Agreement shall commence on the Effective Date identified in the first paragraph of this Agreement and remain in full force through June 30, 2028, unless terminated earlier as provided for in this Section.

This Agreement shall supersede and replace any 2 Party Agreement in place between EDUStaff and the ISD or any Constituent School District that is already enforce.

Either party may terminate this Agreement for any reason or for no reason upon sixty (60) days written notice to the other party. In the event of a material breach of this Agreement, the non-breaching party may terminate this Agreement immediately by giving written notice of termination to the breaching party, so long as it previously notified the breaching party in writing of the nature of the breach and the breaching party failed to cure the same within fifteen (15) days. In the event of termination, Client will pay EDUStaff for all of the work performed up to the date of termination. Provisions in this Agreement related to indemnification, insurance, liability, confidentiality, and intellectual property shall survive any termination of the Agreement.

Both Parties may agree to extend this agreement with a simple extension addendum identifying this agreement, the Parties, it's termination date with a new term referring to the other terms of this Agreement.

SECTION 4: INVOICE AND PAYMENT

A. AMOUNT OF SERVICE FEES

Client will pay EDUStaff for the services provided under this Agreement, as specified in Exhibit B (Pricing).

B. INVOICE PROCEDURES AND PAYMENT OF SERVICE FEES

EDUStaff shall invoice Client bi-weekly for all applicable charges for the billing period. The invoice shall, itemize the service rendered and the dates of service. These invoices shall be emailed to the Client-designated contact by Tuesday noon following the applicable billing period. The invoice shall be in the form of a "PDF" document for auditing and an "Excel" document for internal accounting integration. The invoices shall contain the information and

detail reasonably required by Client to determine the invoices are accurate and to satisfy reasonably prudent auditing and accounting practices.

Client agrees to pay all undisputed invoices (as billed and/or approved) via ACH bank transactions initiated by EDUStaff prior to the close of business on the first Wednesday following the date of invoice. Any mutually agreed upon adjustments to an invoice will be applied in the next invoice cycle. In the event of a non-funded or rejected ACH transaction, EDUStaff reserves the right to require a same day payment in the form of a wire transaction from the Client. In the event of chronic non-funded or late transactions (defined as three or more instances in any given school year), EDUStaff may declare a material breach of this Agreement and terminate the Agreement. All unpaid invoices and all charges for services provided and not yet invoiced shall become due and payable.

SECTION 5: LIABILITY, INSURANCE AND INDEMNITY

A. LIABILITY

EDUStaff shall indemnify, defend and hold harmless the Client, its board members, officers, directors, employees and agents (“Indemnified Parties”), from and against all liability, damages, fines, causes of action, losses, costs or expenses (including attorney fees) arising from the actions or omissions by EDUStaff, its agents or employees (inclusive of Supplied Staff). In the event liability is incurred by Client in part from the acts or omissions of EDUStaff, its agents or employees, EDUStaff will be responsible for payment of its proportionate share of the damages and attorney fees in proportion to the respective percentages of fault giving rise to such liability. For claims under Michigan and federal civil rights statutes, if Supplied Staff is alleged to have harassed or discriminated against a student, staff member, or other member of Client’s school community, and if a legal claim is asserted against the Client or the Indemnified Parties, EDUStaff will indemnify, defend, and hold harmless Client and the Indemnified Parties. This indemnification duty applies to all claims in which alleged harassment or discrimination was committed by Supplied Staff.

EDUStaff is responsible for the payment of all taxes that are payable as the employer or contractor of Supplied Staff. EDUStaff further agrees to indemnify and hold harmless the Client for any liability with the Internal Revenue Service or any State tax agency, as well as local laws and regulations regarding the payment of such taxes on wages paid its employees, including, but not limited to, withholdings for FICA, Medicare, Social Security and income tax. EDUStaff shall indemnify and hold harmless Client and its officers, directors and employees for any claims brought or liabilities imposed against Client, including claims related to workers’ compensation, wage and hour laws, employment taxes and benefits. Client shall make reasonable efforts to notify EDUStaff when any such claim has been asserted against Client and Client becomes aware of the applicability of this paragraph. Failure of Client to notify EDUStaff within a reasonable period of time of any such claims shall, to the extent permitted by law, which Client represents may be limited, release EDUStaff from any liability that it may otherwise incur under this paragraph providing that the delay caused material prejudice to EDUStaff or disallowed EDUStaff to rectify such action. Client may be held liable for damages that result from the acts or omissions of the Client/ its authorized agents.

Nothing in this Agreement shall be construed as accepting any liability by, or imposing any liability on, any person in his or her individual capacity no matter the position or title held by such person, except as provided by law.

B. INSURANCE

EDUStaff shall procure and maintain insurance coverage throughout the term of the Agreement as follows with insurer(s) with an A.M. Best rating of “A” or greater:

- **General Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.

- **Sexual Misconduct Liability** in an amount not less than Three Million Dollars (\$3,000,000) on a claims-made (per victim) basis and Three Million (\$3,000,000) aggregate.
- **Umbrella Liability Insurance** in an amount not less than Five Million Dollars (\$5,000,000) per single occurrence and aggregate over the underlying coverages of General Liability and Workers Compensation Insurance.
- **Employment Practices Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per single occurrence and aggregate.
- **Commercial Automobile Liability Insurance** in the amount not less than One Million Dollars (\$1,000,000) covering vehicles owned or leased by EDUStaff and used by Supplied Staff.
- **Workers' Compensation Insurance** from a licensed insurance carrier or approved self-funded claims pool in accordance with and approved by the State of Michigan, and with limits and coverages consistent with applicable statutory requirements. Edustaff shall include a waiver of subrogation on the Workers Compensation Insurance policy.

Client shall procure and maintain in effect throughout the term of the Agreement:

- **General Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.
- **Commercial Automobile Liability Insurance** for not less than One Million Dollars (\$1,000,000).

In the event EDUStaff neglects or fails to procure and maintain any of these coverages during the term of this Agreement, EDUStaff will hold harmless Client and/or the Indemnified Parties from any claims, liability, and other damages including actual attorney fees that Client and/or the Indemnified Parties may incur as a result of the failure to obtain such coverage. In the event Client neglects or fails to procure and maintain any of these coverages during the term of this Agreement, to the extent permitted by law, Client will hold harmless Edustaff from any claims, liability, and other damages including actual attorney fees that Edustaff may incur as a result of the failure to obtain such coverage.

EDUStaff's general liability, sexual misconduct liability and employer practices liability insurance policies shall contain an endorsement naming the Client as an additional insured, and such insurance shall be primary concerning the acts/omissions of EDUStaff or its Supplied Staff. Edustaff shall notify the Client in writing at least thirty (30) days in advance of any change or cancellation of the policies. EDUStaff shall provide annually, or upon request, an updated insurance certificate containing coverage categories, limitations, additional insured, policy numbers, coverage dates and underwriting insurance carriers.

Client shall not request or allow Supplied Staff to operate or use a vehicle while performing services for Client, including but not limited to transporting items or transporting students or Client employees, without providing Client-owned or leased vehicles where Client's insurance becomes primary.

SECTION 6: INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION

A. EDUSTAFF'S INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION

All EDUStaff procedures and process materials are deemed Intellectual Property and/or Confidential Information if identified as "Intellectual Property" or "confidential information." These materials are inclusive of,



but not limited to, training materials, process maps and secondary vendor interface procedures. Any documents, whether electronic or otherwise, produced by Supplied Staff while on assignment with the Client is deemed to be the property of the Client and Client shall have rights to use such documents indefinitely.

All information relating to or owned by EDUStaff which is clearly marked as confidential or intellectual property shall be held in confidence by Client and will not be disclosed to any third party or used by Client, except to the extent that such disclosure or use is reasonably necessary to the performance of Client's duties and obligations under this Agreement, or as may be required by law. EDUStaff acknowledges Client's obligation to comply with the Michigan Freedom of Information Act and other similar disclosure laws which may affect the ability to withhold Intellectual Property and Confidential Information. Should Client determine that it may be legally obligated to disclose EDUStaff's Intellectual Property or Confidential Information, Client shall provide notice to EDUStaff, if reasonably possible, at least three (3) business days in advance of producing any such Intellectual Property or Confidential Information.

Client's obligation of confidentiality extends for a period of twelve months after the termination of this Agreement. Protection by the client does not apply to information or documents that are independently developed by Supplied Staff in the course of his/her work for Client, which shall be deemed works made for hire and shall become property of the Client, or information which lawfully becomes part of the public domain, or information which the Client gained knowledge or possession outside of any disclosure by or on behalf of EDUStaff. After the termination of this Agreement, EDUStaff may submit a written request to Client for the return of EDUStaff's confidential information or intellectual property, not owned by Client or for which Client has no other right or obligation to retain. Client will honor that request within 10 business days of the date the request was made unless otherwise prohibited by law.

B. CONFIDENTIAL STUDENT INFORMATION

EDUStaff understands that, in connection with the services provided to Client and to the extent permitted by law, Supplied Staff may have access to confidential student records, including records protected under the Family Educational Rights and Privacy Act ("FERPA") and the Individuals with Disabilities in Education Act ("IDEA"). EDUStaff acknowledges that any such records will remain under the exclusive control of Client, and will only be disclosed to EDUStaff (or other Supplied Staff) as permitted by law. EDUStaff further acknowledges that, with respect to confidential student records, EDUStaff (and Supplied Staff) are subject to the same laws and regulations governing use and re-disclosure of confidential student records as Client and EDUStaff will comply with such laws and regulations.

The parties acknowledge and agree that EDUStaff (and Supplied Staff) may be subject to penalties for unauthorized disclosure or misuse of confidential student records under applicable law, including but not limited to a prohibition against EDUStaff (or Supplied Staff) from accessing confidential records for a defined period of time. Any such prohibition would constitute a material breach of this Agreement by EDUStaff. EDUStaff agrees to indemnify and hold harmless Client from any and all liability arising out of EDUStaff's failure to comply with the requirements of this Section 6(B).

SECTION 7: LEGAL COMPLIANCE

EDUStaff will comply with all federal, state and local laws applicable to EDUStaff, including but not limited to, the Michigan Payment of Wages and Fringe Benefits Act, the Fair Labor Standards Act, the Immigration Reform Act, non-discrimination laws, and all other applicable laws pertaining to the services provided under this Agreement.

EDUStaff will not discriminate against any applicant. The Parties will not discriminate against Supplied Staff with respect to hire, assignment, or other terms or conditions of employment on the basis of race, color, sex, religion, national origin, pregnancy, age, height, weight, disability, marital status, veteran status, genetic information, sexual

orientation and/or gender identity or expression, or any other characteristic protected by state or federal law. The parties further agree that they will not discriminate against any student or recipient of services under this Agreement due to race, color, sex, religion, national origin, pregnancy, disability or any other characteristic protected by state or federal law. Any breach of this Section will be considered a material breach of the Agreement.

SECTION 8: MISCELLANEOUS

A. ASSIGNMENT

Neither Party may assign this Agreement, in whole or in part, without the prior written consent of the other Party. This Agreement shall inure to the benefit of, and be binding upon, the Parties, including their respective legal representatives, successors and assigns. EDUStaff engages secondary vendors to supply certain third party services, such as training and payroll software and services. Utilizing such services is not an “assignment” of this Agreement.

B. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed in all respects by Michigan law.

C. SEVERABILITY

If any provision of this Agreement is invalid or unenforceable, that provision will be enforced to the extent that it is valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

D. FORCE MAJEURE

Neither Party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delayed Party’s reasonable control, which may include without limitation fire, natural disaster, earthquake, war, act of terror, accident or other acts of God.

E. NO WAIVER; MODIFICATION

The waiver by any Party of any breach of this Agreement will not be construed to be a waiver of any succeeding breach. All waivers must be in writing, and signed by the Party waiving its rights. This Agreement may be modified only by a written instrument executed by authorized representatives of the Parties hereto.

F. NOTIFICATION

All notices, consents, approvals, requests and other communications (collectively referred to as “Notices”,) required under this Agreement shall be in writing, signed by an authorized representative of EDUStaff or Client and mailed by certified or registered mail, return receipt requested, hand delivered, sent by overnight courier or sent by facsimile or electronic mail transmission to the other Party as set forth below:

First Class Mail:	or	Email (with receipt acknowledgement)
Attn: Business Services		
Edustaff, LLC		contact@edustaff.org
4120 Brockton Drive SE, Suite 200		
Grand Rapids, MI 49512		

All Notices to Client shall be directed to the Superintendent or his/her designee as communicated to EDUStaff in writing, at Client’s administrative office.



Unless otherwise provided in this Agreement, all Notices shall be deemed served upon the date of hand delivery, the day after delivery by overnight courier, the date of transmission by facsimile or electronic mail, or two (2) days after mailing by registered or certified mail or the earliest of any combination of these. Any Party may, by Notice given under this Agreement, designate any additional or different addresses or recipients to which subsequent Notices should be sent.

G. TAXES

Any taxes and/or fees that arise out of EDUStaff's performance of the Services hereunder shall be the responsibility of EDUStaff.

H. THIRD PARTY BENEFITS

This Agreement is intended solely for the mutual benefit of the Parties hereto and is not intended to benefit any other person or entity. The Parties expressly agree that no other person or entity is a third party beneficiary under this Agreement.

I. ENTIRE AGREEMENT

This Agreement (which includes Exhibits A, B), (and C for 3 Party Agreement), constitutes the entire agreement between the Parties with respect to the Agreement's subject matter, and supersedes all prior agreements, proposals, responses to requests for proposal, negotiations, representations or communications relating to the subject matter. Both Parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first set forth above.

Client: Kent Intermediate School District

By: _____

Name: _____

Its/Title: _____

Date: _____

EDUStaff, LLC:

By: _____

Name: Derel Vogel

Its/Title: Chief Executive Officer

Date: _____

Exhibit A: SCOPE OF SERVICES

Client and Edustaff accept and agree to the responsibilities outlined in this Exhibit A.

EDUStaff agrees to:

- Source, screen/interview, select, hire, retain, assign, and supervise qualified individuals to perform the services. It is the intent of the Parties that the Client shall have no employment responsibilities, including employment supervisory responsibility, for EDUStaff employees assigned to the Client.
- Perform all duties of the employer, including, but not limited to, making all wage payments to and applicable wage deductions for and on behalf of EDUStaff's employees and agents providing services under this Agreement, as specified previously in this Agreement. It is the intent of the Parties that EDUStaff shall be the sole employer for all individuals assigned to the Client pursuant to this Agreement.
- Assist the Client as necessary to ensure that Criminal History and Criminal Record Checks – Electronic Fingerprint Scan (Michigan and FBI) in accordance with Sections 380.1230, 380.1230a-h and 380.1236a of the Michigan Revised School Code, are conducted. EDUStaff shall ensure that all individuals assigned under the Agreement have completed the necessary background checks. EDUStaff shall require any employees assigned to the Client to comply with the reporting requirements of Section 1230d of the Revised School Code, and shall immediately forward any information so obtained to the Client.
- Conduct employment reference checks of potential individuals dedicated to provide services to the Client. Such reference checks will meet or exceed the standards required under 380.1230b of the Michigan Revised School Code. EDUStaff shall alert the Client to any adverse results prior to assigning EDUStaff employees to perform their duties at the Client.
- Review and verify education/degree/qualifications and certification/permit status, as applicable.
- Provide an electronic Registry of Educational Personnel (REP) file for district submission
- Manage all substitute information in the Absence Management System
- Provide any non-positional necessary training, including, but not limited to, training necessary to perform the duties required herein, such as training in Laws related to the performance of their duties (child protection law reporting requirements, etc.), training in Bloodborne Pathogen and Hazardous Communication, and any other necessary non-positional training.
- Be responsible for any claims for workers' compensation benefits or personal injury claims for job-related bodily injury or death asserted against the Client by any EDUStaff employees or, in the event of death, by their personal representatives, as previously noted. Client agrees to assist with initial injury reporting.

(If EDUStaff is providing Substitute Teacher Services):

- Regarding substitute services, EDUStaff will conduct substitute orientations periodically and will furnish Client and school specific information to its substitutes, when provided to EDUStaff, by the Client.
- Regarding substitute teachers, EDUStaff will secure Michigan Department of Education substitute teacher permits as required under 380.1233(6) and Part 4 of the Teacher Certification Code.

- Regarding substitute services, EDUStaff will provide itemized invoices to the Client. Invoices shall include job number, person for whom the substitute was secured, the number of hours/days worked and the total amount owed to EDUStaff.
- Perform all duties require pursuant to this Agreement, and any other duties which may be necessary to ensure full performance of the substitute services required by this Agreement.

(If 3 Party Agreement) ISD/ESA/RESA agrees to:

- Facilitate contract distribution and execution to constituent school districts (locals)
- Provide meeting space for “locals” concerning implementation and ongoing aggregate training meetings
- Provide meeting space for systematic orientation meetings for substitute pools
- Systematize and manage a single source for CHRI and certain substitute permits

District agrees to:**Initial startup:**

- Attend initial EDUStaff implementation meeting and subsequent payroll/ process training meeting and provide all appropriate Client contact information necessary to carry out Scope of Services
- Provide a list of current Client employees or providers who are being terminated/removed in favor of the contracted services being provided by EDUStaff
- Provide EDUStaff with a copy of all policies and procedures that will apply to Supplied Staff in the performance of services to Client
- Provide appropriate meeting space and technology access for Client training and contracted staff orientation meetings

Communications & Material:

- Supply informational material or appropriate access to information to all Supplied Staff, as deemed fit by client in order for successful execution of required tasks, such as building or assignment orientation, emergency procedures, etc.
- Promptly contact EDUStaff in the event any EDUStaff employee or Supplied Staff violates any policy or procedure of Client, Supplied Staff accidents and injuries
- Allow for EDUStaff onsite performance evaluations and mediate parental/student interaction with EDUStaff

Information Flow Controls:

- Follow procedures as outlined by “Payroll Timeline Document”
- Annually review with EDUStaff policies and rates prior to August 1st for local competitiveness and trends
- Manage and systemize all non-substitute information and controls in the automated dispatch system

Payment of Services:

- Complete ACH Authorization Form provided by EDUStaff
- Provide for and assist with same day wire resolution on failed ACH transactions
- If applicable, reconcile absences in dispatch system to include proper assigned pay codes for stair step rates and long term assignments on a timely basis as outlined by the “Payroll Timeline Document”

Exhibit B: PRICING

Employee Class: (if contracted)	<u>Contract Rate of Gross Wage</u>
Classroom-based Substitute Staff	18.6 %
All Others (not listed below)	17.6 %
Salary Administrators (Full Time*)	13.6 %

*Full Time per the U.S. Department of Labor Earning Threshold

Worker's Compensation Class Rates:	<u>W/C Rate Factor</u>
Food Service / Table-Side Lunchroom Aides	+2 %
Event Materials Handling / Aquatic / Security	+3 %
Maintenance / Custodial / Mechanical	+6 %

Simple Pricing: No Enrollment Fees, Price Escalators, Payroll Charges, or Deposit Requirements

ESTA: The new Earned Sick Time Act (ESTA) shall be paid as gross wage and subject to assigned contracting rates. EDUStaff employee eligibility for ESTA will be determined based on employment type as follows:

- Non-scheduled employees (e.g., substitute teachers, substitute paraprofessionals, and other substitute support staff) are those who have the flexibility to choose whether or not to work on any given day. They are not required to report to work regularly and are not subject to adverse action for non-activity. These employees will be considered exempt from ESTA.
- Scheduled employees are those who are placed in long-term roles, serve as permanent or building substitutes, or otherwise lack complete discretion over their schedule or how often they work. These employees are eligible for ESTA accruals.

EDUStaff reserves the right to amend, modify, or update its Earned Sick Time policy at any time, in accordance with applicable federal, state, and local laws. This includes the right to make changes based on any subsequent legal interpretation of ESTA's requirements as well as any amendment to ESTA. Any changes made to this policy will be communicated to the Client and will take effect upon notification, unless otherwise specified.

Additional Human Resource Services: The following Human Resource (HR) Services are included (in the above Contract Rate) for Substitute Teachers. All other classes of employees are subject to direct cost advertising, hourly HR services of \$35 (offsite) or \$75 (onsite): Direct Cost Advertising, Candidate Interviewing, Positional Screening with Candidate Recommendations, Specific Onsite Evaluations, Onsite Positional Training and Human Resource Consulting.

Pricing Philosophy: Edustaff is a "one price" staffing provider for all of Michigan's public schools. This means every Client (District, ISD, or Consortium) is quoted and priced the same statewide. Edustaff strongly believes that each Client needs the same opportunity for competitive pricing regardless of size, location, or demographics.

Federal & State Payroll Tax Adjustments: If the overall cost associated with EDUStaff's payroll taxes, required benefits, and other taxes and assessments substantially increase (by more than 0.50% of payroll) during the term of the agreement, contract rate pricing will increase proportionately, with 15 (fifteen) days of written and substantiated notice to the Client.

Affordable Care Act: (This paragraph does not apply to Classroom-based Substitute Staff.) Edustaff limits all Supplied Staff to a 29 (twenty-nine) hour work week. Client may request Supplied Staff to perform hours in



excess of 29 (twenty-nine) hours per week, but this may potentially result in an assessable payment under Section 4980H of the Internal Revenue Code imposed on Edustaff or Client. If an assessable payment under Section 4980H of the Internal Revenue Code is imposed on Edustaff on behalf of Supplied Staff, Edustaff will invoice Client for the amount of the assessable payment.

Offer of Group Health Coverage: Edustaff offers each Supplied Staff an opportunity to enroll in a group health plan that constitutes minimum essential coverage under Section 5000A(f) of the Internal Revenue Code as of the first day of the month following the completion of a 30-day waiting period. Client will be assessed \$1 per month for each Supplied Staff that enrolls in the group health plan offered by Edustaff other than those classified as "Classroom-based Substitute Staff." For Supplied Staff classified as "Classroom-based Substitute Staff" the additional fee is included in the Contract Rate listed above.



Exhibit C – Acknowledgement and Agreement of Constituent District

By signing below, the following Constitute District acknowledges that they have reviewed the signed 3 Party Agreement between Edustaff and Kent Intermediate School District, including Exhibits A and B (“Agreement”), and pursuant to their authority to enter into contracts to engage independent contractors to carry out their general powers and authority, hereby agree to become a party to the Agreement.

Constituent District: _____

By: _____

Name: _____

Title: _____

Date: _____

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ x _____

Item: Mechatronics Universal Robot Certification Kits

Submitted by: Russell Bray

Date: ___ 5/6/25 _____

Recommended by: Kevin Philipps *KP*

Board Meeting Date: ___ 5/19/25 _____

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the purchase of eleven Universal Robot Certification Kits from Toolkit Technology for the KCTC Mechatronics program in the amount of \$63,850.00, which reflects the current quote. Given current market volatility, it is recommended that the board approve a 15% contingency to account for possible cancellation of current quotes and readjustments in price, for a total of \$73,427.50.

BACKGROUND:

With the addition of the Universal Robot UR3 robots to the Mechatronics classroom, the CERT Stations would allow the instructor to become certified and students to earn the Universal Robots Certification. All students will be able to be hands-on and engage in deeper learning of not only programming a robot, but also integrating the robot.

The quote from Toolkit Technology is using the TIPS Contract #240402 pricing and conforms with our bid specifications and cost estimates. Capital Outlay funds will be used for this project.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action x

Item: Physical Therapy Equipment for LDC

Submitted by: Russell Bray

Date: 5/8/25

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 5/19/25

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of Therapy Equipment for Lincoln Development Center (LDC) from Rifton Equipment for \$83,058.00.

BACKGROUND:

This physical therapy equipment will replace old and failing equipment at LDC to better serve the students' needs. The equipment will be purchased using the TIPS Cooperative Purchasing Contract, which satisfies the State of Michigan bidding requirements. Center Program Capital Outlay funds will be utilized for this purchase.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Summer Tax Collections 2025

Submitted by: Kevin Philipps

Date: 05/12/2025

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 05/19/2025

RECOMMENDATION:

Request that the Kent ISD Board approve summer tax collections per the attached document.

BACKGROUND:

Attached is the list of all taxing authorities indicating whether they will be collecting summer taxes for Kent ISD. As a reminder, we collect summer taxes only from taxing units where the local school districts are collecting summer tax. The approval of summer tax collections is required by law, thus an item that is brought to the Board every year at this time.

KP/kg

<u>Governmental Unit</u>	<u>School District</u>	<u>LEA, KISD, GRCC Will Collect Summer 2025 Tax</u>
Ada	Forest	yes
	Hills	yes
	Lowell	yes
	Northview	
Algoma	Cedar Springs	yes
	Rockford	yes
	Sparta	yes
Alpine	Comstock Park	yes
	Kenowa Hills	yes
	Sparta	yes
Boston	Lowell	no
Bowne	Caledonia	yes
	Lowell	yes
	Thornapple Kellogg	no
Byron	Byron Center	yes
	Grandville	yes
	Kentwood	yes
Caledonia	Caledonia	yes
	Thornapple Kellogg	no
Campbell	Lowell	no
	Thornapple Kellogg	no
Cannon	Forest	no
	Hills	yes
	Lowell	yes
	Rockford	yes
Carlton	Thornapple Kellogg	no
Cascade	Caledonia	yes
	Forest	yes
	Hills	yes
	Lowell	yes

**LEA, KISD, GRCC
Will Collect**

<u>Governmental Unit</u>	<u>School District</u>	<u>Summer 2025 Tax</u>
Casnovia	Kent City	yes
Cedar Springs	Cedar Springs	yes
Chester	Kent City Sparta	yes yes
Courtland	Cedar Springs Rockford	yes yes
Dorr	Byron Center	yes
East Grand Rapids	East Grand Rapids	yes
Ensley	Cedar Springs	no
Gaines	Byron Center Caledonia Kentwood	yes yes yes
Georgetown	Grandville	yes
Grand Rapids City	Caledonia Forest Hills Godwin Heights Grand Rapids Grandville Kenowa Hills Kentwood	yes yes yes yes yes yes yes
Grand Rapids Twp	East Grand Rapids Forest Hills Northview	yes yes yes
Grandville	Grandville Wyoming	yes yes
Grant	Kent City	no

**LEA, KISD, GRCC
Will Collect**

<u>Governmental Unit</u>	<u>School District</u>	<u>Summer 2025 Tax</u>
Grattan	Lowell	yes
	Rockford	yes
Irving	Thornapple Kellogg	no
Jamestown	Grandville	yes
Keene	Lowell	no
Kentwood City	Caledonia	yes
	Forest Hills	yes
	Kelloggsville	yes
	Kentwood	yes
Leighton	Caledonia	no
	Thornapple Kellogg	no
Lowell City	Lowell	yes
Lowell Twp	Caledonia	yes
	Lowell	yes
Nelson	Cedar Springs	yes
Oakfield	Cedar Springs	yes
	Rockford	yes
Orangeville	Thornapple Kellogg	no
Plainfield	Comstock Park	yes
	Kenowa Hills	yes
	Northview	yes
	Rockford	yes
Rockford	Rockford	yes
Rutland	Thornapple Kellogg	no

**LEA, KISD, GRCC
Will Collect**

<u>Governmental Unit</u>	<u>School District</u>	<u>Summer 2025 Tax</u>
Solon	Cedar Springs	yes
	Kent City	yes
Sparta	Kent City	yes
	Sparta	yes
Spencer	Cedar Springs	yes
Tallmadge	Grandville	yes
	Kenowa Hills	yes
Thornapple	Caledonia	no
	Thornapple Kellogg	no
Tyrone	Kent City	yes
	Sparta	yes
Vergennes	Lowell	yes
Walker	Comstock Park	yes
	Grandville	yes
	Kenowa Hills	yes
Wayland	Thornapple Kellogg	no
Wright	Kenowa Hills	yes
	Sparta	yes
Wyoming	Byron Center	yes
	Godfrey Lee	yes
	Godwin Heights	yes
	Grandville	yes
	Kelloggsville	yes
	Kentwood	yes
	Wyoming	yes
Yankee Springs	Thornapple Kellogg	no

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____

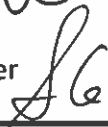
Item: Skills USA National Competition

Submitted by: Craig Weigel



Date: May 12, 2025

Recommended by: Sue Gardner



Board Meeting Date: May 19, 2025

RECOMMENDATION:

Requesting permission for eight (8) students and three advisors plus one chaperone to attend the National Skills USA Competition in Atlanta, Georgia on June 20-28, 2025.

BACKGROUND:

The KCTC Skills USA lead advisors are pleased to report that 83 KCTC students successfully competed in the 2025 Skills USA Region 1 contests in February at the RESA Lansing Community College. Of those students, 41 advanced, joining 12 more straight-to-state competitors, at the 2025 Michigan State Leadership and Skills Conference held in April in Grand Rapids. Those 53 participants competed in Heavy Equipment Operation, Automotive Service Technology, Job Skill Demonstration Open, Crime Scene Investigation, Community Service, Customer Service, Prepared Speech, 3-D Visualization and Animation, Diesel Equipment Technology, Job Skills Demonstration A, Technical Drafting, and State Officer Campaign.

We are pleased to announce the following results: **Bronze medals** for Prepared Speech; **Silver medals** for 3-D Visualization and Animation (team of two), Job Skills Demonstration Open, Community Service; **Gold medals** for 3D Animation (team of two), Prepared Speech, and Diesel Heavy Equipment. These Gold medal winners, plus four students elected as State Officers/Parliamentary Representatives will now represent KCTC at the 2025 National Skills USA Leadership and Skills Conference in Atlanta, GA June 20-28, 2025. Advisor/Pete Gonzalez, Instructor/James Cain, CTE Specialist/Mark Schultz, and chaperone/Megan Cain will accompany the eight (8) students throughout this exciting and challenging week.

We are very proud of every one of the students who put their efforts into making themselves and KCTC shine, and we thank the instructors, administrators, and board members for making it all possible. At this time, therefore, we respectfully request your approval for the trip to the National Championships for the eight student competitors, three advisors, and one chaperone. See the attached breakdown of estimated costs for the 12 to attend.

Sincerely,

Pete Gonzalez
ELL Support
Lead Advisor

Nate Vannest
Auto Tech Instructor
Co-Lead Advisor

Jessica Ramirez
Criminal Justice Instructor
Co-Lead Advisor

SkillsUSA 2025 National Championships Estimated Costs

The Michigan State SkillsUSA office has coordinated a travel package for state contestants and advisors traveling to the National SkillsUSA Championships June 20-28, 2025 in Atlanta, GA. The package includes:

- Conference registration fees
- Hotel accommodations at Omni Atlanta Hotel
- Friday night dinner
- Michigan spirit items and trading pins
- Taxes and gratuities

There are eight (8) students, three advisors, and one chaperone planning to attend.

Conference Registration Fees

- Eight students, 3 advisors, 1 chaperone X \$306 \$ 3,672.00
 - Pre-Conference: Leverage (State Officers Only)
 - Four students, 1 advisor x \$175 \$ 875.00
- TOTAL \$ 4,547.00**

Hotel Accommodations

- Group One (June 20-28) – 4 rooms
 - \$264.52 x 4 = \$1,058.08 x 8 nights \$ 8,464.64
 - Group Two (June 23-28) – 4 rooms
 - \$264.52 x 4 = \$1,058.08 x 5 nights \$ 5,290.40
- TOTAL \$13,755.04**

Travel/Airline Expenses

- Group One
 - Round Trip – depart June 20; return June 28
 - \$398.97 x 6 passengers \$ 2,393.82
 - Round trip Uber (to hotel; to airport) \$ 160.00
- TOTAL \$ 2,553.82**
- Group Two
 - Round Trip – depart June 23; return June 28
 - \$523.97 x 6 passengers \$ 3,143.82
 - Round trip Uber (to hotel; to airport) \$ 160.00
- TOTAL \$ 3,203.82**

Meal Expenses

- Group One: \$65 per day X 8 days x 6 people \$ 3,120.00
 - Group Two: \$65 per day x 6 days x 6 people \$ 2,340.00
- TOTAL \$ 5,460.00**

Miscellaneous Expenses

- Eight students, 3 advisors, one chaperone x \$100 per \$1,200.00

GRAND TOTAL \$30,719.68


BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: HOSA Internationals Competition

Submitted by: Craig Weigel 

Date: May 12, 2025

Recommended by: Sue Gardner 

Board Meeting Date: May 19, 2025

RECOMMENDATION:

Requesting permission for seven (7) Kent Career Technical Center (KCTC) students to participate in the HOSA (Health Occupations Students of America) International Competition in Nashville, Tennessee on June 17-22, 2025.

BACKGROUND:

HOSA is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. The conference includes competitions in dozens of health-related topics, and KCTC Health Careers students did well this year with a total of seven (7) students qualifying to compete at the International Competition in Nashville, TN from June 17-22, 2025.

The seven KCTC Health Careers competitors advanced from the state-level competition in Traverse City in April. Please see the attached documents for detail information on students, their HOSA event and state placement, as well as estimated expenses to attend the international competition.



Kent Career Tech Center

REAL LIFE. REAL LEARNING.

This memo is to request approval from the Kent Intermediate School District Board for seven Kent Career Technical Center Students to participate in the HOSA Internationals Competition, while accompanied by two chaperones.

Date: May 6, 2025

Event: International HOSA Competition

Location: Nashville, TN

Advisors: Beth O'Donnell
Katrina Worley
Korrie McFarlane
Leslie Kirschenbaur
Rachel Rysdyk
Jenny Majeske

Chaperones: Rachel Rysdyk, & Jenny Majeske

The Health Occupations Students of America (HOSA) is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. The conference includes competitions in dozens of health-related topics, and KCTC Health Careers students did well this year with a total of four students qualifying to compete at the International Competition in Nashville, TN from June 17-22, 2025. Listed below are the Health competitors who advanced from the state-level competition in Traverse City in April and will be moving onto the ILC competition:

Clinical Laboratory Science

1st Lydia Albaitis
3rd Megan Kuiper

Patient Care Technician:

3rd Lillian Hoogenstyn
5th Deanna Magoon (bumped up)

Pharmacology:

3rd Brenna Tran

Pharmacy Science:

1st Elsie Veenstra
3rd Kaitlyn Cuison

Estimate of Expenses (Acct # 26-1-127-3220-493-0000-06157-0450)

Registration: 7 students & 2 Chaperones/Advisors X \$90 = \$810
Hotel: 5 rooms with 1 roll-away @ \$1261.73 per room for 5 nights = 6,434
Food (9 people): \$65/day x 5 days = \$2,925
Transportation: Airfare for 9 people @ \$215/ticket round trip = \$1,935
Ground transportation: \$300
Fun Day Participation: \$900

Total: \$ 13,304

Descriptions of the HOSA Contests

****Pricing is an estimate only as prices may change.**

Pharmacy Science, Clinical Laboratory Science, and Patient Care Tech: These events will consist of two rounds of competition. Round One will be a written, multiple choice test of knowledge and understanding. The top scoring competitors will advance to Round Two for the performance of selected skill(s) identified in a written scenario. The scenario will require the use of critical thinking skills as well as industry techniques.

Pharmacology: Provides HOSA members with the opportunity to gain knowledge and skills regarding the area of healthcare concerned with drug uses, effects, and modes of action. This competitive event consists of a written test with a tiebreaker essay question. It aims to inspire members to learn about drugs' actions on the body, proper administration, and adaptations for different patients and conditions.

Thank you for your continued support for our students and staff!

Beth O'Donnell, MS PT, Jenny Majeske & Rachel Rysdyk
Instructors & HOSA Advisors
Kent Career Technical Center

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: KEC Beltline – Generator addition

Submitted by: Russell Bray

Date: 5/08/25

Recommended by: Kevin Philipps *WP*

Board Meeting Date: 5/19/25

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the purchase and install of a generator for KEC Beltline in the total amount of \$217,747, utilizing OAK Construction as CM, with Bazen Electric and DHE Plumbing as contractors.

Electrical

<u>Vendor</u>	<u>Base Bid</u>
Bazen Electric Company	\$107,260
Parkway Electric	\$110,017
Buist Electric	\$120,018

Gas

<u>Vendor</u>	<u>Base Bid</u>
DHE Plumbing	\$22,500

BACKGROUND:

This generator would replace an outdated battery backup system that only provides emergency lighting to the building. In addition to emergency lighting, the generator will provide power to the boiler, hot water circulating pumps and AHUs to keep the building from freezing in the event of power loss in cold temperatures. It will also provide emergency power to critical IT infrastructure to maintain card access, security cameras and building control systems in the event of a power outage.

This purchase was approved during the capital outlay process and will utilize Center Programs capital outlay funds.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ x _____

Item: Empower U South - Furniture

Submitted by: Russell Bray

Date: _____ 5/7/25 _____

Recommended by: Kevin Philipps *KP*

Board Meeting Date: _____ 5/19/25 _____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of furniture for Empower U South School from Custer Office Environments in the amount of \$189,621.35.

BACKGROUND:

This purchase will replace outdated and deteriorated furniture in eleven classrooms and the cafeteria. It is being purchased using the Omnia Cooperative Purchasing contract, and the E&I Cooperative Purchasing contract and conforms with our purchasing policies. Center Program Capital Outlay funds will be used for this purchase.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ **x** _____

Item: 2025 Kent ISD Custodial Services

Submitted by: Russell Bray

Date: 5/09/25

Recommended by: Kevin Philipps *kl*

Board Meeting Date: 5/19/25

RECOMMENDATION:

It is recommended that the Kent ISD board approve United Commercial Services as the custodial contractor for the following buildings: Lincoln School, LDC, LCC, Empower U South and KEC-Oakleigh buildings.

BACKGROUND

Bids for a 2-year cleaning contract were accepted from 13 different bidders. The bid tab is attached.

After extensive review and analysis of these bids, United Commercial Services met or exceeded all of our expectations for service. Their cost is reflective of a staffing plan that commits an appropriate amount of supervisory and cleaning hours as well as a wage scale that will help us assure consistent, quality service. United Commercial Services is also our current contractor for several other buildings (including two special education buildings) and they are familiar with our expectations for a facility that serves a high need student population.

The costs for this contract were also analyzed extensively, and factors such as the turnover rates and total cleaning hours were used as a means of comparing all bidders. The total cost of the United Commercial Services proposal is very competitive when these factors are included, and they are the lowest bidder.

KENT ISD
 Custodial Services - Lincoln Campus, Empower U South/Adult Ed and KEC Oakleigh Bid Tabulation

Vendors:	Professional Building Services	United Commercial Services*	JO Cleaning	Movers/ Entrepreneurs	24 Green Clean	The Cleaners	WMA Facilities Management	West Midway Janitorial	Auxiliary Services	Enviro-Clean	D.M. Blair Group	GSB	Grass Roots Building Services
Familial Affidavit	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Iran Econ Sanc Act	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
References	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Total Lincoln Campus Yrs 1 & 2	\$ 840,000.00	\$ 643,893.77	\$ 821,115.25	Did Not Bid	\$ 643,652.80	\$ 526,800.00	\$ 1,016,670.17	\$ 808,615.23	\$ 777,545.90	\$ 708,355.58	\$ 687,862.00	\$ 714,548.96	\$ 635,784.00
Total EUS Yrs 1 & 2	\$ 202,400.00	\$ 127,098.75	\$ 209,477.80	\$ 176,000.00	\$ 123,527.04	\$ 205,200.00	\$ 141,569.07	\$ 149,916.00	\$ 197,313.45	\$ 165,607.83	\$ 174,552.00	\$ 158,785.66	\$ 164,424.00
Total KEC-O Yrs 1 & 2	\$ 134,000.00	\$ 81,070.08	\$ 153,850.40	\$ 194,000.00	\$ 89,138.56	\$ 205,200.00	\$ 102,413.70	\$ 99,944.00	\$ 120,754.76	\$ 114,369.16	\$ 106,815.00	\$ 105,960.78	\$ 96,856.00
Total Yrs 1 & 2	\$ 1,176,400.00	\$ 805,950.60	\$ 1,184,443.45	\$ 370,000.00	\$ 856,318.40	\$ 937,200.00	\$ 1,760,652.94	\$ 1,058,475.23	\$ 1,095,614.11	\$ 988,332.57	\$ 969,229.00	\$ 979,295.40	\$ 899,064.00

* United Commercial Services provided a base price for Year 1 of the contract and noted subsequent years as "To Be determined. Will not exceed 3%". Therefore, a 3% increase in pricing was assumed for the second year of the contract to factor the maximum possible increase and ensure fair comparison with other contractors.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Relayhub Purchase for Medicaid

Submitted by: Kirsten Myers

Date: May 12, 2025

Recommended by: Kevin Phillips

Board Meeting Date: May 19, 2025

RECOMMENDATION:

Enter into a three year agreement with Relayhub, LLC for the Relay Service Portal and Claim Management system covering school years 2025-26, 2026-27, and 2027-28. Annual cost of this agreement will be \$41,200 for a total cost of \$123,600 over three years.

BACKGROUND:

Kent ISD has used Relay for Medicaid claims billing since the firm took over the Compuclaim product Kent ISD used before that in July 2011. This is a vital part of our Medicaid operation for all of Kent ISD, it allows us to upload our Medicaid claims to Relay, who in turn uploads them to the state of Michigan Medicaid system.

For the past five years our annual agreement with Relayhub has varied from a low of \$41,200 for 2024-25, to a high of \$60,048 in 2022-23. By entering into this agreement we can lock in a price equal to our current lowest price with certainty for both ourselves and Relayhub.

A request was made of Relayhub, and granted, that a termination clause be added in the event federal funding eliminates the school-based services portion of Medicaid. This can be executed with 90 days notice. The entire agreement is attached.

The account number to be used: 22-1-213-3450-000-00000-2307-



SUBSCRIPTION SERVICE AND SUPPORT AGREEMENT
Supported Software Subscription Service Agreement

This Subscription Service and Support Agreement is made by and between RELAYHUB, LLC. (“RELAY”), a Delaware corporation with a Corporate Office address of 400 Metacom Avenue, Bristol, Rhode Island 02809, and Kent Intermediate School District, a Michigan Corporation (“Licensee”), with an address of 2390 Knapp Street NE, Grand Rapids, MI 49525

WHEREAS, Licensee provides a Medicaid Workflow Solution that enables districts to receive Medicaid reimbursements for providing health care services; and

WHEREAS, RELAY has created and owns all rights to a web-based Medicaid workflow solution known as RELAY Service Portal and Claim Management system (the “Service”) for the purposes of managing subscription licensee’s (“Licensee”) Medicaid billing program, including data collection, Medicaid eligibility verification, claims submissions, and access to Remittance Advice notices by the Licensee (the “Purpose”); and

WHEREAS, Licensee is desirous of licensing the Service, and RELAY is desirous of providing it.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows.

1. License and Payment.

- 1.1. RELAY grants to Licensee a limited term, limited use, non-exclusive, and non-transferable License to use the Service during the Term, as defined below, solely for the Purpose. Licensee may not: (i) lease, loan, resell, sublicense, or otherwise allow access to the Service to any third party other than Licensee’s employees and authorized personnel (“Users”); (ii) use the Service to provide or operate application service provider, service bureau, marketing, outsourcing services, or consulting services, or to otherwise commercially exploit the Service; (iii) use the Service to develop any service that is competitive with the Service; (iv) publish or otherwise distribute passwords to the Service except to its personnel, agents, or duly authorized Users or (v) use an unauthorized password to access the Service. Licensee shall notify RELAY if it becomes aware of any unauthorized third-party access to, or use of, the Service.
- 1.2. Unless Licensee is exempt, Licensee shall pay RELAY the License Fees and any applicable Sales Tax on License Fees, as set forth in Schedule A attached hereto. Licensee shall complete the form on Schedule C to enable electronic invoicing. All License Fees are exclusive of Taxes. If applicable laws require the withholding of Taxes under this Agreement, Licensee shall notify RELAY, make the applicable withholding, and remit the required Tax to the proper governmental authority. Licensee shall make payment for all fees within 30 days of the date of an invoice from RELAY. RELAY reserves the right to administer a late charge of 2% for each month or part of a month that payment is overdue, but not greater than the highest amount permitted by applicable law.
- 1.3. At Licensee’s option, and subject to acceptance by RELAY, Licensee may purchase additional products and services from RELAY (which, upon purchase, shall be deemed part of the Product for purposes of this Agreement) for which additional fees shall apply as set forth on the Pricing Schedule and agreed upon in the signed and approved contract addendum.



- 1.4. RELAY may increase the pricing for the Services effective for subsequent Renewal Terms, as defined below, but only if it gives written notice thereof more than 60 (sixty) days before the end of the initial term or any Renewal Term.

2. Services

2.1. Set-Up

RELAY will provide the staff based on the skills necessary to achieve optimal results for the district's Medicaid program. Regular teleconference meetings will be held as needed between the designated point persons for RELAY and designated point persons for Licensee. The teams will be coordinated by RELAY with follow up documentation to record decisions and project status. Point persons will be designated by the respective parties in writing within 15 days after the Effective Date and may be changed from time to time by the appropriate.

The Relay team is dedicated to streamlining data from your district's system into the Relay system. To achieve this effectively during your implementation your district agrees to provide data in accordance with our data format guidelines (list of guidelines can reviewed at relayhub.com/dataguidelines). Delays by the district to provide this information and resources will result in a delay in the implementation of a fully functioning solution until the district can effectively address and resolve data discrepancies.

2.2. Service Levels

RELAY will use commercially reasonable efforts to ensure Service to the Licensee according to the standards outlined in this Agreement, exclusive of any maintenance periods. RELAY may require the interruption of access to the Service for maintenance purposes and RELAY will use commercially reasonable efforts to conduct all such maintenance during scheduled maintenance windows from Monday - Friday, 9:00 PM ET – 1:00 AM ET, and Friday 9:00 PM ET to midnight Sunday ET. RELAY will use commercially reasonable efforts to notify the Licensee of scheduled downtime expected to exceed sixty (60) minutes at least seventy-two (72) hours in advance.

RELAY will use commercially reasonable efforts to provide Licensee with access to the Service at least 99.9% of uptime during normal business hours of Licensee, as measured monthly, excluding planned downtime and maintenance, with no more than two outages (unscheduled downtime) during normal business hours in excess of two consecutive hours in any month. RELAY will use reasonable efforts to notify Licensee within one hour of any known and verified unscheduled downtime of the Service and provide status updates periodically until the Service is restored. RELAY will immediately notify Licensee when the service is restored.

3. Support.

RELAY will promptly respond to Licensee's reasonable inquiries regarding the Service and issues encountered in connection therewith. RELAY shall provide such assistance to customers during standard business hours Monday - Friday from 8:00 AM to 5:00 PM EST via email at support@relayhub.com. RELAY will use commercially reasonable efforts to respond to and resolve any of Licensee's inquiries in a timely manner.



4. Limited Warranty

- 4.1 RELAY warrants that the Service shall materially perform in accordance with any documentation in effect at the time. The Licensee's exclusive remedies for breach of this warranty are that Licensee may report it to RELAY, and RELAY shall (a) fix the nonperformance within a reasonable period of time or (b) refund any prepaid License Fees and terminate this license.
- 4.2 THE EXPRESS LIMITED WARRANTY IN THIS SECTION 4 IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS EXPRESSED OR IMPLIED, CONTRACTUAL OR STATUTORY, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT, RELAY DOES NOT WARRANT THAT THE USE OF THE SERVICE SHALL BE UNINTERRUPTED OR ERROR FREE OR THAT ALL DEFICIENCIES OR ERRORS ARE CAPABLE OF BEING CORRECTED.

5. Intellectual Property Rights.

- 5.1 Licensee acknowledges and agrees that the Service, the ideas, methods of operation, processes, know-how, aesthetic aspects, sub-systems, and modules included in the Service, the graphical user interfaces for the Service, and the look and feel of the Service are proprietary materials which contain valuable trade secrets and that all Intellectual Property Rights to the Service are owned exclusively by RELAY and its respective licensors, subject to this License.
- 5.2 Licensee acknowledges and agrees that RELAY and its respective licensors shall retain all right, title, and interest to all Intellectual Property Rights related to the Service, copies of the Service, and modifications or enhancements thereto, subject to this License. Licensee may develop and own software which interfaces with the Service but does not contain or use any object code or source code developed by RELAY or its licensors.
- 5.3 Subject to the Privacy Requirements in Section 10 below or as required by law, RELAY shall own all right, title, and interest to all data developed by the Service. Licensee is hereby granted the perpetual, irrevocable right and license to use all such data accessed through the Service for any purpose during the term of this Agreement and at any time thereafter. Notwithstanding the foregoing, RELAY shall not share, license, sell or otherwise provide such data to any third party. For purposes of clarity, RELAY shall only be permitted to use the data for the purpose of gathering information on an anonymous basis for internal purposes. This provision shall survive termination of the Agreement.

6. Copies of Documentation.

RELAY shall supply Licensee with digital copies of the claims (the "Documentation") for its use or the use of the Users as necessary. All copies of the Documentation shall have all of the restrictive and proprietary notices as they appear on copies of the Documentation provided by RELAY.

7. Indemnities.



- 7.1 RELAY shall, at its expense, defend any suit or claim brought against Licensee and shall indemnify Licensee against an award of damages and costs against Licensee by a final court judgment or in settlement of such suit or claim based on (i) non-compliance with any applicable law or regulation by RELAY, its employees, officers, agents or representatives, or (ii) the allegation that Licensee's use of the Service infringes a US patent or copyright (a "Licensee Claim"), if Licensee: (a) notifies RELAY in writing of the Licensee Claim within ten (10) days after Licensee receives notice; (b) gives RELAY sole authority to defend or settle the Claim; (c) gives RELAY all information in Licensee's control concerning the Licensee Claim; and (d) reasonably cooperates and assists RELAY with defense of the Licensee Claim. Licensee may participate in the defense of a Licensee Claim at its own expense. RELAY shall not settle any Claim in a manner that imputes wrongdoing to or incurs liability for Licensee.
- 7.2 If the Service becomes or in RELAY's opinion is likely to become the subject of a suit or claim of infringement of a Patent or Copyright, RELAY shall at its option and expense (a) obtain the right for Licensee to use the Service; (b) replace or modify the Service so that it becomes non-infringing; or (c) terminate the License for the Service. If RELAY terminates the License for the Service under this Section 7.2, (a) Licensee shall cease to use the Service; and (b) as Licensee's sole and exclusive remedy against RELAY (other than the indemnification by RELAY under Section 7.1) RELAY shall refund any prepaid License Fees paid for the infringing Service.
- 7.3 RELAY shall have no liability to Licensee under this Section 7 if any suit or claim of infringement is based upon the use of the Service: (a) in combination or use with any service or software not furnished by RELAY or described in the Documentation; (b) in a modified state not authorized by RELAY; or (c) in a manner other than for which it was designed, if infringement would have been avoided without such use of the Service. RELAY shall not be liable to Licensee for any infringement outside the United States and any other country in which the server portion of the Service is first installed.
- 7.4 SECTIONS 7.1 THROUGH 7.3 STATE RELAY'S ENTIRE LIABILITY AND LICENSEE'S SOLE REMEDY FOR ANY MATTER FOR WHICH AN INDEMNITY IS GIVEN.
- 7.5 Licensee shall, at its expense, defend any suit or claim brought against RELAY and shall indemnify RELAY against an award of damages and costs against RELAY by a final court judgment or in settlement of such suit or claim based on, or arising out of any non-compliance with any applicable law or regulation by Licensee, its employees, officers, agents or representatives (a "RELAY Claim"), if RELAY: (a) notifies Licensee in writing of the RELAY Claim within ten (10) days after RELAY receives notice; (b) gives Licensee sole authority to defend or settle the RELAY Claim; (c) gives Licensee all information in RELAY's control concerning the RELAY Claim; and (d) reasonably cooperates and assists Licensee with defense of the RELAY Claim. RELAY may participate in the defense of a RELAY Claim at its own expense. Licensee shall not settle any RELAY Claim in a manner that imputes wrongdoing to or incurs liability for RELAY.
- 7.6 SECTIONS 7.5 STATES LICENSEE'S ENTIRE LIABILITY AND RELAY'S SOLE REMEDY FOR ANY MATTER FOR WHICH AN INDEMNITY IS GIVEN.



8. Term and Termination.

8.1 This Agreement is in effect July 1, 2025 to June 30th, 2028. Thereafter, unless either party provides written notice of its intention not to renew no less than 60 (sixty) days prior to the end of the Initial or any Renewal Term, then the Agreement is further extended for one (1) additional year with all other terms and conditions remaining in full force and effect.

8.2 RELAY may terminate this Agreement and the License granted to Licensee if RELAY is in compliance with this Agreement and either (a) Licensee fails to pay RELAY any amounts when due or, (b) Licensee is in material default of any other provision of this Agreement and such default has not been cured within thirty (30) days after RELAY gives Licensee written notice describing the default. Upon termination in accordance with this Section 8.2, RELAY may:

8. declare all amounts owed to RELAY by Licensee for the entire then-current term to be immediately due and payable.

8. terminate access to the Service; and

8. cease performance of all RELAY' obligations under this Agreement without liability to Licensee.

8.3 Licensee may terminate this Agreement and the License granted to Licensee if Licensee is in compliance with this Agreement and RELAY is in material default of any provision of this Agreement and such default has not been cured within thirty (30) days after Licensee gives RELAY written notice describing the default. Upon such termination:

8. Licensee shall pay RELAY' outstanding invoices that do not pertain to RELAY's default, but Licensee shall have no further payment obligations to RELAY under this Agreement; and

8. RELAY may require that Licensee cease any further use of the Service and immediately return any copies of the Documentation to RELAY.

8. In the event that federal legislative actions cause the elimination of the School Based Services Medicaid program in the state of Michigan, thereby preventing all Medicaid reimbursement for school-based services in Michigan, either party may terminate this Agreement upon 90 (ninety) days' written notice, without penalty or further obligation.

8.4 Either party may terminate this Agreement by written notice if the other party becomes insolvent or makes an assignment for the benefit of creditors or files a petition in bankruptcy or if a receiver or similar officer is appointed to take charge of all or a material part of such other party's assets.

8.5 Upon termination of this Agreement by RELAY or Licensee, Sections 4, 5, 7, 8, 9, 10, and 14 of this Agreement shall survive.

9 Limitations of Liability.



8.1 After the parties have signed this Agreement, Licensee's exclusive remedies for Service-related matters shall be as described in this Agreement, subject to the limitations of Section 13.



- 8.2 RELAY SHALL NOT BE LIABLE FOR ANY EXPENSE OR DAMAGE ARISING OUT OF ANY ERASURE, DAMAGE OR DESTRUCTION OF FILES, DATA OR PROGRAMS. LICENSEE SHALL BE RESPONSIBLE FOR MAKING BACKUP COPIES OF DATA,
- 8.3 IN NO EVENT SHALL RELAY BE LIABLE FOR SPECIAL, INDIRECT, THIRD PARTY, OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS. NEITHER PARTY SHALL SEEK, OR OTHERWISE APPLY FOR, ANY PUNITIVE OR EXEMPLARY DAMAGES.
- 8.4 EXCEPT ONLY FOR (a) AN INDEMNIFICATION BY RELAY UNDER SECTION 8.1 ABOVE OR (b) BODILY INJURY OR DAMAGE TO TANGIBLE PROPERTY (NOT DATA), RELAY'S MAXIMUM AGGREGATE LIABILITY FOR DAMAGES TO LICENSEE OR THOSE CLAIMING THROUGH LICENSEE SHALL BE LIMITED TO ACTUAL DIRECT DAMAGES IN AN AMOUNT NOT TO EXCEED THE CURENT YEAR'S LICENSE FEE PAID BY LICENSEE FOR THE SERVICE.
- 8.5 LICENSEE ACKNOWLEDGES THAT THE LIMITATIONS ON LIABILITY IN THIS SECTION 9 ARE REASONABLE. THE REMEDIES PROVIDED IN THIS AGREEMENT ARE EXCLUSIVE. EXCEPT ONLY FOR ACTIONS BY RELAY TO PROTECT INTELLECTUAL PROPERTY RIGHTS, NEITHER PARTY SHALL SEEK, OR OTHERWISE APPLY FOR, ANY EQUITABLE REMEDIES.

10. Privacy Requirements and Confidentiality.

- 10.1 Both Licensee and RELAY shall collect and/or store Subject Information and so respectively agree to: (a) disclose Subject Information only to the extent necessary to conduct the Service or use the results of the Service; and (b) collect and/or store Subject Information in material compliance with all applicable federal, state and local laws, statutes, regulations and ordinances, including, but not limited to (i) confidentiality and rights of review of educational and medical records to the extent applicable, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and 34 C.F.R. Part 99, as amended, and (ii) transaction and code data standards, including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. Part 162, as amended
- 10.2 Each party hereto shall indemnify and hold harmless the other from all loss, cost, damage, or expenses (including reasonable attorneys' fees) incurred by either of them or their respective officers, employees, directors, representatives, and agents that arise out of or result from, in whole or part, any breach of this Section 10.
- 10.3 Notwithstanding any other provision hereof, RELAY or Licensee may use for any purpose Subject Information that has been aggregated in manner that would make it impossible to identify any individual subject.
- 10.4 Each Party agrees that with respect to any Confidential Information (as defined below) that is disclosed by one Party (the "Disclosing Party") to the other Party (the "Receiving Party") in connection with this Agreement, the Receiving Party shall not disclose such Confidential Information to any third party, or use it for any purpose, except in connection its rights and obligations under this Agreement. The Receiving Party shall take all such actions as are reasonably

necessary and appropriate to preserve and protect the Disclosing Party's Confidential Information by exercising the same level of care, but no less than a reasonable degree of care that a Party uses to protect its own Confidential Information of a like nature. Each Party shall only permit access to Confidential Information of the other Party to those of its employees or authorized representatives having a need to know and who have signed confidentiality agreements or are otherwise bound by confidentiality obligations at least as restrictive as those contained herein. Each Receiving Party shall be responsible for the compliance of its employees, agents and third-party service providers with the confidentiality obligations set forth herein, and shall be liable for any breach thereof.

- 10.5 "Confidential Information" means all information concerning a Party or any of its subsidiaries or affiliates that is not generally known to the public, which information is marked confidential or proprietary, or which under the circumstances ought reasonably to be treated as confidential or proprietary. Confidential Information shall include, but not be limited to, the terms of this Agreement (but not the fact of the Agreement's existence), technology, business plans, techniques, methodologies, pricing, marketing and sales strategies, client information, and other non-public materials and information regarding the other Party's business operations and the technology and know-how related to the Service. Notwithstanding the foregoing, Confidential Information does not include information that: (i) is, as of the time of disclosure by a Party, or thereafter becomes, part of the public domain through a source other than the Receiving Party receiving such information; (ii) was lawfully in the possession of the Receiving Party as of the time of disclosure, as evidenced by its written records; (iii) is independently developed by the Receiving Party without reference to the Confidential Information, as evidenced by its written records; or (iv) is subsequently obtained from a third party not subject to an obligation of confidentiality with respect to the information disclosed. In the event the Receiving Party is required by law or legal process to disclose any Confidential Information, the Receiving Party shall, to the extent permitted by law, provide prompt notice of such to the Disclosing Party so that legal protection for the Confidential Information may be sought. In the event that a protective order or other remedy is not obtained, each party will furnish only that portion of the Confidential Information that is legally required. Upon termination of this Agreement, each Party will promptly either return or destroy all tangible Confidential Information as requested by the other Party, retaining only such information as is necessary for recordkeeping in the ordinary course of business.

11. **Assignment.**

Licensee may not assign this Agreement or any of its respective rights or obligations under this Agreement unless approved by RELAY, in writing, prior to such assignment, such approval to not be unreasonably withheld.

12. **Waiver.**

No term or provision of this Agreement shall be deemed waived, and no breach shall be deemed excused, unless such waiver is in writing and signed by the Party claimed to have waived.

13. **Excusable Delay.**



Neither RELAY nor Licensee shall be deemed to be in default of any provision of this Agreement or for any failure in performance, resulting from acts or events beyond the reasonable control of RELAY or Licensee, as the case may be. For purposes of this Agreement, such acts shall include, but not be limited to, acts of God, civil or military authority, civil disturbance, war, strikes, fires, other catastrophes, or other such major events beyond RELAY' or Licensee's reasonable control. This Section 13 shall not delay or excuse Licensee's payment obligations.

14. Governing Law and Jurisdiction.

This Agreement is governed by and construed in all respects in accordance with the laws of the State of: Delaware (without regard to conflicts of laws principles). Except only for disputes for which injunctive relief is sought to prevent the unauthorized use or disclosure of the Service, any disputes between Licensee and RELAY (which are not otherwise resolved by the parties) shall be instituted only in a federal or state courts serving Delaware and the parties shall submit to the personal jurisdiction of these courts in any such legal action. RELAY and Licensee each waive their right to a trial by jury for any disputes between the parties.

15. Independent Contractor.

RELAY is providing the Service and Support under this Agreement as an independent contractor, and its personnel shall not be considered employees or agents of Licensee.

16. Severance and Interpretation.

If any provision of this Agreement is found to be unenforceable, such provision shall be deemed to be deleted or narrowly construed to such extent as is necessary to make it enforceable and this Agreement shall otherwise remain in full force and effect. If an ambiguity or question of intent arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring either Party by virtue of authorship of any of the provisions of this Agreement.

17. Time Limitation.

Except for actions for non-payment or for breach of RELAY' or its third parties' Intellectual Property Rights, no action arising out of or relating to this Agreement may be brought later than one (1) year after the cause of action became known to the injured party.

18. Notices.

All notices given by either party to the other party under this Agreement shall be in writing and personally delivered or sent by guaranteed overnight courier or certified mail, return receipt requested, to the other party's President at its address set forth above or such other person or address as a party may indicate in writing from time to time.

19. Entire Agreement.



This Agreement and the Schedules listed below and referred to herein, together with any addenda signed by the parties constitute the entire agreement between RELAY and Licensee with respect to the Service and other subject matter of this Agreement and may only be modified by a written amendment or addendum signed by both RELAY and Licensee. No employee, agent, or other representative of either RELAY or Licensee has authority to bind the other with regard to any statement, representation, warranty, or other expression unless it is specifically included within the express terms of this Agreement, or a written addendum signed by both RELAY and Licensee. All future purchase orders, prior agreements, representations, statements, proposals, negotiations, understandings, and undertakings with respect to the subject matter of this Agreement are superseded by this Agreement.

RELAYHUB, LLC

Kent Intermediate School District

(Authorized Signature)

(Authorized Signature)

(Printed Name)

(Printed Name)

(Title)

(Title)

(Date)

(Date)



Schedule A

Based on the current needs of the Licensee, RELAY agrees to the pricing as outlined in licensing agreement.

Description	Cost Year 1	Cost Year 2	Cost Year 3
Supported Software Subscription fee (Medicaid documentation and billing solution including reporting and Flex Premium Analytic Dashboard)	\$41,200 Annual flat fee	\$41,200 Annual flat fee	\$41,200 Annual Flat Fee
System setup, data integration and connection to state Medicaid system. <i>All state mandated changes are configured at no charge to Licensee throughout the contract agreement.</i>	Included	Included	Included
Web-based training sessions and training videos	Included	Included	Included

Any additional functionality not outlined in the current proposal would require a needs assessment and change request as agreed by both Licensee and RELAY. All additional customization requests are done through a change request order, based on a completed needs assessment. All customization requests will be reviewed by our development team and additional fees @185.00 per hr. may apply.

Annual supported software subscription fees are payable annually unless otherwise agreed on.

RELAYHUB, LLC

Kent Intermediate School District

(Authorized Signature)

(Authorized Signature)

(Printed Name)

(Printed Name)

(Title)

(Title)

(Date)

(Date)



Schedule B

STATEMENT OF WORK

SECTION 1. Upon execution of this Agreement, RELAY shall begin configuration of the RELAY Service Portal and Claim Management system in accordance with this Statement of Work.

SECTION 2. For purposes of implementing and allowing access to the RELAY’s Service Portal and Claim Management system by Licensee in accordance with the terms of this Agreement. Upon completion of testing and implementation of the Service, Licensee will have access to the RELAY Service Portal and Claim Management system to collect data and process services for direct service Medicaid reimbursement for all Medicaid eligible students.

SECTION 3. **SOFTWARE AND TRAINING ACCEPTANCE.** In accordance with the time periods and parameters set forth in the Scope of Work, (i) RELAY shall give written notice to Licensee stating that the RELAY Service Portal and Claim Management system has been configured and delivered and training has been completed. Any additional testing or training requested by Licensee shall be at the cost and expense of Licensee, including payment of RELAY’s applicable training fee(s) and reimbursement of any costs and expenses incurred by RELAY, including travel, lodging and meals. Licensee shall be deemed to have accepted the Service and the training thirty (30) days after receiving RELAY’s notice that RELAY Service Portal and Claim Management system has been configured for testing and implementation, unless, during that period, the Product fails to substantially perform in accordance with the Statement of Work and Licensee gives written notice of non-acceptance to RELAY, including a statement of such material failure in reasonable detail. If **Licensee** gives proper notice of non-acceptance to **RELAY**, then:

(a) RELAY shall investigate the reported failure. Licensee shall provide to RELAY reasonably detailed documentation or explanation, together with underlying data, to substantiate the failure and assist RELAY in its efforts to diagnosis, produce and if necessary, correct the failure of the Product.

(b) If RELAY cannot correct the failure within thirty (30) days (or such longer period as may be reasonable under the circumstances and agreed upon by Licensee) after receipt of Licensee’s notice of non-acceptance, then either party may terminate this Agreement upon written notice to the other and this Agreement shall be void without further recourse of the parties. If, within such period RELAY does correct the failure, RELAY shall give written notice to **Licensee** certifying that the failure has been corrected, and another thirty (30) day acceptance period shall begin in accordance with this Section 3.

RELAYHUB, LLC.

Kent Intermediate School District

(Authorized Signature)

(Authorized Signature)

(Printed Name)

(Printed Name)

(Title)

(Title)

(Date)

(Date)



Schedule C

Please complete this form for Electronic Invoicing

Electronic Invoicing Information Sheet		
FOR ELECTRONIC INVOICING		
Name:		
Phone:		
Email:		
Address:		
City:	State:	Zip Code:
Special Instructions/PO#		



Schedule D
BUSINESS ASSOCIATE AGREEMENT

RELAYHUB, LLC. (Hereinafter referred to as “RELAY”)
400 Metacom Ave, Suite 507,
Bristol RI 02809

Kent Intermediate School District (Hereinafter referred to as
“District”)
2930 Knapp Street NE
Grand Rapids, MI 49525

This Business Associate Agreement is hereby entered into by and between RELAY and Customer, as of the date executed by Customer and recorded on the signature page below (“Effective Date”).

This Business Associate Agreement (“BAA”) supplements and amends the Service Agreement for School-Based Medicaid Billing, entered into by and between RELAY and District, dated July 1, 2025, (hereinafter “Services Agreement”) under which RELAY is providing certain Medicaid billing services (“Services”) for Client. This BAA shall be incorporated into the Services Agreement, as if it set forth in its entirety therein, and except to the extent modified in this BAA, all terms and conditions set forth in the Services Agreement shall remain in full force and effect and govern the Services provided by RELAY to Customer. Notwithstanding the foregoing, in the event of a conflict between the terms of this BAA and the Services Agreement, solely as it relates to the parties’ obligations hereunder, the terms and conditions of this BAA shall prevail.

RELAY and Customer are entering into this BAA in order for both parties to meet their respective obligations as they become effective and binding upon the parties under the HIPAA Privacy, Security, and Breach Notification Rules along with any implementing regulations including those implemented as part of the Omnibus Rule (collectively referred to as the “HIPAA Rules”), under which Customer is a “Covered Entity” or “Business Associate” and RELAY is a “Business Associate” of Customer. For purposes of this Agreement, any references, hereinafter, to Business Associate shall be deemed references to RELAY.

Definitions:

Capitalized terms used but not otherwise defined in this BAA shall have the same meaning as ascribed to those terms in HIPAA Rules.

- a. “Breach” shall have the same meaning as set forth in 45 CFR §164.402.
- b. “Business Associate” shall mean the Business Associate entity identified above to the extent it receives, maintains, or transmits Protected Health Information in delivering Services to Customer.
- c. “HIPAA” shall mean the Health Insurance Portability and Accountability Act of 1996.
- d. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR §160 and §164, Subparts A and E.



e. “Protected Health Information” or “PHI” shall have the same meaning as the term ‘protected health information’ in 45 CFR §160.103 and shall be limited to the PHI created by Business Associate on behalf of Customer or received from or on behalf of Customer pursuant to the Services Agreement.

f. “Security Incident” shall have the same meaning as set forth in 45 CFR §164.304.

g. “Security Rule” shall mean the Standards for Security of Individually Identifiable Health Information at 45 CFR § 164, Subparts A and C.

h. “HITECH Act” shall mean the applicable provisions of the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009, and including any implementing regulations.

2. Obligations and Activities of Business Associate.

a. Business Associate agrees to not Use or further Disclose PHI other than as permitted or required by this BAA or as required by law.

b. Business Associate agrees to use appropriate safeguards designed to prevent Uses or Disclosures of the PHI other than as provided for by this BAA or the Services Agreement.

c. Business Associate agrees to implement and maintain procedures that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI, and consistent with and as required of business associates by the HIPAA Rules. However, it shall be the responsibility of Customer and not Business Associate to comply with requirements under 45 CFR §164.312 to implement encryption or decryption mechanisms for electronic PHI maintained on physical media (e.g. tapes) stored by Business Associate.

d. Business Associate agrees to promptly report to Customer any Security Incident, Breach, or other Use or Disclosure of PHI of which it becomes aware that is not permitted or required by this BAA or the Services Agreement. In the event of a Breach, such notification shall be made in accordance with and as required of a business associate by the HIPAA Rules, including without limitation pursuant to 45 CFR 164.410. Business Associate will provide reasonable assistance and cooperation in the investigation of any such Breach and shall document the specific PHI which have been compromised, the identity of any unauthorized third party who may have accessed or received the PHI, if known, and any actions that have been taken by Business Associate to mitigate the effects of such Breach.

e. Business Associate agrees to require any agent or subcontractor, to whom it delivers PHI for the purposes of assisting in providing services pursuant to the Services Agreement, to enter into a written agreement requiring such agent or subcontractor to provide privacy and security protections to such PHI at least as stringent as those required of Business Associate through this BAA.

f. If Business Associate has custody of PHI in a Designated Record Set with respect to Individuals, and if Customer so requests, Business Associate agrees to provide access to such PHI to Customer by retrieving such PHI in accordance with the terms and conditions of the Services Agreement, so the Customer may respond to an Individual in order to meet the requirements of 45 CFR §164.524.

g. Business Associate agrees that if an amendment to PHI in a Designated Record Set is required, if Business Associate has custody of PHI in a Designated Record Set with respect to Individuals, and if Customer instructs Business Associate to retrieve such PHI in accordance with the Services Agreement, Business Associate shall perform such service so that Customer may make any amendment to such PHI as may be required by either Customer or an Individual pursuant to 45 CFR §164.526.



e. Customer agrees that it will respond to a Covered Entity's or Individual's request for an accounting of disclosures of electronic health records under 45 CFR §164.528 in accordance with Section 13405(c)(3)(A) of the HITECH Act.

5. Term and Termination.

a. Term. The term of this BAA shall commence as of the Effective Date and shall terminate automatically upon the later to occur of (i) the expiration of the Service Agreement, or (ii) when all PHI provided by Customer to Business Associate is destroyed or returned to Customer.

b. Termination for Cause. Upon a party's knowledge of a material breach of the BAA by the other party, the non-breaching party shall provide an opportunity for the breaching party to cure the breach. If the breaching party does not cure the breach within thirty (30) days, following the breaching party's receipt of a written notice from the non-breaching party setting forth the details of such material breach, then the non-breaching party shall have the right to terminate this BAA and the Services Agreement according to the terms of the Services Agreement, or, if termination is not feasible, shall report the problem to the Secretary or any other competent authority.

c. Effect of Termination.

i. Except as provided in Section 5.c.ii. below, upon termination of this BAA for any reason, Business Associate shall, if feasible, return or destroy all PHI received from Customer in accordance with the Services Agreement. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.

ii. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Customer notification of the conditions that make return or destruction infeasible. Upon notice to Customer, Business Associate shall extend the protections of this BAA to such PHI and limit further Uses and Disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI pursuant to the terms of the Services Agreement.

6. Miscellaneous.

a. Indemnification. Business Associate agrees to indemnify Customer from and against any fines or penalties imposed upon Customer as a result of any enforcement proceeding commenced by the Secretary or any civil action brought by a state Attorney General against Customer, which proceeding or action results directly and solely from any act or omission by Business Associate which is both a violation of the HIPAA Rules and a material breach of this BAA ("Claim"). Business Associate shall not be obligated to indemnify Customer for any portion of such fines or penalties resulting from (i) Customer's violation of the HIPAA Rules or this BAA, (ii) the negligent or intentional acts or omissions of Customer, or (iii) Claims which otherwise could have been avoided or mitigated through the commercially reasonable efforts of the Customer. The foregoing indemnity obligation is expressly conditional on Customer granting Business Associate the right at Business Associate's option and expense, and with counsel of its own selection, to control or participate in the defense of any such Claim, provided however, that to the extent any such Claim is part of a larger proceeding or action, Business Associate's right to control or participate shall be limited to the Claim, and not to the larger proceeding or action. In the event that Business Associate exercises its option to control the defense, then (i) Business Associate shall not settle any claim requiring any admission of fault on the part of the Customer without its prior written consent, (ii) the Customer shall have the right to participate, at its own expense, in the claim or suit and (iii) the Customer shall cooperate with the Indemnifying Party



as may be reasonably requested. The foregoing states Customer’s sole and exclusive remedy and RELAY’s sole liability for any loss, damage, expense, or liability of Customer for any Claims in connection with this BAA.

b. Injunctive Relief. Business Associate acknowledges that any unauthorized Use or Disclosure of PHI by Business Associate may cause irreparable harm to Customer for which Customer shall be entitled, if it so elects, to seek injunctive or other equitable relief.

c. Regulatory References. A reference in this BAA to a section of the HIPAA Rules shall mean that section of HIPAA, the Privacy Rule, the Security Rule, the HITECH ACT, or the final Omnibus Rules as amended and in effect, and for which compliance is required.

d. Amendment. The parties agree to negotiate in good faith any amendment to this BAA that may be required from time to time as is necessary for the Customer or Business Associate to comply with the requirements of the HIPAA Rules. If the parties cannot reach mutual agreement on the terms of any such amendment within sixty (60) days following the date of receipt of any such written request made by Customer to Business Associate, then either party shall have the right to terminate this BAA and the Services Agreement upon providing not less than thirty (30) days’ written notice to the other party.

e. Survival. The respective rights and obligations of Business Associate under Section 5(c) above shall survive the termination of this BAA.

f. No Third-Party Beneficiaries. Nothing express or implied in this BAA is intended to confer, nor shall anything herein confer, upon any person other than Customer, Business Associate and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

g. Independent Contractor. Business Associate, including its directors, officers, employees, and agents, is an independent contractor and not an agent (as defined under Federal common law of agency) of Customer or a member of its workforce. Without limiting the generality of the foregoing, Customer shall have no right to control, direct, or otherwise influence Business Associate’s conduct in the course of performing the Services, other than through the enforcement of this BAA or the Services Agreement, or the mutual amendment of same.

h. Counterparts and Electronic Signatures. This BAA may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures may be made and delivered electronically and shall have the same force and effect as original signatures.

i. Precedence; Entire Agreement. Any ambiguity in this BAA shall be resolved to permit the parties to comply with the HIPAA Rules. This BAA constitutes the entire agreement between the parties with respect to the subject matter hereof, and shall supersede all previous communications, representations, agreements and understandings relating to the HIPAA Rules, including any and all prior business associate agreements between the parties.

RELAYHUB, LLC.

Kent Intermediate School District

(Authorized Signature)

(Authorized Signature)

(Printed Name)

(Printed Name)

(Title)

(Title)

(Date)

(Date)

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action x

Item: Center Programs Capital Outlay – Technology

Submitted by: Russell Bray

Date: 5/12/25

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 5/19/25

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of the following technology equipment. Equipment totals reflect current quotes from various vendors. Given current market volatility, it is recommended that the board approve a 15% contingency to account for possible cancellation of current quotes and readjustments in price.

(400)	HP Chromebooks	Sehi	\$116,104.00
(200)	iPad	Apple Store	\$ 65,800.00
(25)	HP ProBook 460	Sehi	\$ 15,958.25
(16)	HP Pro 400 Desktop	Sehi	\$ 8,304.00
(1)	Clevertouch	Bluum	\$ 1,763.58
(2)	Charging Carts	Vivacity Tech	\$ 1,198.00
(1)	HP EliteBook 640	Sehi	<u>\$ 850.00</u>
Subtotal			\$209,977.83
Contingency at 15%			\$ <u>31,496.67</u>
Total			\$241,474.50

BACKGROUND:

This purchase was approved as part of the 2025-26 capital outlay process and will be used to support instruction in various Center Program buildings. This purchase will utilize REMC pricing, which meets the State of Michigan's bid requirements. All computers will replace older models.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____ x _____

Item: Mechatronics Stratasys F370 3D Printers

Submitted by: Russell Bray

Date: 5/6/25

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 5/19/25

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the purchase of two (2) Stratasys F370 3D Printers from Stratasys for the KCTC Mechatronics program in the amount of \$107,770.00, which reflects the current quote. Given current market volatility, it is recommended that the board approve a 15% contingency to account for possible cancellation of current quotes and readjustments in price, for a total of \$123,935.50.

BACKGROUND:

With the addition of additive manufacturing to the state curriculum, the addition of two larger 3D printers will allow broader access for students, along with the ability to print larger, more complex parts that closely mimic current industrial standards. Our current 3D printers are over 10 years old, and the software is no longer supported, so they are not usable. This education bundle not only includes instructor training, but also technical support and material credits to cover five years of use and bring operating costs to a minimum. The bundle also comes with supporting curriculum that will allow students to work towards a Stratasys Industry Certification for 3D Printing. All supporting devices are also included.

The quote from Stratasys is using the Sourcewell Contract #10738 pricing and conforms with our bid specifications and cost estimates. Capital Outlay funds will be used for this project.