

Kent ISD Regular School Board Meeting

Monday, May 15, 2023 6:00 PM

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

A. Call to Order

B. Welcome Visitors and Roll Call

C. Presentation

C.1. Leading Learning Awards

C.2. Continuous Improvement Team Presentation

D. Consent Grouping:

Action items D.1-28 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 minutes from the regular school board meeting on April 17, 2023.

D.2. Approve the bills from April 1, 2023 through April 30, 2023 as outlined in the board packet.

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

D.4. Approve the leave of absence for Teacher Academy Instructor Adrianna Lynn.

D.5. Approve the addition of one (1.0) Educator Support Consultant for the Teaching & Learning Department.

D.6. Approve the addition of one (1.0) Lead Parent Educator Coach for the Bright Beginnings program.

D.7. Approve the addition of one (1.0) GSRP Supervisor.

D.8. Approve the addition of one (1.0) Assistant Principal for CTE Curriculum & Program Improvement.

D.9. Approve the addition of one (1.0) KCTC Teacher Consultant.

D.10. Approve the FTE increase from .5 to 1.0 for a Secondary Programs Welding Instructor.

D.11. Approve the addition of one (1.0) CTE Specialist to support the Prevocational program at KTC.

D.12. Approve the FTE increase for SNN Editor and add three (1.0) reporters to replace existing contracted positions.

D.13. Approve the addition of one (1.0) Staff Accountant for the Business Office.

D.14. Approve the addition of one (1.0) Staff Accountant for Accounts Payable and Grants.

D.15. Approve the addition of one (1.0 FTE) Orientation and Mobility Specialist Position for Special Education.

D.16. Approve the addition of staff for the Center Programs Empower U program as outlined in the board memo.

- D.17. Approve the addition of one (1.0) FTE Speech and Language Pathologist for Center Programs Deaf & Hard of Hearing/ Oral Deaf Program.
- D.18. Approve the bid from Automotive Equipment Specialists, Inc. (AES) to purchase four rotary hoists and arm lifts in the amount of \$27,885.0.
- D.19. Approve the bid from Doc's Hydraulic-Pneumatic Training, LLC in the amount of \$35,300.00 for a Hydraulic Training System.
- D.20. Approve the bid from FAAC Incorporated in the amount of \$38,985 for a Range Advanced Training System for the Secondary Programs Criminal Justice Program.
- D.21. Approve the bid from Weather Shield in the amount of \$63,412.00 to replace two roof sections at the Kent ISD Maintenance Building.
- D.22. Approve the purchase of a 2023 Chevrolet Silverado from Berger Chevrolet in the amount of \$45,064.00.
- D.23. Approve the bid from Schneider Company in the amount of \$57,174.00 for eight Epson robots for the Mechatronics program at KCTC.
- D.24. Approve the purchase of 60 Mac Mini computers from Apple Education Store in the amount of \$52,740.00.
- D.25. Approve seven KCTC students to participate in the HOSA International Competition in Dallas, Texas on June 20-25, 2023.
- D.26. Approve the KCTC Field Trip to the National SkillsUSA Competition in Atlanta, Georgia on June 19-24, 2023.
- D.27. Information Item:
First Reading of the GSRP and Center Programs Student Handbook
- D.28. Information Item:
2023-2024 Capital Outlay Plan
- E. Approve the bid from Advanced Technologies Consultants, Inc. in the amount of \$352,800.00 for Twelve Universal robots for KCTC Mechatronics program.**
- F. Approve the purchase of furniture for Empower U South (Wyoming_ from Custer Office Environments in the amount of \$113,944.70.**
- G. Approve the recommended 2023-24 tax levies as outlined in the board packet.**
- H. Approve the Summer tax collections per our existing agreements.**
- I. Public Comment**
- J. Items from Board Members**
- K. Superintendent's Report**
- L. Future Dates:**
Kent ISD School Board Meeting on June 19, 2023 at 4:00 p.m. in the Grand Room of the Kent ISD

Educational Service Center.

A regular meeting of the School Board of said district was held in the administrative offices on the above date. The meeting was called to order by President Haidle at 6:00 p.m.

Members Present: Bajema, Haidle, Featherston, Drake and Rettig

Member Absent:

David Drake joined the meeting at 6:04pm.

Kent ISD Staff Present: Superintendent Koehler, Assistant Superintendents Philipps, Gorman, Rodgers, Glass, Gardner and Finkel; Recording Secretary Lovell; Directors Baine, Karsten, Lamar, Brockway, Stamas, Peraino, Dymowski, Store; Principals Verwey, Lienesch; Staff members Crystal Gumbs, Jaime Mueller, Kelly Cleveland, Jeff Miller, Debra Haff, Alissa Hofstee, Lindsey VanDyke, Debra Burkhardt.

Guests: Travis Comstock, Giarmarco, Mullins & Horton, P.C.

President Haidle welcomed visitors and turned the meeting over to Assistant Superintendent Rodgers to present the Leading Learning awards. Quality Improvement Coach for the Great Start to Quality program, Crystal Gumbs, was presented with the Leading Learning award in the category of Going Above and Beyond. GSQ Director Jaimie Mueller shared that Crystal is an exceptional team member who continues to find additional ways she can support local child care providers.

Early On provider, Nikki Mulder, was presented with the Leading Learning Award in the category of Being a Leader of Learning. ESCE Supervisor Alissa Hofstee, shared that Nikki has the ability to serve infants and toddlers alongside their caregivers with dignity and professionalism.

Kent ISD Oral Deaf teacher, Kelly Cleveland, was recognized with the Leading Learning award in the category of Being a Leader of Learning. DHH Oral Deaf Program Coordinator, Deborah Burkhardt, shared that Kelly is a leader amongst her colleagues.

Facilities Supervisor, Jeff Miller, was recognized with the Leading Learning Award in the category of Being a Leader of Learning. Director Tim Peraino shared that Jeff's commitment to making the facilities clean has provided us with a better environment to work and learn.

President Haidle welcomed Director Oogie Lamar, to present on the impact of the Adult Education program. President Haidle provided the opportunity for questions and thanked Director Lamar for his dedication to students enrolled in the Adult Education program.

Upon motion of Member Drake, supported by Member Bajema, it was resolved to approve the consent agenda items outlined below.

Ayes: Drake, Featherston, Rettig, Bajema, Haidle

Nays: None

Motion declared to have carried

Approve the minutes of the March 20, 2023 Regular School Board Meeting and School Board Work Session.

Allow the bills from March 1, 2023 through March 31, 2023 and allow orders to be drawn on the Treasurer for the amount summarized in the accounts payable report.

a. General Education	12,086,568.22
b. Special Education – Center Programs	309,120.96
c. Special Education	7,151,762.88
d. Community Service (Enhancement Millage)	856,518.75
e. Career Technical Education	888,362.09
f. Cooperative Education	39,981.39
g. Student/School Activity Fund	15,162.48
h. Capital Projects:	
1) General Education	-
2) Special Education	434,548.48
3) Career Technical Education	325,343.21
i. Internal Service Fund	<u>0.00</u>
TOTAL	\$22,107,368.46

Approve the personnel recommendations regarding resignations and terminations, appointments, new assignments and/or contract adjustments, leaves of absence, and temporary contract employees. A copy of the recommendations is included with the legal minutes of this meeting.

Approve the addition of one (1.0) PD Hub Clerk position for Teaching and Learning.

Approve the addition of one (1.0) Administrative Assistant position for the Communications Department and School News Network.

Approve the addition of one (1.0) Director of Grants and Strategic Partnerships position for the department of Legislative and Organizational Affairs.

Approve the addition of one (1.0) Region I Safety & Security Coordinator.

Approve the addition of the Center Programs positions for Lincoln Campus.

Approve the addition of the Center Programs positions for Empower U.

Approve the addition of a Program Coordinator position for the Deaf & Hard of Hearing Total Communication Program.

Approve the addition of a one (1.0) Center Programs Behavioral Coach.

Approve the addition of one (1.0) Assistant Facilities Supervisor position for the facilities team and appoint current staff member to fill this position.

Approve the bid from Riverworks Construction in the amount of \$38,500 to prepare the playground site for the Early Childhood Special Education program located at South Godwin Elementary.

Approve the purchase of 322 Chromebook computers from Sehi Computer Projects, Inc. in the amount of \$95,556.72

Approve the purchase of 60 ProBook 440 laptop computers from InaCOMP in the amount of \$83,520.

Approve the Notice of Public Hearing to be published in the Grand Rapids Press announcing the Budget Hearing for Monday, May 15, 2023 at 5:00 p.m.

Upon motion of Member Featherston, supported by Member Rettig, it was resolved to approve the bid from Riverworks Construction in the amount of \$105, 000 for the repair work to address erosion control problems at Lincoln Campus.

Ayes: Featherston, Rettig, Bajema, Drake, Haidle

Nays: None

Motion declared to have carried

Upon motion of Member Bajema, supported by Member Rettig, it was resolved to approve the Letter of Understanding amending the terms of severance eligibility for the Center Programs.

Ayes: Rettig, Bajema, Drake, Featherston, Haidle

Nays: None

Motion declared to have carried

Upon motion of Member Rettig, supported by Member Featherston, it was resolved to approve the resolutions to amend the 22-23 budgets.

Ayes: Bajema, Drake, Featherston, Rettig, Haidle

Nays: None

Motion declared to have carried

Upon motion of Member Bajema, supported by Member Rettig, it was resolved to approve the purchase of furniture for Empower U Central from Custer Office Environments in the amount of \$296,165.02.

Ayes: Drake, Featherston, Rettig, Bajema, Haidle

Nays: None

Motion declared to have carried

Upon motion of Member Featherston, supported by Member Bajema, it was resolved to approve the property transfer request as outlined in the board packet.

Ayes: Featherston, Rettig, Bajema, Drake, Haidle

Nays: None

Motion declared to have carried

Upon motion of Member Rettig, supported by Member Drake, it was resolved to approve the final payment of Act 18 Special Education Funds.

Ayes: Rettig, Bajema, Drake, Featherston, Haidle

Nays: None

Motion declared to have carried

Upon motion of Member Bajema, supported by Member Rettig, it was resolved to approve the evaluation of Superintendent Koehler for the 22-23 school year.

Ayes: Bajema, Drake, Featherston, Rettig, Haidle

Nays: None

Motion declared to have carried

Superintendent Koehler recognized Teacher Academy Instructor, Adrianna Lynn, who has been honored by Teach Plus National for her participation in policy work. She has also received a research award from U.S Fulbright where she will do an in-dept study aboard to advance her professional growth.

Superintendent Koehler recognized Assistant Superintendent Chris Glass for receiving the Friend of Education award by the Michigan School Business Officials. Superintendent Koehler thanked him for his continued work lobbying to support public education.

Superintendent Koehler shared the Career and Talent Development team has named their visioning committee CareerPrep2030. CEO of The Right Place, Randy Thelen, Chris Bardeggia, Vice President of Steelcase and Northview Public Schools Superintendent Scott Korpak, will be co-chairing this committee on May 17, 2023 to develop a long-term vision that will shape the future of career preparation.

Upon motion by Bajema, supported by Featherston, the board moved to closed session to discuss a personnel matter. Pursuant to the provisions of the Open Meetings Act, MCL 15.268(h).

Ayes: All present

Nays:

Motion declared to have carried.

The Board moved to closed session at 6:46 p.m.

The board moved to open session at 7:31 p.m.

Upon motion by Member Rettig, supported by Member Featherston it was resolved to approve the conditional settlement agreement as presented and designate Superintendent Koehler to execute the terms and conditions of the settlement on behalf of the Kent ISD School Board.

President Haidle offered the opportunity for public comment.

The meeting was adjourned by President Haidle at 7:31 p.m.

Minutes Approved: May 15, 2023

Andrea Haidle, President

Claudia Bajema, Secretary

/ml

DRAFT

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND
04/01/2023 - 04/30/2023**

11. GENERAL EDUCATION	\$	16,435,837.04
21. SPECIAL EDUCATION-CENTER PROGRAMS		251,144.74
22. SPECIAL EDUCATION		26,231,114.86
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)		50.14
26. CAREER TECHNICAL EDUCATION		965,020.04
27. COOPERATIVE EDUCATION **		26,377.75
29. STUDENT/SCHOOL ACTIVITY FUND		15,631.40
CAPITAL PROJECTS		
41. GENERAL EDUCATION		-
42. SPECIAL EDUCATION		1,887,023.84
46. CAREER TECHNICAL EDUCATION		72,631.67
81. INTERNAL SERVICE FUND		-
TOTAL	\$	45,884,831.48

Total Transfers Out to LEAs (K-12, Charter Schools and Parochial Schools)	\$	26,303,431.28
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*** Disbursements from fund 28 are included in fund 27-Cooperative Education totals.*

Kent ISD Check Register 4/1/2023 to 4/30/2023

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
600040323	MICH PUBLIC SCHOOL EMPLOYEES	11	6,347,115.45		
			Check Total	6,347,115.45	147C(1) UAAL AND 147C (2) MPSE
300026762	GR PUBLIC SCHOOLS	22	2,988,743.00		
			Check Total	2,988,743.00	ACT18 FY23 PMT 3
300026767	KENTWOOD PUBLIC SCHOOLS	22	2,406,445.00		
			Check Total	2,406,445.00	ACT18 FY23 PMT 3
300026789	DEAN TRANSPORTATION	21	35.35		
	DEAN TRANSPORTATION	22	1,663,326.07		
			Check Total	1,663,361.42	EMPOWER U MAYFIELD-FIELD TRIP
604242300	TRANSNATION TITLE AGENCY OF MICHIGAN	42	1,651,515.00		
			Check Total	1,651,515.00	PURCH 3600 BYRON CTR RD
600041823	MICH PUBLIC SCHOOL EMPLOYEES	11	1,493,588.02		
			Check Total	1,493,588.02	RETIREMENT 4.7.23
600040423	MICH PUBLIC SCHOOL EMPLOYEES	11	1,490,910.86		
			Check Total	1,490,910.86	RETIREMENT 3.24.23
300026759	FOREST HILLS PUBLIC SCHOOLS	22	1,217,717.00		
			Check Total	1,217,717.00	ACT18 FY23 PMT 3
300026871	GR PUBLIC SCHOOLS	22	1,149,193.92		
			Check Total	1,149,193.92	APR23 SA SECT 51A SPED
55103	MICH EDUC SPECIAL SERVICES	11	1,051,568.48		
			Check Total	1,051,568.48	MAY PREMIUMS
300026763	GRANDVILLE PUBLIC SCHOOLS	22	1,022,214.00		
			Check Total	1,022,214.00	ACT18 FY23 PMT 3
300026770	ROCKFORD PUBLIC SCHOOLS	22	935,724.00		
			Check Total	935,724.00	ACT18 FY23 PMT 3
300026755	CALEDONIA COMMUNITY SCHOOLS	22	893,117.00		
			Check Total	893,117.00	ACT18 FY23 PMT 3
300026921	GR PUBLIC SCHOOLS	11	877,955.00		
			Check Total	877,955.00	MARCH 23 GSRP COSTS PAID IN AP
604072335	UNITED STATES TREASURY	11	810,211.21		
			Check Total	810,211.21	PAYROLL TAXES

300026801	GR PUBLIC SCHOOLS	22	790,024.00	Check Total	790,024.00 IDEA THRU MAR 23
604212300	NEXT GENERATION ENROLLMENT INC	11	788,470.48	Check Total	788,470.48 MAY PREMIUMS
604212335	UNITED STATES TREASURY	11	717,548.50	Check Total	717,548.50 PAYROLL TAXES
300026773	WYOMING PUBLIC SCHOOLS	22	704,812.00	Check Total	704,812.00 ACT18 FY23 PMT 3
300026761	GODWIN HEIGHTS PUBLIC SCHOOLS	22	675,715.00	Check Total	675,715.00 ACT18 FY23 PMT 3
300026879	KENTWOOD PUBLIC SCHOOLS	22	611,000.26	Check Total	611,000.26 APR23 SA SECT 51A SPED
300026765	KENOWA HILLS PUBLIC SCHOOLS	22	606,311.00	Check Total	606,311.00 ACT18 FY23 PMT 3
300026756	CEDAR SPRINGS PUBLIC SCHOOLS	22	560,677.00	Check Total	560,677.00 ACT18 FY23 PMT 3
300026754	BYRON CENTER PUBLIC SCHOOLS	22	552,217.00	Check Total	552,217.00 ACT18 FY23 PMT 3
300026772	THORNAPPLE KELLOGG SCHOOLS	22	507,348.00	Check Total	507,348.00 ACT18 FY23 PMT 3
300026768	LOWELL AREA SCHOOLS	22	449,933.00	Check Total	449,933.00 ACT18 FY23 PMT 3
300026936	MICH FAMILY RESOURCES	11	445,228.00	Check Total	445,228.00 MARCH 23 GSRP COSTS PAID IN AP
300026814	KENTWOOD PUBLIC SCHOOLS	22	437,836.00	Check Total	437,836.00 IDEA THRU MAR 23
300026764	KELLOGGSVILLE PUBLIC SCHOOLS	22	434,086.00	Check Total	434,086.00 ACT18 FY23 PMT 3
300026769	NORTHVIEW PUBLIC SCHOOLS	22	425,665.00	Check Total	425,665.00 ACT18 FY23 PMT 3
300026758	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	391,844.00	Check Total	391,844.00 ACT18 FY23 PMT 3
300026771	SPARTA AREA SCHOOLS	22	360,681.00	Check Total	360,681.00 ACT18 FY23 PMT 3
300026893	ROCKFORD PUBLIC SCHOOLS	11	2,173.72		
	ROCKFORD PUBLIC SCHOOLS	22	335,577.23		

			Check Total	337,750.95 APR23 SA SECT 51A SPED
300026865	FOREST HILLS PUBLIC SCHOOLS	22	333,982.31	
			Check Total	333,982.31 APR23 SA SECT 51A SPED
300026794	FOREST HILLS PUBLIC SCHOOLS	22	329,610.00	
			Check Total	329,610.00 IDEA THRU MAR 23
300026903	WYOMING PUBLIC SCHOOLS	22	295,206.73	
			Check Total	295,206.73 APR23 SA SECT 51A SPED
54928	GEROTECH INC	26	286,472.00	
			Check Total	286,472.00 SUPER MINI MILL &CNC LATHE FOR
300026873	GRANDVILLE PUBLIC SCHOOLS	22	286,177.43	
			Check Total	286,177.43 APR23 SA SECT 51A SPED
300026757	COMSTOCK PARK PUBLIC SCHOOLS	22	272,291.00	
			Check Total	272,291.00 ACT18 FY23 PMT 3
300026760	GODFREY LEE PUBLIC SCHOOLS	22	241,780.00	
			Check Total	241,780.00 ACT18 FY23 PMT 3
300026894	SPARTA AREA SCHOOLS	11	77,424.91	
	SPARTA AREA SCHOOLS	22	162,907.48	
			Check Total	240,332.39 APR23 SA SECT 51A SPED
300026766	KENT CITY COMMUNITY SCHOOLS	22	218,154.00	
			Check Total	218,154.00 ACT18 FY23 PMT 3
300026799	GR COMMUNITY COLLEGE	11	117,400.00	
	GR COMMUNITY COLLEGE	26	85,859.32	
			Check Total	203,259.32 LAUNCH U-WINTER 2023
300026804	GRANDVILLE PUBLIC SCHOOLS	22	195,544.00	
			Check Total	195,544.00 IDEA THRU MAR 23
300026877	KENOWA HILLS PUBLIC SCHOOLS	22	189,467.41	
			Check Total	189,467.41 APR23 SA SECT 51A SPED
300026856	CEDAR SPRINGS PUBLIC SCHOOLS	22	188,699.73	
			Check Total	188,699.73 APR23 SA SECT 51A SPED
300026840	THORNAPPLE KELLOGG SCHOOLS	22	176,219.00	
			Check Total	176,219.00 IDEA THRU MAR 23
300026855	CALEDONIA COMMUNITY SCHOOLS	22	176,055.24	
			Check Total	176,055.24 APR23 SA SECT 51A SPED
300026882	LOWELL AREA SCHOOLS	22	175,074.95	
			Check Total	175,074.95 APR23 SA SECT 51A SPED
300026886	NORTHVIEW PUBLIC SCHOOLS	22	169,584.68	

			Check Total	169,584.68 APR23 SA SECT 51A SPED
300026833	ROCKFORD PUBLIC SCHOOLS	22	169,331.00	
			Check Total	169,331.00 IDEA THRU MAR 23
300026828	NORTHVIEW PUBLIC SCHOOLS	22	155,900.00	
			Check Total	155,900.00 IDEA THRU MAR 23
300026850	WYOMING PUBLIC SCHOOLS	22	148,317.00	
			Check Total	148,317.00 IDEA THRU MAR 23
80414231	JPMORGAN CHASE BANK NA	11	19.10	
	JPMORGAN CHASE BANK NA	11	43,048.61	
	JPMORGAN CHASE BANK NA	21	26,446.02	
	JPMORGAN CHASE BANK NA	22	10,195.56	
	JPMORGAN CHASE BANK NA	26	477.60	
	JPMORGAN CHASE BANK NA	26	64,788.40	
	JPMORGAN CHASE BANK NA	27	1,551.46	
	JPMORGAN CHASE BANK NA	28	1,041.67	
	JPMORGAN CHASE BANK NA	29	549.82	
	JPMORGAN CHASE BANK NA	46	106.50	
			Check Total	148,224.74 MARGE'S DONUT DEN
300026876	KELLOGGSVILLE PUBLIC SCHOOLS	22	144,955.80	
			Check Total	144,955.80 APR23 SA SECT 51A SPED
300026784	CEDAR SPRINGS PUBLIC SCHOOLS	22	143,108.00	
			Check Total	143,108.00 IDEA THRU MAR 23
300026868	GODFREY LEE PUBLIC SCHOOLS	22	142,078.92	
			Check Total	142,078.92 APR23 SA SECT 51A SPED
300026854	BYRON CENTER PUBLIC SCHOOLS	22	135,316.13	
			Check Total	135,316.13 APR23 SA SECT 51A SPED
300026895	THORNAPPLE KELLOGG SCHOOLS	22	133,658.41	
			Check Total	133,658.41 APR23 SA SECT 51A SPED
300026802	GRAND VALLEY STATE UNIVERSITY	26	128,888.00	
			Check Total	128,888.00 DUAL ENROLLED STUDENTS-WIN 202
604072337	STATE OF MICHIGAN	11	124,944.48	
			Check Total	124,944.48 PAYROLL TAXES
300026781	BYRON CENTER PUBLIC SCHOOLS	22	120,681.00	
			Check Total	120,681.00 IDEA THRU MAR 23
55096	GRAND RAPIDS EARLY DISCOVERY CENTER	11	117,450.00	
			Check Total	117,450.00 MARCH 23 GSRP COSTS PAID IN AP

300026869	GODWIN HEIGHTS PUBLIC SCHOOLS	22	114,949.78	Check Total	114,949.78 APR23 SA SECT 51A SPED
55109	OWEN-AMES-KIMBALL CO	42	113,271.89	Check Total	113,271.89 LNS & LPP HEATING & COOLING UP
300026957	YMCA OF GREATER GR	11	108,496.00	Check Total	108,496.00 MARCH 23 GSRP COSTS PAID IN AP
604212337	STATE OF MICHIGAN	11	104,853.10	Check Total	104,853.10 PAYROLL TAXES
300026811	KELLOGGSVILLE PUBLIC SCHOOLS	22	104,292.00	Check Total	104,292.00 IDEA THRU MAR 23
300026796	GODWIN HEIGHTS PUBLIC SCHOOLS	22	102,100.00	Check Total	102,100.00 IDEA THRU MAR 23
300026795	GODFREY LEE PUBLIC SCHOOLS	22	101,439.00	Check Total	101,439.00 IDEA THRU MAR 23
300026859	COMSTOCK PARK PUBLIC SCHOOLS	22	100,269.13	Check Total	100,269.13 APR23 SA SECT 51A SPED
300026783	CALEDONIA COMMUNITY SCHOOLS	22	95,396.00	Check Total	95,396.00 IDEA THRU MAR 23
300026878	KENT CITY COMMUNITY SCHOOLS	22	93,140.09	Check Total	93,140.09 APR23 SA SECT 51A SPED
300026863	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	90,775.15	Check Total	90,775.15 APR23 SA SECT 51A SPED
300026812	KENOWA HILLS PUBLIC SCHOOLS	22	87,714.00	Check Total	87,714.00 IDEA THRU MAR 23
55003	OTTAWA AREA ISD	11	84,040.25	Check Total	84,040.25 PUPIL ACCOUNTING SERVICES Q3 2
300026820	LOWELL AREA SCHOOLS	22	79,138.00	Check Total	79,138.00 IDEA THRU MAR 23
300026836	SPARTA AREA SCHOOLS	22	78,123.00	Check Total	78,123.00 IDEA THRU MAR 23
300026790	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	77,697.00	Check Total	77,697.00 IDEA THRU MAR 23
300026918	FOREST HILLS PUBLIC SCHOOLS	11	72,620.00	Check Total	72,620.00 FY23 HRA-MAR
300026786	COMSTOCK PARK PUBLIC SCHOOLS	22	69,405.00	Check Total	69,405.00 IDEA THRU MAR 23

300026747	ROCKFORD PUBLIC SCHOOLS	11	68,000.00	Check Total	68,000.00 FY23 EDUCATIUS
300026943	ROCKFORD PUBLIC SCHOOLS	11	66,265.00	Check Total	66,265.00 FY23 HRA-MAR
300026740	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	4,944.39		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	20,437.47		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	32,268.24	Check Total	57,650.10 ACCT 41000; CLOSING 3/31/23; F
300026904	ZEELAND PUBLIC SCHOOLS	11	57,076.91	Check Total	57,076.91 APR23 SA SECT 107 ADULT ED
300026824	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	1,894.56		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	18,428.06		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	34,857.18	Check Total	55,179.80 41000-NATURAL GAS-MAR 23
300026912	CEDAR SPRINGS PUBLIC SCHOOLS	11	51,686.00	Check Total	51,686.00 FY23 HRA-MAR
604142301	CITY OF GRAND RAPIDS	11	45,803.63	Check Total	45,803.63 CITY TAXES
300026927	KENOWA HILLS PUBLIC SCHOOLS	11	44,973.00	Check Total	44,973.00 FY23 HRA-MAR
300026685	ADN ADMINISTRATORS INC	11	40,253.58	Check Total	40,253.58 DENTAL CLAIMS GROUP 40289
300026939	NORTHVIEW PUBLIC SCHOOLS	11	40,219.00	Check Total	40,219.00 FY23 HRA-MAR
300026951	THORNAPPLE KELLOGG SCHOOLS	11	39,076.00	Check Total	39,076.00 FY23 HRA-MAR
300026955	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	11	37,436.00	Check Total	37,436.00 MARCH 23 GSRP COSTS PAID IN AP
300026830	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	36,809.60	Check Total	36,809.60 KCTC-PHASE 2-MYSCHOOL/LAUNCH U
55101	LANGLEY CHILD CARE	11	36,263.00	Check Total	36,263.00 MARCH 23 GSRP COSTS PAID IN AP
300026775	APPLETREE LEARNING CENTERS WALKER LLC	11	36,084.00	Check Total	36,084.00 DEC 22 GSRP COSTS PAID IN JANU
300026956	MARJORIE A HAYWARD	11	35,049.00		

			Check Total	35,049.00	MARCH 23 GSRP COSTS PAID IN AP
300026847	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	34,432.00		
			Check Total	34,432.00	IDEA THRU MAR 23
300026887	ORCHARD VIEW SCHOOLS	11	33,831.27		
			Check Total	33,831.27	APR23 SA SECT 107 ADULT ED
300026946	SET INC	11	31,088.29		
			Check Total	31,088.29	MAY 2023 PREMIUMS
300026909	BYRON CENTER PUBLIC SCHOOLS	11	31,043.00		
			Check Total	31,043.00	FY23 HRA-MAR
300026932	LOWELL AREA SCHOOLS	11	30,319.00		
			Check Total	30,319.00	FY23 HRA-MAR
604072332	GLP & ASSOCIATES	11	29,496.22		
			Check Total	29,496.22	ANNUITY
604212332	GLP & ASSOCIATES	11	28,996.69		
			Check Total	28,996.69	ANNUITY
55068	SS/X NORTH AMERICA INC	42	28,523.12		
			Check Total	28,523.12	SOUND ROOM FOR W OAKVIEW - BOA
300026938	NEW BRANCHES SCHOOL	11	28,442.00		
			Check Total	28,442.00	MARCH 23 GSRP COSTS PAID IN AP
300026843	TUTOR TIME LEARNING CENTERS LLC	11	24,964.00		
			Check Total	24,964.00	OCT 22 GSRP COSTS PAID IN NOVE
55054	MICH FAMILY RESOURCES	11	24,798.33		
			Check Total	24,798.33	EARLY HEAD START 32p4-PMT 2 OF
54934	MATHISON ARCHITECTS LLC	42	23,165.00		
			Check Total	23,165.00	#23103-LDC RENO-FEB 23
300026866	FREMONT PUBLIC SCHOOLS	11	22,969.00		
			Check Total	22,969.00	APR23 SA SECT 107 ADULT ED
271540723	EDUSTAFF LLC	11	6,216.78		
	EDUSTAFF LLC	21	10,153.90		
	EDUSTAFF LLC	22	1,093.55		
	EDUSTAFF LLC	26	5,087.73		
			Check Total	22,551.96	EDUSTAFF WEEK OF 04/07/2023
300026925	HOPE ACADEMY OF WEST MICHIGAN	11	22,097.00		
			Check Total	22,097.00	MARCH 23 GSRP COSTS PAID IN AP
54986	GEROTECH INC	46	21,900.00		

			Check Total	21,900.00	CONVERT MACHINES FOR PRECISION
300026813	KENT CITY COMMUNITY SCHOOLS	22	21,627.00		
			Check Total	21,627.00	IDEA THRU MAR 23
55013	SYSCLOUD INC	26	20,800.00		
			Check Total	20,800.00	SYSCLOUD BACK UP RENEWALS 4/1/
55106	MILESTONES CDC LLC	11	20,501.00		
			Check Total	20,501.00	MARCH 23 GSRP COSTS PAID IN AP
300026732	GRAND RAPIDS URBAN MARKET	26	20,099.67		
			Check Total	20,099.67	DOWNTOWN MARKET LEASE MAY23
300026736	LOWELL AREA SCHOOLS	11	20,000.00		
			Check Total	20,000.00	FY23 EDUCATIUS
300026907	BAXTER COMMUNITY CENTER	11	19,592.00		
			Check Total	19,592.00	MARCH 23 GSRP COSTS PAID IN AP
300026919	GODFREY LEE PUBLIC SCHOOLS	11	19,074.00		
			Check Total	19,074.00	FY23 HRA-MAR
300026930	KENTWOOD PUBLIC SCHOOLS	11	18,461.00		
			Check Total	18,461.00	FY23 HRA-MAR
300026694	ENVIRO-CLEAN	21	18,384.60		
			Check Total	18,384.60	JANITORIAL SERVICES AT PGLC MA
604072336	PARADIGM EQUITIES INC	11	17,022.64		
			Check Total	17,022.64	ANNUITY
604212336	PARADIGM EQUITIES INC	11	16,988.91		
			Check Total	16,988.91	ANNUITY
55006	RAPID SERVICES OF WEST MICHIGAN LLC	26	16,825.06		
			Check Total	16,825.06	SNOW REMOVAL KENT ISD MAIN JAN
300026825	NEW BRANCHES SCHOOL	22	16,817.00		
			Check Total	16,817.00	IDEA THRU MAR 23
55095	GR CHRISTIAN SCHOOLS	11	16,504.00		
			Check Total	16,504.00	MARCH 23 GSRP COSTS PAID IN AP
300026937	SHEENA AUSTIN	11	16,310.00		
			Check Total	16,310.00	MARCH 23 GSRP COSTS PAID IN AP
300026741	NORTHVIEW PUBLIC SCHOOLS	11	16,000.00		
			Check Total	16,000.00	FY23 EDUCATIUS
300026941	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	15,990.65		
			Check Total	15,990.65	PROF SERVICES- MAR 23 - EMPOWE
300026888	PLAINWELL COMMUNITY SCHOOLS	11	15,912.72		

			Check Total	15,912.72 APR23 SA SECT 107 ADULT ED
300026727	FOREST HILLS PUBLIC SCHOOLS	26	15,366.13	
			Check Total	15,366.13 KCTC TRIPS FEB23
300026819	LIGHTHOUSE ACADEMY	22	15,283.00	
			Check Total	15,283.00 IDEA THRU MAR 23
300026777	BARE BULB COMPANIES LLC	26	15,000.00	
			Check Total	15,000.00 OUR SCHOOL DATA SSO PART 1
300026920	GR COMMUNITY COLLEGE	11	14,517.00	
			Check Total	14,517.00 MARCH 23 GSRP COSTS PAID IN AP
300026914	CHILDTIME CHILDCARE INC	11	14,249.00	
			Check Total	14,249.00 MARCH 23 GSRP COSTS PAID IN AP
55119	VIRCOM INC	26	14,080.00	
			Check Total	14,080.00 VIRCOM LICENSES UPGRADE CO-TER
300026852	BELDING AREA SCHOOLS	11	13,111.82	
			Check Total	13,111.82 APR23 SA SECT 107 ADULT ED
300026724	ENVIRO-CLEAN	21	13,026.84	
			Check Total	13,026.84 JANITORIAL SVC - LINCOLN MAR23
271542123	EDUSTAFF LLC	11	4,254.24	
	EDUSTAFF LLC	21	5,056.30	
	EDUSTAFF LLC	22	1,175.14	
	EDUSTAFF LLC	26	2,187.35	
			Check Total	12,673.03 EDUSTAFF WEEK OF 04/21/2023
55049	EMICS INC	26	12,500.00	
			Check Total	12,500.00 INFORMED K12 DIGITAL FORMS EXP
55107	SID TOOL CO INC	29	11,961.30	
	SID TOOL CO INC	46	415.96	
			Check Total	12,377.26 EQUIPMENT FOR PRECISION MACHIN
300026931	KNIGHT WATCH INC	11	1,716.20	
	KNIGHT WATCH INC	42	10,360.30	
			Check Total	12,076.50 LNS HVAC CONTROLS UPGRADE FOR
55114	STATE OF MICHIGAN	22	11,990.36	
			Check Total	11,990.36 Medicaid School Based Services
300026730	FRANCISCAN LIFE PROCESS CENTER	21	11,920.00	
			Check Total	11,920.00 MUSIC THERAPY - KEC OAKLEIGH M
54977	CUSTER OFFICE ENVIRONMENTS INC	42	11,296.72	
			Check Total	11,296.72 KEC-B FURNITURE FOR RMS 103 &

300026867	FRUITPORT COMMUNITY SCHOOLS	11	11,174.00	Check Total	11,174.00 APR23 SA SECT 107 ADULT ED
55030	CUSTER OFFICE ENVIRONMENTS INC	42	11,151.41	Check Total	11,151.41 OAK FURNITURE FOR PROJECT 1078
54947	REPUBLIC SERVICES INC	11	622.93		
	REPUBLIC SERVICES INC	21	6,496.29		
	REPUBLIC SERVICES INC	26	4,007.84	Check Total	11,127.06 3-0240-0360530 WASTE & RECYCLE
300026848	WEST MICH AVIATION ACADEMY	22	10,786.00	Check Total	10,786.00 IDEA THRU MAR 23
300026849	WYOMING PUBLIC SCHOOLS	11	10,292.00	Check Total	10,292.00 WYOMING ANCILLARY PREMIUMS/SC
300026719	UNITED COMMERCIAL SERVICES INC	21	8,202.22		
	UNITED COMMERCIAL SERVICES INC	26	2,080.00	Check Total	10,282.22 CONTRACTED CUSTODIAL SERVICES
300026857	CENTRAL MONTCALM PUB SCH	11	10,111.36	Check Total	10,111.36 APR23 SA SECT 107 ADULT ED
300026942	RELAYHUB LLC	22	10,008.00	Check Total	10,008.00 Monthly Licensing Fee-FEB 23
55088	CUSTER OFFICE ENVIRONMENTS INC	42	9,893.77	Check Total	9,893.77 PGLC MOTHERS ROOM FURNITURE
54988	GRAND VALLEY AUTOMATION INC	26	9,568.00	Check Total	9,568.00 CARD ACCESS FOR KENT CONFERENC
54922	D & W VUGS LLC	21	9,474.00	Check Total	9,474.00 MAYFIELD SCHOOL SNOW REMOVAL-D
54945	COURIERED LLC	11	9,433.80	Check Total	9,433.80 COURIER SERVICES MARCH 2023
300026807	HEART OF WEST MICH UNITED WAY	11	9,410.21	Check Total	9,410.21 TRUSTED ADVISORS GRANT-MAR 23
300026916	CREATIVE TECHNOLOGIES ACADEMY	11	9,365.00	Check Total	9,365.00 MARCH 23 GSRP COSTS PAID IN AP
55071	VANDENBERG HORTICULTURE	26	9,354.12	Check Total	9,354.12 FLOWER SALE SUPPLIES
300026929	KENT COUNTY TREASURER	26	9,246.00	Check Total	9,246.00 22-23 SRO OFFICER (JULY - JUNE
54942	OWEN-AMES-KIMBALL CO	42	9,163.84		

			Check Total	9,163.84 OAK SECURED ENTRY - BOARD APPR
300026748	ROCKFORD PUBLIC SCHOOLS	21	9,096.96	
			Check Total	9,096.96 ROCKFORD EMPOWER U CLASSROOM R
55122	XEROX CORPORATION	26	9,071.26	
			Check Total	9,071.26 XEROX LEASE PAYMENTS OCT 22-
55076	WHITEHALL DISTRICT SCHOOLS	11	9,049.00	
			Check Total	9,049.00 APR23 SA SECT 107 ADULT ED
55115	TRINITY'S PLAYHOUSE EARLY LEARNING CENTER LLC	11	8,944.00	
			Check Total	8,944.00 MARCH 23 GSRP COSTS PAID IN AP
300026851	ALLEGAN PUBLIC SCHOOLS	11	8,841.27	
			Check Total	8,841.27 APR23 SA SECT 107 ADULT ED
604072318	GLP & ASSOCIATES - 457	11	8,418.27	
			Check Total	8,418.27 ANNUITY
604212318	GLP & ASSOCIATES - 457	11	8,418.27	
			Check Total	8,418.27 ANNUITY
55045	GUST CONSTRUCTION COMPANY	11	7,944.00	
	GUST CONSTRUCTION COMPANY	26	288.00	
			Check Total	8,232.00 REMOVE/REINSTALL LADDER GATE -
300026874	GRANT PUBLIC SCHOOLS	11	8,230.54	
			Check Total	8,230.54 APR23 SA SECT 107 ADULT ED
55124	ZSPACE INC	26	8,198.00	
			Check Total	8,198.00 ZSPACE LEARNING STATION
300026797	GR CHILD DISCOVERY CENTER	22	8,183.00	
			Check Total	8,183.00 IDEA THRU MAR 23
604212302	PLANMEMBER SECURITIES CORP	11	8,167.42	
			Check Total	8,167.42 ANNUITY
55081	BELFOR USA GROUP INC	26	8,126.35	
			Check Total	8,126.35 sewer backup-KCC
604072302	PLANMEMBER SECURITIES CORP	11	8,093.92	
			Check Total	8,093.92 ANNUITY
300026753	WYOMING PUBLIC SCHOOLS	11	8,000.00	
			Check Total	8,000.00 FY23 EDUCATIUS
300026952	THORNAPPLE KELLOGG SCHOOLS	11	7,781.05	
			Check Total	7,781.05 FREE AND REDUCED MEALS AND SNA
55010	SEYFERTH & ASSOCIATES INC	11	7,729.60	

			Check Total	7,729.60	PUBLIC RELATIONS FOR STUDENT P
54950	STANDARD INSURANCE	11	7,680.60		
			Check Total	7,680.60	APRIL GRPS ITINS/KENT ISD PRE
55043	GR BUILDING SERVICES INC	21	7,495.26		
			Check Total	7,495.26	JANITORAL SERVICES FOR STR & O
300026788	CREATIVE TECHNOLOGIES ACADEMY	22	7,421.00		
			Check Total	7,421.00	IDEA THRU MAR 23
55091	DJ'S LANDSCAPE MANAGEMENT	21	6,342.26		
	DJ'S LANDSCAPE MANAGEMENT	22	795.75		
			Check Total	7,138.01	LANDSCAPE MGMT SVC FOR MAYFIEL
300026823	MERIDIAN CABLING SOLUTIONS	46	6,879.50		
			Check Total	6,879.50	KTC RENO-PHASE 2
55062	ROBOVENT SOLUTIONS GROUP INC	26	6,840.00		
			Check Total	6,840.00	PM SERVICE FOR 25 WELDING STAT
54941	ASCEND LEARNING HOLDINGS LLC	26	6,800.00		
			Check Total	6,800.00	CUST ID 408083; EKG TECHNICIAN
54957	VDA LABS LLC	26	6,599.40		
			Check Total	6,599.40	NFRONT 3 YR SUBSCRIPTION 4/1/2
300026734	PAULA K MONTGOMERY KERR	11	6,472.30		
			Check Total	6,472.30	SNAP-Ed Educational Services M
54948	ROBOVENT SOLUTIONS GROUP INC	26	5,716.25		
	ROBOVENT SOLUTIONS GROUP INC	46	683.15		
			Check Total	6,399.40	PM SERVICE FOR 25 WELDING STAT
54969	CITY OF GRAND RAPIDS	21	3,988.64		
	CITY OF GRAND RAPIDS	26	2,078.68		
			Check Total	6,067.32	WATER,SEWER(860 CRAHEN) FEB-M
54949	SOLIANT HEALTH LLC	21	6,000.00		
			Check Total	6,000.00	CUST ID 113893; SCHOOL TELE-SL
54990	FRED WARREN HAYWARD JR	11	3,900.00		
	FRED WARREN HAYWARD JR	21	580.00		
	FRED WARREN HAYWARD JR	26	1,500.00		
			Check Total	5,980.00	BLDG AUTOMATION SERVICE MARCH
604072338	VALIC	11	5,976.53		
			Check Total	5,976.53	ANNUITY
604212338	VALIC	11	5,976.53		
			Check Total	5,976.53	ANNUITY

300026883	MASON COUNTY CENTRAL SCHOOLS	11	5,927.27	Check Total	5,927.27 APR23 SA SECT 107 ADULT ED
54975	CONSUMERS ENERGY CO	21	5,906.56	Check Total	5,906.56 100039595051(2101 52ND ST) MAR
300026709	P & M HOLDING GROUP LLP	26	5,800.00	Check Total	5,800.00 CLIENT# 24185;UNIFIED PA SYS E
300026722	CEDAR SPRINGS PUBLIC SCHOOLS	21	5,756.11	Check Total	5,756.11 EMPOWER U LEASE AGREEMENT PMT
604072331	ASR CORP	11	5,742.28	Check Total	5,742.28 EMPLOYEE FLEX CONTRIBUTIONS
604212331	ASR CORP	11	5,742.28	Check Total	5,742.28 EE FLEX CONTRIBUTIONS
300026953	TUTOR TIME LEARNING CENTERS LLC	11	5,634.00	Check Total	5,634.00 MARCH 23 GSRP COSTS PAID IN AP
300026702	JAMES HISSONG	11	5,600.00	Check Total	5,600.00 GRANT CONSULTING SERVICE MAR23
54979	D & W VUGS LLC	21	5,547.00	Check Total	5,547.00 STRAIGHT SNOW REMOVAL FEB-MAR2
54982	ENRICO GROUP INC/	21	5,528.00	Check Total	5,528.00 MAYFIELD - REKEYING
55014	TEACHSTONE INC	11	5,400.00	Check Total	5,400.00 OBSERVATION AND DATA MANAGEMEN
300026950	THE SCHOLAR FIRST INC	11	5,251.47	Check Total	5,251.47 CONSULTATION, COACHING AND PD
55059	OTTAWA AREA ISD	21	5,200.00	Check Total	5,200.00 10 ONLINE LEARNING LICENSES FO
300026809	HOPE ACADEMY OF WEST MICHIGAN	22	5,109.00	Check Total	5,109.00 IDEA THRU MAR 23
300026780	BYRON CENTER CHARTER	22	5,084.00	Check Total	5,084.00 IDEA THRU MAR 23
300026831	RELAYHUB LLC	22	5,004.00	Check Total	5,004.00 Monthly Licensing Fee
300026954	AMY ELIZABETH VISELLI	11	5,000.00	Check Total	5,000.00 SNAP-Ed Educational Services-A
54996	JENNA METCALF	11	4,950.00	Check Total	4,950.00 SNAP-Ed Educational Services S

300026908	BROADMOOR PRODUCTS INC	11	1,944.56	
	BROADMOOR PRODUCTS INC	21	177.42	
	BROADMOOR PRODUCTS INC	26	2,739.71	
	Check Total		4,861.69	2 DRUMS IN KCTC BOILER RM
55112	SOLIANT HEALTH LLC	21	4,800.00	
	Check Total		4,800.00	TELEPRACTICIONER SERVICES FOR TO
55121	WINDEMULLER ELECTRIC INC	26	4,656.00	
	Check Total		4,656.00	KCTC ELECTRICAL REPAIRS
300026731	GR COMMUNITY COLLEGE	28	4,598.50	
	Check Total		4,598.50	0510387 WINTER 2023 TUITION
55048	IFIREUP LLC	26	4,500.00	
	Check Total		4,500.00	ED 501 INTENTIONAL CLASSROOM M
55057	MR SERVICES AND HANDLING LLC	46	4,417.00	
	Check Total		4,417.00	MOVE & STORE FURN/EQUIP PRIOR
54974	COMCAST HOLDINGS CORPORATION	21	4,316.77	
	Check Total		4,316.77	900014322 APR 23
300026906	APPLETREE LEARNING CENTERS WALKER LLC	11	4,198.00	
	Check Total		4,198.00	MARCH 23 GSRP COSTS PAID IN AP
300026816	KRONOS SAASHR INC	11	797.20	
	KRONOS SAASHR INC	21	2,033.09	
	KRONOS SAASHR INC	22	531.46	
	KRONOS SAASHR INC	26	797.20	
	Check Total		4,158.95	KRONOS WORKFORCE READY SOFTWARE
300026838	SYSCO GRAND RAPIDS LLC	26	4,158.04	
	Check Total		4,158.04	CULINARY FOOD 2ND SEMESTER
55040	GEOTECH INC	27	4,146.00	
	Check Total		4,146.00	TELECOMMUNICATION SERVICES
300026723	COMSTOCK PARK PUBLIC SCHOOLS	11	4,000.00	
	Check Total		4,000.00	FY23 EDUCATIUS
55041	GORDON FOOD SERVICE INC	26	166.88	
	GORDON FOOD SERVICE INC	26	3,824.49	
	Check Total		3,991.37	CULINARY FOOD FOR 2nd SEMESTER
300026815	KNIGHT WATCH INC	11	475.57	
	KNIGHT WATCH INC	21	2,785.43	
	KNIGHT WATCH INC	26	665.00	
	Check Total		3,926.00	DOOR SENSOR REPAIR-KCTC D-114

604072303	MG TRUST COMPANY-MIDWEST	11	3,905.07	Check Total	3,905.07 ANNUITY
604212303	MG TRUST COMPANY-MIDWEST	11	3,905.07	Check Total	3,905.07 ANNUITY
54962	WINDEMULLER ELECTRIC INC	26	3,880.00	Check Total	3,880.00 KCTC MECHATRONICS EQUIPMENT IN
55125	ZSPACE INC	26	3,870.00	Check Total	3,870.00 ZSPACE LEARNING STATION
55021	BLUE CROSS BLUE SHIELD OF MICHIGAN	11	3,858.59	Check Total	3,858.59 MAY PREMIUMS KENT CITY/KENT IS
300026928	KENT CITY COMMUNITY SCHOOLS	11	3,760.85	Check Total	3,760.85 FREE AND REDUCED MEALS AND SNA
54991	HERITAGE-CRYSTAL CLEAN INC	26	3,550.35	Check Total	3,550.35 ACCT# 51261; DISPOSAL SVC 3/20
300026708	P & M HOLDING GROUP LLP	11	3,500.00	Check Total	3,500.00 CLIENT# 138597; IT ASSESSMENT-
55042	GR COMMUNITY COLLEGE	11	2,670.57		
	GR COMMUNITY COLLEGE	21	467.33		
	GR COMMUNITY COLLEGE	22	60.11		
	GR COMMUNITY COLLEGE	26	61.62		
	GR COMMUNITY COLLEGE	29	60.40		
			Check Total	3,320.03	Katie McClintic
604072316	PARADIGM EQUITIES-ROTH	11	3,305.00	Check Total	3,305.00 ANNUITY
604212316	PARADIGM EQUITIES-ROTH	11	3,280.00	Check Total	3,280.00 ANNUITY
300026841	THRUN MAATSCH AND NORDBERG PC	11	1,080.00		
	THRUN MAATSCH AND NORDBERG PC	22	1,080.00		
	THRUN MAATSCH AND NORDBERG PC	26	1,080.00		
			Check Total	3,240.00	BOE LEGAL MATTERS-2/28 - 3/23/
55056	MOSYLE CORPORATION	26	3,168.00	Check Total	3,168.00 MOSYLE MANAGER LICENSE 5/14/23
300026922	GR PUBLIC SCHOOLS	11	1,500.00		
	GR PUBLIC SCHOOLS	21	1,558.00		
			Check Total	3,058.00	2022-2023 BECKWITH LEASE (ADUL
55024	CASAS	11	3,014.50		

			Check Total	3,014.50	1,714 CASAS WEB TEST UNITS
55011	SOLIANT HEALTH LLC	21	3,000.00		
			Check Total	3,000.00	TELEPRACTITIONER SERVICES FOR TO
300026738	MCALVEY MERCHANT & ASSOCIATES	11	3,000.00		
			Check Total	3,000.00	GOVERNMENTAL CONSULTING AND RE
55123	ZSPACE INC	26	2,998.00		
			Check Total	2,998.00	ZSPACE LEARNING STATION
300026826	NEXTECH HIGH SCHOOL	22	2,887.00		
			Check Total	2,887.00	IDEA THRU MAR 23
55047	INTER-INDUSTRY CONFERENCE ON AUTO COLLISION REPAIR	26	2,820.00		
			Check Total	2,820.00	ICAR WELDING TEST FOR COLLISIO
300026729	FOXBRIGHT SOLUTIONS LLC	26	1,595.00		
	FOXBRIGHT SOLUTIONS LLC	27	1,199.00		
			Check Total	2,794.00	APP-HOSTING/MAINT/SPT 4/1/23-3
55073	WEATHERPROOFING TECHNOLOGIES INC	26	2,770.00		
			Check Total	2,770.00	ROOF REPAIR FOR KCTC AWING
300026913	CEDAR SPRINGS PUBLIC SCHOOLS	11	2,766.88		
			Check Total	2,766.88	FREE AND REDUCED MEALS AND SNA
54958	VERIZON WIRELESS SERVICES LLC	21	2,161.27		
	VERIZON WIRELESS SERVICES LLC	22	600.23		
			Check Total	2,761.50	242286341-00001
55027	COMPASS COACH INC	26	2,760.00		
			Check Total	2,760.00	AUTO TECH BUS TRIP TO HICKORY
300026900	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	2,694.81		
			Check Total	2,694.81	APR23 SA 56(7) SPED
300026864	EXCEL CHARTER ACADEMY	22	2,674.79		
			Check Total	2,674.79	APR23 SA 56(7) SPED
300026896	VANGUARD CHARTER ACADEMY	22	2,648.50		
			Check Total	2,648.50	APR23 SA 56(7) SPED
300026910	CALEDONIA COMMUNITY SCHOOLS	11	2,643.80		
			Check Total	2,643.80	MEALS AND SNACKS-DUNCAN LAKE M
55007	REHMANN LLC	11	2,587.50		
			Check Total	2,587.50	PROGRESS BILLING GSRP PROJ THR
604072313	PLANMEMBER-ER	11	2,565.80		

			Check Total	2,565.80 ANNUITY
604212313	PLANMEMBER-ER	11	2,565.80	
			Check Total	2,565.80 ANNUITY
300026897	VISTA CHARTER ACADEMY	22	2,518.25	
			Check Total	2,518.25 APR23 SA 56(7) SPED
300026862	CROSS CREEK CHARTER ACADEMY	22	2,494.39	
			Check Total	2,494.39 APR23 SA 56(7) SPED
300026805	HEART OF WEST MICH UNITED WAY	11	2,467.03	
			Check Total	2,467.03 HELP ME GROW KENT-STAFF WAGES/
604072334	NATIONWIDE	11	2,455.00	
			Check Total	2,455.00 ANNUITY
604212334	NATIONWIDE	11	2,455.00	
			Check Total	2,455.00 ANNUITY
300026880	KNAPP CHARTER ACADEMY	22	2,429.63	
			Check Total	2,429.63 APR23 SA 56(7) SPED
604212307	PARADIGM - 457	11	2,411.00	
			Check Total	2,411.00 ANNUITY
55111	SECURE DOCS INC	22	2,400.00	
			Check Total	2,400.00 READY SIGN LICENSE FEES
55055	MISDU	11	2,399.87	
			Check Total	2,399.87 GARNISHMENT
54963	XEROX CORPORATION	26	2,382.56	
			Check Total	2,382.56 010-0042920-005; MOS AGREEMENT
300026933	LOWELL AREA SCHOOLS	11	2,370.90	
			Check Total	2,370.90 FREE AND REDUCED MEALS AND SNA
300026898	WALKER CHARTER ACADEMY	22	2,359.91	
			Check Total	2,359.91 APR23 SA 56(7) SPED
54936	MISDU	11	2,332.50	
			Check Total	2,332.50 GARNISHMENT
55117	VERIZON WIRELESS SERVICES LLC	11	806.51	
	VERIZON WIRELESS SERVICES LLC	21	39.15	
	VERIZON WIRELESS SERVICES LLC	22	385.42	
	VERIZON WIRELESS SERVICES LLC	26	812.09	
	VERIZON WIRELESS SERVICES LLC	28	285.89	
			Check Total	2,329.06 587269487-00001 MAR-APR 23
55100	KENT BUTCHERS' SUPPLY COMPANY	26	2,295.00	

			Check Total	2,295.00 TOLEDO bPRO SCALE/PRINTER
604072307	PARADIGM - 457	11	2,261.00	
			Check Total	2,261.00 ANNUITY
604072308	VALIC - 457	11	2,252.76	
			Check Total	2,252.76 ANNUITY
604212308	VALIC - 457	11	2,252.76	
			Check Total	2,252.76 ANNUITY
300026858	CHANDLER WOODS CAMPUS	22	2,251.45	
			Check Total	2,251.45 APR23 SA 56(7) SPED
55090	COMMUNITY RECONCILIATION CENTER	26	2,250.00	
			Check Total	2,250.00 TRAINING 4/19&4/26-VAN;JEFTS;Y
300026721	BFG SUPPLY CO LLC	26	2,245.18	
			Check Total	2,245.18 CUST# 257300; AGRICULTURE RESA
300026947	SPARTA AREA SCHOOLS	11	2,210.55	
			Check Total	2,210.55 FREE AND REDUCED MEALS AND SNA
300026872	GRAND RIVER PREPARATORY HIGH SCHOOL	22	2,208.99	
			Check Total	2,208.99 APR23 SA 56(7) SPED
300026785	CLARK HILL PLC	11	2,158.50	
			Check Total	2,158.50 LABOR & EMPLOYMENT LEGAL MATTE
55097	HARBOR GROUP INCORPORATED	26	2,128.23	
			Check Total	2,128.23 2ND SEMESTER SUPPLIES - HARBOR
55074	WORKSMAN CYCLES COMPANY INC	29	2,094.88	
			Check Total	2,094.88 SIDE BY SIDE ADAPTIVE BIKE
300026891	RIDGE PARK CHARTER ACADEMY	22	2,053.89	
			Check Total	2,053.89 APR23 SA 56(7) SPED
300026749	SYSCO GRAND RAPIDS LLC	26	2,039.28	
			Check Total	2,039.28 CUST# 649418; CULINARY FOOD 2N
55064	SI TRAVERSE A MICHIGAN LTD PTRSHP	26	2,039.10	
			Check Total	2,039.10 BAL DUE-KENT CAREER TECH CENTE
55086	CONSUMERS ENERGY CO	22	160.98	
	CONSUMERS ENERGY CO	26	1,873.80	
			Check Total	2,034.78 100093390399 (2546 ORCHARD VIE
55108	IMPERIAL DADE	21	262.85	
	IMPERIAL DADE	26	1,584.00	
			Check Total	1,846.85 CARPET EXTRACTOR FOR PGLC
54921	CUSTER OFFICE ENVIRONMENTS INC	21	1,809.61	

			Check Total	1,809.61	LNS STORAGE CABINET
300026901	WEST MICH AVIATION ACADEMY	22	1,803.18		
			Check Total	1,803.18	APR23 SA 56(7) SPED
54914	CESO COMMUNICATIONS LLC	11	1,800.00		
			Check Total	1,800.00	CONSULTATION SERVICES CURRENT
54908	ONE TIME PYMTS	11	1,790.56		
			Check Total	1,790.56	REISSUE LOST PAYROLL CHECK FRO
54960	WELLS FARGO FINANCIAL LEASING	26	1,782.00		
			Check Total	1,782.00	603-0220960-000; CLEO FAX STRE
55067	TELE-RAD INC	21	1,762.00		
			Check Total	1,762.00	RADIOS FOR PINE GROVE
604072301	LEGEND GROUP/ADSERV	11	1,700.00		
			Check Total	1,700.00	ANNUITY
604072317	PLANMEMBER SECURITIES CORP - 457	11	1,700.00		
			Check Total	1,700.00	ANNUITY
604212301	LEGEND GROUP/ADSERV	11	1,700.00		
			Check Total	1,700.00	ANNUITY
604212317	PLANMEMBER SECURITIES CORP - 457	11	1,700.00		
			Check Total	1,700.00	ANNUITY
54935	MILLER WELDING SUPPLY CO	26	1,613.36		
			Check Total	1,613.36	2ND SEMESTER SUPPLIES MILLER W
300026715	ALEXIS STARK	27	1,596.88		
			Check Total	1,596.88	Reporting duties- 3/20 - 3/31/
55029	CONSUMERS ENERGY CO	27	1,563.23		
			Check Total	1,563.23	NESC VIOLATIONS
300026892	RIVER CITY SCHOLARS CHARTER ACADEMY	22	1,559.61		
			Check Total	1,559.61	APR23 SA 56(7) SPED
55066	STATE OF MICHIGAN	11	1,557.00		
			Check Total	1,557.00	FINGERPRINTING-MAR 23
54954	THE CANDIED YAM LLC	11	1,550.00		
			Check Total	1,550.00	10% DEPOSIT FOR 5/11/23 CATERI
54933	MANAGEDWAY COMPANY	11	1,539.00		
			Check Total	1,539.00	INTERNET MAY 2023
604072315	MG TRUST-ROTH 403B	11	1,533.57		
			Check Total	1,533.57	ANNUITY
604212315	MG TRUST-ROTH 403B	11	1,533.57		

			Check Total	1,533.57 ANNUITY
300026875	HOPE ACADEMY OF WEST MICHIGAN	22	1,524.00	
			Check Total	1,524.00 APR23 SA 56(7) SPED
55082	BLUUM OF MINNESOTA LLC	26	1,500.00	
			Check Total	1,500.00 CO-KCTC HOSPITALITY - TV MONIT
55075	YOUNG SUPPLY COMPANY	21	1,450.00	
			Check Total	1,450.00 REFRIGERANT FOR OAKLEIGH CHILL
55039	FWSBF LLC	26	1,449.56	
			Check Total	1,449.56 VARIOUS FILTERS
300026728	FOREST HILLS PUBLIC SCHOOLS	11	1,446.10	
			Check Total	1,446.10 SNACK ORDER-COLLINS 1/3/23
54983	APRIL MCCLURE	26	1,445.00	
			Check Total	1,445.00 UNIFORM T-SHIRTS FACILITIES DE
54924	DJ'S LANDSCAPE MANAGEMENT	21	1,428.75	
			Check Total	1,428.75 OAK LANDSCAPE MAINTENANCE - AP
54938	SID TOOL CO INC	46	1,414.16	
			Check Total	1,414.16 EQUIPMENT FOR PRECISION MACHIN
300026712	ROCKFORD PUBLIC SCHOOLS	11	1,409.11	
			Check Total	1,409.11 ROCKFORD ANCILLARY/H.S.A. REPA
300026832	ROCKFORD PUBLIC SCHOOLS	11	1,409.11	
			Check Total	1,409.11 ROCKFORD ANCILLARY/H.S.A. REPA
300026884	NEW BRANCHES SCHOOL	22	1,382.63	
			Check Total	1,382.63 APR23 SA 56(7) SPED
300026713	SEHI COMPUTER PRODUCTS INC	21	1,349.72	
			Check Total	1,349.72 laptops
300026902	WILLIAM C ABNEY ACADEMY	22	1,348.61	
			Check Total	1,348.61 APR23 SA 56(7) SPED
54926	FINISHMASTER INC	26	1,315.15	
			Check Total	1,315.15 CUST# 214253; RESALE SUPPLIES
300026881	LIGHTHOUSE ACADEMY	22	1,308.06	
			Check Total	1,308.06 APR23 SA 56(7) SPED
300026949	TECHSMITH	26	1,300.89	
			Check Total	1,300.89 Snagit/Camtasia Maintenance 4/
300026834	SEHI COMPUTER PRODUCTS INC	26	1,291.00	
			Check Total	1,291.00 LAPTOP FOR IT ENGINEER
54911	AUTO CLINIC	26	1,281.06	

			Check Total	1,281.06 CUST# 25830; 2ND SEMESTER TEAC
300026911	CDW LLC	26	1,269.74	
			Check Total	1,269.74 VISUAL STUDIO LICENSES
300026899	WELLSPRING PREPARATORY HIGH SCHOOL	22	1,258.33	
			Check Total	1,258.33 APR23 SA 56(7) SPED
300026889	PORTLAND PUBLIC SCHOOLS	11	1,230.09	
			Check Total	1,230.09 APR23 SA SECT 107 ADULT ED
300026944	ROCKFORD PUBLIC SCHOOLS	11	1,221.15	
			Check Total	1,221.15 FREE AND REDUCED MEALS AND SNA
54915	CITY OF GRAND RAPIDS	11	452.74	
	CITY OF GRAND RAPIDS	21	296.13	
	CITY OF GRAND RAPIDS	26	468.21	
			Check Total	1,217.08 COMPLIANT HOOD SYSTEM CERT-KEC
604072321	GLP ASSOCIATES EE ROTH	11	1,160.00	
			Check Total	1,160.00 ANNUITY
604212321	GLP ASSOCIATES EE ROTH	11	1,160.00	
			Check Total	1,160.00 ANNUITY
300026720	BRETT ATWOOD	26	1,120.00	
			Check Total	1,120.00 Program videos
54989	HAUL-AWAY INC	42	1,100.00	
			Check Total	1,100.00 HAULING CHARGE 30YDX2
300026751	WEATHER SHIELD ROOFING SYSTEMS	26	1,097.68	
			Check Total	1,097.68 KCTC FIX MULTIPLE LEAKS
55004	PRIES SUPPLY CO INC	26	1,092.00	
			Check Total	1,092.00 GUTTER INSTALL 2546 ORCHARD VI
300026704	MORGAN ANN JAREMA	27	1,090.70	
			Check Total	1,090.70 Copy editing and reporting dut
300026945	SEHI COMPUTER PRODUCTS INC	42	1,061.34	
			Check Total	1,061.34 OAK SCREENBEAM WIRELESS DISPLA
300026778	BFG SUPPLY CO LLC	26	1,046.82	
			Check Total	1,046.82 FLOWER SALE SUPPLIES
300026692	CONTROL SOLUTIONS INC	26	1,041.25	
			Check Total	1,041.25 KCTC UVT15 TROUBLSHOOTING
300026698	GR PUBLIC SCHOOLS	11	1,023.83	
			Check Total	1,023.83 GRPS ITIN FLEX SPENDING
300026800	GR PUBLIC SCHOOLS	11	1,023.83	

			Check Total	1,023.83	GRPS ITIN FLEX SPENDING
300026718	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS	11	1,015.68		
			Check Total	1,015.68	EMPLOYEE PREMIUMS GROUP 9262
300026842	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS	11	1,015.68		
			Check Total	1,015.68	EMPLOYEE PREMIUMS GROUP 9262
54993	INTERURBAN TRANSIT PARTNERSHIP	21	1,000.00		
			Check Total	1,000.00	CLIENT CTCSTRT: WAVE FUNDS JAN
300026687	BRETT ATWOOD	27	1,000.00		
			Check Total	1,000.00	SNN videography by Brett Atwoo
			Grand Total	45,798,760.68	

5/1/2023 7:12 AM

**Analysis of Banking Institutions
04/30/23**

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds
Chase	Checking	A+	Yes	\$ -	\$ -	\$ 5,210,346	\$ 5,210,346 ***
Chase	Savings	A+	Yes	250,000	-	55,091	305,091
Huntington National Bank	Municipal Now Checking	A-	Yes	250,000	-	8,068	258,068 **
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	80,167,103	80,167,103
Totals:				\$ 500,000	\$ -	\$ 85,440,608	\$ 85,940,608

Balances as of 04/30/23

Bank ratings updated December 2022. Bank rating services used:

Standards & Poors (Chase, MILAF and Huntington Bank) and Kroll Bond Rating Agency (MILAF-TERM)

** *These statements were not available & balances will be updated at the June 2023 meeting. March balances reflected on this report.*

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

Cash in all Accounts and Investment Assets of the Board as of 04/30/2023

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	\$ 305,091	250,000	55,091	1.55%	n/a	A+	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	4,255,760	250,000	4,005,760	0.00%	n/a	A+	Sweep
Chase Bank	Checking	81	952,585	-	952,585	0.00%	n/a	A+	
Chase Bank	Checking	11	2,000	-	2,000	0.00%	n/a	A+	
Chase Bank	Checking	Disbursement	-	-	-	0.00%	n/a	A+	Zero Balance Account
Chase Bank	Checking	Payroll	-	-	-	0.00%	n/a	A+	Zero Balance Account
Huntington Bank	Municipal Now Checking	11-22-26	258,068	250,000	8,068	0.30%	n/a	A-	

MILAF Managed Account:

MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	15,404	-	15,404	4.74%	n/a	AAA	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	47,269,538	-	47,269,538	4.89%	n/a	AAA	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	1,703,107	-	1,703,107	2.01%	05/01/23	AA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	1,704,675	-	1,704,675	3.55%	05/17/23	AA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,404,395	-	3,404,395	3.10%	06/14/23	AA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,413,295	-	3,413,295	4.10%	06/30/22	AA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,421,524	-	3,421,524	5.32%	08/01/23	AA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,883,926	-	3,883,926	5.07%	08/18/23	AA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,859,417	-	3,859,417	4.92%	09/25/23	AA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,845,124	-	3,845,124	4.87%	10/23/23	AA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,833,371	-	3,833,371	5.17%	11/22/23	AA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,813,326	-	3,813,326	5.12%	12/13/23	AA	TERM

\$ 85,940,608 \$ 750,000 \$ 85,190,608

Disclosures:

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

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

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

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

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

Board Policy 6144 Finances

**PERSONNEL RECOMMENDATIONS AS OF 5/5/2023
FOR BOARD MEETING OF 5/15/2023**

RESIGNATIONS AND TERMINATIONS

1. Nicholas Brown, Career and Talent Development, Kent Career Tech Center, Instructor, resignation, effective 6/2/2023.
2. Martin Brown, Career and Talent Development, Kent Career Tech Center, Instructor, retirement, effective 8/1/2023.
3. Carrienne Evele, Student Services, Special Education Center Programs, Instructor, Pine Grove, resignation, effective 7/27/2023.
4. Vincent Truskowski, Student Services, Special Education Center Programs, Instructor, Lincoln School, resignation, effective 5/1/2023.

APPOINTMENTS

1. Kyle Raymond, Administrative Services, Safety & Security, Intelligence Analyst, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 3 Step 1, \$56,831.00 per year, effective 5/30/2023.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

1. Amanda Walma, from 150 days per year to 156 days per year, .6 FTE, Instructional Services, Teaching & Learning, PD Hub, Professional, 8 hours per day, effective 7/1/2023.

22595

4/17/2023

Dear Joe Lienesch,

I am resigning from my position as Avionics Instructor at Kent Career Tech Center. My last day of work will be June 2, 2023.

I want to express my gratitude for the opportunities Kent Career Tech Center has provided me during my tenure here. I have learned a lot and gained valuable experience that I will carry throughout my career. I am grateful for the professional and personal relationships I have formed with my colleagues here.

However, I have decided to move on to pursue other career opportunities that align more closely with my long-term goals. I am excited to announce that I have accepted a new position as the Director of Workforce Development at the Aircraft Electronics Association. This new role will allow me to utilize my skills and expertise to further my career aspirations and positively impact the industry.

Thank you and the Kent Career Tech Center community for your support and encouragement throughout my time here. I have truly enjoyed my time as a community member and will miss working with my colleagues and students.

Please let me know if there is anything I can do to ensure a smooth transition of my responsibilities. I am willing to assist in any way possible to ensure that the Kent Career Tech Center continues to operate smoothly after my departure.

Thank you again for everything, and I wish the Kent Career Tech Center and my colleagues all the best in the future.

Sincerely,



Nick Brown

✓ JK

Dena Harris

23744

From: Dave Rodgers
Sent: Friday, May 5, 2023 11:15 AM
To: Martin Brown
Cc: Joseph Lienesch; Kelly Bowers
Subject: Re: Retirement Notification

Thank you, Martin. We wish you all the best.

Sincerely,

Dave Rodgers

Sent from my iPhone

On May 5, 2023, at 10:27 AM, Martin Brown <MartinBrown@kentisd.org> wrote:

This email is to notify you that I am retiring from the KCTC. I am in the process of completing the paperwork with the State of Michigan. The plan is to be retired on or about 1 Aug 2023. I will not be returning to instruct here for the 2023-2024 school year. As soon as I can a date worked out with the state I will advise.

Dave Rodgers

From: Vincent Truskowski
Sent: Tuesday, April 25, 2023 9:49 AM
To: Dave Rodgers; Keith Hutchins; blaubaugh@mea.org
Subject: Re: Vincent Truskowski

Good morning,

It is with a very heavy heart that I am resigning from my position May 2nd as an ASD teacher at Lincoln School. I have appreciated my 19 years of working on the campus and will always treasure the happy memories. Thank you.

Hope this message finds you and your family well.

Sincerely,

Vincent Paul Truskowski

From: Vincent Truskowski
Sent: Tuesday, April 25, 2023 9:43 AM
To: Dave Rodgers <DaveRodgers@kentisd.org>; Keith Hutchins <KeithHutchins@kentisd.org>; blaubaugh@mea.org <blaubaugh@mea.org>
Subject: Vincent Truskowski

Good morning,

It is with a very heavy heart that I am resigning from my position as an ASD teacher at Lincoln School. I have appreciated my 19 years of working on the campus and will always treasure the happy memories. Thank you.

Hope this message finds you and your family well.

Sincerely,

Vincent Paul Truskowski





PERSONNEL RECOMMENDATION FOR EMPLOYMENT

SUBMITTING THIS FORM REQUIRES THAT ALL STEPS OF THE PERSONNEL SELECTION PROCESS HAVE BEEN COMPLETED

Department: Administrative Services
Location: Security
This position reports to: Sean Burns
This position is **New**

Date of Submission: 04/24/2023
Preferred start date: 05/30/2023
Submitted by: Sean Burns
Replacement for:

Name of Candidate for Conditional Offer: Kyle Raymond
Position/Title: Intelligence Analyst

The position is designated as: Non-Union Professional

Job Posting ID#: 20447
Frontline Applicant Tracking

Days per year: 260

Hours per day: 8

FTE: 1.0

Compensation Designation: Salary

Salary 260 Prof Grade 3 Step: Step 1 F/T Equivalent Amount: \$56,831.00 FTE Adjusted:

Hourly Step: F/T Equivalent Amount: FTE Adjusted:

Payroll Account Number(s)

\$ or %

11-1-266-1660-000-0000-4963-00000-4960-	100

Supported by Current Budget? Yes
If not, Budget Amendment Date:

Candidate Meets Minimum Qualifications Required? Yes

Degree(s) or Highest Level of Education: Master of Science

Certificate / License

Endorsement(s)

Relevant Experience

Over two years as an Intelligence Analyst for the Detroit Police Department.

4/25

Kent ISD

PERSONNEL RECOMMENDATION FOR EMPLOYMENT

SUBMITTING THIS FORM REQUIRES THAT ALL STEPS OF THE PERSONNEL SELECTION PROCESS HAVE BEEN COMPLETED

Summary comments from the interview team:

The team members concurred that Mr. Raymond provided thoughtful responses to the team's questions and it was clear that he had researched the position. Mr. Raymond showed a depth of experience and training the other candidates lacked. Interview team members all concurred that Mr. Raymond will be an excellent addition to the Kent ISD Team.

References, including the current / most recent employer were contacted by? Sean Burns

Administrator / manager making this recommendation for employment: Sean Burns

For required documentation, has the Personnel Screening and Selection Process form been completed for Human Resources? Personnel Screening and Selection Process Form Coming Soon!

Email & Kronos will be requested by Human Resources prior to the employees beginning date, as indicated above, provided that the new employee has returned all appropriate paperwork. Please note; it may take up to 48 hours, following HR request, for set-up to be completed.

SIGNATURES REQUIRED FOR APPROVAL		
Date: 04/25/2023	Sean P. Burns	Director / Supervisor
Date: 04/25/2023	Kevin Philipps	Asst. Superintendent for Department
Date: 04/25/2023	Dave Rodgers	Asst. Superintendent for HR & Legal

Date: 04/25/2023

Kent ISD

EMPLOYEE STATUS CHANGE FORM

For personnel transactions pertaining to a posted position, please use the Personnel Recommendation Form

EMPLOYEE: Amanda Walma	EMP # 20506	DATE: 04/11/2023
POSITION: PD Hub Coordinator		PRIMARY LOCATION: ESC
Initiator Notes: <i>(please attach supporting documents before submitting)</i> Requesting to add six days to Amanda Walma's contract (156 to 162). This would make her an exact .6 FTE which was what it was supposed to be but somehow ended up at .58. 150 to 156		
Current Account #:	New Account #:	
<input type="checkbox"/> End of Employment due to	as of	
<input type="checkbox"/> Change in position or title	Prior Classification/Unit:	
Prior position:	New Classification/Unit:	
New position:		
New Supervisor:		
<input type="checkbox"/> This change temporary from	to	
<input type="checkbox"/> Change in compensation (hourly/salary)		
Prior amount:	Grade:	Step:
New amount:	Grade:	Step:
Effective Date:		
<input checked="" type="checkbox"/> Change in FTE Status:	From <u>.58</u> to <u>.6</u> FTE effective 07/01/2023	
<input type="checkbox"/> Change in Leave Status:	From _____ to _____ effective	
<input type="checkbox"/> Change in Location:	From:	Effective
	To:	
Additional locations that require access:		
Contracted Wages: \$	Adjusted Contract Amt.: \$	
Contract balance payout:	Bi Weekly Pay Amt. \$	
Number of Pays Elected:	Daily Rate: \$	Hourly Rate: \$
Number of Pays Remaining:	Change in Benefit Eligibility?	
IT Status Change:	Leave Banks Impact	
Notes or Special Instructions:		

Dena Harris, HR Coordinator

Human Resources

Dave Rodgers

Asst. Superintendent -HR

BOARD AGENDA ITEM

Information/Discussion
Future Action
Action

Item: Adrianna Lynn, Unpaid Leave of Absence

Date: 04/24/2023

Submitted by: Dave Rodgers

Board Meeting Date: May 15, 2023

Recommended by: Dave Rodgers

RECOMMENDATION:

It is recommended that the Board approve an unpaid leave of absence during the 2023-2024 school year consistent with the KIEA Master Agreement, for KCTC Teacher Academy Instructor Adrianna Lynn, if selected as a finalist for the Fulbright Distinguished Awards in Teaching Research Program. Upon completion of her participation with Fulbright DA Program activities, Ms. Lynn will return to her Instructor position with KCTC Teacher Academy.

BACKGROUND:

Adrianna Lynn has been recognized for her outstanding contributions to the teaching profession, named as a semi-finalist for the Fulbright Distinguished Awards in Teaching Research Program.

This prestigious program provides an opportunity for K-12 educators to conduct research and engage in professional learning experiences abroad. As a part of her application, Ms. Lynn submitted a research proposal focused on how organizations and policy interact to create quality Grow-Your-Own programs that serve both as a viable pathway into teaching and a way to diversify the teacher workforce. If selected as a final participant, the Fulbright program will support Ms. Adrianna Lynn as she explores this topic, ultimately benefiting the KCTC Teacher Academy program through her intensive study and learnings with this rigorous professional development experience.



2023-2024 Fulbright Distinguished Awards in Teaching Research Program (Fulbright DA) for U.S. Educators

Leave Approval Form

This Leave Approval Form is to be completed and signed by the principal at the school where you are currently employed or another official in your district authorized to grant leave.

"I confirm that our school agrees to allow Adrianna Lynn to participate in the 2023-2024 Fulbright Distinguished Awards in Teaching Research Program (Fulbright DA), a program sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by IREX, in the event that they are selected to participate in the program.

Our school will assist the Fulbright DA applicant by providing support for them to participate in the semester-long Fulbright DA program in 2023-2024. I understand that Fulbright DA Program activities will include an intensive international professional development experience at a foreign university or other educational organization and include academic coursework, leadership training, and completing a Research Project. The Fulbright DA Program will also include opportunities for participants to observe, co-teach, and share their expertise with teachers and students at schools in their host country community.

I confirm that Ms./Mr. Adrianna Lynn will be re-instated upon their return to the school and will be granted leave:

- with pay.
- without pay.
- paid leave status to be determined upon selection.

I recognize the importance of the Fulbright DA Program to the applicant's pursuit of personal and professional development and the program's potential to impact teachers and students at our school. I support the applicant's participation in the Fulbright DA Program."

Name of Principal/leave authorizing official: David Rodgers

Title: Assistant Superintendent - Human Resources

Signature: David Rodgers

Date: 4-24-23



BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: **Educator Support Consultant**

Submitted by: **Kelli Brockway**

APPROVED
By Kelli Brockway at 3:44 pm, May 03, 2023

Date: **5/3/23**

Recommended by:

Board Meeting Date: **5/15/23**

RECOMMENDATION:

It is recommended that the board of education approve the addition of an Educator Support Consultant position within the Teaching and Learning Department.

BACKGROUND:

Kent ISD has experienced a significant increase in the request for new teacher and mentor teacher supports. To keep pace with the growing need and importance for high-quality supports for educators, administration is recommending the addition of an Educator Support Consultant position into the Teaching and Learning Department. The position will provide the opportunity to create a focused, intentional, personalized cohesiveness to our new teacher and mentor teacher supports.

POSITION DESCRIPTION

Title: Educator Support Consultant

Classification: Professional

**Reports To and
Evaluated By:** Director of Teaching and Learning

**Terms of
Employment:** 215 day position subject to all rules and regulations covering Professional personnel.

**Positions
Supervised:** None

Description:

The Educator Support Consultant will provide leadership in the areas of new teacher development and teacher leadership including consultation, coaching, online course monitoring and program planning. The Educator Support Consultant will need an understanding of the research and best practices in mentoring, new teacher development, professional learning communities, classroom learning labs, and teacher leadership standards. The consultant will spend the majority of time working with new teachers, mentors, teacher leaders, and district leaders.

SPECIFIC TASKS AND RESPONSIBILITIES:

- Participating in all required consultant professional development. The consultant is charged with acquiring the knowledge, skills, technology skills, and instructional strategies necessary to effectively impact the practices of the teachers and leaders that are coached.
- The consultant must remain knowledgeable about current and past research in the specific area and other pedagogies relevant to the consultant role.
- The consultant must develop deep content and pedagogical knowledge in the evidence-based learner-centered approach to instruction.
- The consultant identifies teaching and learning needs, barriers, and weaknesses by analyzing evidence of learning and organizing and implementing problem-solving actions with teachers, coaches, and leaders.
- The consultant facilitates professional development, working with teachers, coaches, and district leaders to refine their knowledge and skills. Professional development could

include, but not be limited to coaching, co-facilitation, consulting, modeling, monitoring online courses, conducting PD sessions with grade level and/or building staff, etc.

- The consultant monitors instructional effectiveness and student progress using tools and strategies gained through professional development.
- The consultant will monitor implementation fidelity of selected evidence-based strategies, practice, and programming.
- The consultant builds and maintains confidential relationships with teachers, coaches, and district leaders. The conversations and interactions that the consultant has with teachers, coaches, and district leaders must always remain confidential so that a high level of trust is created and maintained between the staff member and the consultant. Exceptions to this include imminent physical or psychological danger to the students.

Qualifications:

1. Valid Michigan teacher certification
2. Five years or more experience teaching
3. Master's degree in the area of Educational Leadership or related field
4. Knowledge of state induction, mentoring and new teacher professional learning guidelines and teacher leader preparation standards
5. Knowledge of research based strategies including mentoring principles, adult learning theory, professional learning communities, stages of new teacher development and teacher leadership competencies
6. Ability to use observational data and formative assessment processes to guide professional learning and coaching
7. Ability to develop and deliver curriculum and assessments aligned to standards
8. Communication, organizational and networking skills required.
9. Must possess excellent organizational skills, technology skills, be detail and team oriented.
10. The use of technology as an instructional and organizational tool
11. Familiarity with professional learning communities and classroom learning labs.
12. Experience mentoring new teachers-Preferred
13. Experience working with a diverse population – Preferred.
14. Demonstrated teacher leadership skills.

Duties and Responsibilities:

- Lead the New Teacher, Mentoring, and Teacher Leadership programs when applicable.
- Support teachers and leaders in the implementation of professional learning communities and classroom learning labs.
- Develop and model high quality resources for teachers and leaders.
- Coach new teachers, mentors, and leaders; building and maintaining confidential relationships

- Serve as a regional source for development and delivery of professional development related to research-based strategies on new teacher development, mentoring, teacher leadership, professional learning communities, and classroom learning labs.
- Supporting the integration of technology in effective instruction
- Participate in required training for Teaching and Learning consultants.
- Remain knowledgeable about current research and pedagogical recommendations relevant to the consulting role
- Provide training and support with implementation of a comprehensive system of mentoring and new teacher induction.
- Assist local districts in identifying strengths and needs in support of professional learning community implementation, classroom learning lab facilitation, and teacher leadership support.
- As needed for completion of duties, attend meetings outside of normal working hours
- Perform other duties and responsibilities as may be assigned

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Lead Parent Educator

Submitted by: Ashley Karsten

Date: 5/3/2023

Recommended by: Ron Gorman

Board Meeting Date: 5/15/2023

RECOMMENDATION:

It is recommended that the Kent ISD Board of Education a Lead Parent Educator Position for Bright Beginnings. This position is a 260 day classified position at a Grade 5b that reports to the Supervisor of Bright Beginnings.

BACKGROUND:

Bright Beginnings is a program of the Kent ISD that utilizes a comprehensive home visiting, strength-based parent education model developed by Parents as Teachers (PAT) to serve families with children prenatal to kindergarten entry in Kent County. Bright Beginnings supports with the knowledge needed to understand their child's development and the skills necessary to promote healthy development leading to improved kindergarten readiness.

As the need for early childhood supports for families increases, Bright Beginnings is working to meet the needs of our districts, families and children. Bright Beginnings continues to employ a growing number of Parent Educators that require intensive reflective supervision on a monthly basis. Currently, Bright Beginnings is at capacity with the one Lead Parent Educator that is on staff. An additional Lead Parent Educator would allow Bright Beginnings to meet the needs of the districts and community by hiring more parent educators.



POSITION DESCRIPTION

Title: LEAD PARENT EDUCATOR/ COACH - BRIGHT BEGINNINGS EARLY CHILDHOOD PROGRAM

Classification: Non-Union Professional Hourly

Reports To and Evaluated By: Supervisor – Bright Beginnings Early Childhood Program

Terms of Employment: 260-day (40 hours per week, year-round, 1 FTE) position subject to all rules and regulations covering classified personnel.

Positions Supervised: None.

BROAD STATEMENT OF RESPONSIBILITIES:

Supporting the Supervisor of Bright Beginnings to implement the Parents as Teachers program by serving as a lead to Parent Educators within the Kent Intermediate Superintendents Association (KISA) regions.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Works directly with Supervisor to observe Parent Educators at home visits and playgroups, conducts file reviews, and other requirements to maintain program essential requirements and quality standards.
2. Implements the Parents as Teachers program with fidelity, attends PAT Community of Practice, leadership meetings, and other meetings as needed.
3. Carries a year-round small caseload of home visiting families with children from prenatal through five (5) years of age for participation in program services coordinated by the district, constituent districts and other partners in the county-wide community resource network.
4. Attends and co-leads monthly staff meetings as well as leading individual monthly reflective supervision with Parent Educator/ Coaches.

5. Maintains all reports including daily log of activities and the collection of information from participants for program needs assessment and evaluation. Must be self-motivated and can work on your own daily.
5. Continuously grows and pivots with changing practices and conveys updates with staff through trainings and personal development.
6. Participates in required trainings.
7. Assists with hiring, onboarding, and training of new Parent Educators/ Coaches.
8. Collaborates with other Lead Parent Educator(s) to build effective relationships among the staff and to lead learning.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelor's degree in Child Development, Education, Social Work, Family Studies or related field preferred.
2. Minimum of three (3) years of successful home visiting experience using the Parents as Teachers model, with current Model, Foundational, and Foundational 2 (3-K) certifications.
3. Must have excellent communication and interpersonal skills to reflect and problem solve with staff for phone, email, in-person, or virtual meetings.
4. Possess skills in building meaningful, constructive relationships with families and staff using a coaching model are required. Must be an individual with experience and knowledge with young children parental- age 5 and their stages of development.
4. Ability to effectively use Google Suites, Microsoft Office, Word and Excel. Strong technology skills are needed for video and phone conferencing.
5. Enjoys a positive work environment that embraces encouragement and healthy mental well-being.
6. Embraces an environment that celebrates, respects, and values diversity, where teaching and learning are made relevant and meaningful to families of various cultures.
7. Demonstrate ability to effectively communicate written and verbally and to work cooperatively with local school district, community agency staff, and Parent Educators.
8. Must be a self-directed, non-judgmental individual with a professional manner and strong time management skills.

9. Complete accurate and timely data entry and collection details into complex data management system.
10. Requires extensive travel with your vehicle, visitation in private homes, some evenings and ability to work flexible hours.
11. Comply with applicable school policy, regulations and laws.
12. Maintain regular and consistent employee attendance
13. 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.



BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X _____

Item: GSRP Supervisor

Submitted by: Ashley Karsten/ Dave Rodgers

Date: 5/3/2023 _____

Recommended by: Ron Gorman

Board Meeting Date: 5/15/2023 _____

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:

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 200 four year-old preschool classrooms. Kent ISD operates 80 of the classrooms with one supervisor. As MDE 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 scholars 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
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-supervisor 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: Request for Personal Assistant Principal

Submitted by: Ron Gorman

Date: May 5, 2023

Recommended by: Joe Lienesch

Board Meeting Date: May 5, 2023

RECOMMENDATION:

KCTC is recommending hiring one (1 FTE) Assistant Principal to assist in CTE Curriculum & Program Improvement

BACKGROUND:

This position will Coordinate and lead initiatives for quality instruction and professional learning in collaboration with the Program Principals while ensuring the CTE curriculum is consistent with state program standards. This will be achieved by guiding positive system changes and staff development for Core Performance Indicators and Program Quality Measures to improve the instructional process. This position will be funded out of the CTE budget.





KENT INTERMEDIATE SCHOOL DISTRICT | 2930 Knapp, NE • Grand Rapids, MI 49525

Job Description

Job Title: Assistant Principal (CTE Curriculum & Program Improvement)
Kent Career Tech Center

Reports To: Principal - KCTC or Designee (Immediate Supervisor)

Classification: Professional

Summary: Coordinates and leads the initiatives for quality instruction and professional learning in collaboration with the Program Principals for all Kent ISD Secondary Programs and Assists the Principal in the administration of KCTC programs and staff supervision to achieve the mission and vision for the Kent Intermediate School District.

Job Qualifications:

1. Master's degree specializing in Secondary School Administration and/or Career and Technical Education Administration
2. Valid Michigan Secondary School Administrator Certificate; or be qualified to obtain Michigan Secondary School Administrator Certificate
3. Coursework in administration, supervision, and evaluation of instruction in secondary programs
4. Minimum 5 years of experience as a teacher and/or administrator. Experience teaching/leading Career and Technical Education (CTE) preferred. Minimum 3 years or more of administrative/supervisory experience preferred
5. Strong technology skills
6. Strong knowledge of and experience implementing student intervention processes and supports. Familiarity with MTSS and PBIS is preferred
7. Strong knowledge of and experience implementing CTE program improvement and OCTE processes is preferred
8. Strong leadership experiences, visioning experiences, communication skills (verbal and written), organizational, budget oversight, and administrative team collaboration skills are essential
9. Experience working with a diverse population of students is preferred
10. Experience working with teams on continuous school improvement initiatives preferred

Specific Duties and Responsibilities:

1. Provides the leadership to ensure that a positive school climate and culture are maintained consistent with District regulations and policies
2. Provide ongoing, high-quality, sustained, classroom-focused professional development that has a positive and lasting impact on classroom instruction and teacher performance

Kent ISD

KENT INTERMEDIATE SCHOOL DISTRICT | 2930 Knapp, NE • Grand Rapids, MI 49525

3. Plan professional development based on information gained from attendance at regional, state, and national conferences/meetings, including integrating academics and 21st Century Skills into the existing CTE curriculum
4. Works with assigned staff and Program Advisory Committees relating to all aspects of the assigned CTE programs at the Kent Career Tech Center – including such duties as budget oversight, personnel management, course curriculum revision and development, CTE compliance, program data analysis, program promotion and marketing, parent engagement, student discipline appeals, collaborative projects with other programs, and other facets of CTE
5. Assist the Principal in initiating and/or guiding positive system changes and staff development for Core Performance Indicators and Program Quality Measures to improve the instructional process, document student learning, and improve student outcomes to ensure the success of students in a high-wage, high-skill, and/or high-demand economy
6. Coordinate CTE student count data
7. Coordinate and conduct staff training for CIP Self-review completion
8. Ensure the CTE curriculum is consistent with state program standards and representative of labor market needs
9. Provide administrative support, guidance, and oversight to all CTE programs' college articulation agreements and dual enrollment
10. Participate in state-sponsored in-services, meetings, and conferences to remain current in the OCTE policies, procedures, and requirements
11. Assists in evaluating teachers and support staff consistent with the District approved evaluation process
12. Develops and maintains good public relations within the community and other stakeholder groups
13. Work with other CTE staff, such as the technology department, pupil-accounting Student Support Services, and work-based learning coordinators, to coordinate CTE-wide initiatives
14. Works with other Tech Center administrators to fulfill the needs of students within the objectives of Career & Technical Education
15. Assists the Principal in the efficient and effective operation of the Tech Center and assumes other duties as delegated

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: Request for Personal Teacher Consultant KCTC

Submitted by: Ron Gorman

Date: May 5, 2023

Recommended by: Joe Lienesch

Board Meeting Date: May 15, 2023

RECOMMENDATION:

KCTC is recommending hiring one (1 FTE) Teacher Consultant.

BACKGROUND:

Under the direction of the KCTC /KTC Administrator, the Special Education Teacher Consultant serves as an instructional leader in the planning, coordinating, delivering, and evaluating of special education services at the student, enrollment, program, and systems levels. This position will serve to support students participating in our prevocational and CTE programing. This position will be funded out of the special education budget.





KENT INTERMEDIATE SCHOOL DISTRICT | 2930 Knapp, NE • Grand Rapids, MI 49525

Job Description

Job Title: Special Education Teacher Consultant (1.0 FTE)
Kent Career Tech Center

Reports To: Principal - KCTC/KTC or Designee (Immediate Supervisor)

Classification: Union - KIEA

Terms of Employment: Governed by KIEA Master Agreement

Summary: Under the direction of the KCTC Administrator, the Special Education Teacher Consultant serves as an instructional leader in the planning, coordinating, delivering, and evaluating of special education services at the student, enrollment, program, and systems levels.

Job Qualifications:

1. The candidate must meet all of the requirements of R. 340.1782 of the Michigan Administrative Rules for Special Education (MARSE) - Full Approval for Teacher Consultant.
2. Must possess a valid Michigan teaching certificate with an endorsement in special education.
3. Must possess a master's degree in education or a field of study related to special education.
4. Minimum of 3 years' teaching experience and no less than 2 years' experience with secondary special education or transition programming.
5. Experience developing and delivering professional learning for staff.
6. Knowledge of special education laws, rules, regulations, and compliance responsibilities.
7. Knowledge of effective project management and possessing strong organizational skills.
8. Ability to work constructively with parents, students, staff, and community agencies.
9. Ability to implement complex systems of support.
10. Ability to handle conflict productively.
11. Ability to drive between buildings, local school districts, and community sites.
12. Demonstrates a strong commitment to equity and inclusion in all practices and position responsibilities. Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.

Specific Duties and Responsibilities:

1. Assists in the development of system guidelines, programs, and procedures related to Special Education.

2. Uses the working knowledge of effective instruction in establishing school processes and routines that engage teachers/staff in regular monitoring of student progress and evaluation, adaptation, and improvement of instructional strategies which meet the individualized needs of students.
3. Supports local school districts in providing information to help them develop IEPs and provide them with data as needed.
4. Assists with the development, implementation, and training KCTC program staff regarding accommodations, student interventions, and MTSS.
5. Works with staff to implement programming to support increased student growth and achievement for students with disabilities.
6. Works with staff to deepen student and school data analysis to evaluate and revise school improvement goals and strategies.
7. Provide coaching/consultation to classroom staff in areas of instructional methods, intervention plans, evaluations, effective time management, and student supports.
8. Navigates and supports effective use of the Student Data Management System.
9. Forms relationships with staff, students, families, LEAs, and the broader school community and seeks out resources and support while advocating for the school/program.
10. Establishes regular systems of two-way communication with parents, LEAs, while involving parents in their child's education.
11. Works collaboratively with staff, young adults, parents, administrators, employers, and agency representatives.
12. Through consultation, supports KCTC teams, LEA teams, and families navigate KCTC's student visit, program exploration, and enrollment processes.
13. Through consultation, supports KCTC teams, LEA teams, and families navigate recommendations for student placements across the continuum of KCTC programming.
14. Supports local school districts in providing information to help them develop IEPs and provide them with data as needed.
15. Provides staff training and support to use the school's data system for collecting, analyzing, and interpreting multiple forms of data for progress and performance monitoring.
16. Monitors programs, services, and supports for students in KCTC programs.
17. Assists with the development, implementation, and training KCTC program staff regarding accommodations, student interventions, and MTSS.
18. Trains staff to support transition activities based on student level of need.
19. Serves as a liaison between vocational and community contacts and transition programs.
20. Analyzes, interprets, and communicates information concerning special education laws, rules, regulations, procedures, policies, and practices.
21. Performs other duties as directed by Administrator.

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: Request for Personal Instructor - Welding

Submitted by: Ron Gorman

Date: May 5, 2023

Recommended by: Joe Lienesch

Board Meeting Date: May 15, 2023

RECOMMENDATION:

KCTC is recommending hiring one (1 FTE) Welding Instructor. This will replace the current 0.50 FTE position, for a total increase in staffing of 0.50.

BACKGROUND:

Because of the increased enrollment the welding program there is a need for 3 FTE Welding Instructors. This is a change from our current staffing of 2.5 FTE. The Welding Instructor will deliver the State of Michigan Curriculum as regulated by the Michigan Department of Education to students in a state-approved CTE welding course while ensure safety and industry standards are met. This position will be funded out of the CTE budget.



Kent ISD

KENT INTERMEDIATE SCHOOL DISTRICT | 2930 Knapp, NE • Grand Rapids, MI 49525

Job Description

Job Title: Instructor - Welding (1.0 FTE)
Kent Career Tech Center

Reports To: Principal - KCTC or Designee (Immediate Supervisor)

Classification: Union - KIEA

Terms of Employment: Governed by KIEA Master Agreement

Summary: The Welding Instructor shall be able to deliver the State of Michigan Curriculum as regulated by the Michigan Department of Education to students in a state-approved CTE welding course. Further, this position supports welding instruction to students in multiple programs offered at Kent ISD and Kent Career Tech Center as well as develops new and innovative instructional programming for various stakeholder groups (i.e. LEA students, middle school students, adult workforce training, etc.) This programming may occur outside of the regular school day and regular school year.

Job Qualifications:

1. Must possess a valid Interim Occupational Certificate (IOC) or Standard Teaching Certificate OR possess a valid Occupational Education Certificate (OEC) or Professional CTE Certificate in Welding, Brazing, and Soldering (CIP Code 48.0508) or a State approved equivalent CIP Code.
2. **OR** have a minimum of two full years (4,000 hours) of recent and relevant work experience in a welding field AND must possess a minimum of an associate's degree.
3. Prefer a valid Michigan Standard or Professional Teacher Certification in a related science.
4. Prefer one or more AWS Certifications
5. Must have current knowledge and experience with modern welding technology and robotic welding equipment
6. Must be able to develop and deliver curriculum, utilize best practice and web technologies to deliver instruction, develop authentic learning projects, and assess student learning.
7. Must be able to develop and maintain contacts and partnerships with those in the industry; guest speakers, field trips and demonstrations.
8. Must possess excellent organizational skills, technology skills, be detail and team oriented, and have excellent communication skills.
9. Prefer experience working with high school age students and a diverse student population.

Specific Duties and Responsibilities:

1. Provide development, delivery, and evaluation of the welding curriculum to include related technical reading, writing, and mathematics.
2. Ensure a safe lab and classroom environment.
3. Monitor the safety and appropriateness of the equipment in a manner that aligns to current industry practice.
4. Monitor the budget, determine equipment/supply needs, and place orders.
5. Develop and maintain a Welding Advisory Committee and develop new industry partnerships.
6. Integrate technology to leverage the online capabilities of the welding trainers and related online content and the Career and Employability curriculum using various Learning Management Systems
7. Have extensive knowledge and experience with:
 - a. Welding processes to include: OFW-C-B, SMAW, GMAW, FCAW, GTAW
 - b. Vision systems integrated into robotic welding cells
 - c. Some experience with Manufacturing/Machining/CNC/Construction
 - d. Geometric Dimensioning and Tolerance Measurements
 - e. Blueprint/Schematics/Drafting

General Duties and Responsibilities:

1. Instruct students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.
2. Effectively and safely integrate lab equipment including virtual welding trainers, welding training software, and actual OFW-C-B, SMAW, GMAW, GTAW, equipment.
3. Develop project-learning experiences and effectively integrate lab equipment into student learning and assessment.
4. Assign lessons and correct homework.
5. Administer tests to evaluate pupil progress, record results, and issue reports to inform parents, administration, and local school officials of progress.
6. Keep accurate academic and attendance records in an electronic gradebook.
7. Maintain a positive system of classroom management.
8. Meet with parents to discuss student progress and problems.
9. Participate in faculty and professional meetings, educational conferences, and teacher training workshops.
10. Perform related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting courses of study, and counseling students in adjustment and academic problems.
11. Facilitate work-based learning experiences for students (field trips, job shadows, internships, job placement).
12. Promote and market the opportunities for welding instruction and overall KCTC programs.

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: Request for Personal CTES Prevocational

Submitted by: Ron Gorman

Date: May 5, 2023

Recommended by: Joe Lienesch

Board Meeting Date: May 15, 2023

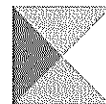
RECOMMENDATION:

KTC is recommending hiring one (1 FTE) CTE Specialist to support the Prevocational program

BACKGROUND:

As the need for prevocational placements rise due to the continuum, the support of a CTES will be most beneficial to our students and instructors. The CTES will work with instructional staff to ensure students are able to meet the requirements to move into a more rigorous vocational setting. This will be achieved by the increased instructional support provided by the CTES as well as ensuring all remediation needs are met. This position will be funded out of the special education budget.





Job Description

Job Title: Special Education Intervention Specialist - CTES (1.0 FTE)
Kent Career Tech Center

Reports To: Principal - KCTC/KTC or Designee (Immediate Supervisor)

Classification: Union - KIEA CTE Specialist

Terms of Employment: Governed by KIEA Master Agreement

Summary: Provides direct assistance through Special Education Services and a Multi-Tiered System of Support (MTSS), as part of the Student Services Team, to students who need additional support to maximize achievement at the Kent Career Technical Center.

Job Qualifications:

1. Must have graduated from high school (Associate's or Bachelor's Degree preferred).
2. Experience and/or knowledge of Special Education Services or Multi-Tiered Systems of Support preferred.
3. Experience working with a team to collect, interpret, and use data to make decisions.
4. Demonstrates interpersonal skills to interact with students, staff, and parents effectively.
5. Ability to concentrate and pay close attention to details, organize, prioritize, and work independently, as well as schedule and produce work in a timely manner.
6. Must have demonstrated ability to work with culturally diverse student populations, including special population students (economic and academic disadvantaged, special education, and Limited English Proficient students).
7. Ability to work with students with special needs.
8. Ability to develop effective working relationships with students, staff, and the school community.
9. Ability to implement teacher philosophy accurately and consistently.
10. Ability to be flexible and maintain confidentiality.

Specific Duties and Responsibilities:

1. Meets with the instructional staff, Student Success Team, and Administration to assist in developing,

implementing, and continuously improving Special Education and MTSS services - ultimately ensuring that students receive appropriate support services and interventions.

2. Assists in providing specialized and accommodated instruction in the various aspects of Vocational and Career Technical Education (CTE).
3. Supplements the instructor's demonstration of the safe and proper use of the program's tools, equipment, and machinery with students needing additional assistance.
4. Uses remedial and tutorial techniques, as directed, to assist students in gaining the most from their instruction.
5. Assists students on a one-to-one or small group basis as directed by the lead instructor.
6. Assists students with work assignments that may require strenuous physical exertion.
7. Assists in maintaining discipline, aiding individual students, and assisting the lead instructor to have a greater influence on the learning process.
8. Assists the instructor in maintaining a safe learning environment and monitors student behavior to maximize learning in the lab, on the work site, and during field trips.
9. Assists in the setup and operation of equipment used in the teaching process.
10. Assists instructors with implementing Student Success Plans - including curricular supports, accommodating or removing barriers, and assistive technology.
11. Demonstrate initiative and creativity – is self-directed.
12. Shares the student progress data with the Student Services team - following Special Education and MTSS data review cycles.
13. Assists other Student Support Services members and instructors with student visits - including tours, program visits, and internships.
14. Participates in staff meetings and professional in-service opportunities as provided by the Kent Career Technical Center.
15. Accepts additional tasks and responsibilities as assigned by the Principal or designee.

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: Request of additional positions – Staff Accountants, Business Office

Submitted by: Dennis Baine

Date: 05/08/23

Recommended by: Kevin Philipps

Board Meeting Date: 05/15/23

RECOMMENDATION:

It is recommended the Kent ISD board approve the following additional business office positions. Both positions will be 260 day classified staff positions.

- Staff accountant, benefits
- Staff accountant, accounts payable and grants

BACKGROUND:

Kent ISD has experienced a large amount of growth the past few years in terms of the number of employees; the number and scope of grants; and services provided to local districts. These positions are recommended to keep pace with this growth and continue to provide a high level of customer service including service to employees.

The benefits position is focused on providing benefits administration and also will assist in other areas of the payroll department as necessary.

The accounts payable position is focused on assisting the budget and grants supervisor with grant administration and also providing accounts payable services to local districts within the county. This position will also assist in other areas of the business office as necessary.



Job Title: Staff Accountant, Accounts Payable & Grants

Classification: Classified, full-time, year round

Reports to and

Evaluated by: Grants & Budget Supervisor

Terms of

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

Supervises: None

Responsible for processing accounting transactions, compiling financial reports, maintaining accurate records for documentation and control.

Job Qualifications:

1. Bachelor's degree in accounting/finance preferred or associates degree with commensurate experience.
2. Proficient at Microsoft Excel and knowledge of other Microsoft Suite products and computerized accounting systems.
3. Familiarity with school fund accounting procedures and systems preferred.
4. Familiar with General Accepted Accounting Procedures (GAAP)
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 stakeholders both verbally and in writing.
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.
9. Ability to adapt and respond to multiple priorities and demands, adapt to interruptions, work on several projects at the same time, work on tasks requiring accuracy and attention to detail, and handle pressures related to multiple deadlines.
10. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.

Duties and Responsibilities:

Accounts Payable:

1. Sort and match invoices to purchase orders.
2. Review invoices for account number accuracy and obtain signature approvals.
3. Distribute incoming invoices and statements to appropriate staff, when received by the business office.
4. Ensure timely and accurate entry of all payments in the financial accounting system, Munis.
5. Balance accounts payable checks against financial system reports. Run accounts payable checks and prepare checks for mailing.
6. Maintain positive communications with vendors and inform departments of all payment discrepancies. Resolve discrepancies and respond to vendor inquiries regarding payment status.
7. Creates disbursement and investment reports for Board of Education.
8. Track outstanding checks on at least a quarterly basis.
9. Responsible for the processing and filing of 1099's for year-end tax reporting.

Grant Administration:

1. Assist with grant monitoring and grant expenditure tracking.
2. Process monthly flow through reimbursements payments to subrecipients.
3. Process various monthly grant reports and invoices.
4. Assist with preparing and entering indirect journal entries.
5. Prepare monthly grant payroll history transfers.
6. At year end, prepare the SEFA to subrecipients
7. Distribute, obtain signatures for, and track annual federal contracts.

Other:

1. Processes district employee reimbursements.
2. Completes year end audit tasks including accounts payable, due to other governments accrual reconciliations and entries, and assisting with other schedules and reports.
3. Provides backup for accounts payable accounting clerk and other areas as necessary.
4. Performs tasks and projects as requested by Grants & Budget Coordinator and the Director of Fiscal Services.

Salary: Grade 5, Step 1-7, commensurate with experience.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: Orientation and Mobility Specialist

Submitted by: Kirsten Myers

Date: 4/25/2023

Recommended by: Dave Rodgers

Board Meeting Date: 5/15/2023

RECOMMENDATION:

Replace a temporary contract with a full-time Orientation and Mobility Specialist Position

BACKGROUND:

We are requesting to add a full-time Orientation and Mobility Specialist position. A vacancy in an Orientation and Mobility position in 2017 was filled on a temporary contact as the condition of the employee’s employment was up for annual discussion. This employee has discontinued her engagement in the temporary contract effective March 16, 2023 and a permanent replacement is needed for a full caseload of students.



5/8/2023

Kent ISD Job Description

Job Title: ORIENTATION AND MOBILITY SPECIALIST

Department: Special Education

Reports To: Supervisor of Special Education Accountability and Integrated Supports

Positions Supervised: None

JOB SUMMARY:

The O&M specialist provides special education services to enable students with visual impairments to travel safely, efficiently, and independently in their home, school, and community environments. The students range in age from birth through 26 years.

JOB FUNCTIONS:

1. Participate as a member of the multidisciplinary team for the purpose of meeting the orientation and mobility needs of children and students ages 0-26.
2. Perform orientation and mobility evaluations that focus on long- and short-term needs of the student for new referrals and re-evaluations.
3. Provide and document training of the remaining senses, including the functions of the auditory, tactual, olfactory and kinesthetic senses, in addition to visualization and/or special relationships, or optimum orientation within any environment.
4. Provide and document training in the use of basic sighted guide techniques, and/or the long cane, where applicable, both indoors and outdoors in familiar and unfamiliar environments.
5. Provide and document orientation and familiarization to school settings and surrounding grounds.
6. Provide and document training and experience of traveling in residential, home, business, downtown and/or rural areas, including use of public transportation.
7. Provide and document training in the optimum use of residual vision.
8. Provide and document teaching of concepts through the use of and incorporating other sensory modalities.
9. Provide training and assessment in the use of low vision, non-optical, electronic, and travel aids or devices.
10. Consult with experts in medical and other professional fields to determine capabilities, limitations, adaptations, and modifications necessary and appropriate to the educational placement and programming of the student.
11. Provide consultation and support services to parents, educators, classroom teachers, and other school personnel to assist in home and classroom modifications to ensure reinforcement of appropriate O&M skills to encourage the student to travel independently.
12. All other duties assigned

PREPARATION, TRAINING, EDUCATION, AND EXPERIENCES:

1. Bachelor's and/or Master's degree in Orientation and Mobility from an Association for Education and Rehabilitation of Blind and Visually Impaired (AER) accredited university or college.
2. Valid Orientation & Mobility Specialist Certificate (COMS) from the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP).
3. Knowledge of Federal IDEA regulations and State special education law and compliance procedures.

5/8/2023

4. Knowledge and expertise in the area of IEP process and procedures.
5. Ability to teach tactile maps.
6. Ability to teach techniques to train eccentric viewing and utilization of appropriate low vision devices necessary for orientation or travel.
7. Ability to assist students in understanding their impact of vision and how to make safe travel decisions.
8. Ability to maintain confidentiality, meet deadlines and schedules
9. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
11. Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on assessment and school objectives and the needs and abilities of students to whom assigned.
12. Demonstrated ability to establish and maintain effective working relationships with students, peers, parents and community and function as a positive, contributing member of an educational team.
13. Ability to speak clearly and concisely in written and oral communication.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action

Item: Request for additional classrooms/positions – Empower U

Submitted by: Paul Dymowski, Kirsten Myers

Date: May 4, 2023

Recommended by: Dave Rodgers

Board Meeting Date: May 15, 2023

RECOMMENDATION:

Additional classrooms (2) and positions (6):

- 2 Teachers – Empower U Central
- 4 Instructional Support Specialists – Empower U Central
- 2 Instructional Support Specialists – Empower U South

BACKGROUND:

- Empower U Central enrollment has increased from 290 students in May 2022, to 314 students in May 2023. Empower U staff have been working on enrollment for next school year. We received a few late requests from districts: i.e. GRPS Central High School had 10 students that were not on our list that now enrolled (new staff didn't refer earlier).

Working on Least Restricted Environments, we have 4 students from KEC Beltline that were ready to transition and 4 students from Lincoln School. Overall, we are seeing an increase in Autism and behavioral needs. Due to the increase in enrollment and complex needs of the students, we need 2 additional classrooms with Autism focus at Empower U Central next school year.

- Empower U South oversees our Project Search site at Corewell Health. We partner with Michigan Rehabilitation Services (MRS) to provide Instructional Support Specialists in the classroom. In the past Hope Network has supplied the Instructional Support Specialist through MRS. Due to staffing issues at Hope Network, they have not been able to provide staff consistently in the classroom, therefore, we have had long-term subs covering. MRS would like to partner with Kent ISD to provide the Instructional Support Specialists. With our cash match agreement, MRS would pay for 50-75% of these 2 new Kent ISD Instructional Support Specialist positions.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action

Item: Request for additional position – Deaf & Hard of Hearing – Oral Deaf

Submitted by: Paul Dymowski, Kirsten Myers

Date: May 4, 2023

Recommended by: Dave Rodgers

Board Meeting Date: May 15, 2023

RECOMMENDATION:

Additional position:

- 1 Speech and Language Pathologist – Deaf & Hard of Hearing (DHH) Oral Deaf

BACKGROUND:

- Kent ISD Oral Deaf has seen an increase in students qualifying as Deaf/Hard of Hearing over the last 3 years. We currently have 18 students' birth to 3 that qualify for Michigan Mandate Special Education. On average there are 6-10 students with unilateral hearing loss; with the new MDE Early On Deaf/Hard of Hearing requirements, we anticipate more students qualifying for Michigan Mandate Special Education. This Speech and Language Pathologist position will support students throughout the Oral Deaf Program and help maintain caseloads for deaf students in Early On.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____ **x** _____

Item: Auto Technology Program – Hoists and Lifts

Submitted by: Tim Peraino

Date: 5/4/23

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 5/15/23

RECOMMENDATION:

It is recommended that the Kent ISD board approve the bid from Automotive Equipment Specialists, Inc. (AES) in the amount of \$27,885.00 for four (4) rotary hoists and arm lifts. With a difference of \$37.00 in the bids, KCTC instructors prefer to work with AES, a company that has already installed & serviced current equipment.

Bidder	Cost
American Hoist, Air & Lube	\$27,848.00
Automotive Equipment Specialists, Inc	\$27,885.00
Lift Now (received late & returned unopened)	

BACKGROUND:

This purchase was approved as part of the 2023-24 capital outlay process and will be used to support instruction in the KCTC Auto Technology program. The Auto Tech program will use these hoists and lifts in labs added to the program with the integration of the KTC & KCTC programs. Students need equal access to equipment to provide a quality learning environment with the limited class time that is available.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ x _____

Item: Diesel Program – Hydraulic Training System

Submitted by: Tim Peraino

Date: 5/4/23

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 5/15/23

RECOMMENDATION:

It is recommended that the Kent ISD board approve the bid from Doc's Hydraulic-Pneumatic Training, LLC. in the amount of \$35,300.00 for a Hydraulic Training System

Bidder	Cost
Doc's Hydraulic-Pneumatic Training, LLC	\$35,300.00
MFP Automation	\$84,213.54

BACKGROUND:

This purchase was approved as part of the 2023-24 capital outlay process and will be used to support instruction in the KCTC Diesel program. The KCTC Diesel Program will use this hydraulic trainer in addition to the one that they currently have. This trainer would add another two stations to help train more students at one time.

BOARD AGENDA ITEM

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

Item: Maintenance Building Roof Project

Submitted by: Tim Peraino

Date: 5/4/23

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 5/15/23

RECOMMENDATION:

It is recommended that the Kent ISD board approve the bid from Weather Shield in the amount of \$63,412.00 for the replacement of two roof sections at the Kent ISD Maintenance Building.

Bidder	Cost
Weather Shield	\$63,412.00
C&I Building Maintenance	\$69,630.00
Free Spirit Construction	Poor reference report
Versatile Roofing Systems Inc.	Did not meet bid specifications
Great Lakes Systems Inc.	Did not meet bid specifications

BACKGROUND:

The existing roofs were installed in the mid/late 1990s and were recently noted to have been damaged during a wind event. A comprehensive assessment of both roofs was conducted, and it was deemed necessary to do a full replacement. The cost for this work will be covered through an insurance claim.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Capital Outlay Equipment – Plow Truck

Submitted by: Tim Peraino

Date: 5/2/23

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 5/15/23

RECOMMENDATION:

It is recommended that the Kent ISD Board approve the purchase of a 2023 Chevrolet Silverado from Berger Chevrolet for \$45,064.00. This vehicle will be purchased using the MiDeal Extended Purchasing Program. The MiDeal program satisfies all of the bid requirements for the State of Michigan and allows us to purchase this equipment without doing our own bid process.

BACKGROUND

This vehicle will be housed at the Facilities Department and available for the Kent ISD Maintenance Staff to use for snow plowing and other maintenance needs. This purchase was approved through the 2022-23 capital outlay process.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Mechatronics Program – Epson Robots

Submitted by: Tim Peraino

Date: 5/4/23

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 5/15/23

RECOMMENDATION:

It is recommended that the Kent ISD board approve the bid from Schneider Company. in the amount of \$57,174.00 for eight (8) Epson robots for the Mechatronics program at KCTC.

Bidder	Cost
Schneider Company	\$57,174.00

BACKGROUND:

This purchase was approved as part of the 2023-24 capital outlay process and will be used to support instruction by allowing more students to be working on robots at once. This will allow more time for in-depth lab experiences and provide students with the opportunity to earn industry certifications along with meeting the needs of local industry. Students will also learn how to integrate these robots into automation lines along with programing the robot to control the automated lines. These additional robots will prepare students for industry work as well as providing them with hands-on opportunities that they would not see in most colleges.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Capital Outlay – Mini Mac Computers

Submitted by: Tim Peraino

Date: 5/2/23

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 5/15/23

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of 60 Mac Mini computers from Apple Education Store in the amount of \$52,740.00. This purchase will utilize REMC, which meets the State of Michigan’s bid requirements.


BACKGROUND:

This purchase was approved as part of the 2023-24 capital outlay process and will be used to support instruction in KCTC Graphic Communications. Computers will replace older models in two of the three Graphics Communications classrooms.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: HOSA Internationals Competition

Submitted by: Joe Lienesch 

Date: 5/8/2023

Recommended by: Ron Gorman

Board Meeting Date: 5/15/2023

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 Dallas, Texas on June 20-25, 2023.

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 Dallas, TX from June 20-25, 2023.

The seven KCTC Health Careers competitors advanced from the state-level competition in Traverse City in April. In addition to those students, we had eight more who ranked in the top eight in their chosen competition.

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 three chaperones.

Date: May 4, 2023

Event: International HOSA Competition

Location: Dallas, TX

Advisors: Beth O'Donnell
Katrina Worley/Korrie McFarlane
Lisa Coin
Russ Wallsteadt
Rachel Rysdyk
Jenny Majeske

Chaperones: Jenny Majeske, Katrina Worley, & Karri Harding

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 seven students qualifying to compete at the International Competition in Dallas, TX from June 20-25. Listed below are the seven KCTC Health Careers competitors who advanced from the state-level competition in Traverse City in April. In addition to those below, we had eight more who ranked in the top eight in their chosen competition. The following students have moved onto the ILC:

Student	HOSA Event	State Placement	Grade	High School
Haarika Hebbur	Clinical Lab Science	3rd	12	Byron Center
Elaina Derksen	Medical Assisting	1st	12	Rockford
Catherine Densham	Medical Assisting	2nd	12	TK
Jordan Beals	Medical Assisting	3rd	12	Grandville
Rachel Chen	Pharmacy Science	1st	12	Sparta
Alysa Szymaniak	Pharmacy Science	2nd	12	Byron Center
Felicia Jean-Baptiste	Interviewing Skills	3rd	11	Northview

Estimate of Expenses (Acct # 26-1-127-3220-000-0000-06157-6201):

Registration: 7 students & 3 Chaperones/Advisors X \$90 = \$900

Hotel: 5 rooms @ \$235.20 per night x 5 nights = \$5,880

Food (10 people): \$65/day x 5 days = \$3,250

Sightseeing opportunity: \$200 x 10 people = \$2000

Transportation: Airfare for 10 people @ \$1000/ticket round trip = \$10,000

Total: \$ 22,030

1655 East Beltline NE Grand Rapids MI 49525 + 616.364.8421 + Fax 616.364.9140 + www.thetechcenter.org

A program of Kent ISD

Descriptions of the HOSA Contests

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

Clinical Laboratory Science: Clinical Laboratory Science provides members with the opportunity to gain knowledge and skills required for a traditional laboratory setting. This event aims to inspire members to learn more about clinical laboratory careers.

Interviewing Skills: Interviewing Skills provides HOSA members with the opportunity to gain the knowledge and skills required to successfully apply and interview for employment and internship opportunities (for college, medical school, professional career, etc.). This event aims to inspire members to learn more about applying and interviewing for health-related positions and experiences. This event is specifically for HOSA members who are classified under IDEA.

Medical Assisting: This event 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.

Pharmacy Science: Pharmacy Science provides members with the opportunity to gain knowledge and skills required in pharmacy related careers. This event aims to inspire members to learn more about pharmacy careers and practices.

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

Beth O'Donnell, MS PT
Instructor & HOSA Advisor
Kent Career Technical Center

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: Skills USA National Competition

Submitted by: Joe Lienesch 

Date: 05/01/2023

Recommended by: Ron Gorman

Board Meeting Date: _____

RECOMMENDATION:

Requesting permission for 2 student and 2 advisors to attend the National SkillsUSA Competition in Atlanta, Georgia on June 19 – 24, 2023.

BACKGROUND:

The KCTC Skills USA lead advisors are pleased to report that 18 KCTC students successfully competed in the 2023 SkillsUSA Region 1 contests in February at the Wilson Talent Center and Lansing Community College. Eight students advanced from there to join 5 more straight-to-state competitors at the 2023 Michigan State Leadership and Skills Conference held in April in Grand Rapids. Those 13 participants competed in Job Skill Demo A and Open, Auto Overall, Diesel, Technical Drafting, Crime Scene Investigation, and Food Collection Sculpture.

We are pleased to announce the following results: Food Sculpture Best Portraying SkillsUSA; bronze medal in Job Demo Open; and gold medal in Auto Overall. That gold medalist—**Ethan Keuning**—will now represent KCTC at the 2023 National SkillsUSA Leadership and Skills Conference in Atlanta, GA, June 19-24. Instructor/Advisors Nathan Vannest and James Cain will accompany Ethan 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 Skills USA Championships for Ethan Keuning (competitor in Auto Maintenance) and two advisor/chaperones, Nathan Vannest and James Cain. See the following breakdown of estimated costs for the three of them for the week of June 19-24 in Atlanta, GA.

Sincerely,

Peter Gonzalez
Lead Advisor
Culinary
616.364.8421 x3609

Alane Rozelle
Lead Advisor
Leadership Contests
616.364.8421 x2307

Larry Ridley
Lead Advisor
Tech/Arch Drafting
616,364.841 x2650



Kent Career Tech Center

REAL LIFE. REAL LEARNING.

To: Principal Joseph Lienesch

From: KCTC SkillsUSA Lead Advisors

Date: April 27, 2023

Subject: SkillsUSA National Leadership & Skills Conference—Board Memo

The KCTC SkillsUSA lead advisors are pleased to report that 18 KCTC students successfully competed in the 2023 SkillsUSA Region 1 contests in February at the Wilson Talent Center and Lansing Community College. Eight students advanced from there to join 5 more straight-to-state competitors at the 2023 Michigan State Leadership and Skills Conference held in April in Grand Rapids. Those 13 participants competed in Job Skill Demo A and Open, Auto Overall, Diesel, Technical Drafting, Crime Scene Investigation, and Food Collection Sculpture.

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Alane Rozelle
Lead Advisor
Leadership Contests
616.364.8421 x2307

Larry Ridley
Lead Advisor
Tech/Arch Drafting
616.364.8421 x2650

For more information about SkillsUSA, the 2023 National Leadership and Skills Conference, contest guidelines, or the conference schedule, interested persons can check out skillsusa.org or miskillsusa.org. For questions about this request, you may contact one of the staff above or Danielle West, State SkillsUSA Director, at dwest30@emich.edu.

SkillsUSA 2022 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. The package includes the conference registration fees, 5 nights at the Omni Hotel (190 Marietta St. NW, Atlanta,, GA 30303; (404) 659-0000), Friday night dinner, Michigan spirit items and trading pins, and all taxes and gratuities. Travelers will need an additional five full days of meals. We must also make our own travel arrangements.

At present, the plan is for one student, and two advisors to attend; the hotel costs may be different than listed below if we are asked/able to combine with another school.

Michigan Registration Packages Include:






- National Leadership Conference registration fee
- Five nights' accommodations at the Omni Atlanta Hotel
- Friday night dinner at the Omni Atlanta Hotel
- Michigan spirit items
- All Taxes and Gratuities
- *No transportation is included*

3 single rooms @ \$1520 each (incl'd in pkg above)	\$4560
Food Allowance for the week (5 days x 3 people x \$65/day)	975
Roundtrip airfare @ \$378 x 3	1134

 Departure · Mon, Jun 19 91 kg CO₂
-35% emissions Select flight **\$378**
round trip

6:05 AM · Gerald R. Ford International Airport (GRR)
Travel time: 1 hr 59 min
8:04 AM · Hartsfield-Jackson Atlanta International Airport (ATL)

Delta · Economy · Airbus A321 · DL 2453

 Average legroom (31 in)
 Free Wi-Fi
 In-seat power & USB outlets
 Live TV
 Carbon emissions estimate: 91 kg

Atlanta	Adult (13+)
Regular Price	\$157.91
CityPASS® Price	\$89.00 <small>+ tax</small>
Savings (44%)	\$68.91

Additional State Trading Pins (5 x \$2)	10
MARTA transportation cards (3 x 2 days x \$10)	50
Atlanta City Pass (5 attractions) (3 x \$89)	267
Misc./emergency expenses (3 x \$100)	300
Estimated Total:	\$7296

**KENT INTERMEDIATE SCHOOL DISTRICT
CONFERENCE REQUEST**

CONFERENCE DATA

Employee Name	<u>NATHAN VANNEST/ JAMES CAIN</u>	Current Date	<u>04/28/23</u>
Building	<u>KENT CAREER TECH CENTER</u>		
Conference Name	<u>SKILLSUSA National Leadership & Skills Conference</u>	City, State	<u>Atlanta, GA</u>
Dates of Conference	<u>June 19-24, 2023</u>		

CONFERENCE COSTS

ALL PREPAIDS ARE PAID PRIOR TO CONFERENCE BY ACCOUNTS PAYABLE IN BUSINESS OFFICE AND MUST HAVE BACKUP DOCUMENTATION ATTACHED. ALL REIMBURSEMENTS REQUIRE ITEMIZED RECEIPTS.		Estimated Costs	Amount to be Prepaid	Actual Expenses	Amount to be Reimbursed
Registration/Fees		\$ 4,560.00	\$ 4,560.00		
Lodging Hotel Name	<u>Omni Hotel (404) 659-0000</u>			Confirmation #	
Address	<u>190 Marietta St NW, Atlanta, GA 30303</u>			Phone #	
Arrival Date	<u>06/19/23</u>	Departure Date	<u>06/24/23</u>	TURN IN FINAL RECEIPT FOR HOTEL EXPENSES TO ACCOUNTS PAYABLE IF PREPAID	
# of Nights	<u>5</u>	Daily rate including tax/fees	<u>\$304.00</u>		
Meals (Allowance max of \$65 per day)		\$ 975.00			
Mileage (round trip)	<u> </u> Miles @ <u>0.58</u> per mile	\$ -			
Transportation	<u>4 roundtrip flights</u> <small>(Air/Train/Bus/Parking/Cab)</small>	\$ 1,134.00	\$ 1,134.00		
Other (Explain)	<u>Emerg., city passes, contest needs</u>	\$ 627.00			
TOTAL REQUEST		\$ 7,296.00	\$ 5,694.00		

It is hereby certified that the above record is true and accurate and that no part of the same has been paid or reimbursed by the District previously or by another organization.

Accommodations costs and transportation costs will be reimbursed according to the Administrative Guidelines #3440C and #4440C, paragraphs A., B., C. & D.

CONFERENCE FUNDING

Account Number	<u>26-1-127-3220-000-0000-06157-6200</u>
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ANY NOTES

*The Michigan State SkillsUSA Registration PACKAGE includes the conference registration fees, 5 nights in the hotel, some meals, all taxes and gratuities, and some misc. items for each registrant. Multiplied by 3. KCTC SkillsUSA will cover other meals, transportation, and misc. Students and advisors responsible for any additional personal expenses. Misc. costs may be covered by annual fundraisers.

APPROVAL FOR CONFERENCE ATTENDANCE

Employee Signature	Date	Supervisor	Date
		Assistant Superintendent	Date

FINAL APPROVAL FOR REIMBURSEMENT

Employee Signature	Date	Supervisor	Date
		Assistant Superintendent	Date

ROUTING: APPROVAL OF SUPERVISOR
 APPROVAL OF ASSISTANT SUPERINTENDENT
 ACCOUNTS PAYABLE IN BUSINESS OFFICE TO PROCESS ANY PREPAYMENTS
 ORIGINAL FORM RETURNED TO REQUESTER ONCE PREPAID
 AFTER CONFERENCE AND FINAL APPROVALS, COMPLETED ORIGINAL FORM TURNED INTO PAYROLL FOR RECORD AND REIMBURSEMENT



National Conference Registration

June 19-24, 2023 • Atlanta, Georgia

Registration Deadline is May 5, 2023

Payment Deadline is May 15, 2023

School: **KENT CAREER TECH CENTER**

Lead Advisor: **ALANE ROZELLE**

Email: **alanerozelle@kentisd.org**

School Phone: **616-365-2307**

Cell Phone: **231-580-1218**

Travel Packages include:

Conference registration fee, five nights accommodations, one meal at the hotel (Friday evening award dinner), registration materials, Michigan spirit items (t-shirt, 5 Michigan trading pins, etc.) plus all taxes and gratuities.

Numbers fill in automatically from the room types listed on the registration worksheet.

Number of People in Quad Room Travel Package: 0 x \$604.00 = \$0.00
Four people must register for this room type to fully pay for this room.

Number of People in Triple Room Travel Package: 0 x \$706.00 = \$0.00
Three people must register for this room type to fully pay for this room.

Number of People in Double Room Travel Package: 0 x \$909.00 = \$0.00
Two people must register for this room type to fully pay for this room.

Number of People in Single Room Travel Package: 3 x \$1,520.00 = \$4,560.00

Optional add-on items:

If you are registering for the pre-conference training sessions (Activate, Engage, or Leverage) held Saturday-Monday, June 17-19, please email Ann to send you an invoice for the additional \$165 registration fee per person and extra hotel nights (Fri-Sun).

Additional Trading Pins, each: 5 x \$2.00 = \$10.00

All registrants will receive five (5) of Michigan Trading Pins. Additional trading pins are available for purchase on a first-come first-serve basis. Pre-order pins to guarantee that your school has all you need! We will have limited pins to be sold at the National Conference.

Less Travel Scholarship or Credit Balance (if applicable): =

T-Shirt Size Summary:

S: 0	XL: 1
M: 1	2XL: 0
L: 1	3XL: 0

Total Amount Due: \$4,570.00

This completed form will serve as your invoice.

PAYMENT DEADLINE IS MAY 15, 2023

All payments (including those for parents/family members/chaperones) must come through the school.
We only accept personal checks from the chapter advisor.

We also accept credit cards with a 3% processing fee

Download the credit card form at http://miskillsusa.org/wp-content/uploads/2022/10/billing_creditcardform1.pdf

When complete, EMAIL Excel registration form as an attachment (or share) to: aday7@emich.edu
PDFs of the registration form will not be accepted

Don't forget to also submit the online portation of the the registration in the SkillsUSA Register portal!

Make check payable to: SkillsUSA Michigan

Mail payment to: SkillsUSA Michigan
PO Box 980432
Ypsilanti, MI 48198

Direct registration and payment questions to: Ann Day at aday7@emich.edu

EX AC QB



**2023-2024 Kent ISD
Great Start Readiness Program
Family Handbook**

Hello families,

Kent ISD's Great Start Readiness Program (GSRP) would like to welcome you and your child! The GSRP Family Handbook offers valuable information about your child's learning and growth, the philosophy within the program, GSRP policies, and general information about the Great Start Readiness Program through Kent Intermediate School District (Kent ISD). GSRP in Kent County is a collaborative effort between Kent ISD local school districts and local subrecipients located in a variety of community locations. GSRP is licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA). All our facilities are licensed by the State of Michigan and meet all state guidelines. A licensing book is available at each site for review.

Kent ISD GSRP receives grant funding from the Michigan Department of Education and is designed to benefit four-year-old children. GSRP is guided by developmentally appropriate practices through individualized instruction for all children. Each classroom uses intentional teaching practices intended to meet the needs of all children and families by using child data to provide focused instruction. The GSRP guidelines are formed by joining the high standards established by MDE and LARA.

The goal of GSRP is to prepare all children for kindergarten. Children enrolled in GSRP attend school Monday through Thursday for either a full school day or a half-day. The ratio for all GSRP classrooms is 1 teacher to every 8 children.

We believe in the importance of partnering with families, and welcome your feedback throughout the course of the school year. We encourage you to attend family participation groups, parent coalition meetings, and GSRP data analysis meetings. Please talk to your child's teachers for dates and more information about these opportunities! Information can also be found on our website at www.kentisd.org/instructional-services/early-childhood/great-start-readiness-preschool.

Thank you for being an important part of your child's school experience. We at GSRP believe that you, as your child's family, are their first and best teachers. We look forward to partnering with you!

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

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

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

Best wishes,

The GSRP Team

Our Mission, Vision, and Educational Philosophy

Kent ISD GSRP Philosophy

Kent ISD GSRP is a state-funded program designed to benefit 4-year-old children in our communities. GSRP is guided by developmentally appropriate practices (DAP) through individualized instruction for all children. Each classroom utilizes intentional teaching practices designed to meet the needs of all children and families by using child data to provide purposeful instruction.

Kent ISD GSRP Mission Statement

Our mission is to create shared relationships with families, teachers, and the local community by cultivating child-centered, purposeful, play-based environments that support critical thinking skills, develop positive self-concepts, and promote independence to create our main overall goal: every child will be socially, emotionally, and academically ready for kindergarten.

Kent ISD GSRP Vision Statement

Kent ISD GSRP children will see themselves and be seen by others as confident, capable, and motivated learners, as evidenced by meeting or exceeding kindergarten readiness standards.

Our beliefs align with:

- The National Association of Early Young Children (NAEYC)
- Developmentally Appropriate Practice Position Statement
- Connect4Learning
- Michigan State Board of Education
- Department of Licensing and Regulatory Affairs (LARA)
- Great Start Readiness Program (GSRP) Guidelines

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IMPORTANT INFORMATION

District Website linked [here](#) .



Board Policies are available [here](#) .



Kent ISD Director of Early Childhood: Ashley Karsten

AshleyKarsten@kentisd.org

GSRP Supervisor: Julie Guenther

JulieGuenther@kentisd.org

GSRP Main Office Address: 864 Crahen Ave NE, Grand Rapids, MI 49525

GSRP Office Phone: 616.447.5670

GSRP Office Fax: 616.365.2314

2023-2024 CALENDAR

Important GSRP School Dates

First day of school	September 11, 2023
Thanksgiving break	November 23 – 25, 2023
Winter holiday break	December 22 – January 5, 2024
Mid-winter break	February 19-20, 2024
Spring break	March 29 – April 5, 2024
Spring conferences	
Last day of school	May 16, 2024

Your child’s teacher will provide a copy of the school calendar. An additional copy can be found on the parent board at your child’s site.

2023-2024 DAILY SCHEDULE

Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

Dropping off and picking up on time is important for programming. For safety reasons, when dropping off and picking up children, a parent or guardian must accompany the child to the designated arrival or dismissal area.

- Each child must be signed in and out on the attendance log with initials and the indicated time by a responsible adult who is listed on the Child Information Record. *(Per Licensing)*
- Children will only be released to persons listed on the Child Information Record unless the school is notified in writing by a legal guardian of a change.
- Staff may request photo identification from anyone picking up a child. *(Per Licensing)*
- If the teacher, principal or director has any doubts about the documentation provided, a decision to not release the child will be made.
- No child is permitted to walk home without proper supervision.
- Children who enter or leave the program via the school bus or daycare will be signed in or out by a staff member.
- If a child is still not picked up after one hour of school time ending and teachers have made an attempt to call all contacts on the Child Information Record, CPS will be called.

Your child’s teacher will give you an accurate daily schedule. Below is a sample GSRP routine.

8:35 Arrival: Children enter the classroom at their own pace. Parents or guardians stay until children are ready for them to leave.

8:40-9:00 Welcome and Read Aloud (C4L): Children are welcomed to the whole group with a song. Teachers introduce, read, and engage children in a book with carefully planned lessons.

9:00-9:20 Breakfast: Children have choices about what to eat from the food available. Teachers and children interact.

9:25-9:55 Outdoor Time (SEEDS Transition): Children have many choices about how they play in the outdoor learning environment. Teachers supervise children for safety and join in their active outdoor play, supporting their initiatives and problem solving. Teachers use the transition times as learning time.

10:00-11:00 Planning, Learning Centers, and Sign-In: Children tell their play plans to teachers, followed by time to initiate activities and carry out their plans. Teachers support children in name writing during this time with SEEDS sign-in.

11:00 Cleanup Time and Recall 11:10: Children and adults clean-up together. Children make many choices during clean up. Teachers use this time to reflect (or recall) with four or five children each day.

11:15-11:30 Connect: Whole group Connect lessons introduce new or review concepts and games that will be taught in Small Group. Connect lessons follow Welcome and Read-Aloud after children have hands-on play. After the first few weeks of the school year, there are two Connect lessons back-to-back.

11:30-11:50 Small Group Time: Three to five children meet with a teacher for direct instruction. Small Group lessons include games and fun activities. Teachers engage with children as well as assess them at this time.

11:50-12:15 Lunch: Family-Style meals support children doing things for themselves. Children choose what to eat and how much to eat from the food available. Teachers have meaningful conversations with the children. Children are encouraged to clean their own meal space, including disposal of leftovers, wiping tables, and pushing in their own chairs.

12:15-1:00 Quiet/Rest Time: Resting is a time for sleeping or quiet, solitary, on-your-own-cot play. Rest time plans are individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine-motor toys.

1:00-2:10 Planning, Learning Centers, and Focus Groups: Learning Centers are a vital part of the curriculum. Centers are designed to provide particular kinds of learning opportunities. Exploring topics, fostering independence, creating opportunities for social interaction, and fostering cooperation are aspects of this time. Teachers run Focus Groups at this time, working on targeted objectives with individuals or small groups of children.

2:10 Cleanup and Recall 2:15: Children and adults clean up together. Children make many choices during clean-up. The teacher use recall time to reflect (or recall) with four or five children each day.

2:20-2:50 Outdoor Time (SEEDS Transition): Children have many choices about how they play in the outdoor learning environment. Teachers supervise children for safety and join in their active outdoor play, supporting their initiatives and problem solving. Teachers use transition times as learning times.

2:55-3:15 Repeated Read Aloud (SEEDS) & Fast Focus Transition Activity: Repeated Read Aloud is a time for teachers to develop vocabulary. Children hear the full story with a different instructional focus each day. Fast Focus is a short lesson that supports the learning of the day.

3:20 Prepare for Dismissal: Children pack backpacks and dress for leaving school.

3:30 Dismissal

EMERGENCY SCHOOL CLOSING PROCEDURES

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

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

If poor weather or other issues cause a district to close a school or site, GSRP classrooms follow the instructions of the local district where your child's classroom is located. Morning half-day sessions will be cancelled if there is a 2-hour delay.

NOTICE OF NON-DISCRIMINATION

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

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

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District's Title IX Policy is attached to this handbook as Appendix A.

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

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

Dave Rodgers

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

Danielle Hendry

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

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

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

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

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

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

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

SECTION I: POLICIES AND PROCEDURES

Attendance

Students are expected to stay from the start of the school day to the end. If a student is unable to attend school, the student or parent must report that absence to their teacher.

GSRP programs must document absences to comply with program regulations. If your child will be absent or late, inform the school as soon as possible. Children who are absent from class for 21 calendar school days may be dropped from the program.

Absences due to illness

The school will contact families if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Families who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence, unless alternative arrangements are approved by the teacher in advance. Families should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Sign out of school at the office if leaving school during the school day.

We know that there are times when your child is not able to attend preschool. Young children get sick, especially when they first start school. Other absences occur because families face real barriers, whether it's a serious health problem, a sudden move to a new home, or a problem with transportation. We understand that "life happens," let your teacher know if you are experiencing anything that is preventing your child from attending preschool. As partners in your child's learning,

we want to support you and your family in addressing challenging situations and help to create strong attendance habits for your child's success! We ask families to "Strive for Less than Five!", meaning that we try to help children not miss more than five days of preschool in one school year. This goal helps to maintain high levels of learning and development for your child and still leaves room for circumstances that cannot be avoided.

Children who attend preschool more often are more likely to:

- develop early reading and math skills
- be ready for kindergarten
- develop good attendance patterns for school and future employment
- finish elementary school without repeating a grade

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and families may purchase additional supplies at their own expense.

Students must take care of books and other supplies provided by the District.

Bulletin Boards

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

Bullying

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

Cell Phone Use

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The district is not responsible for the theft, loss, or damage of any cell phone or other electronic device. We strongly discourage students from bringing personal electronic devices.

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

Teachers may also develop classroom rules for the use of cell phones and other electronic devices.

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

Children's Protective Services Investigations

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

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. GSRP staff members are mandated reporters. GSRP staff members are not required to discuss their suspicions with families before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated

reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- unusual bruising, marks, or cuts on child's body
- severe verbal reprimands
- improper clothing relating to size, cleanliness, and season
- transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- dropping off or picking up a child while under the influence of illegal drugs or alcohol
- not providing appropriate nutrition for your child
- leaving a child unattended
- sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Communicable Diseases

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

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

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

Our Child Illness Policy is based on guidelines stated by the Kent County Health Department. We attempt to limit the spread of communicable disease in our classrooms and are committed to applying policies that balance and respect the needs of children, families, and staff in these situations. It is the policy of Kent ISD GSRP to temporarily exclude children, staff, and volunteers from care who may be infectious. If staff become aware that a person has a communicable disease, symptoms will be posted or sent home in note form.

Reasons for GSRP programs to exclude children include (but are not limited to) the following:

- fever or an oral temperature greater than 101 F
- rash with a fever
- diarrhea- if it is causing "accidents" and/or is not associated with changes in diet or medication
- vomiting
- breathing difficulties, constant coughing, or constant runny nose
- skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing

- purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours
- an illness that poses a risk of spreading harmful disease to others

Damage to School Property

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

Dress and Grooming

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

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

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

Dress Code

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

- is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- is obscene, sexually explicit, indecent, or lewd;
- promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- incites violence;
- contains “fighting words”;
- constitutes a true threat of violence;
- demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- displays nipples, genitals, or buttocks.

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

Clothing that is comfortable and suitable for indoor and/or outdoor play and messy activities is best for a GSRP preschool classroom. During cold weather, please send children to school wearing hats, mittens, gloves, snow pants and boots.

- Label clothing with first and last name.
- Please provide an extra change of clothes that matches the season (socks, underwear, pants, short or long sleeve shirts, jacket etc.).
- Please do not send children in their best clothes; play clothing that is comfortable is best.

- During the winter, please send extra shoes so your child can change out of their boots.
- A backpack or large bag is recommended to carry belongings to and from school.

Emergency Contact Information

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

Fees

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

Food Services

GSRP works in cooperation with the local school districts to offer meals and snacks at no cost to families. Menus are provided in advance and will be posted in each room for parents to view. Preschool nutrition is extremely important to your child's healthy physical and mental development. All meals follow the Child and Adult Care Food Program (CACFP). Meals include the five food groups: dairy, protein, grains, fruit, and vegetables. Full-day students receive two meals and one snack. Half-day students receive a minimum of a snack but may also include one meal.

Meals and snacks are provided to all children family-style. Family-style serving provides an ideal time to model table manners. It also encourages children to be independent in passing, scooping, and pouring their own food. Mealtime is a time for meaningful conversations to take place between adults and children.

Food Allergies

Please report dietary and/or allergy requirements to your child's teacher. The teacher will provide you with a Food/Medical Allergy Form. Your child's doctor will use the form to provide details about their needs, and outline an action plan, and sign it. Meals and snacks can be provided according to the child's needs outlined by a doctor on the form.

Donating Food and Treats, Birthday items

Due to licensing regulations, store-bought pre-packaged food is the only food that may be brought into the classroom. Teachers will never ask families to donate food.

Field Trips

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

If a field trip or event is planned, it will be announced in writing before the event. Trips and events are connected to children's learning and may include visiting local businesses or community parks within walking distance from the site. Families will never be charged any amount of money for field trips. All family members who would like to attend must fill out a Volunteer Background Check Form and a Volunteer Child Abuse/Neglect Statement form.

First Aid, Illness, or Injury at School

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

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

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

Minor accidents, incidents, and/or injuries are common in young children as they are developing balance and movement skills. Depending on the incident, families may be notified in conversation or in writing on the same day as the occurrence of a minor accident or injury (some examples include surface cuts, scrapes, bruising of the skin, or bloody noses). If the injury is of a more serious nature (some examples include significant blood loss, cuts, or head trauma), parents will be contacted immediately by phone and in some cases, they will be requested to pick their child up from school. All serious injuries requiring medical attention are required to be reported to the Michigan Department of Health and Human Services (DHHS). If necessary, in the event of an emergency, teachers will follow policy to call 911 and then contact parents/guardians. If a child needs to go to the hospital, a staff member will be present if a family member is not present. To ensure every family can be reached in an emergency, please update any phone number changes on your Child Information Record. Child Information Records will be given to you to fill out before the beginning of the school year. To ensure family members can be reached in an emergency, Child Information Records must be updated whenever there is a change in contact information.

Children Experiencing Homelessness

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

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

Casey Gordon (Stacey Bright)
2930 Knapp Street, Grand Rapids, MI 49525
616-363-1333
caseygordon@kentisd.org

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

Immunizations

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

The student's parent/guardian must provide the certificate or documentation at the time of registration. A parent/guardian of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

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

Limited English Proficiency

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

Locker Use

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

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

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

Lost and Found

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

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in their name.

Medication

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

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

For additional information and requirements, see Policy 5703.

Staff may not give or apply medication without prior written permission from a physician and a parent/guardian. All medication must be in the original container and clearly labeled with the child's name. Prescription medication must have

the pharmacy label and be given according to the directions on the original container unless accompanied by a written order from the child's physician. Non-prescription medication, including sunscreen and insect repellent, requires prior written family permission. Your child's teacher will keep a written log of the medication's use.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

Parties

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

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Being physically active helps your preschooler learn healthy daily habits. Outdoor play and fresh air are important for the healthy growth of children. Preschoolers who participate in active play can get the physical activity they need to maintain a healthy weight, develop muscles and strong bones, and reduce their risk of developing some chronic diseases. GSRP is required by the State of Michigan to provide 30 minutes minimum of daily outside time. Your child's teacher will follow the district's policy when it comes to indoor vs. outdoor recess.

- Dress your child for the season's temperature.
- Label your child's clothing with first and last name.
- If your child is well enough to attend school, he/she will be expected to participate in all classroom activities, including outdoor time. (*Per Licensing*)

Protection of Pupil Rights

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

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

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

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

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

Student Education Records

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

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

GSRP maintains confidentiality and does not reveal information regarding your child except as required by law or when there is a threat to the health and safety of individuals and families we serve.

Kent ISD GSRP may be selected to participate in data collection efforts based on programming. If selected, participants may need to make classrooms available, complete surveys, provide requested information like students' Unique Identification Code (UIC), Michigan Student Data System (MSDS), site documents, parent contacts, participate in webinars, phone calls, and meetings, securing distributing appropriate parent consent forms, and other relevant information. Data may be shared with your local district and Kent ISD for important academic and on-going decisions.

Kent ISD GSRP is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents/guardians questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, numbers, etc.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact Kent ISD GSRP at 616-447-5679 or MDE Office of Great Start, Early Childhood Education and Family Services, at mde-gsrp@michigan.gov or 517-373-8483.

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

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

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

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

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

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

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their families are required

to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have their technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-alike weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous, and they should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing or any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

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

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building administrator for discipline. If students are riding a district/program bus, those district/program rules will apply.

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

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

Video Surveillance and Photographs

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

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

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

Photos of children will sometimes be taken to display in the classroom. Legal guardians can choose whether they permit photos and/or videos to be taken of their child while joining in school activities to be used for publication in local newspapers, classroom newsletters, etc. You may specify whether or not you will allow photos and videos to be taken of your child on the Photo Release Form. It is a strict policy of Kent ISD GSRP that teachers will not post identifying photos or videos of children enrolled in our program to their personal social media accounts. Through permission using the Photo Release Form, teachers may post to closed groups of people on social media.

SECTION II: ACADEMICS

To encourage students and families to stay apprised of student academic information, grades, attendance, and other information can be accessed through the teacher.

Progress Reports

Progress reports will be issued once per trimester.

Within two weeks of beginning GSRP, children will be given a developmental screener called the Ages & Stages Questionnaire, Third Edition (ASQ-3). The ASQ-3 takes about fifteen minutes to complete, and children are assessed through conversation and observation. Information provided by the ASQ-3 helps teachers understand the developmental levels and needs of individual students as they enter the classroom, allowing teachers to tailor lesson plans to student needs right away.

Teachers continue to document student progress through ongoing child assessments that are aligned to the curriculum. Teachers will share student progress with families at least three times per school year. When teachers share student progress, they will also discuss their goals for the child, learn about your goals for your child, and discuss strategies for helping to achieve the goals.

Placement

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

Children eligible for GSRP must be four years old on or before September 1st of the current school year. Children who turn four between September 2nd and December 1st of the current school year can apply with an age waiver and completed

paperwork if slots are available after September 1st. Children must be identified as eligible for GSRP as designated by MDE's eligibility requirements. Qualifying information is kept on file and remains confidential.

Students with Disabilities

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

A parent/guardian who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the resident district special education office.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Behavior management is the combined responsibility of students, families, and other school staff. When children are given meaningful choices, understand adult expectations, and have helpful and caring supervision in an enriching environment, there is a need for discipline lessons.

A child's environment, daily routine, and an adult's approach during interactions have a direct impact on each child. In the event that there is a need for additional behavioral support, family meetings resulting in an individualized action plan may be necessary in order to help a child be successful in the classroom. Part of GSRP is learning how to appropriately interact with others. Conflicts are a normal part of this process. Teachers in GSRP focus on teaching children how to work through strong emotions and conflicts in order for them to learn how to solve problems on their own.

In GSRP classrooms, children are not excluded or expelled based on the need for medical or behavioral support, assistance with toileting, or teacher attitudes and/or apprehensions, per grant request. GSRP also follows all state daycare licensing guidelines in reference to discipline. In accordance with the State of Michigan Licensing Rules for Child Care Centers, positive methods of discipline that encourage self-control, self-esteem, and cooperation shall be used. All of the following are prohibited: hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. Other prohibited forms of punishment include restricting a child's movement by binding or tying, inflicting mental or emotional punishment (such as humiliating, shaming, or threatening), depriving children of meals, snacks, rest, or necessary toilet use, excluding a child from outdoor play and other gross motor activities, and excluding a child from daily learning experiences.

In addition to GSRP guidelines, the State of Michigan has specific restraint laws. Per the State of Michigan, any time a child is restrained, the event must be reported by a GSRP Early Childhood Specialist with the cooperation of the teaching team. Restraint should be used as a last resort. This means restraint is only used when the child is causing danger or harm to themselves or others.

To teach and maintain appropriate behavioral expectations, GSRP teachers:

- implement the curriculum with fidelity to teach effective social emotional skills
- establish predictable daily routines
- set up developmentally appropriate expectations
- encourage children to do things for themselves throughout the day
- create quiet spaces where children can choose to be alone and calm down
- serve children through individualized purposeful teaching and individualized activities
- develop a plan for children who develop patterns of inappropriate behavior

- GSRP uses a specific conflict resolution process:
- treat conflict situations with children matter-of-factly
- approach children calmly and stop any hurtful actions
- acknowledge children's feelings
- involve children in identifying the problem by gathering information and restating the problem
- ask children for solutions and encourage them to choose one together
- give follow-up support when children act on their decision

SECTION V: PROGRAM-SPECIFIC RULES AND PROCEDURES

GSRP Placement

To secure enrollment and placement in a Kent ISD GSRP classroom, each family must meet the enrollment requirements and return all completed forms. GSRP never requires an enrollment fee.

- **Copy of Birth Certificate/Government Document:** Stating the child's age
- **Immunization Record or Waiver:** Documenting a minimum of 1 dose of each immunizing agent specified by the Department of Community Health; or a waiver if your child is not immunized for religious or other reasons that only parents can obtain by scheduling an appointment with the county Health Department.
- **Income Verification:** Income of those adults supporting the child for the last 12 months. Documentation may include: income tax form, a W-2, year-to-date pay stub, unemployment documents, a written statement from the employer, proof of receipt of public assistance/food stamps/WIC/childcare assistance, SSI proof of receipt, child support, alimony, or pensions.
- **Proof of Residency:** Driver's license, current utility bill, rent receipt, tax bill, or land contract. (If you are currently homeless, provide a letter from the shelter or homeowner where you are living.)

Additional Documents (if applicable):

- **Age Waiver:** Needed if the child is younger than four years and is admitted into the program.
- **Individualized Education Plan- IEP:** Used only when a Special Education plan is in place as a GSRP qualifier.

Prior to attending school, additional forms must be completed and submitted.

- **Health Appraisal:** Form that families take to the doctor's office showing that a physical was performed within the preceding year, SIGNED by a licensed physician (or his/her designee) with restrictions noted. Physical due within 30 days of initial classroom attendance (Per Licensing Regulation).
- **Medication Permission and Instructions:** Used when a child has an allergy or medical action plan
- **Child Information Record:** Must be filled out and signed by the parent/guardian with current and complete information, including phone numbers of ALL individuals authorized to pick up your child and permission to seek emergency medical care. [Due at the time of initial classroom attendance].
- **Volunteer Background Check Acknowledgement Form**
- **Kent ISD GSRP Volunteer Abuse/Neglect Statement:** Required for all who regularly enter preschool buildings, including daily child drop-off & pick-up.
- **Permission to Photograph/Videotape Form**

- **Application for Free and Reduced-Price School Meals**
- **Food/Medical Allergy Form:** Emergency allergy information provided so that it can be in the Licensing Notebook and posted large enough to be visible to all adults in the classroom. Some districts have required allergy forms that are available in the school office.
- **Written Information Packet Documentation Form:** Confirmation of Family Handbook and Licensing Notebook information was received.

Program	250% of FPL and below	251-300% of FPL	301-350% of FPL	351% of FPL and above
Part-Day Annual	No tuition may be charged	\$75	\$180	\$290
Full-Day Annual	No tuition may be charged	\$150	\$360	\$580

**SFS tuition payments may not be pro-rated if children enter GSRP after the program’s start date in the fall.

*At the time of printing, MDE guidance indicates that families that are 250% of FPL and below receive GSRP preschool for free. We reserve the right to adjust this scale based on new legislation that may be passed after August 2021.

	301-350% of FPL	351-400% of FPL	401% or FPL and above
Part-Day Annual	\$75	\$180	\$290
Full-Day Annual	\$150	\$360	\$580

Curriculum

Kent ISD GSRP uses Connect4Learning in all classrooms. This research-led curriculum aligns with Michigan's Early Childhood Standards for Quality for Prekindergarten (ECSQ-PK). Children's progress is reported in the areas of social-emotional development, math, science and literacy.

Rest Time

Per licensing, teachers must provide a quiet space and rest materials for children who attend full-day programming. GSRP rest time lasts 45 minutes. Quiet activities will be provided for children who do not wish to sleep during rest time. Consider providing a reasonably small size blanket for your child to use while they rest. Labeling personal items with a first and last name is a great way to ensure you get them back.

Children will help with setting up and cleaning up to promote independence. Mats/cots will be sanitized following licensing guidance. Your child’s teacher will let you know more information about bedding and a washing schedule.

Toileting

If a student is not fully toilet trained, a two-way plan will be made between the classroom teachers and the child’s parents/guardians. If your child is not yet fully potty-trained, please notify the child’s teachers before the first day of school.

Toys From Home

Contact your child’s teacher if you have questions about bringing toys or comfort items from home to school, as well as the procedure for storing them.

Communication

Your child's teachers will have frequent and informal interactions with you to strengthen the partnership between home and school. Aside from checking in with you at arrival or pick-up, teachers will also provide you with specified communication methods. Staff will contact families using the information provided on your Child Information Record. Please inform teachers of any changes (address, phone numbers, emergency and pick-up contacts) on the Child Information Record in writing and initial the updates throughout the school year. Families, caregivers, and teachers are always expected to handle themselves in a professional and respectful manner.

Translators are available to aid in the communication between teachers and families whose primary language is not English. Teachers are responsible for securing these translators.

Family Involvement

We want our GSRP students to be successful! Studies have shown that children who are successful in school have strong and positive interconnections between family, school, and community. Please consider becoming involved in the following ways, and if you have any questions, contact your child's teacher or the GSRP Office at 616-447-5679.

Volunteering in the classroom

- Caregivers or guardians are always welcome in the classroom, given that they have submitted the district's Volunteer Background Check Form and the Reporting Abuse/Neglect Form in advance of the visit. Volunteers may wish to bring an activity for the children, read a story, share a talent, participate in activities underway, or attend a field trip. Please coordinate any special activities in advance with the staff. Contact your child's teacher about participating in classroom activities.

Data Analysis Team

- The data analysis team meets three times per year and includes teachers, Early Childhood Specialists, and family members. This meeting focuses on studying program and child outcome data, setting program goals, and monitoring goal progress. Meeting dates can be found on the school calendar.

Great Start Collaborative Advisory Board Meetings

- The Great Start Collaborative Advisory Board is an opportunity for families to work together with local professionals to help ensure all children have a great start in being ready for kindergarten. Meeting dates can be found on the school calendar.

Parent Advisory Committee

- The Parent Advisory Committee meets twice per year. This group allows families and teaching staff to focus on multiple aspects of the program and look at child outcome data. Families serve as active decision-makers during these meetings.

Conferences

Parent/Teacher conferences are scheduled in both the fall and spring. A scheduled conference allows for more confidentiality and detail than daily conversations permit. Conferences are planned to last a minimum of 45 minutes. During the conference, teachers will share child progress data across developmental areas, set goals for continuous progress, and assist with any additional support that may be necessary. A parent/guardian or teacher may request additional conferences.

Home Visits

Teaching teams will coordinate two home visits during the school year as part of the GSRP requirements. The first visit will take place at the beginning of the school year and another visit will be in the spring. Home visits will be planned for one hour. During home visits, teachers and families discuss and complete required paperwork, discuss parent involvement and various opportunities, discuss goals you have for your child for the year, and discuss family interests and needs. The first home visit is an opportunity for the teacher to get to know each child before the first day, allow the child to feel more comfortable around the teacher, and for families to ask any questions they might have about GSRP. The second home visit will be scheduled at the end of the year, and teachers will provide many resources for extending learning opportunities throughout the summer.

Referrals

Staff will provide families with information about services for food, housing, childcare, behavior support, etc. Referrals for children who may have special needs will always be discussed with the family first. Whether the program staff or the family is bringing the concern, the process of referral will be explained. Staff will develop a plan and try many strategies and concerns will be documented. If needed, an observation will be requested. Staff may do additional screenings and evaluations, have meetings with families, report results and make plans for future action. Referral procedures to meet child and family needs are always kept confidential.

Teacher Credentials

All GSRP lead teachers and associate teachers are highly qualified and meet the qualification requirements set forth by the State of Michigan.

Lead Teachers must have one of the following qualifications:

- A valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement
- 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.

Associate or Assistant Teachers must have one of the following qualifications:

- Associate's degree (AA) in early childhood education or child development or the equivalent
- A valid classroom CDA credential
- 120-hour approval

Program Evaluation

Each classroom will be rated using the CLASS Assessment tool to provide feedback on areas of strength and areas for improvement. Results will be used to plan staff trainings, change management practices and seek additional resources. Each classroom teaching team will be observed and given feedback at least twice per year by an evaluator.

Feedback from the observation will be used to discuss strengths and improve the quality of the program. GSRP also uses a self-assessment and receives a score from the Great Start to Quality program. A level of quality is awarded to the center and is available for viewing on the Great Start Connect website: www.greatstartforkids.org.

Safety and Emergency Policies

Procedures and an evacuation plan for severe situations are posted in each classroom and include detailed instructions for specific emergency procedures. Per licensing, phone numbers for emergency personnel and the building address are posted in each classroom.

Building Evacuation Plan

In the event of a building evacuation, a relocation site has been predetermined to ensure that all children and adults are effectively and safely moved to an alternate, clean, and secure site. Children with special needs will be accommodated in accordance with the special health care plans on file. For questions, please refer to your location's Building Evacuation Plan.

Lockdown Procedure

Lockdown procedures have been created to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with their special health care plan on file. The severity of the threat will define how lockdown procedures are enforced. In a 'Lockdown Code', family members will not have access to the building until law enforcement has issued an 'all clear'. For questions, please refer to your site's Lockdown Procedure.

Hazardous Exposure Policy

A plan for responding to a situation of hazardous exposure has been put in place to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with the special health care plans on file. In this situation, family members will not have access to the building until law enforcement has issued an 'all clear'.

Pest Management

Per licensing regulations, liquid spray or aerosol insecticide applications will not be performed in any classroom unless the room will be unoccupied for at least 4 hours or longer if required by the pesticide label use directions. Families will be notified in advance of pesticide use through these two methods; letters sent home with students and notices posted at the center entrance and on Family Information Boards.

Pick Up After a School Emergency

In the event of an all-school or site-wide emergency, district or site protocol will be followed, including how families will be contacted. Once law enforcement has determined that an emergency has been resolved, family members will be contacted. Next, adults will be provided with details on how, when, and where to pick up their child.

Withdrawal

If you wish to withdraw your child from the program, please tell your child's teacher at least one week prior to your child's last date of attendance. Kent ISD requests a forwarding address or school contact if the child will be enrolled in another school program.

APPENDIX A: TITLE IX SEXUAL HARASSMENT

3118 Title IX Sexual Harassment

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

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

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

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

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

B. Definitions

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

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

- c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
 - i. “Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - ii. “Dating violence” means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. “Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
 - iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.
2. “Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
3. “Appeals Officer” is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.

7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. “Grievance Process” is the process by which the District handles Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. “Supportive Measures” are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.
15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

C. Posting Requirement

The Title IX Coordinator’s contact information (name or title, office address, electronic mail address, and telephone number), along with the District’s Title IX nondiscrimination statement, must be prominently posted on the District’s website and in any catalogs or handbooks provided

to applicants for admission or employment, students, families/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

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

D. Designation of Title IX Coordinator

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

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

E. Reporting Title IX Sexual Harassment:

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

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

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

F. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

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

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

2. Response to Report of Title IX Sexual Harassment

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

3. Formal Complaint Filed

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

4. Equitable Treatment

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

5. Documentation and Recordkeeping

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

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

6. Supportive Measures

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

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

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

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

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;

- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

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

7. Respondent Removal

a. Emergency Removal (Student)

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

b. Administrative Leave (Employee)

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

8. Law Enforcement

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

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

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

G. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will

endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

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

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

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

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

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

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

2. Notice of Allegations

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

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

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

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

3. Informal Resolution

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

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

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

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

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

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

4. Investigation

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

a. Investigation Process

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

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

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

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

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

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

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

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

b. Investigation Report

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

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

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

5. Determination of Responsibility

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

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

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

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

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

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

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and
 - v. Hearings held.

- c. Factual findings that support the determination;
 - d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
 - f. Appeal rights
6. Appeals

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

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

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

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

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

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

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

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

H. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

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

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

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

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

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

I. Consolidation of Complaints

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

J. Remedies and Disciplinary Sanctions

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

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

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;

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

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

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

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

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

K. False Statements

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

L. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

M. Retaliation

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

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

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

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

N. Training

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

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

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

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

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

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

O. Record Keeping

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

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

P. Office for Civil Rights

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

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

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

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

Date adopted: August 15, 2022

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

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

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student’s educational opportunities, benefits, or programs;
 - b. adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

- c. having an actual and substantial detrimental effect on a student’s physical or mental health; or
 - d. causing substantial disruption in, or substantial interference with, the District’s orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

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

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

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

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

C. Investigation

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

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

D. Notice to Parent/Guardian

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

E. Annual Reports

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

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

F. Responsible School Official

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

G. Posting/Publication of Policy

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

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

H. Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. “Telecommunications access device” means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:
 - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

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

Date adopted: August 2022

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308 Protection of Pupil Rights

I. Surveys, Analyses, and Evaluations

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

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

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

“Sensitive information” includes:

- political affiliations or beliefs of the student or the student’s parent/guardian;
- mental or psychological problems of the student or the student’s family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;

- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student’s parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

J. Invasive Physical Examinations

Families/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

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

K. Collection of Student Personal Information for Marketing

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

“Personal information” means individually identifiable information that includes:

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

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

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

L. Inspection of Instructional Material

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

M. Notification of Rights and Procedures

The Superintendent or designee will notify families/guardians of:

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

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

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

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

Legal authority: 20 USC 1232h

Date adopted: August 15, 2022

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT

Student's Name: _____

School: _____ Grade: _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parent/Guardian/Eligible Student Signature

Date

APPENDIX E: ACCEPTABLE USE & SAFETY AGREEMENT

KENT ISD STUDENT NETWORK & INTERNET ACCEPTABLE USE & SAFETY AGREEMENT

To access email and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return the Student Network & Internet Acceptable Use & Safety Agreement to Kent Transition Center. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The School Board's Internet connection is provided for educational purposes only. Unauthorized or inappropriate use will result in cancellation of this privilege.

The School Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The School Board also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parent/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The School Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the School Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that proprietary rights in the design of a web site hosted on the School Board's servers would vest in a staff member upon creation, the staff member agrees to license the use of the web site by the School Board without further compensation.

ACCEPTABLE NETWORK/INTERNET USE GUIDELINES

1. Student will not obtain a Network/Internet login until a signed Computer Network/Internet Agreement form is on file at Kent Transition Center.
2. Any use of the system must conform to state and federal laws, network provider policies, licenses, and the Kent Intermediate School District policy.
3. Use of the system for commercial solicitation is prohibited.
4. Access to chat rooms and email on the internet is prohibited.
5. No use of the system shall disrupt the operation of the system by others. System components, including hardware and software, shall not be destroyed, modified, or abused in any way.
6. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system (hacking), and/or damage the components of a computer or computing system, is prohibited.
7. The user is responsible for the appropriateness and intent of materials he/she stores/downloads, transmits, or publishes on the system. Hate mail, harassment, discriminatory remarks, pornographic materials, use of obscene or defamatory language, or other anti-social behaviors are expressly prohibited.
8. Use of the system to access, store, distribute, or print obscene or pornographic material is prohibited.
9. The unauthorized installation, use, storage, and/or distribution of copyrighted software/materials on district computers is prohibited.
10. System accounts are to be used only by the authorized owner/user of the account for the authorized purpose. Users may not share their log-in names or passwords with another person or leave KTC without logging out of the Network. The account owner is ultimately responsible for all activity under his or her account.

**Special Education
Center Programs
Kent ISD**



**STUDENT
HANDBOOK
KENT ISD 2022-2023**

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

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

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

Programs that operate in other districts or in other buildings may fall under the policies and procedures of the local district.

Welcome to Kent ISD Center Programs.

On behalf of the Kent ISD School Board and all our teachers, school leaders, and support staff, we are looking forward to serving and educating your child this school year. This handbook will assist students and parents by identifying our expectations, policies, and support system to ensure a successful school experience. Kent ISD Center Programs provide specialized services to meet the needs of students with Individual Education Programs (IEPs) that have complex needs. Kent ISD operates nine Center Programs for students, birth through age of 26, who reside within the boundaries of Kent County and its member districts.

Our goal is to empower and equip students with the strategies and skills needed to maximize their participation and independence and to ensure equitable access in school, community, career, and life. We provide specialized programs and intensive services to meet the unique individual needs of each student. Kent ISD recognizes the importance of relationships and collaborations. We are committed to partnering with families and community agencies to improve outcomes and help students maximize their potential in school and life. For more information concerning our programs, services, and policies please contact us at 616-363-8108.

Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building administrator/principal. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the 2022/2023 school year. If any of the policies or administrative guidelines referenced herein are revised after the 2022/2023 school year, the language in the most current policy or administrative guideline prevails.

Center Programs Vision and Mission Statements

Kent ISD Center Programs Vision

Kent ISD Center Programs will empower and equip students with the strategies and skills needed to maximize their participation and independence and to ensure equitable access in school, community, career, and life.

Early Childhood Center Mission

The Early Childhood Center provides quality specialized instruction specific to the developmental needs of young children in the areas of social/emotional, early language/literacy, and adaptive behavior in order to increase inclusion within their neighborhood schools and in the community.

Kent ISD Oral Deaf Mission

The Oral Deaf Program provides specialized instruction, in order to develop skills in listening and spoken language, so that every student may fully participate in academic and social opportunities within their school and community.

Lincoln Pines Mission

We educate students with complex needs by providing specialized instruction specific to the communication, academic, adaptive behavior, mobility, and adult living skills required to develop independence.

KEC Oakleigh & KEC Beltline Mission

We provide specialized instruction and services to students in order to educate and develop social-emotional and behavioral skills necessary to increase inclusion within their neighborhood schools and in the community.

Empower U Mission

Empower U, in partnership with our community, provides specialized instruction and opportunities specific to employment and independent living skills necessary for young adults to live a purposeful and productive life.

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IMPORTANT INFORMATION

District Website linked [here](#) .



Board Policies are available [here](#) .



ENROLLING IN SCHOOL

Kent ISD operates nine Center Programs for students, birth through age 26, who reside within the boundaries of Kent County and its member districts. Students are referred to a Center Program by their member district. Placement is decided through the IEP team process when the team concludes highly specialized services are needed to meet the individual needs of that student. When a Center Program is determined to be an appropriate placement, then enrollment information is provided to the family by a Center Program staff member.

WITHDRAWAL FROM SCHOOL

Any family who wishes to withdraw their child from a Center Program school should contact the Center Program Principal/Administrator and/or the Director of Special Education from their resident district.

HOMEBOUND SERVICES

Homebound services will be offered when an illness or injury restricts a student to come to school. The student will be required to have a doctor's prescription to receive this service. Please contact the Center Program Principal/Administrator for further information.

POST-SECONDARY TRANSITION PLANNING

Post-Secondary Transition Planning

This process allows both the parent and student an opportunity to address questions about the future. Such questions as future employment, living and housing arrangements, transportation, living in the community and utilizing public resources are considered a part of transition planning.

Transition planning offers your son/daughter a chance to explore options that will assist him/her in becoming more independent as they begin to leave the educational setting. Development of this plan is based on your son/daughter's individual needs, as well as considering his/her preferences, interest and abilities, and is part of the IEP Team meeting discussion. An IEP Transition Plan is required before the student turns 16 years of age.

PARENT INVOLVEMENT

Kent ISD has always recognized and esteemed the rights of parents and legal guardians to determine and direct the care, teaching, and education of their children. The Board welcomes and encourages parental/legal guardian involvement in the schools and is committed to a partnership to develop each student's intellectual capability and vocational skills in a safe and positive environment.

The following activities are included for parent involvement/communication:

- Regular home-school communication
- Provision of a parent/student handbook
- Parent support activities
- Multiple opportunities for student progress reporting
- Parent volunteer opportunities
- Involvement in decision making about your student's educational needs
- Participation in school functions or events
- Parent/teacher conferences
- IEP team meetings

If a parent with a child currently attending any one of the Kent ISD Center Programs is working as a substitute, the parent cannot have their child stay with them during work.

2023-2024 DISTRICT CALENDAR

For a complete list of program calendars please go here.

<https://www.kentisd.org/administrative-services/about-kent-isd/meetings--calendar/>

For program start times see your program administrator.

There are no provisions for before or after school care. Students should not be on school property before the scheduled building opening.

EMERGENCY SCHOOL CLOSING PROCEDURES

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

School Messenger Alert System

Kent ISD utilizes the School Messenger Alert System. This system will send an automated message to parents via a telephone message to home and/or cell phones and e-mail. This system will be utilized in the event that your child's school is closed or delayed due to inclement weather, or any other pertinent information that administration feels necessary to broadcast. School closings and delays will also continue to be broadcast on local television and radio stations. Please contact us to add/update your phone number and email address. This will ensure you receive emergency information.

School Closing

If a Kent ISD Center Program will not be in session, the decision to close will be announced over the local radio and television media. Families should listen to major stations, particularly WOOD and WZZM television stations and WLAV and WOOD radio stations.

Determination Guidelines

- If the student's resident district closes/delays, buses cannot transport from within the resident district to Center Programs
- If the district where the Center Program is located closes/delays, the Center Program will use that information to factor if the Center Program will be closed/delayed
 - o Early Childhood Center – Comstock Park Public Schools or Godwin Heights Public Schools
 - o Lincoln School, Lincoln Developmental Center – Forest Hills Public Schools
 - o Pine Grove Learning Center – Grandville Public Schools
 - o Kent ISD D/HH Oral Deaf and Total Communication– Northview Public Schools
 - o Community Transition Campus, KEC Oakleigh, KEC Beltline – Grand Rapids Public Schools

NOTICE OF NON-DISCRIMINATION

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

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

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

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

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

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

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

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

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

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

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

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

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

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

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

If a student arrives late, the parent must sign the student in at the office. A student may only leave school early if the student's parent notifies the office.

A student who is more than one hour late may be considered absent.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

When applicable students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

Books and Supplies

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

materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

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

Bullying

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

Cell Phone Use

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

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

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

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

Oakleigh and KEC Beltline: No cell phones used in the school building or grounds. Student may bring cellphones but they must stay in their backpack, locker, or be turned in to the front office to be locked in a secure location. Cell phones may be used on the school bus in certain circumstances with prior building principal approval .

DHH: Follow building rules.

Lincoln Pines: Cell phones are discouraged

Empower U: Cell phones may be used during break times, emergencies or as an instructional tool with permission.

Teachers may also develop classroom rules for use of cell phones and other electronic devices when approved by administration.

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

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Children's Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom expectations that students must follow.

Communicable Diseases

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

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

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

Damage to School Property

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

Dress and Grooming

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

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

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

Dress Code

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

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

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

Emergency Contact Information

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

Food Services

Kent ISD provides meals for Center Program students by contracting through the food service programs of Grand Rapids Public Schools, Northview Public School, and Godwin Heights Public Schools. If applicable, lunch accounts will be maintained through the local district system. A new Free and Reduced Lunch Form must be completed annually and will be provided as a part of a student’s annual enrollment forms packet. Breakfast and lunch are available to all students.*

*DHH students follow Northview food service policies.

Field Trips

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

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

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

Community Based Educational Experiences

Community based educational experiences are provided in many of our programs. Contact your program for more information for this school year.

First Aid, Illness, or Injury at School

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

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

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

Student Illness Procedure

In order to maintain the health and well-being of students and staff, please keep your son or daughter home when they are showing signs of illness. Your family physician is most qualified to diagnose and treat your son or daughter. It is not within our nurses' responsibility to make medical diagnosis.

Students who have the following symptoms will be sent home from school:

- Fever (at or above 100.0 F)
- Vomiting – two (2) or more times in the last 24 hours
- Sores on the skin with pus or drainage
- Unexplained rashes or blisters
- Diarrhea—more than 3 stools in 24 hours

- Tiredness that prevents normal activity
- Complaint of sore throat
- Complaint of shortness of breath
- Wheezing
- Chills
- Stiff back or neck
- Abdominal cramps or pain

Students with these symptoms cannot be kept in school or transported home on a bus:

If it is determined that the student needs to be sent home, he/she will be cared for in a place where he/she is comfortable and able to be observed by someone who knows the child well. If indicated, the student shall be cared for in a separate environment to prevent disease transmission.

Nurse/staff will contact the student's parent/guardian and inform them that their student needs to be picked up from school as soon as possible. It is expected that the parent will make all necessary arrangements to pick up the child in a timely manner.

Student return to school:

Determination as to when a student may return to school will follow the most current guidelines available from CDC, MDHHS, and the Kent County Health Department.

Students may be required to present a statement from his/her health care provider stating that he/she is no longer contagious and may return to school, if requested by nursing staff. In this way we hope to protect our high-risk students from infection and contagious diseases, and to ensure that our students remain healthy.

Student Injury Procedure

In the event of an accident or injury, the parent/guardian will be immediately notified for any required medical attention. If a parent/guardian cannot be reached, and the injury is such that immediate care is required, the school will arrange for the student to be taken to the doctor or a hospital for treatment by ambulance. This action will not obligate the district to assume financial responsibility of treatment.

DNR/End-of-Life Procedure

Students may have a Do Not Resuscitate order honored at school in accordance with board policy 5708 provided the following conditions are met:

- DNR form is completed in full and signed by student's guardian and physician, and appropriately witnessed.
- Form is on file with school.
- A new form must be completed and filed every year.
- End-of-life arrangements for students will be evaluated on a case-by-case basis.

In order to promote continuity of communication regarding plan of care and end of life, the following guidelines exist for discussing DNR implementation with a student's family:

- Existing DNR orders will be discussed with parents/guardians on a yearly basis
- When a new DNR order is implemented, a meeting will be called with all necessary parties. and student's parents/guardians to discuss wishes for care at the end of life.

Should a student pass away at school, the following procedure will be implemented:

- Staff will notify the student's family immediately.
- The classroom will be cleared of classmates and the student will be prepared for family arrival.
- Kent ISD will call EMS to come and pronounce/transport the student.
 - o DNR will be presented to EMS upon arrival.
 - o If a student is an active hospice patient, EMS will not be called. The hospice case manager will be notified instead. It is the parents'/guardians' responsibility to ensure that the RN has appropriate contact number.

See board policy 5708 for additional information

Homeless Children and Youth

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

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

Amy Slagboom
amyslagboom@kentisd.org
616-447-5677

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

Immunizations

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

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate

demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

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

Limited English Proficiency

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

Locker Use

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

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

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

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

Threat Assessment

Student safety is a top priority for Kent ISD. To ensure this, the administration has implemented a threat assessment process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat assessment process may include interviews with the student who expressed the threat, school staff, and classmates as well as a

public source social media review to determine if the student in question is a threat to themselves or others. When threats occur, portions of the threat assessment process are entrusted to Kent ISD staff, in communication and collaboration with the student's local district.

Lost and Found

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

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine of [five] cents per day per item may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Medication

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

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

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

Parties

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

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

Please see your building PBIS behavior matrix for additional expectations.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

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

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a

child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

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

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

Search and Seizure

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

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

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

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

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

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

Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Technology

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

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.]

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

School Vehicle Misconduct Consequences

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

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

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

Video Surveillance and Photographs

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

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

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

Withdrawal From School

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

SECTION II: ACADEMICS

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

Commencement

The District may conduct a commencement or completion ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma or certificate of completion to the student, provided that all graduation requirements have been satisfied.

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

Dual Enrollment

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

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are

appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact your program administrator.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

Placement

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

Students with Disabilities

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

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

Summer School

Some programs may offer summer school. All rules and policies apply during summer school. For more information contact your building principal or program administrator.

Testing Out

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

Work Permits

Information about work permits is available at the main office.

Extracurricular Activities

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

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

Student athletes are also subject to the Athletic Code of Conduct at their local district.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

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

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

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

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

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

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

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

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

Forms of School Discipline & Applicable Due Process

In-School Suspension

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

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

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

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

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

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

Removal for 10 or Fewer School Days

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

Removal for More than 10 and Fewer than 60 School Days

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

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

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

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

Removal for 60 or More School Days

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

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

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

Student Code of Conduct

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

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

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

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

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion

<p>Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Vandalism: action involving deliberate destruction of or damage to public or private property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

APPENDIX A: TITLE IX SEXUAL HARASSMENT

3118 Title IX Sexual Harassment

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

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

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

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

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

B. Definitions

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

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

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

5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. “Grievance Process” is the process by which the District handles Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. “Supportive Measures” are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including

measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.

15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

C. Posting Requirement

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

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

D. Designation of Title IX Coordinator

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

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

E. Reporting Title IX Sexual Harassment:

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

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

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

F. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

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

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

2. Response to Report of Title IX Sexual Harassment

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

3. Formal Complaint Filed

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

4. Equitable Treatment

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

5. Documentation and Recordkeeping

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

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

6. Supportive Measures

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

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

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

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

Supportive measures may include, but are not limited to:

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

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

7. Respondent Removal

a. Emergency Removal (Student)

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

to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

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

8. Law Enforcement

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

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

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

G. Grievance Process

1. Generally

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

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

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

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

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

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

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

2. Notice of Allegations

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

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

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

3. Informal Resolution

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

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

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

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

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

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

4. Investigation

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

a. Investigation Process

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

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

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

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

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

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

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

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

b. Investigation Report

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

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

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

5. Determination of Responsibility

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

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

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

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

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

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

- a. Identification of the sexual harassment allegations;

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

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

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

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

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

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

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

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

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

H. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

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

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

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

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

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

I. Consolidation of Complaints

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

J. Remedies and Disciplinary Sanctions

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

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

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant’s or the Respondent’s locker or work space;
6. Issuing a “no contact” directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;

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

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or

individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

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

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

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

K. False Statements

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

L. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

M. Retaliation

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

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

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

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

N. Training

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

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

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

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

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

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

O. Record Keeping

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

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

P. Office for Civil Rights

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

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

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

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

Date adopted: August 15, 2022

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

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

A. Prohibited Conduct

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

B. Reporting an Incident

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

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

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

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

C. Investigation

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

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

D. Notice to Parent/Guardian

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

E. Annual Reports

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

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

F. Responsible School Official

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

G. Posting/Publication of Policy

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

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

H. Definitions

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

- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

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

Date adopted: August 2022

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308 Protection of Pupil Rights

I. Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

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

J. Invasive Physical Examinations

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

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

K. Collection of Student Personal Information for Marketing

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

“Personal information” means individually identifiable information that includes:

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

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

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

L. Inspection of Instructional Material

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

M. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

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

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

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

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

Legal authority: 20 USC 1232h

Date adopted: August 15, 2022

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT

Student's Name: _____

School: _____ Grade: _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parent/Guardian/Eligible Student Signature

Date

APPENDIX E: ACCEPTABLE USE AGREEMENT

KENT ISD STUDENT NETWORK & INTERNET ACCEPTABLE USE & SAFETY AGREEMENT

To access email and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return the Student Network & Internet Acceptable Use & Safety Agreement to Kent Transition Center. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The School Board's Internet connection is provided for educational purposes only. Unauthorized or inappropriate use will result in cancellation of this privilege.

The School Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The School Board also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parent/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The School Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the School Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that proprietary rights in the design of a web site hosted on the School Board's servers would vest in a staff member upon creation, the staff member agrees to license the use of the web site by the School Board without further compensation.

ACCEPTABLE NETWORK/INTERNET USE GUIDELINES

1. Student will not obtain a Network/Internet login until a signed Computer Network/Internet Agreement form is on file at Kent Transition Center.
2. Any use of the system must conform to state and federal laws, network provider policies, licenses, and the Kent Intermediate School District policy.
3. Use of the system for commercial solicitation is prohibited.
4. Access to chat rooms and email on the internet is prohibited.

5. No use of the system shall disrupt the operation of the system by others. System components, including hardware and software, shall not be destroyed, modified, or abused in any way.
6. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system (hacking), and/or damage the components of a computer or computing system, is prohibited.
7. The user is responsible for the appropriateness and intent of materials he/she stores/downloads, transmits, or publishes on the system. Hate mail, harassment, discriminatory remarks, pornographic materials, use of obscene or defamatory language, or other anti-social behaviors are expressly prohibited.
8. Use of the system to access, store, distribute, or print obscene or pornographic material is prohibited.
9. The unauthorized installation, use, storage, and/or distribution of copyrighted software/materials on district computers is prohibited.
10. System accounts are to be used only by the authorized owner/user of the account for the authorized purpose. Users may not share their log-in names or passwords with another person or leave KTC without logging out of the Network. The account owner is ultimately responsible for all activity under his or her account.

May 15, 2023

TO: Ron Koehler, Superintendent

FROM: Kevin Philipps

RE: 2023-24 Cap Outlay

Each year, our Team goes through an extensive planning process for the purchase of new and replacement equipment, as well as, building improvements. Attached is a memo from Tim summarizing his work, along with a list of the anticipated equipment and improvements for the 2023-24 school year. Tim has done a nice job of meeting with various employees throughout the organization to ensure all critical needs have been met.

As a reminder, this list of projects is an informational update so the Board has visibility on next year's planned investments. As we move through the 2023-24 school year, we will bring the necessary items requiring formal approval to future board meetings.

The anticipated spend for new and replacement equipment, as well as, building improvements for next year is \$2,435,148. Last year was relatively close at \$2,319,189, a difference of \$115,959 or 5.0%. As a rule of thumb, the change from year to year mirrors the projected change in taxable value revenue.

As is typically the case, not all requested equipment or projects were funded. The total ask was \$3,843,312 of which 63% was funded. An ambulance simulator model request of \$500,000 and a \$300,000 request to provide a paved testing environment for Diesel & Equipment Tech make up the majority of the 37% not funded. The Team is comfortable with the money allotted and understands some projects will be funded in future years.

If you have any questions regarding the process or list of items, please let me know.

KP/kg

Attachment

To: Kevin Philipps

From: Tim Peraino

Date: March 14, 2023

Re: 2023/2024 Capital Expenditure and Building Improvement/Alteration Requests

The Capital Expenditure and Building Improvement process begins each December. Notice is sent to all departments to submit forms for equipment and building alteration requests. Requests are reviewed and discussed between Building Administrators, Assistant Superintendents, the Director of Information Technology and the Facilities Department, ensuring the numbers being presented have been vetted through a comprehensive review process.

This year, the initial amount of requested equipment and projects totaled \$3,843,312. After reviewing all requests and prioritizing the most critical, we are seeking approval of new/replacement equipment requests in the amount of \$1,435,523 and building improvement/alteration requests in the amount of \$999,625. As always, when we replace HVAC equipment, controls or lighting, we make every attempt to replace with products that will provide Kent ISD with the best energy conservation and control. These requests have been prioritized by need. Any emergency or unforeseen change may alter the priority level of an item or possibly add or eliminate items.

Below is a summary of proposed expenditures:

2023-24 Capital Outlay Request Breakdown

Building/Department	Capital Outlay/ New Equipment	Replacement Equipment	Equipment Totals	Building Improvements	Grand Total
Educational Service Center		23,000	23,000	85,000	108,000
KCTC & Regional Satellites	846,528	422,623	1,269,151	650,323	1,919,474
My School @ Kent		63,904	63,904		63,904
Kent Transition Center	14,828	11,640	26,468	80,000	106,468
Facilities/Site	53,000		53,000	144,302	197,302
Kent Conference Center				40,000	40,000
Totals:	914,356	521,167	1,435,523	999,625	2,435,148

This recommendation is for the review of the Board. Competitive bids will be obtained for any supplies, materials, or equipment that amount to more than the current base established by Public Act 159 of 1990 and presented to the Board for approval. Please feel free to contact me with any questions.

2023-24 Kent ISD New and Replacement Equipment Requests

Educational Service Center

Information Technology

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	Room AV Upgrades - ESC Coldwater Room	R	23,000	23,000	The Coldwater Room audio-visual system is in need of a complete upgrade in order to improve user experience, provide high-quality AV support for presenters, & meet current high-definition video standards. The audio amplifier has been replaced with used equipment on two occasions & requires replacement. Additionally, the wireless microphones need to be updated to comply with new FCC frequency band requirements. One digital display is no longer functional & one has been experiencing regular failures. The last update to the system was in 2015, and a system upgrade is now necessary.	Ron Houtman

Kent Career Technical Center

Administration and Other Depts

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
2	zSpace Inspire Pro Laptops with Hardware & Warranty	N	4,500	9,000	3-D Curriculum delivery for CTE and STEM concepts in CTE programs to simulate lab activities for hazardous content (ex. Electric Vehicles). Recruiting and Career Exploration tools for students in LEAs and at Career Fairs to virtually experience a variety of career options	Cary Stamas (Career Readiness)
10	Samsung BE55T-H 55" Commercial Displays	R	649	6,490	Building communication, student celebrations, safety & security.	Joe Lienesch
1	HP Elitebook 640 G9	R	820	820	Currently using an old student device	Stephanie Comer (Student Svcs)

Agriscience

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	Clevertouch IMPACT Series & Mount	R	4,358	4,358	Old equipment is outdated and inadequate for the classroom	Heather Pratt
1	PowerLite Laser Projector with Built-in Wireless	R	1,148	1,148	Current projector is outdated and not operational.	Heather Pratt

Auto Collision

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
6	Tool Sets	N	5,500	33,000	The program advisory committee has brought to our attention that entry level technicians from tech center programs don't know the tools necessary for the job, how to use them properly, or how to take care of the tools to ensure that they are available & in good working order. The committee with instructor advisement feels it is a good educational investment for the students to be responsible for finding, using, & taking care of the tools used in the lab rather than have a staff member do it for them.	Charles Heinz

Kent Career Technical Center

Auto Collision

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
6	Millermatic AutoSet 141	N	1,113	6,678	The current MIG welders have reached an age and duty cycle where they are needing constant repair work. Some of these repairs exceed the value of the current welder.	Charles Heinz
6	Toolboxes	N	590	3,540	Tool boxes to hold the tool sets listed above	Charles Heinz
2	Autel MaxiSYS MS906Pro-TS Scan Tool	N	1,449	2,898	Due to the need to pre-scan and post-scan each vehicle that enters the shop, and teach students how to read a scanner report, it is necessary to have multiple scanners available for several students to work on at a time.	Charles Heinz
1	HP Elitebook 640 G9	N	820	820	Charles does not have a laptop and needs one	Charles Heinz

Auto Technology

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
4	Rotary SPOA10 2-post Hoist and Rotary Arms Lift	N	7,150	28,600	Added classes need A170 & A175 setup with hoist as lab space for student use. Students need equal access to equipment to provide quality learning environment with the limited class time that is available.	Nathan Vannest
1	Used Jeep Vehicle	N	14,000	14,000	Students need new vehicles with new Technologies to practice automotive repair. Auto Tech Department also must have current vehicle to meet curriculum demands and ASE Education Foundation Certification Requirements.	Nathan Vannest
30	HP Chromebook 14 G7	N	400	12,000	Last class without a dedicated cart	Nathan Vannest
2	Apollo-D9 Vehicle Scan-Tool	N	4,637	9,274	Scan-tool are used more often in diagnostic on modern vehicles. Additional students in program, modern vehicles, updates to curriculum, and ASE education foundation certification demands all require more Scan-tool availability for students.	Nathan Vannest
2	Autometer BVA-34 Battery/Electrical System Tester	R	1,950	3,900	Students train on frequently and two of our older BVA-34 broke. Repair cost is similar to replacement cost and the old one were used heavily.	Nathan Vannest
2	Autometer BVA-34 Battery/Electrical System Tester	N	1,950	3,900	Curriculum changes and added students to program require more test equipment is need to accommodate the student training.	Nathan Vannest
15	Fluke 115 Digital Multimeter	N	220	3,300	Curriculum changed & more students were add to program. We need more electrical testing equipment DVOMs (Digital Volt Ohm Meter)to adequately cover the demand	Nathan Vannest
3	HP Elitebook 640 G9	N	820	2,460	For Auto CTE's who currently don't have laptops	Chris Yetzke
6	HP Chromebook 14 G7	R	400	2,400	Replacing lab laptops for service info and parts lookup.	Chris Yetzke
3	HP Probook 450 G9	N	624	1,872	To use with scan tools in the lab	Nathan Vannest
1	Laptop Cart	N	1,400	1,400	For chromebooks in Room AA195	Nathan Vannest

Kent Career Technical Center

Auto Technology

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
2	2-Drawer Tech Series Mobile Computer Service Cart with Locking Cabinet	N	550	1,100	Cart is needed to house computer and hardware for vehicle diagnostic equipment during student training. Require non-tip cart with small foot print to conserve lab space and that will allow multiple students to view laptop screen simultaneously.	Nathan Vannest
4	12 pc 1/2" Drive 6-Point Metric Flank Drive® Deep Impact Socket Set	N	260	1,040	Change in curriculum & more classes added have made these sockets utilized more. We currently do not have enough 1/2" drive deep impact sockets for student use which impacts student learning & time usage in the lab.	Nathan Vannest
4	HP Elitebook 640 G9	R	250	1,000	Measuring tool use in multiple vehicle repair areas for supporting student learning of required ASE Educational Foundation curriculum.	Nathan Vannest
1	HP Elitebook 640 G9	N	820	820	Replacing 5 year old laptop	Marshal Lystra
1	HP Elitebook 640 G9	N	820	820	Replacing 5 year old laptop	Michael Kiecover
1	HP Elitebook 640 G9	R	820	820	Current laptop broken	Chris Yetzke
6	IRWIN Tools Metric Tap and Hex Die Set	R	136	816	Tap & Die Set are worn-out & missing pieces. Students need a good set that operate as designed to support learning & proper technique/ workmanship	Nathan Vannest

Criminal Justice

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	MILO Range Advanced Training System Mobile Judgment and De-Escalation Simulator	N	31,485	31,485	To increase the frequency of scenario-based training (SBT) for students to improve their cognitive thinking. Our criminal justice advisory board wanted us to focus on decision making skills. Students can develop the necessary skill sets needed to appropriately deal with de-escalation situations. Students learn by doing & by interacting with others to develop solutions to problems that they encountered. The MILO system has over 8000 scenarios that focus on de-escalation, cognitive thinking, & decision making.	Martin Brown

Diesel

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	Hydraulic Trainer	N	35,000	35,000	This hydraulic trainer will add to the other one that we have. We are currently limited on the number of students that we can train at one time. This trainer would add another two stations to help in training students.	Jeff Kollin
5	Bench Vises	R	1,300	6,500	Current vices are not operational in that they do not lock down & the jaws are missing pieces.	Jeff Kollin
4	Heavy Duty Shop Benches	R	1,600	6,400	Current benches are not heavy enough for students to properly use the vises attached to the benches.	Jeff Kollin

Kent Career Technical Center

Diesel

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	Machine Boom Safety Supports	N	1,400	1,400	Machines sometimes do not come with safety supports to use while working on the equipment. With these supports, students can work safely under a raised load. These boom supports will hold a load in the air to safely work under the machine.	Jeff Kollin
1	42" TV w/ Flat Mount Bracket	N	500	500	TV mounted above lab pc for presenting	James Cain

Digital Animation & Game Programming

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
16	Drawing Tablet - Wacom Cintiq 16	N	650	10,400	Industry standard tool for graphical design that students need practice using to be more employable & career ready	Marc Petz

Graphic Communications

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
60	Student computer package with mac mini and dual monitors	R	1,713	102,780	Current Macs are coming to an end of software/hardware support. 3-4 hard drives being replaced each year. Mac mini will cut cost as well as allow for industry standard computer with dual monitor set up	Kylie Dykema
3	Instructor Mac Laptops	R	1,999	5,997	Instructor laptops are coming to an end with software/hardware support	Kylie Dykema

Health Careers

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	MedDispense Cabinet	N	36,000	36,000	Skill simulation, simulation of healthcare environment, practice trainer	Jennifer Majeske
1	SimMan Live Shock	N	22,000	22,000	Skill simulation and practice trainer	Jennifer Majeske
9	Outpatient Exam Tables	R	1,924	17,316	Replacement of incorrect equipment	Jennifer Majeske
5	Simulation Skill Mannikins	R	2,381	12,005	Replacement of broken equipment	Jennifer Majeske
30	HP Chromebook 14 G7	R	400	12,000	Replacing outdated devices	Lisa Coin
30	HP Chromebook 14 G7	R	400	12,000	Replacing outdated devices	Jennifer Majeske
2	Intramuscular Injection Simulator Buttocks	N	5,000	10,000	Skill simulation and practice trainer	Jennifer Majeske
1	MegaCode Kid Manikin	N	7,080	7,080	Skill simulation and practice trainer	Jennifer Majeske
13	Laparoscopic Surgical Trainers	R	395	5,135	Simulation of surgical procedure and equipment	Jennifer Majeske
12	HP Chromebook 14 G7	N	400	4,800	For students to chart bedside	Beth O'Donnell
12	HP Chromebook 14 G7	N	400	4,800	For students to chart bedside	Beth O'Donnell
12	HP Chromebook 14 G7	N	400	4,800	For students to chart bedside	Beth O'Donnell
13	Galaxy Tablet	N	299	3,887	Simulation of surgical procedure/ equipment and patient charting trial	Jennifer Majeske
4	Intramuscular Injection Simulator	N	867	3,468	Skill simulation and practice trainer	Jennifer Majeske
1	Clever Touch 75"	R	3,400	3,400	CleverTouch to replace broken projector	Gabe Hill
1	DCA Advantage-A1C Testing	N	2,690	2,690	Skill simulation and practice trainer	Jennifer Majeske
4	S-SCORT III Suction Unit	N	655	2,620	Skill simulation and practice trainer	Jennifer Majeske
5	HP Chromebook 14 G7	N	400	2,000	Additional chromebooks to bring cart up to 30	Nate Cooper
2	Clinitek Urinalysis Analyzers	N	931	1,862	Skill simulation and practice trainer	Jennifer Majeske

Kent Career Technical Center

Health Careers

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	EMT 3 Position Rapid Response Kit	N	1,530	1,530	Skill simulation and practice trainer	Jennifer Majeske
9	Hand Sanitizer Stations	N	140	1,260	Infection control and safety	Jennifer Majeske
1	65" TV and cart	N	1,000	1,000	To replace failing projector	Karri Harding
2	Powerheart G5 AED Trainer w/iCPR	N	465	930	Skill simulation and practice trainer	Jennifer Majeske
1	Sked Basic Rescue System	N	920	920	Skill simulation and practice trainer	Jennifer Majeske
13	Remote Speaker Microphone	N	67	871	Skill simulation and practice trainer	Jennifer Majeske
1	65" TV w/ Flush Mount	N	800	800	TV Monitor for Lab	Gabe Hill
100	Curaplex Glove Pouch	N	7	700	Skill simulation and practice trainer	Jennifer Majeske
4	Powerheart G5 AED Premium	N	146	584	Skill simulation and practice trainer	Jennifer Majeske
2	Compact Multi-Charger	N	291	582	Skill simulation and practice trainer	Jennifer Majeske
4	Injectable Newborn Leg	N	138	552	Skill simulation and practice trainer	Jennifer Majeske

Hospitality

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
5	HP Chromebook 14 G7	N	400	2,000	Additional chromebooks to bring cart up to 30	Mary Hunter
5	HP Chromebook 14 G7	N	400	2,000	Additional chromebooks to bring cart up to 30	Denise Pohl
1	HP Elitebook 640 G9	N	820	820	Laptop for new position	Pete Gonzales
1	HP Elitebook 640 G9	R	820	820	Replacing 5 year old laptop	Robin Briggs
1	HP Elitebook 640 G9	N	820	820	New position - needs laptop	Steve Austin
1	65" TV with Arm Mount	R	800	800	Replacing projector setup with TV setup	Mary Hunter

Marketing

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
30	HP Probook 440 G9	R	675	20,250	Needs the ability to use Adobe products in class	Kirk Helfrich
30	HP Probook 440 G9	R	675	20,250	Replacing HP Chromebook in order to install adobe software	Renee Lafurgey

Mechatronics

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
12	Universal Robots & Accessories	N	33,118	397,410	The addition of these robots will allow more students to be working on the robots at once which will allow time for more in-depth labs. Students will be able to complete industry certifications along with meeting the needs of local industry for training. The additional robots will be used in the Advanced Mechatronics class as well as the students learn to integrate them into automation lines. These addition robots will prepare students for industry along with giving them hand-on opportunities that they would not see in most colleges.	Travis Raspotnik

Kent Career Technical Center

Mechatronics

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
8	Epson Robots & Accessories	N	8,046	64,372	The addition of these robots will allow more students to be working on the robots at once which will allow time for more in-depth labs. Students will be able to receive direct training to earn industry certifications along with meeting the needs of local industry. Students will also learn how to setup and program with different types of End of Arm Tooling, and work with canned cycles for palletizing. The additional robots will be used in the Advanced Mechatronics class as well as the students learn to integrate them into automation lines along with programming the robot to control the automated lines. These addition robots will prepare students for industry along with giving them hand-on opportunities that they would not see in most colleges.	Travis Raspotnik
60	HP Probook 440 G9 + RAM Upgrade	R	700	42,000	Similar Specs(little better obviously) to probook 440 g6. Ram upgrade if possible	Travis Raspotnik
2	60 capacity laptop cart	R	2,600	5,200	Doesnt NEED Charging	Travis Raspotnik

Networking & Cyber Security

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
10	A+ Lab Equipment	N	3,000	30,000	More hands on equipment needed to teach and reinforce A+/Net+ and other certifications.	Joe Lake
60	PC Parts	R	487	29,220	PC Builds are important to teach ITF+ and A+ technical standards.	Joe Lake
6	Flashforge Adventurer 4 3D Printer	R	800	4,800	Students need practice configuring and supporting 3d printers. This topic is on our A+ certification test. Hands on practice is best.	Joe Lake

Teacher Academy

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	HP Zbook Power G9	R	1,258	1,258	Will be replacing a HP Zbook studio G3 and would like a similar product but newer	Joe Phillips

MySchool @ Kent

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
150	HP Chromebook 14 G7	R	400	60,000	To replace missing/broken devices - aligns with increased enrollment.	Gerry Verwey
4	HP Elitebook 640 G9	R	820	3,280	Replacing 5 yr old laptops	Gerry Verwey
1	HP Probook 450 G9	R	624	624	Replacing 5 yr old laptops	Deb VanDyke

Kent Transition Center

Administration/Building

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	HP Elitebook 640 G9	R	820	820	Replacing Old Probook 450	Mary Musto
1	HP Elitebook 640 G9	R	820	820	Requested by user	Vicki Bickle
1	Docking Station	N	120	120	For laptop setup	Vicki Bickle

Kent Transition Center

Child & Family Care

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
2	Docking Station	N	120	240	For staff stations with dual monitors	Teyondra Burch

CORE

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
25	HP Chromebook 14 G7	R	400	10,000	This is a cart of about 15 laptops and they are starting to break.	Lorie Dulak

Hospitality

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	Cook & Hold Oven - Alto-Shaam 1200-TH SX	N	14,468	14,468	With 2 classes now in the KTC kitchen, different equipment is needed. This would be used by students for different cooking technique they will see in the work force. Exposing students to proper commercial equipment would prepare students to be successful in the work force.	Ryan Marklevitz

Regional Satellites

Aviation Electronics

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
25	CES Analog Trainers	R	3,105	77,625	Upgrading current basic electricity test boxes for students to get hands-on practical experience with working on electrical circuits. We currently have some outdated test boxes that need to be updated.	Nick Brown
1	Add G5 HIS/DG to GFC 500 Autopilot in Piper PA-28-140	N	6,696	6,696	Added equipment to bring single Garmin G5 instrument up to a dual G5 Flight Instrument system for autopilot System acquired during 2022-23 Cap Outlay.	Nick Brown
10	Fluke 87V Industrial Multimeter	R	501	5,010	With combining both programs more, we need to have more multimeters. These multimeters will be used to measure current and will be used in conjunction with the test boxes as well as on aircraft projects. We currently do not have enough of these multimeters due to the increase in program size, as well as working with the aviation maintenance side.	Nick Brown
10	DMC AFM8 Crimping Tool	R	406	4,060	Need more of these tools in the lab. We currently only have 4, & students have to share them. This takes too much time and we cannot accomplish enough in the lab with only 4 of these tools. In the lab, these are used daily, & with the increase of students we need more of these tools.	Nick Brown

Aviation Maintenance

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
15	ATS Aircraft Rivet Gun	R	137	2,055	Current rivet guns are old, most 15 years+. Most worn beyond capable repairs to make safe for student use.	Josh Miller

Regional Satellites

GVSU - BioTech Medical

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
3	Nikon Microscopes	N	1,999	5,997	Needed to upgrade existing Microscopes to accommodate Research grade Photo & Screen	Russell Wallsteadt
3	Microscope System with Screen	N	1,790	5,370	Opportunity to control cost by adapting existing microscopes and supplying enough students in lab to increase research efficiency.	Russell Wallsteadt
2	HP 5500 Resting ECG Machine (Used)	R	1,995	3,990	Replacing 2003 ECG Machines that are failing to work.	Russell Wallsteadt

Facilities/Main Campus

Facilities

Qty	Description	N/R	Unit Cost	Total	Rationale	Requestor
1	Boom Mower	N	20,000	20,000	Mower for various areas on campus such as trails, rope course, wood areas, etc.	Tim Peraino
1	Club Car	N	15,000	15,000	Transportation around campus	Tim Peraino
1	Billy Goat Leaf Blower	N	12,000	12,000	Fall leaf clean up	Tim Peraino
1	Brush Hog	N	5,000	5,000	Attachment for the Ventrac machine to add for mow brush on campus	Tim Peraino
1	Air Ride Seat	N	1,000	1,000	Attachment for Ventrac machine	Tim Peraino

TOTAL 1,435,523

2023-24 Kent ISD Building Improvement Requests

Educational Service Center	Budgeted	Total
Camera Data Storage	40,000	
AHU-3 Condensing Unit	30,000	
HVAC Controller Upgrades	15,000	85,000

Kent Career Technical Center	Budgeted	Total
Auto Tech Program Lab Modifications	150,000	
Lot 3 Asphalt	140,000	
Boiler/Chiller/Equipment Partial Replacement	45,000	
Carpet in A105, E521, E522, D470, D480	40,000	
Graphic Design Program Lab Modification	40,000	
D-74 Flat Roof Drainage and Excavation	35,000	
D-5 Drainage and Concrete	30,000	
Lot 5 Fencing at Auto Bays	30,000	
X-Wing Electrical Panels	25,000	
Condensing Unit Replacement	25,000	
Locker Replacement in D-Wing Phase 1	25,000	
GMB Mechanical Assessment	15,000	
Soft Starts/VFDs on Select Motors	15,000	
HVAC Controller Upgrades	15,000	
Agriscience Program Hoop Houses	10,323	
Lot 3 Gate Operator Island Removal	10,000	650,323

Kent Transition Center	Budgeted	Total
UVT Replacement	50,000	
HVAC Controller Upgrades	15,000	
Soft Starts/VFDs on Select Motors	15,000	80,000

Kent Conference Center	Budgeted	Total
Carpet Replacement	40,000	40,000

Facilities/Main Campus	Budgeted	Total
Site Lighting Replacement Poles	75,000	
Pole Building Excavation and Foundation Work	69,302	144,302

TOTAL **999,625**

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Mechatronics Program – Universal Robots

Submitted by: Tim Peraino

Date: 5/4/23

Recommended by: Kevin Philipps *KL*

Board Meeting Date: 5/15/23

RECOMMENDATION:

It is recommended that the Kent ISD board approve the bid from Advanced Technologies Consultants, Inc. in the amount of \$352,800.00 for twelve (12) Universal robots.

Bidder	Cost
Advanced Technologies Consultants, Inc.	\$352,800.00
Integrated Systems Technologies	\$474,488.00

BACKGROUND:

This purchase was approved as part of the 2023-24 capital outlay process and will be used to support instruction in the KCTC Mechatronics program. The addition of these robots will allow for more individualize and in-depth lab experiences for students. They will also allow students to complete industry certifications along with meeting the needs of local industry for training. These addition robots will prepare students for industry along with giving them hands-on experiences that they would not see in most colleges.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ x _____

Item: Empower U South (Wyoming) - Furniture

Submitted by: Tim Peraino

Date: ___5/5/23_____

Recommended by: Kevin Philipps *KP*

Board Meeting Date: ___5/15/23_____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of furniture for Empower U South (Wyoming) from Custer Office Environments in the amount of \$113,944.70.

BACKGROUND:

This furniture will be in addition to office furniture being brought over from Straight and will provide staff in this building with furniture designed to address needs identified by principals. It is being purchased using the Omnia Cooperative Purchasing contract, the E&I Cooperative Purchasing contract, the NCPA Cooperative Purchasing contract, and the TIPS Cooperative Purchasing contract. We will utilize the Center Program Capital Outlay funds for this purchase.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: 2023-2024 Recommended Tax Levies (2023 tax year)

Submitted by: Kevin Philipps

Recommended by: Kevin Philipps *KP*

RECOMMENDATION:

Request that the Kent ISD Board authorize the millage levies as recommended below for a total of 5.4447 mills for 2023.

BACKGROUND:

The proposed budgets for 2023-24 assume that tax levies in tax year 2023 are included as noted below. These figures came from the Kent County Bureau of Equalization.

The items of interest for the 2023 tax year are:

1. Taxable value growth was very strong in 2023, increasing 8.61%. Total taxable value increased almost over \$3 billion (\$2,532,125,779) from \$29,433,410,108. to \$31,965,535,887. Taxable value is at a high water mark in Kent County.
2. The maximum authorized millage that can levied in 2023 is 5.4447. The millage reduction fraction is 1.000 for 2023. Kent ISD is levying the total authorized millage.
3. For 2023-2024 .10 mills will be "set aside" from both the CTE and Special Education levies to be transfered to the CTE and Special Education Capital Projects Funds authorized by the Kent ISD Superintendents' Association.

At 5:00 pm May 15, 2023, we will be compliant with the Uniform Budgeting and Accounting Act, PA 2 of 1978 as amended, as we will be holding a public hearing on the proposed budgets. Following this hearing, the Board is authorized to set the levies for tax year 2023. The recommendations are listed below:

Tax Levies	Actual Levy <u>2022</u>	Recommended Levy <u>2023</u>
General Education Operating	.0856	.0856
Special Education Operating	3.5474	3.5474
Vocational Education Operating	.9563	.9563
Enhancement Millage	<u>.8645</u>	<u>.8645</u>
Total Mills	5.4447	5.4447

KP/kg

Attachments: L-4029 "Tax Rate Request" FOR 2023
2022 Millage Reduction Fraction Calculation Worksheet
Uniform Budgeting and Accounting Act Compliance
Historical Perspective - Tax Levies

2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

2022 Taxable Value All Properties	29,433,410,108
2023 Taxable Value All Properties	31,965,535,887
2023 Taxable Value All Properties Less Ren Zones	31,905,292,593

PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE CAREFULLY

STC Bulletin #2 2008

County: **KENT**

Local Government Unit:

Kent Intermediate School District

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Gen Ed Oper	MI Const	0.1000	0.0856	1.0000	0.0856	1.0000	0.0856	0.0856		Unlimited
Chart Voted	Spec Ed Oper	7/5/1957	0.5000	0.4303	1.0000	0.4303	1.0000	0.4303	0.4303		Unlimited
Chart Voted	Spec Ed Oper	6/14/1971	0.7500	0.6457	1.0000	0.6457	1.0000	0.6457	0.6457		Unlimited
Chart Voted	Spec Ed Oper	4/19/1988	1.7500	1.5151	1.0000	1.5151	1.0000	1.5151	1.5151		Unlimited
Chart Voted	Voc Ed Oper	6/10/1968	1.1000	0.9472	1.0000	0.9472	1.0000	0.9472	0.9472		Unlimited
Chart Voted	Spec Ed Oper	2/24/2004	1.0000	0.9563	1.0000	0.9563	1.0000	0.9563	0.9563		Unlimited
Chart Voted	Enhancement	5/2/2017	0.9000	0.8645	1.0000	0.8645	1.0000	0.8645	0.8645		12/31/2026
							Total Operating Allowed		5.4447		

Prepared by **Kevin Philipps** Co-Sign _____ Title of Preparer **Assistant Superintendent** Date **05/15/2023**

Telephone Number **(616) 365-2219**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name Claudia Bajema	Date 05/15/2023
<input type="checkbox"/> Secretary	Signature	Print Name Andrea Haidle	Date 05/15/2023
<input type="checkbox"/> Chairperson			
<input type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

ORIGINAL TO: County Clerk(s)

COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

2022 Taxable Value All Properties	29,433,410,108
2023 Taxable Value All Properties	31,965,535,887
2023 Taxable Value All Properties Less Ren Zones	31,905,292,593

PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE CAREFULLY

STC Bulletin #2 2008

County: **KENT**
Local Government Unit:
Kent Intermediate School District

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
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Chart Voted	Spec Ed Oper	2/24/2004	1.0000	0.9563	1.0000	0.9563	1.0000	0.9563	0.9563	0.9563	Unlimited
Chart Voted	Enhancement	5/2/2017	0.9000	0.8645	1.0000	0.8645	1.0000	0.8645	0.8645	0.8645	12/31/2026
							Total Operating Allowed			5.4447	

Prepared by **Kevin Philipps** Co-Sign Telephone Number (616) 365-2219 Title of Preparer **Assistant Superintendent** Date **05/15/2023**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name Claudia Bajema	Date 05/15/2023
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<input type="checkbox"/> President			

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Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

2023 MILLAGE REDUCTION FRACTION CALCULATIONS WORKSHEET
INCLUDING MILLAGE REDUCTION FRACTION CALCULATIONS NOT
SPECIFICALLY ASSIGNED TO THE COUNTY EQUALIZATION DIRECTOR BY LAW

L-4034

KENT COUNTY	TAXING JURISDICTION:	KENT INTERMEDIATE SCHOOL DISTRICT
		Excludes Ren Zone Values
2022 Unit Total Taxable Value		(Prior TV) <u>29,373,968,290</u>
2023 Unit Losses to 2022 Taxable Value (MCL 211.34d)		(Losses TV) <u>370,700,515</u>
2023 Additions (MCL211.34d)		(Additions TV) <u>1,087,539,588</u>
2023 Unit Total Final Taxable Value (based on S.E.V.)	2023	(Current TV) <u>31,905,292,593</u>
2023 Inflation Rate	CPI	2023 <u>1.079</u>

1. Section 211.34d, M.C.L., "Headlee" (for each unit of local government)

See STC Bulletins 3 of 1995 and 3 of 1997 regarding the calculation of additions and losses.

(2022 Total T.V.	2023 Losses)	x	CPI				
(29,373,968,290	- 370,700,515)		1.079	=	31,294,525,929	=	1.0000
(31,905,292,593	- 1,087,539,588)				30,817,753,005		2023 Millage Reduction
(2023 Total T.V.	2023 Additions)						Fraction (Headlee)
			ACTUAL		1.0155		

2a. Section 211.34, M.C.L., "Truth in Assessing" (for cities and townships if S.E.V. exceeds A.V. for 1998 only)

2023 Unit Total Taxable Value based on AV for all classes	=		=	N/A for Schools
2023 Unit Total Final Taxable Value (based on S.E.V.)		ACTUAL		2023 Rollback Fraction
See STC Bulletin No. 10 of 1997				(Truth in Assessing)

2b. Section 211.34, M.C.L., "Truth in County Equalization" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2023 only)

2023 Unit Total Taxable Value based on CEV for all classes	=		=	N/A for Schools
2023 Unit Total Final Taxable Value (based on S.E.V.)		ACTUAL		2023 Rollback Fraction
See STC Bulletin No. 10 of 1997				(Truth in County Equalization)

3. Section 211.24e, M.C.L., "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 1998 only)

(2022 Unit Total T.V. -	2023 Losses)					
(29,373,968,290	- 370,700,515)		=	29,003,267,775	=	0.9411	
(31,905,292,593	- 1,087,539,588)			30,817,753,005		2023 Base Tax Rate Fraction	
(2023 Unit Total T.V. -	2023 Additions)				(Truth in Taxation)	
Use same amounts for additions and losses as were used for 211.34d ("Headlee") roll back.							

NOTE: The truth in taxation BTRF is independent from the cumulative millage reductions provided by MCL sections 211.34d and 211.34. The Base Tax Rate equals the B 2023 Operating Rate levied.

INSTRUCTIONS TO NEWSPAPERS

KENT INTERMEDIATE SCHOOL DISTRICT

The following notice is required by MCL Section 211.24e which provides:

- 1) The body of the notice must be set in 12 point type or larger.
- 2) The headline "Notice of Public Hearing on Increasing Property Taxes" must be set in 18 point type or larger.
- 3) The notice cannot be smaller than 8 column inches by 4 horizontal inches.
- 4) The notice cannot be placed in the portion of the newspaper reserved for legal notices or classified advertising.

Notice of Public Hearing on Increasing Property Taxes

The _____ of the KENT INTERMEDIATE SCHOOL DISTRICT
name of governing body name of taxing unit
will hold a public hearing on a proposed increase of 0.3207 mills in the operating tax
millage rate to be levied on property in 2023 -

The hearing will be held on _____ at _____
day date time a.m./p.m.
at _____
place address

The date and location of the meeting to take action on the proposed additional millage will be announced at this public meeting.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 6.26% over such revenues generated by levies permitted

without holding a hearing. If the proposed additional millage rate is not approved, the operating revenue will increase by 2.22% over the preceding year's operating revenue.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

This notice is published by:

KENT INTERMEDIATE SCHOOL DISTRICT

name of taxing unit

street address

city, state, zip

phone

KENT COUNTY

CHECK LIST FOR 2023 COUNTY APPORTIONMENT

- Our Tax Authority has completed the following steps as required by M.C.L. 211.24e ((Truth-in-Taxation)):
- A Separate Truth-in-Taxation hearing is NOT necessary. Our Tax Authority complies with Section 16 of the Uniform Budgeting and Accounting Act (M.C.L. 141.436). Notice, advertising and print size are contained in M.C.L. 141.412.
- Our Board (Township/School/Commission/Council/Authority/etc.) has met and adopted a resolution proposing an additional operating millage rate and proposing a hearing date. (M.C.L. 211.24e, subsection 7)
- Our Board (Township/School/Commission/Council/Authority/etc.) has published a hearing notice containing the proposed additional millage rate and percentage increase in operating revenue which would be generated from permitted ad valorem tax levies at least 6 days before the hearing date. (M.C.L. 211.24e, subsection 6 and 9) date. (M.C.L. 211.24e, subsection 6 and 9)
- Our Board (Township/School/Commission/Council/Authority/etc.) held a public hearing pursuant to the hearing notice. (M.C.L. 211.24e, subsection 6)
- Our Board (Township/School/Commission/Council/Authority/etc.) has adopted a resolution adopting additional operating millage which does not exceed that which appeared in the hearing notice published at least 10 days earlier. (M.C.L. 211.24e, subsection 8)
- Our Board (Township/School/Commission/Council/Authority/etc.) is exempt from M.C.L. 211.24e because we levied 1 mill or less in the concluding tax year for operating purposes
- Our Board (Township/School/Commission/Council/Authority/etc.) has verified and updated the Date of Election and Millage Expiration Date on the L-4029 form.

Send all support documents for new millages or millage renewals to _____

Kent County Equalization. _____

_____ Taxing Jurisdiction (city, township, etc.)

_____ Clerk or Secretary

_____ Chairperson, President or Supervisor

Dated this _____ day of _____ 2023

