

# Kent ISD Organizational Meeting

Monday, July 24, 2023 4:00 PM

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

## A. Call to Order

## B. Roll Call & Welcome Visitors

## C. Ceremonial Oath of Office for newly elected Kent ISD School Board members Andrea Haidle and Anne Hamming.

## D. Organizational Items-(roll call)

### D.1. Election of Board officers for the 2023-2024 School Year:

President  
Vice-President  
Secretary  
Treasurer

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

### D.3. Resolution to designate Depositories

D.4. Resolution to authorize accounts through JP Morgan Chase Bank, NA.

D.5. Resolution designating the superintendent or his designee to assume the responsibilities of the Treasurer for the administration of funds and to sign checks, contracts, agreements, and purchase orders.

D.6. Resolution to approve the meeting dates for 2023-2024 school year.

D.7. Resolution to approve the procedure to call special meetings of the Board.

D.8. Resolution to appoint Legal Counsel to represent Kent ISD.

D.9. Resolution authorizing Kent ISD Staff members' use of Kent ISD credit cards for district business.

D.10. Resolution authorizing Electronic Transactions and designating an Electronic Transfer Officer.

## E. Action Items:

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

E.1. Approval of the minutes from the Kent ISD Biennial Election on June 5, 2023 and the Regular School Board meeting held on June 19, 2023.

E.2. Financial Report: Approve the Financial Report allowing bills from June 1 through June 30,

2023.

- E.3. Approve the personnel recommendations and report as presented.
- E.4. Approve the transition of Pupil Accounting services back to Kent ISD throughout the 2023-24 School Year.
- E.5. Approve the addition of an Assistant Director of Center Programs & Transition.
- E.6. Approve the addition of an Instructional Support Specialist for Empower U South.
- E.7. Approve the hiring of our new Director of Adult Education.
- E.8. Approve the addition of 5 Lead Teachers and 5 Associate Teachers for the Great Start Readiness Program.
- E.9. Approve the addition of a Behavior Coach to replace a vacant social worker position at Lincoln School.
- E.10. Approve the addition of a Coordinated Support Consultant for the Continuous Improvement Department.
- E.11. Approve the addition of a CTE Consultant for the Career Readiness Department.
- E.12. Approve the addition of two Early Childhood Specialists for the Great Start Readiness Program.
- E.13. Approve the addition of a receptionist position for the Kent Conference Center.
- E.14. Approve the addition of a Maintenance Tech position to support the Empower U Buildings.
- E.15. Approve the one-time calendar adjustment for Center Program professional staff.
- E.16. Approve the Kent ISD Secondary Programs Handbook.
- F. **Approve the sale of 2546 Orchard View, NE per the terms of the attached purchase agreement and authorize the Assistant Superintendent for Administrative Services to execute any documents necessary to conclude the sale of this home.**
- G. **Approve the 3-year maintenance renewal of the Rubrik data backup system for \$235,305.72 through People Driven Technology.**
- H. **Approve the MySchool@Kent course offerings through our content providers, Apex and eDynamic Learning.**
- I. **Public Comment**
- J. **Items from Board Members**
- K. **Superintendent's Report**
- L. **Future Dates:**  
**Kent ISD School Board Meeting to be held on August 21, 2023 at 6:00 p.m. in the Grand Room of the Kent ISD Educational Service Center.**

M. **Adjournment**

## RESOLUTION

### *Kent Intermediate School Board*

*July 24, 2023*

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

Ayes: Members

Nays:

***Motion declared to have carried.***

Date: July 24, 2023

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Board Secretary

/ml

## RESOLUTION

### *Kent Intermediate School Board*

*July 24, 2023*

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

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

Ayes: Members

Nays:

***Motion declared to have carried.***

Date Approved: July 24, 2023

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Board Secretary

/ml

**RESOLUTION**  
*Kent Intermediate School Board*  
*July 24, 2023*

The following resolution was offered by Member \_\_\_\_\_, supported by Member \_\_\_\_\_:

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

\_\_\_\_\_, Treasurer

Consolidated Checking Account

Consolidated Savings

Disbursement Account

Internal Service Fund Account

Payroll Account

EDUStaff Checking Account

Ayes: Members

Nays:

***Motion declared to have carried.***

Date: July 24, 2023

\_\_\_\_\_  
Board Secretary

/ml

# RESOLUTION

*Kent Intermediate School Board*

*July 24, 2023*

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

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

Ayes: Members

Nays:

***Motion declared to have carried.***

Date: July 24, 2023

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Board Secretary

/ml

## Kent Intermediate School District School Board Meeting Dates 2023-2024

### Educational Service Center – GRAND ROOM

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

[mandylovell@kentisd.org](mailto:mandylovell@kentisd.org)

Phone: 365-2217

**Dates of Monthly Board Meetings**  
**(3<sup>rd</sup> Monday of Month)**

**Deadline Dates for Board Packet Items**  
**(2<sup>nd</sup> Monday of Month)**

Monday, July 24, 2023	4:00 p.m.	Monday, July 17, 2023	Noon
Monday, August 21, 2023	6:00 p.m.	Monday, August 14, 2023	Noon
Monday, September 18, 2023	6:00 p.m.	Monday, September 11, 2023	Noon
Monday, October 16, 2023	6:00 p.m.	Monday, October 9, 2023	Noon
Monday, November 13, 2023	6:00 p.m.	Monday, November 6, 2022	Noon
Monday, December 18, 2023	4:00 p.m.	Monday, December 11, 2023	Noon
Monday, January 15, 2024	6:00 p.m.	Monday, January 8, 2024	Noon
Monday, February 12, 2024	6:00 p.m.	Monday, February 5, 2024	Noon
Monday, March 18, 2024	6:00 p.m.	Monday, March 11, 2024	Noon
Monday, April 15, 2024	6:00 p.m.	Monday, April 8, 2024	Noon
Monday, May 13, 2024	6:00 p.m.	Monday, May 6, 2024	Noon
Monday, June 17, 2024	4:00 p.m.	Monday, June 10, 2024	Noon

**RESOLUTION**  
*Kent Intermediate School Board*  
*July 24, 2023*

The following resolution was offered by Member \_\_\_\_\_,  
supported by Member \_\_\_\_\_:

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

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

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

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

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

Ayes: Members

Nays:

***Motion declared to have carried.***

Date: July 24, 2023

\_\_\_\_\_  
Board Secretary

# RESOLUTION

*Kent Intermediate School Board*

*July 24, 2023*

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

Clark Hill

General Counsel

Miller Johnson

General Counsel

Thrun Law Firm, P.C., Lansing

General School Law, Bonding,  
Elections, Policies

Ayes: Members

Nays:

***Motion declared to have carried.***

Date: July 24, 2023

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Board Secretary

# RESOLUTION

*Kent Intermediate School Board*  
*July 24, 2023*

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

TITLE	LOCATION
ACCOUNTING CLERK	ESC
ADMINISTRATIVE ASSISTANT	KTC
ADMINISTRATIVE ASSISTANT	KEC OAKLEIGH
ADMINISTRATIVE ASSISTANT	ESC
ADMINISTRATIVE ASSISTANT	EMPOWER U
ADMINISTRATIVE ASSISTANT	MYSCHOOL@KENT
ADMINISTRATIVE ASSISTANT	ORAL/DEAF- N OAKVIEW ELEM
ADMINISTRATIVE ASSISTANT- ADULT ED	ADULT ED
ADMINISTRATIVE ASSISTANT- CENTER PROGRAMS	ESC
ADMINISTRATIVE ASSISTANT- EARLY CHILDHOOD	KCCLC
ADMINISTRATIVE ASSISTANT- EARLY ON	KCCLC
ADMINISTRATIVE ASSISTANT- EARLY ON	KCCLC
ADMINISTRATIVE ASSISTANT- INFORMATION TECHNOLOGY	ESC
ADMINISTRATIVE ASSISTANT- SPECIAL EDUCATION	ESC
ADMINISTRATIVE ASSISTANT- SUPERINTENDENT	ESC
ADMINISTRATIVE ASSISTANT	LINCOLN SCHOOL
ADMINISTRATIVE ASSISTANT	PINE GROVE
ADMINISTRATIVE ASSISTANT- ADMIN SERVICES & INSTRUCTIONAL SERVICES	ESC
ADMINISTRATIVE ASSISTANT- SPECIAL EDUCATION	ESC
ADMINISTRATIVE ASSISTANT- TRUANCY/HR	ESC
ADMINISTRATIVE ASSISTANT	EMPOWER U
ADMINISTRATOR OF LAUNCH U	KCTC
ASSISTANT ADMINISTRATOR	EMPOWER U
ASSISTANT PRINCIPAL	KCTC
ASSISTANT PRINCIPAL	KTC
ASSISTANT SUPERINTENDENT OF CAREER AND TALENT DEVELOPMENT	KCTC
ASSISTANT SUPERINTENDENT OF INSTRUCTIONAL SERVICES	ESC
ASST. SUPERINTENDENT OF ADMINISTRATIVE SERVICES	ESC
ASST. SUPERINTENDENT OF HUMAN RESOURCES	ESC
ASST. SUPERINTENDENT OF LEGISLATIVE & ORGANIZATIONAL INITIATIVES	ESC
ASST. SUPERINTENDENT OF STUDENT SERVICES	ESC
AVIATION MAINTENANCE INSTRUCTOR	AIRPORT/KCTC
BRIGHT BEGINNINGS SUPERVISOR	KCCLC
BUDGET & GRANT SUPERVISOR	ESC
CAREER DEVELOPMENT FACILITATOR- STUDENT SERVICES	KCTC
CAREER EXPLORATION COORDINATOR	KCTC

CAREER READINESS CONSULTANT	KCTC
CAREER READINESS COORDINATOR	KCTC
CONSULTANT- EDUCATIONAL TECHNOLOGY	ESC
CONSULTANT- HEALTH EDUCATION	ESC
COORDINATOR- LAUNCH U	KIH
CTES-DIESEL	KCTC
CTES-RETAIL	KTC
CULINARY AIDE- HOSPITALITY	KCTC
CUSTODIAN	FACILITIES
DEAN	KEC BELTLINE
DEAN OF STUDENTS	KCTC
DIRECTOR- ADULT ED	ADULT ED
DIRECTOR- CAREER READINESS	KCTC
DIRECTOR- EARLY CHILDHOOD	KCCLC
DIRECTOR- FACILITIES	FACILITIES
DIRECTOR- GREAT START TO QUALITY	KCCLC
DIRECTOR OF CENTER PROGRAMS	ESC
DIRECTOR OF COMMUNICATIONS & MARKETING	ESC
DIRECTOR OF FISCAL SERVICES	ESC
DIRECTOR OF HUMAN RESOURCES	ESC
DIRECTOR OF RESEARCH & CONTINUOUS IMPROVEMENT	ESC
DIRECTOR OF SAFETY & SECURITY	ESC
DIRECTOR OF TEACHER DEVELOPMENT	KCTC
DIRECTOR OF TEACHING & LEARNING	ESC
DIRECTOR OF WORKFORCE DEVELOPMENT	KCTC
DIRECTOR-FACILITIES	FACILITIES
EARLY CHILDHOOD SPECIALIST-GSRP	KCCLC
EARLY INTERVENTIONSIT	KCCLC
EARLY LITERACY COACH	ESC
EDUCATIONAL CONSULTANT	ESC
EDUCATIONAL CONSULTANT (ELA/SS)	ESC
EDUCATIONAL SCIENCE CONSULTANT	ESC
ELL COORDINATOR/ STUDENT SERVICES COORDINATOR	ESC
ELL CTES- STUDENT SERVICES	KCTC
FACILITIES SUPERVISOR	FACILITIES
FACILITIES SUPERVISOR	KEC BELTLINE
FACILITIES SUPERVISOR	FACILITIES
FACILITIES SUPERVISOR ASSISTANT	KCTC
FINANCE AND SUPPORT COORDINATOR	ESC
FUEL CARD- EMPOWER U MAYFIELD	EMPOWER U
FUEL CARD- EMPOWER U STRAIGHT	EMPOWER U
FUEL CARD- KEC BELTLINE	KEC BELTLINE
FUEL CARD- LINCOLN SCHOOL	LINCOLN SCHOOL
FUEL- PINE GROVE LEARNING CENTER	PINE GROVE
GIFTED/TALENTED, ATYP CONSULTANT	ESC

HEAD SECRETARY	LINCOLN DEVELOPMENT CENTER
HR COORDINATOR	ESC
HR SPECIALIST	ESC
INSTRUCTOR- 3D ANIMATION	KCTC
INSTRUCTOR- AGRISCIENCE	KCTC
INSTRUCTOR- AUTO TECH	KCTC
INSTRUCTOR- AVIATION MAINTENANCE	KCTC
INSTRUCTOR- CHILD AND FAMILY CARE	KTC
INSTRUCTOR- CONSTRUCTION	KCTC
INSTRUCTOR- CULINARY/HOSPITALITY	KCTC
INSTRUCTOR- GRAPHIC COMMUNICATIONS	KCTC
INSTRUCTOR- HEALTH CAREERS	KCTC
INSTRUCTOR- HOSPITALITY/CULINARY	KTC
INSTRUCTOR- HSECA	KCTC (GVSU)
INSTRUCTOR- INFORMATION TECHNOLOGY	KCTC
INSTRUCTOR- MARKETING	KCTC
INSTRUCTOR- MECHATRONICS	KCTC
INSTRUCTOR- PROJECT SEARCH	EMPOWER U
INSTRUCTOR- RETAIL MARKETING	KTC
INSTRUCTOR- RETAIL MARKETING	KCTC
INSTRUCTOR- WELDING AND MECHATRONICS	KTC
INSTRUCTOR-HVAC-R	KCTC
INSTRUCTOR-INFORMATION TECHNOLOGY	KCTC
INSTRUCTOR-PHARMACY TECHNICIAN	KCTC
INSTRUCTOR-PRECISION MACHINING	KCTC
KCTC ASSISTANT PRINCIPAL	KCTC
KCTC PRINCIPAL	KCTC
KIEA INSTRUCTOR CORE PROGRAM	KTC
LEAD TEACHER GSRP	LOCALS
MAINTENANCE & GROUNDS	FACILITIES
MAINTENANCE TECHNICIAN	KCTC
MAINTENANCE TECHNICIAN	FACILITIES
MANAGER OF ACADEMIC PARTNERSHIPS	ESC
MANAGING EDITOR OF SNN	ESC
MANUFACTURING INSTRUCTOR	KTC
MATHEMATICS SPECIALIST	ESC
MEDICAID SECRETARY AND TRANSPORTATION ASSISTANT	ESC
MTSS COORDINATOR	ESC
NURSE COORDINATOR	ESC
PARAPROFESSIONAL	ADULT ED
PD HUB SUPERVISOR	ESC
PHARMACY TECHNICIAN	KCTC
PRESCHOOL INTAKE SECRETARY	KCCLC
PRINCIPAL	LINCOLN SCHOOL

PRINCIPAL	KEC OAKLEIGH
PRINCIPAL	LINCOLN DEVELOPMENT CENTER
PRINCIPAL	PINE GROVE
PROFESSIONAL DEVELOPMENT COORDINATOR	ESC
PROGRAM ADMINISTRATOR	EMPOWER U
PROGRAM COORDINATOR	ORAL DEAF
RECEPTIONIST- STUDENT SERVICES	KCTC
RECEPTIONIST/KTC ATTENDANCE	KTC
REGION 4 EDUCATION CONSULTANT	ESC
SECONDARY PROGRAMS FINANCE COORDINATOR	KCTC
SECRETARY- FACILITY OPERATIONS	FACILITIES
SOCIAL WORKER	EMPOWER U
STAFF ACCOUNTANT	ESC
STEM CONSULTANT	ESC
SUPERINTENDENT	ESC
SUPERVISOR-FINANCE	ESC
TEACHER CONSULTANT	EMPOWER U
TEACHER SPECIAL EDUCATION	EMPOWER U
TEACHER SPECIAL EDUCATION	PINE GROVE
TEACHER SPECIAL EDUCATION	LINCOLN SCHOOL
TEACHER SPECIAL EDUCATION	PINE GROVE
TEACHING & LEARNING COORDINATOR	ESC
TOOL CRIB AIDE	KCTC
WAREHOUSE- RECEIVING	FACILITIES
WORKFORCE DEVELOPMENT CONSULTANT	KCTC
WORKFORCE DEVELOPMENT COORDINATOR	KCTC
<b>SAM'S CLUB MEMEBERSHIP CARDS</b>	<b>LOCATION</b>
COLLIN HOWELL	ESC
CHEYRL BAUER	ESC
LINDA NAWROCKI	KTC
PATRICIA WALSTRA	ESC

Ayes: Members

Nays: None

***Motion declared to have carried.***

Date: July 24, 2023

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Board Secretary

**RESOLUTION**  
*Kent Intermediate School Board*

Grand Rapids, Michigan

July 24, 2023

At the organizational meeting of the School Board of said school district which was held on the 24<sup>th</sup> day of July, 2023 at 4:00 p.m., the following resolution was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

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

**WHEREAS**, Public Act 738 of 2002, effective December 30, 2002, authorizes school boards to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

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

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

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

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

Ayes: Members

Nays:

***Motion declared to have carried.***

July 24, 2023

\_\_\_\_\_  
School Board Secretary

/ml

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 4:00 p.m.

Members Present: Bajema, Rettig, Haidle  
Member Absent: Featherston, Drake

Kent ISD Staff Present: Superintendent Koehler, Assistant Superintendents Philipps, Gorman, Rodgers, Glass, Gardner, Myers and Finkel; Recording Secretary Lovell; Directors, Karsten, Lamar, Peraino, Dymowski, Store, Hendry; Principals Verwey, Lienesch; Staff members: Katie McClintic, Kathryn O’Hara Wallis, Julie Guenther, Marlene Raffler, Cassandra Gober

Guests: Effie Guenther, David Allen Schutte, John Merrill

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President Haidle welcomed visitors and turned the meeting over to Director Hendry to present the Leading Learning awards. The Leading Learning awards were presented to Olivia Niemiec, Cassandra Gober and Marlene Raffler. Supervisors and colleagues were given the opportunity to share words of appreciation on behalf of the recipients.

Assistant Superintendent Sue Gardner shared a presentation on the CareerPrep 2030 Initiative. The goal is to prepare and train students for careers in West Michigan and attract businesses to develop and grow in our community. Workgroups will convene throughout the summer to discuss strategies and a clear vision that they can be brought to the full workgroup this Fall.

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

Ayes: Bajema, Drake, Rettig, Haidle  
Nays: None

***Motion declared to have carried***

Approve the minutes of the May 15, 2023 Regular School Board Meeting and School Board Budget Meeting.

Approve the bills from May 1, 2023 through May 31, 2023 be allowed and orders drawn on the Treasurer for the amount summarized in the accounts payable report.

a. General Education	15,179,701.45
b. Special Education – Center Programs	290,035.54
c. Special Education	8,937,636.23
d. Community Service (Enhancement Millage	65.73
e. Career Technical Education	536,630.61
f. Cooperative Education	51,4367.34
g. Student/School Activity Fund	3,974.16
h. Capital Projects:	

1) General Education	9,266.50
2) Special Education	148,152.70
3) Career Technical Education	591,206.21
i. Internal Service Fund	<u>0.00</u>
<b>TOTAL</b>	<b>\$25,748,136.47</b>

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 two KIEA teacher layoffs as outlined in the board packet.

Approve the two tentative agreements for the GSRP Lead Teachers and GSRP Associate Teachers.

Approve the addition of a Director of Teacher Development for Instructional Services.

Approve the multiple position changes in the Information and technology and Data Services Department.

Approve the addition of one (1.0) School Psychologist for the *Early On* Program.

Approve the addition of two (1.0) Board Certified Behavior Analysts to implement Skill Based Treatment for Region II.

Approve the addition of one (1.0) Adult & Educational Interpreter for the Deaf & Hard of Hearing-Total Communications Program.

Approve to reinstate the Director of Communications position.

Approve the donations received from various donors for the 22-23 school year.

Approve the GSRP and Center Programs 23-24 Handbook.

Approve the application maintenance package contract from Bulb Digital in the amount of \$35,000 for the implementation of Single Sign On for Our School Data.

Approve the application maintenance package contract from Bulb Digital in the amount of \$30,000 for the continued support of Our School Data and MiCIP integration applications.

Approve the purchase from GameTime/Sinclair Recreation in the amount of \$55,909.50 for the repair and replacement of playgrounds at various Center Program sites.

Approve the reclassification of the Safety and Security Coordinator to the Director of Safety and Security.

Upon motion of Member Bajema, supported by Member Rettig, it was resolved to approve the committed funds designation for June 30, 2023.

Ayes: Bajema, Rettig, Haidle

Nays: None

***Motion declared to have carried***

Upon motion of Member Bajema, supported by Member Rettig, it was resolved to approve the Goalbook Toolkit subscription for our local districts' special education teachers and staff.

Ayes: Rettig, Bajema, Haidle

Nays: None

***Motion declared to have carried***

Upon motion of Member Rettig, supported by Member Bajema, it was resolved to approve the purchase of furniture for the Mechatronics Program in the KTC building from Custer Office Environments in the amount of \$160,938.39.

Ayes: Bajema, Rettig, Haidle

Nays: None

***Motion declared to have carried***

Upon motion of Member Bajema, supported by Member Rettig, it was resolved to approve the final amendments for the 22-23 budget.

Ayes: Rettig, Bajema, Haidle

Nays: None

***Motion declared to have carried***

Upon motion of Member Rettig, supported by Member Bajema, it was resolved to approve the resolution to adopt the 23-24 budget. Assistant Superintendent Kevin Philipps shared that all 20 districts passed their resolution to support the Kent ISD 23-24 proposed budget.

Ayes: Bajema, Rettig, Haidle

Nays: None

***Motion declared to have carried***

President Haidle provided the opportunity for public comment. Daniel Schutte shared his views on the changes he would like made in public education. John Merrill also provided public comment sharing his experience in GSRP and the importance of inclusivity throughout the program. President Haidle thanked them for their comments and shared that it is our goal to help each child achieve their fullest potential.

Member Bajema thanked the leadership team for their extraordinary work during her 18 years serving on the Kent School Board. Superintendent Koehler and Board members thanked Member

Bajema for her service and commended her on the many students that she has impacted over the years.

Superintendent Koehler shared that our expanded leadership team met today for an annual retreat that focused on strategies to better serve our students. Understanding our student voice helps us to meet students where they are to provide better outcomes and close achievement gaps. The MI Student Voice Perception Survey is one example of how we are able to identify these needs and engage students at a deeper level. This year’s survey was conducted by 58 districts with over 30,000 student responses statewide focusing on three domains including social emotional learning, student engagement and belonging.

CareerPrep 2030 is another example of our work to provide better opportunities for our students. Kent ISD has been budgeting additional Career Tech Ed funds for several years to allow for this work to become a reality. Our committee of business leaders and community partners will begin strategizing over the Summer to provide a clear vision of CTE programming later this Fall.

The meeting was adjourned by President Haidle at 4:35 p.m.

Minutes Approved: July 24, 2023

\_\_\_\_\_  
Andrea Haidle, President

\_\_\_\_\_  
Matt Rettig, Vice President

The Kent ISD Biennial School Board Election meeting was opened at 6:00 p.m. by President Andrea Haidle.

Members Present: Andrea Haidle, Claudia Bajema, Superintendent Koehler, Recording Secretary Lovell

Representatives Present: Crystal Imperi, Byron Center; Marcy White, Caledonia; Matt Shoffner, Cedar Springs; Kevin McLellan, Comstock Park; Katie McIntosh, East Grand Rapids; Maggie Terryn, Forest Hills; Lynn Velthouse, Godfrey-Lee; David Drake, Godwin Heights; Katherine Downes-Lewis, Grand Rapids; Robert Wondergem, Grandville; Marie Groters, Kelloggsville; Melissa Courtade, Kenowa Hills; Stacey Alt, Kent City; Patrick Nugent, Lowell; Renee Montgomery, Northview; Jake Himmelspach, Rockford; Kim Eluskie, Sparta; Matt Powers, Thornapple Kellogg; Jeff Norton, Wyoming

President Haidle thanked everyone for taking time from their busy schedules to support Kent ISD in this election process. She provided opportunity for public comment. Introductions were made around the room.

There are two opening for a six-year term beginning July 1, 2023- June 30, 2029. President Haidle reviewed the candidates: Andrea Haidle, Anne Hamming and Wendy Falb.

President Haidle appointed Mandy Lovell and Assistant Superintendent Dave Rodgers as tellers. Completed ballots were folded and inserted in a ballot box by each voting member. The tellers counted the ballots and submitted the results to President Haidle.

Votes tallied were in support of electing Andrea Haidle (14 votes) and Anne Hamming (15 votes) to a six-year term (2023-2029) on the Kent ISD School.

The meeting was adjourned at 6:12 p.m.

Approved: July 24, 2023

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Andrea Haidle, President

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND  
06/01/2023 - 06/30/2023**

11. GENERAL EDUCATION	\$	13,290,091.52
21. SPECIAL EDUCATION-CENTER PROGRAMS		675,299.26
22. SPECIAL EDUCATION		17,856,693.34
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)		377,175.32
26. CAREER TECHNICAL EDUCATION		646,542.54
27. COOPERATIVE EDUCATION **		159,324.34
29. STUDENT/SCHOOL ACTIVITY FUND		20,497.58
CAPITAL PROJECTS		
41. GENERAL EDUCATION		5,003.75
42. SPECIAL EDUCATION		551,057.94
46. CAREER TECHNICAL EDUCATION		525,606.68
81. INTERNAL SERVICE FUND		-
<b>TOTAL</b>	<b>\$</b>	<b>34,107,292.27</b>

Total Transfers Out to LEAs (K-12, Charter Schools and Parochial Schools)	\$	13,515,735.80
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*\*\* Disbursements from fund 28 are included in fund 27-Cooperative Education totals.*

# Kent ISD Check Register 6/1/2023 to 6/30/2023

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
600062623	MICH PUBLIC SCHOOL EMPLOYEES	11	2,234,727.75		
			<b>Check Total</b>	<b>2,234,727.75</b>	UAAL 147C(1) AND 147C(2)
300027508	DEAN TRANSPORTATION	21	2,995.53		
	DEAN TRANSPORTATION	22	2,014,576.61		
			<b>Check Total</b>	<b>2,017,572.14</b>	MAY 23 REG 1/2 TRANSPORT
300027214	DEAN TRANSPORTATION	21	1,088.21		
	DEAN TRANSPORTATION	22	1,994,035.74		
			<b>Check Total</b>	<b>1,995,123.95</b>	EMPOWER U TRANSPORTATION-MAR 2
300027377	GR PUBLIC SCHOOLS	22	1,839,309.84		
			<b>Check Total</b>	<b>1,839,309.84</b>	MEDICAID DCSFY23PMT1
600062723	MICH PUBLIC SCHOOL EMPLOYEES	11	1,688,497.80		
			<b>Check Total</b>	<b>1,688,497.80</b>	RETIREMENT 6.16.23
600061323	MICH PUBLIC SCHOOL EMPLOYEES	11	1,562,512.42		
			<b>Check Total</b>	<b>1,562,512.42</b>	RETIREMENT 6.2.23
606162335	UNITED STATES TREASURY	11	1,406,464.31		
			<b>Check Total</b>	<b>1,406,464.31</b>	PAYROLL TAXES
300027299	DEAN TRANSPORTATION	22	1,394,756.42		
			<b>Check Total</b>	<b>1,394,756.42</b>	APRIL 23 REG 1/2 TRANSPORT
606022337	UNITED STATES TREASURY	11	905,079.91		
			<b>Check Total</b>	<b>905,079.91</b>	PAYROLL TAXES
300027398	KENTWOOD PUBLIC SCHOOLS	22	901,955.03		
			<b>Check Total</b>	<b>901,955.03</b>	MEDICAID DCSFY23PMT1
606232301	NEXT GENERATION ENROLLMENT INC	11	589,426.10		
	NEXT GENERATION ENROLLMENT INC	21	28,725.15		
	NEXT GENERATION ENROLLMENT INC	22	29,669.87		
	NEXT GENERATION ENROLLMENT INC	26	97,664.61		
	NEXT GENERATION ENROLLMENT INC	27	25,807.93		
	NEXT GENERATION ENROLLMENT INC	28	2,404.44		
			<b>Check Total</b>	<b>773,698.10</b>	JULY PREMIUMS
606302335	UNITED STATES TREASURY	11	737,256.80		
			<b>Check Total</b>	<b>737,256.80</b>	PAYROLL TAXES

55649	OWEN-AMES-KIMBALL CO	42	209,010.80	
	OWEN-AMES-KIMBALL CO	46	503,415.82	
			<b>Check Total</b>	<b>712,426.62</b> KCTC CULINARY & MARKETING RENO
300027516	GR PUBLIC SCHOOLS	11	652,362.00	
			<b>Check Total</b>	<b>652,362.00</b> MAY 23 GSRP COSTS PAID IN JUNE
300027376	GR PUBLIC SCHOOLS	22	616,314.67	
			<b>Check Total</b>	<b>616,314.67</b> JUN23 SA SECT 51A SPED
300027531	MICH FAMILY RESOURCES	11	560,462.00	
			<b>Check Total</b>	<b>560,462.00</b> MAY 23 GSRP COSTS PAID IN JUNE
300027362	FOREST HILLS PUBLIC SCHOOLS	22	529,754.23	
			<b>Check Total</b>	<b>529,754.23</b> MEDICAID DCSFY23PMT1
300027441	WYOMING PUBLIC SCHOOLS	22	478,400.15	
			<b>Check Total</b>	<b>478,400.15</b> MEDICAID DCSFY23PMT1
300027473	KENTWOOD PUBLIC SCHOOLS	22	463,694.00	
			<b>Check Total</b>	<b>463,694.00</b> IDEA THRU MAY 23
300027382	GRANDVILLE PUBLIC SCHOOLS	22	404,383.81	
			<b>Check Total</b>	<b>404,383.81</b> MEDICAID DCSFY23PMT1
300027421	ROCKFORD PUBLIC SCHOOLS	22	361,094.54	
			<b>Check Total</b>	<b>361,094.54</b> MEDICAID DCSFY23PMT1
300027462	GR PUBLIC SCHOOLS	22	345,163.00	
			<b>Check Total</b>	<b>345,163.00</b> IDEA THRU MAY 23
300027509	EARLY LEARNING NEIGHBORHOOD COLLABORATIVE	11	342,496.00	
			<b>Check Total</b>	<b>342,496.00</b> MAY 23 GSRP COSTS PAID IN JUNE
300027391	KENOWA HILLS PUBLIC SCHOOLS	22	276,353.08	
			<b>Check Total</b>	<b>276,353.08</b> MEDICAID DCSFY23PMT1
55670	TIDES CENTER	22	267,857.14	
			<b>Check Total</b>	<b>267,857.14</b> 31P TRAILS 22-23 FIRST PAYMENT
300027397	KENTWOOD PUBLIC SCHOOLS	22	259,855.66	
			<b>Check Total</b>	<b>259,855.66</b> JUN23 SA SECT 51A SPED
300027411	NORTHVIEW PUBLIC SCHOOLS	22	257,746.08	
			<b>Check Total</b>	<b>257,746.08</b> MEDICAID DCSFY23PMT1
55544	GODWIN HEIGHTS PUBLIC SCHOOLS	22	241,921.38	
			<b>Check Total</b>	<b>241,921.38</b> MEDICAID DCSFY23PMT1
300027428	THORNAPPLE KELLOGG SCHOOLS	22	239,001.88	
			<b>Check Total</b>	<b>239,001.88</b> MEDICAID DCSFY23PMT1

300027238	NORTHVIEW PUBLIC SCHOOLS	11	15,417.27	
	NORTHVIEW PUBLIC SCHOOLS	21	218,351.00	
			<b>Check Total</b>	<b>233,768.27</b> TOTAL COMMUNICATIONS INDIRECT
300027336	BYRON CENTER PUBLIC SCHOOLS	22	226,858.94	
			<b>Check Total</b>	<b>226,858.94</b> MEDICAID DCSFY23PMT1
300027340	CALEDONIA COMMUNITY SCHOOLS	22	223,893.71	
			<b>Check Total</b>	<b>223,893.71</b> MEDICAID DCSFY23PMT1
300027344	CEDAR SPRINGS PUBLIC SCHOOLS	22	218,458.73	
			<b>Check Total</b>	<b>218,458.73</b> MEDICAID DCSFY23PMT1
300027388	KELLOGGSVILLE PUBLIC SCHOOLS	22	209,951.81	
			<b>Check Total</b>	<b>209,951.81</b> MEDICAID DCSFY23PMT1
300027404	LOWELL AREA SCHOOLS	22	201,627.83	
			<b>Check Total</b>	<b>201,627.83</b> MEDICAID DCSFY23PMT1
300027424	SPARTA AREA SCHOOLS	22	195,979.41	
			<b>Check Total</b>	<b>195,979.41</b> MEDICAID DCSFY23PMT1
606162337	STATE OF MICHIGAN	11	194,230.88	
			<b>Check Total</b>	<b>194,230.88</b> PAYROLL TAXES
300027449	CALEDONIA COMMUNITY SCHOOLS	22	178,416.00	
			<b>Check Total</b>	<b>178,416.00</b> IDEA THRU MAY 23
300027535	SEHI COMPUTER PRODUCTS INC	11	800.00	
	SEHI COMPUTER PRODUCTS INC	42	175,327.40	
			<b>Check Total</b>	<b>176,127.40</b> CTR PROGRAM HP440 NOTEBOOKS
300027368	GODFREY LEE PUBLIC SCHOOLS	22	173,599.19	
			<b>Check Total</b>	<b>173,599.19</b> MEDICAID DCSFY23PMT1
300027350	COMSTOCK PARK PUBLIC SCHOOLS	22	172,836.92	
			<b>Check Total</b>	<b>172,836.92</b> MEDICAID DCSFY23PMT1
80614231	JPMORGAN CHASE BANK NA	11	51,938.69	
	JPMORGAN CHASE BANK NA	21	28,323.61	
	JPMORGAN CHASE BANK NA	22	17,097.57	
	JPMORGAN CHASE BANK NA	26	66,758.16	
	JPMORGAN CHASE BANK NA	27	809.86	
	JPMORGAN CHASE BANK NA	28	906.12	
	JPMORGAN CHASE BANK NA	29	4,397.99	
			<b>Check Total</b>	<b>170,232.00</b> APTA - DUES
300027361	FOREST HILLS PUBLIC SCHOOLS	22	141,263.97	
			<b>Check Total</b>	<b>141,263.97</b> JUN23 SA SECT 51A SPED

606022339	STATE OF MICHIGAN	11	130,776.99	<b>Check Total</b>	<b>130,776.99</b> PAYROLL TAXES
300027479	LOWELL AREA SCHOOLS	22	127,115.00	<b>Check Total</b>	<b>127,115.00</b> IDEA THRU MAY 23
300027486	ROCKFORD PUBLIC SCHOOLS	22	126,375.00	<b>Check Total</b>	<b>126,375.00</b> IDEA THRU MAY 23
300027463	GRANDVILLE PUBLIC SCHOOLS	22	119,730.00	<b>Check Total</b>	<b>119,730.00</b> IDEA THRU MAY 23
300027423	SPARTA AREA SCHOOLS	11	77,424.90		
	SPARTA AREA SCHOOLS	22	39,201.20	<b>Check Total</b>	<b>116,626.10</b> JUN23 SA SECT 51A SPED
300027461	GODFREY LEE PUBLIC SCHOOLS	22	115,674.00	<b>Check Total</b>	<b>115,674.00</b> IDEA THRU MAY 23
55510	MICH FAMILY RESOURCES	11	114,746.00	<b>Check Total</b>	<b>114,746.00</b> GSRP TRANSPORTATION
300027313	KENTWOOD PUBLIC SCHOOLS	11	112,210.00	<b>Check Total</b>	<b>112,210.00</b> GSRP 22/23 SITE COST
300027460	FOREST HILLS PUBLIC SCHOOLS	22	111,806.00	<b>Check Total</b>	<b>111,806.00</b> IDEA THRU MAY 23
300027228	KENTWOOD PUBLIC SCHOOLS	11	107,627.67	<b>Check Total</b>	<b>107,627.67</b> RAG REIMBURSE-CROSSROADS
606302337	STATE OF MICHIGAN	11	106,827.09	<b>Check Total</b>	<b>106,827.09</b> PAYROLL TAXES
300027395	KENT CITY COMMUNITY SCHOOLS	22	105,696.25	<b>Check Total</b>	<b>105,696.25</b> MEDICAID DCSFY23PMT1
300027440	WYOMING PUBLIC SCHOOLS	22	103,943.03	<b>Check Total</b>	<b>103,943.03</b> JUN23 SA SECT 51A SPED
300027297	CEDAR SPRINGS PUBLIC SCHOOLS	11	101,243.00	<b>Check Total</b>	<b>101,243.00</b> 22/23 GSRP TRANSPORTATION
300027471	KENOWA HILLS PUBLIC SCHOOLS	22	97,270.00	<b>Check Total</b>	<b>97,270.00</b> IDEA THRU MAY 23
300027381	GRANDVILLE PUBLIC SCHOOLS	22	95,619.51	<b>Check Total</b>	<b>95,619.51</b> JUN23 SA SECT 51A SPED
300027280	SEHI COMPUTER PRODUCTS INC	26	48,290.04		
	SEHI COMPUTER PRODUCTS INC	28	41,397.00	<b>Check Total</b>	<b>89,687.04</b> HP ELITEBOOK-WFD

300027420	ROCKFORD PUBLIC SCHOOLS	11	2,173.72	
	ROCKFORD PUBLIC SCHOOLS	22	83,155.15	
			<b>Check Total</b>	<b>85,328.87</b> JUN23 SA SECT 51A SPED
300027358	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	83,544.70	
			<b>Check Total</b>	<b>83,544.70</b> MEDICAID DCSFY23PMT1
300027402	LIGHTHOUSE ACADEMY	22	80,419.40	
			<b>Check Total</b>	<b>80,419.40</b> MEDICAID DCSFY23PMT1
300027541	YMCA OF GREATER GR	11	79,571.00	
			<b>Check Total</b>	<b>79,571.00</b> MAY 23 GSRP COSTS PAID IN JUNE
300027499	WYOMING PUBLIC SCHOOLS	22	79,299.00	
			<b>Check Total</b>	<b>79,299.00</b> IDEA THRU MAY 23
300027323	PROGRESSIVE ARCHITECTURAL ENGINEERS	26	5,717.00	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	41	5,003.75	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	64,005.31	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	3,326.00	
			<b>Check Total</b>	<b>78,052.06</b> LINCOLN SCHOOL SENSORY GARDEN
300027490	THORNAPPLE KELLOGG SCHOOLS	22	70,305.00	
			<b>Check Total</b>	<b>70,305.00</b> IDEA THRU MAY 23
300027482	NORTHVIEW PUBLIC SCHOOLS	22	69,828.00	
			<b>Check Total</b>	<b>69,828.00</b> IDEA THRU MAY 23
300027452	CEDAR SPRINGS PUBLIC SCHOOLS	22	69,063.00	
			<b>Check Total</b>	<b>69,063.00</b> IDEA THRU MAY 23
300027448	BYRON CENTER PUBLIC SCHOOLS	22	68,614.00	
			<b>Check Total</b>	<b>68,614.00</b> IDEA THRU MAY 23
300027296	CDW LLC	26	68,361.78	
			<b>Check Total</b>	<b>68,361.78</b> MICROSOFT A3 SUBSCRIPTION 6/1/
300027488	SPARTA AREA SCHOOLS	22	62,092.00	
			<b>Check Total</b>	<b>62,092.00</b> IDEA THRU MAY 23
300027436	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	61,774.30	
			<b>Check Total</b>	<b>61,774.30</b> MEDICAID DCSFY23PMT1
300027343	CEDAR SPRINGS PUBLIC SCHOOLS	22	61,583.21	
			<b>Check Total</b>	<b>61,583.21</b> JUN23 SA SECT 51A SPED
300027227	KELLOGGSVILLE PUBLIC SCHOOLS	11	61,450.00	
			<b>Check Total</b>	<b>61,450.00</b> GSRP TRANSPORTATION COSTS
300027469	KELLOGGSVILLE PUBLIC SCHOOLS	22	61,132.00	

			<b>Check Total</b>	<b>61,132.00</b> IDEA THRU MAY 23
300027335	BYRON CENTER PUBLIC SCHOOLS	22	59,841.00	
			<b>Check Total</b>	<b>59,841.00</b> JUN23 SA SECT 51A SPED
300027277	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	5,249.31	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	20,889.97	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	32,878.81	
			<b>Check Total</b>	<b>59,018.09</b> 41000 ELECTRIC CHOICE-MAY 23
300027444	ZEELAND PUBLIC SCHOOLS	11	57,076.91	
			<b>Check Total</b>	<b>57,076.91</b> JUN23 SA SECT 107 ADULT
300027550	GR PUBLIC SCHOOLS	23	56,794.59	
			<b>Check Total</b>	<b>56,794.59</b> FY23 ENHANCE 2023-06-29
300027379	GR PUBLIC SCHOOLS	21	56,568.94	
			<b>Check Total</b>	<b>56,568.94</b> CENTER PROGRAMS BILLBACK CREDI
300027289	WYOMING PUBLIC SCHOOLS	11	56,350.00	
			<b>Check Total</b>	<b>56,350.00</b> GSRP 22/23 SITE COST
300027371	GODWIN HEIGHTS PUBLIC SCHOOLS	22	54,493.99	
			<b>Check Total</b>	<b>54,493.99</b> JUN23 SA SECT 51A SPED
300027443	WYOMING PUBLIC SCHOOLS	21	51,537.28	
			<b>Check Total</b>	<b>51,537.28</b> CENTER PROGRAMS BILLBACK CREDI
300027403	LOWELL AREA SCHOOLS	22	50,713.09	
			<b>Check Total</b>	<b>50,713.09</b> JUN23 SA SECT 51A SPED
300027524	KENTWOOD PUBLIC SCHOOLS	11	50,016.52	
			<b>Check Total</b>	<b>50,016.52</b> TITLE I REG ASSIST GRANT PROFL
300027349	COMSTOCK PARK PUBLIC SCHOOLS	22	48,839.69	
			<b>Check Total</b>	<b>48,839.69</b> JUN23 SA SECT 51A SPED
300027390	KENOWA HILLS PUBLIC SCHOOLS	22	48,824.07	
			<b>Check Total</b>	<b>48,824.07</b> JUN23 SA SECT 51A SPED
300027455	COMSTOCK PARK PUBLIC SCHOOLS	22	47,886.00	
			<b>Check Total</b>	<b>47,886.00</b> IDEA THRU MAY 23
300027312	KENT COUNTY TREASURER	11	743.40	
	KENT COUNTY TREASURER	22	29,924.71	
	KENT COUNTY TREASURER	23	7,502.33	
	KENT COUNTY TREASURER	26	7,359.61	
	KENT COUNTY TREASURER	42	860.28	
	KENT COUNTY TREASURER	46	860.28	
			<b>Check Total</b>	<b>47,250.61</b> REIMBURSE TAXES PER MTT/STC OR

606022341	CITY OF GRAND RAPIDS	11	46,464.49	<b>Check Total</b>	<b>46,464.49</b> CITY TAXES
300027458	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	46,279.00	<b>Check Total</b>	<b>46,279.00</b> IDEA THRU MAY 23
300027493	VISTA CHARTER ACADEMY	22	45,619.00	<b>Check Total</b>	<b>45,619.00</b> IDEA THRU MAY 23
300027387	KELLOGGSVILLE PUBLIC SCHOOLS	22	45,275.43	<b>Check Total</b>	<b>45,275.43</b> JUN23 SA SECT 51A SPED
55381	BERGER CHEVROLET	11	45,064.00	<b>Check Total</b>	<b>45,064.00</b> CO-PLOW TRUCK
300027439	WILLIAM C ABNEY ACADEMY	22	41,970.54	<b>Check Total</b>	<b>41,970.54</b> MEDICAID DCSFY23PMT1
300027555	KENTWOOD PUBLIC SCHOOLS	23	41,740.81	<b>Check Total</b>	<b>41,740.81</b> FY23 ENHANCE 2023-06-29
606162332	GLP & ASSOCIATES	11	41,472.11	<b>Check Total</b>	<b>41,472.11</b> ANNUITY
300027445	ADN ADMINISTRATORS INC	11	40,878.04	<b>Check Total</b>	<b>40,878.04</b> DENTAL CLAIMS
300027547	FOREST HILLS PUBLIC SCHOOLS	23	40,547.28	<b>Check Total</b>	<b>40,547.28</b> FY23 ENHANCE 2023-06-29
55414	OWEN-AMES-KIMBALL CO	42	37,666.76	<b>Check Total</b>	<b>37,666.76</b> OAK SECURED ENTRY - BOARD APPR
55676	VDA LABS LLC	11	36,000.00	<b>Check Total</b>	<b>36,000.00</b> CONTINGENCY PLANNING WORKSHOPS
606302308	VALIC - ER	22	35,720.00	<b>Check Total</b>	<b>35,720.00</b> ANNUITY
300027459	EXCEL CHARTER ACADEMY	22	35,139.00	<b>Check Total</b>	<b>35,139.00</b> IDEA THRU MAY 23
300027410	NORTHVIEW PUBLIC SCHOOLS	22	34,331.99	<b>Check Total</b>	<b>34,331.99</b> JUN23 SA SECT 51A SPED
300027414	ORCHARD VIEW SCHOOLS	11	33,831.27	<b>Check Total</b>	<b>33,831.27</b> JUN23 SA SECT 107 ADULT
300027558	ROCKFORD PUBLIC SCHOOLS	23	33,135.27	<b>Check Total</b>	<b>33,135.27</b> FY23 ENHANCE 2023-06-29
55424	YOUTH VISION SOLUTIONS INC	11	32,503.76	<b>Check Total</b>	<b>32,503.76</b> RAG REIMBURSE-COVENANT HOUSE A

300027260	ENVIRO-CLEAN	21	32,272.41	<b>Check Total</b>	<b>32,272.41</b>	JANITORIAL SERVICES AT PGLC -M
300027537	THORNAPPLE KELLOGG SCHOOLS	11	32,145.33	<b>Check Total</b>	<b>32,145.33</b>	HSA REPAYMENT AND OPTIONAL CO
300027367	GODFREY LEE PUBLIC SCHOOLS	22	30,427.84	<b>Check Total</b>	<b>30,427.84</b>	JUN23 SA SECT 51A SPED
300027223	HEART OF WEST MICH UNITED WAY	11	29,096.36	<b>Check Total</b>	<b>29,096.36</b>	32P BLOCK GRANT REIMBURSE THRU
606022334	GLP & ASSOCIATES	11	28,626.49	<b>Check Total</b>	<b>28,626.49</b>	ANNUITY
55396	GRAND VALLEY STATE UNIVERSITY	26	27,405.00	<b>Check Total</b>	<b>27,405.00</b>	KCTC TEACHER ACADEMY
606302333	GLP & ASSOCIATES	11	26,928.29	<b>Check Total</b>	<b>26,928.29</b>	ANNUITY
300027408	NEW BRANCHES SCHOOL	22	25,490.28	<b>Check Total</b>	<b>25,490.28</b>	MEDICAID DCSFY23PMT1
55572	MUSKEGON AREA ISD	11	23,530.50	<b>Check Total</b>	<b>25,431.00</b>	MUNIS TECH FEE-KENT ISD & CTA
	MUSKEGON AREA ISD	27	1,900.50			
55386	TREECE HOME CARE INC	22	24,437.50	<b>Check Total</b>	<b>24,437.50</b>	Nurse Bus Aides
300027365	FREMONT PUBLIC SCHOOLS	11	22,969.00	<b>Check Total</b>	<b>22,969.00</b>	JUN23 SA SECT 107 ADULT
300027413	NORTHVIEW PUBLIC SCHOOLS	21	22,806.69	<b>Check Total</b>	<b>22,806.69</b>	CENTER PROGRAMS BILLBACK CREDI
300027540	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	11	22,220.00	<b>Check Total</b>	<b>22,220.00</b>	MAY 23 GSRP COSTS PAID IN JUNE
300027355	CREATIVE TECHNOLOGIES ACADEMY	22	22,060.07	<b>Check Total</b>	<b>22,060.07</b>	MEDICAID DCSFY23PMT1
300027532	NEW BRANCHES SCHOOL	11	21,335.00	<b>Check Total</b>	<b>21,335.00</b>	MAY 23 GSRP COSTS PAID IN JUNE
300027339	CALEDONIA COMMUNITY SCHOOLS	22	21,197.61	<b>Check Total</b>	<b>21,197.61</b>	JUN23 SA SECT 51A SPED
300027543	CALEDONIA COMMUNITY SCHOOLS	23	21,019.26	<b>Check Total</b>	<b>21,019.26</b>	FY23 ENHANCE 2023-06-29

300027551	GRANDVILLE PUBLIC SCHOOLS	23	20,918.45	<b>Check Total</b>	<b>20,918.45</b> FY23 ENHANCE 2023-06-29
55662	SEYFERTH & ASSOCIATES INC	11	20,544.00	<b>Check Total</b>	<b>20,544.00</b> PUBLIC RELATIONS FOR STUDENT P
55451	MATHISON ARCHITECTS LLC	42	20,210.86	<b>Check Total</b>	<b>20,210.86</b> PROF SERVICES-LDC ENTRY-APR 23
300027513	GR COMMUNITY COLLEGE	11	19,139.00	<b>Check Total</b>	<b>20,159.00</b> MAY 23 GSRP COSTS PAID IN JUNE
	GR COMMUNITY COLLEGE	26	1,020.00		
300027357	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	20,151.44	<b>Check Total</b>	<b>20,151.44</b> JUN23 SA SECT 51A SPED
606162336	PARADIGM EQUITIES INC	11	20,050.21	<b>Check Total</b>	<b>20,050.21</b> ANNUITY
300027281	SIEMENS INDUSTRY INC	11	2,794.13	<b>Check Total</b>	<b>19,958.00</b> FIRE ALARM SERVICES - VARIOUS
	SIEMENS INDUSTRY INC	21	2,195.38		
	SIEMENS INDUSTRY INC	26	14,968.49		
300027521	HOPE ACADEMY OF WEST MICHIGAN	11	19,641.00	<b>Check Total</b>	<b>19,641.00</b> MAY 23 GSRP COSTS PAID IN JUNE
271560223	EDUSTAFF LLC	11	1,551.68	<b>Check Total</b>	<b>19,407.19</b> EDUSTAFF WEEK OF 06/02/2023
	EDUSTAFF LLC	21	12,142.20		
	EDUSTAFF LLC	22	2,093.81		
	EDUSTAFF LLC	26	3,619.50		
55626	GR CHRISTIAN SCHOOLS	11	19,086.00	<b>Check Total</b>	<b>19,086.00</b> MAY 23 GSRP COSTS PAID IN JUNE
300027542	BYRON CENTER PUBLIC SCHOOLS	23	18,306.46	<b>Check Total</b>	<b>18,306.46</b> FY23 ENHANCE 2023-06-29
55648	NEWEGG.COM	26	17,825.29	<b>Check Total</b>	<b>17,825.29</b> VIDEO CARDS / IT
300027478	LIGHTHOUSE ACADEMY	22	17,321.00	<b>Check Total</b>	<b>17,321.00</b> IDEA THRU MAY 23
606022338	PARADIGM EQUITIES INC	11	16,992.84	<b>Check Total</b>	<b>16,992.84</b> ANNUITY
55634	LANGLEY CHILD CARE	11	16,112.00	<b>Check Total</b>	<b>16,112.00</b> MAY 23 GSRP COSTS PAID IN JUNE

300027375	GR CHILD DISCOVERY CENTER	22	16,076.26	<b>Check Total</b>	<b>16,076.26</b> MEDICAID DCSFY23PMT1
300027415	PLAINWELL COMMUNITY SCHOOLS	11	15,912.72	<b>Check Total</b>	<b>15,912.72</b> JUN23 SA SECT 107 ADULT
300027496	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	15,810.00	<b>Check Total</b>	<b>15,810.00</b> IDEA THRU MAY 23
606302336	PARADIGM EQUITIES INC	11	15,793.35	<b>Check Total</b>	<b>15,793.35</b> ANNUITY
300027352	COMSTOCK PARK PUBLIC SCHOOLS	21	15,711.71	<b>Check Total</b>	<b>15,711.71</b> CENTER PROGRAMS BILLBACK CREDI
300027302	FOREST HILLS PUBLIC SCHOOLS	11	15,644.54	<b>Check Total</b>	<b>15,644.54</b> GSRP 22/23 SITE COST
55419	SEVERANCE ELECTRIC CO INC	27	15,628.46	<b>Check Total</b>	<b>15,628.46</b> WAN MAINTENANCE- PHASE 1 & 2
300027561	WYOMING PUBLIC SCHOOLS	23	15,566.05	<b>Check Total</b>	<b>15,566.05</b> FY23 ENHANCE 2023-06-29
300027318	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	580.28		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	5,923.81		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	8,949.45	<b>Check Total</b>	<b>15,453.54</b> 41000-NATURAL GAS MAY 23
300027504	CALEDONIA COMMUNITY SCHOOLS	11	15,190.00	<b>Check Total</b>	<b>15,190.00</b> GSRP 22/23 SITE COST
300027207	BARE BULB COMPANIES LLC	26	15,000.00	<b>Check Total</b>	<b>15,000.00</b> SSO PART 1 FOR OSD
55592	KENT EXCAVATING INC	11	14,900.00	<b>Check Total</b>	<b>14,900.00</b> SEPTIC SYSTEM FOR HCNC
300027453	CHANDLER WOODS CAMPUS	22	14,198.00	<b>Check Total</b>	<b>14,198.00</b> IDEA THRU MAY 23
300027557	NORTHVIEW PUBLIC SCHOOLS	23	14,062.66	<b>Check Total</b>	<b>14,062.66</b> FY23 ENHANCE 2023-06-29
300027556	LOWELL AREA SCHOOLS	23	14,026.40	<b>Check Total</b>	<b>14,026.40</b> FY23 ENHANCE 2023-06-29
300027332	BELDING AREA SCHOOLS	11	13,846.00	<b>Check Total</b>	<b>13,846.00</b> JUN23 SA SECT 107 ADULT
300027427	THORNAPPLE KELLOGG SCHOOLS	22	13,827.24		

			<b>Check Total</b>	<b>13,827.24</b> JUN23 SA SECT 51A SPED
300027477	ANA L RAMIREZ-SAENZ	21	8,616.25	
	ANA L RAMIREZ-SAENZ	22	5,160.00	
			<b>Check Total</b>	<b>13,776.25</b> LA FUENTE 2022-2023 SCHOOL YEA
300027386	HOPE ACADEMY OF WEST MICHIGAN	22	13,682.73	
			<b>Check Total</b>	<b>13,682.73</b> MEDICAID DCSFY23PMT1
300027364	FOREST HILLS PUBLIC SCHOOLS	21	13,451.67	
			<b>Check Total</b>	<b>13,451.67</b> CENTER PROGRAMS BILLBACK CREDI
300027505	CHILDTIME CHILDCARE INC	11	13,427.00	
			<b>Check Total</b>	<b>13,427.00</b> MAY 23 GSRP COSTS PAID IN JUNE
606162338	VALIC	11	13,344.46	
			<b>Check Total</b>	<b>13,344.46</b> ANNUITY
300027544	CEDAR SPRINGS PUBLIC SCHOOLS	23	13,202.10	
			<b>Check Total</b>	<b>13,202.10</b> FY23 ENHANCE 2023-06-29
300027560	THORNAPPLE KELLOGG SCHOOLS	23	13,193.16	
			<b>Check Total</b>	<b>13,193.16</b> FY23 ENHANCE 2023-06-29
300027507	CREATIVE TECHNOLOGIES ACADEMY	11	13,038.00	
			<b>Check Total</b>	<b>13,038.00</b> MAY 23 GSRP COSTS PAID IN JUNE
300027546	EAST GRAND RAPIDS PUBLIC SCHOOLS	23	12,620.58	
			<b>Check Total</b>	<b>12,620.58</b> FY23 ENHANCE 2023-06-29
300027334	BYRON CENTER CHARTER	22	12,539.33	
			<b>Check Total</b>	<b>12,539.33</b> MEDICAID DCSFY23PMT1
55415	JENNY ORTON	11	12,146.40	
			<b>Check Total</b>	<b>12,146.40</b> COGNITIVE COACHING PART I & II
55584	STATE OF MICHIGAN	22	11,990.36	
			<b>Check Total</b>	<b>11,990.36</b> Medicaid School Based Services
300027553	KENOWA HILLS PUBLIC SCHOOLS	23	11,396.40	
			<b>Check Total</b>	<b>11,396.40</b> FY23 ENHANCE 2023-06-29
55516	SID TOOL CO INC	46	11,309.99	
			<b>Check Total</b>	<b>11,309.99</b> EQUIPMENT FOR PRECISION MACHIN
300027520	JAMES HISSONG	11	11,200.00	
			<b>Check Total</b>	<b>11,200.00</b> MAY/JUNE 2023 GRANT CONSULTING
300027366	FRUITPORT COMMUNITY SCHOOLS	11	11,174.00	
			<b>Check Total</b>	<b>11,174.00</b> JUN23 SA SECT 107 ADULT
300027394	KENT CITY COMMUNITY SCHOOLS	22	11,145.98	
			<b>Check Total</b>	<b>11,145.98</b> JUN23 SA SECT 51A SPED

55640	MILESTONES CDC LLC	11	10,860.00	
			<b>Check Total</b>	<b>10,860.00</b> MAY 23 GSRP COSTS PAID IN JUNE
300027447	BYRON CENTER CHARTER	22	10,827.00	
			<b>Check Total</b>	<b>10,827.00</b> IDEA THRU MAY 23
55431	CITY OF GRAND RAPIDS	11	616.58	
	CITY OF GRAND RAPIDS	21	4,622.92	
	CITY OF GRAND RAPIDS	26	5,427.53	
			<b>Check Total</b>	<b>10,667.03</b> WATER/SEWER(2930 KNAPP NE) 4/2
55461	REPUBLIC SERVICES INC	11	623.81	
	REPUBLIC SERVICES INC	21	6,844.97	
	REPUBLIC SERVICES INC	26	2,666.43	
			<b>Check Total</b>	<b>10,135.21</b> 3-0240-0360530 WASTE REMOVAL-J
300027346	CEDAR SPRINGS PUBLIC SCHOOLS	21	10,114.26	
			<b>Check Total</b>	<b>10,114.26</b> CENTER PROGRAMS BILLBACK CREDI
300027347	CENTRAL MONTCALM PUB SCH	11	10,111.36	
			<b>Check Total</b>	<b>10,111.36</b> JUN23 SA SECT 107 ADULT
300027559	SPARTA AREA SCHOOLS	23	9,997.61	
			<b>Check Total</b>	<b>9,997.61</b> FY23 ENHANCE 2023-06-29
55501	JEFFREY D HALSTED II	42	9,995.00	
			<b>Check Total</b>	<b>9,995.00</b> EU-N DEMOLITION
606162318	GLP & ASSOCIATES - 457	11	9,853.27	
			<b>Check Total</b>	<b>9,853.27</b> ANNUITY
55449	RICHARD W LEMONS EdD	11	9,712.57	
			<b>Check Total</b>	<b>9,712.57</b> CONSULTING SERVICES 3/27-28, 5
606162302	PLANMEMBER SECURITIES CORP	11	9,668.00	
			<b>Check Total</b>	<b>9,668.00</b> ANNUITY
55673	TRINITY'S PLAYHOUSE EARLY LEARNING CENTER LLC	11	9,628.00	
			<b>Check Total</b>	<b>9,628.00</b> MAY 23 GSRP COSTS PAID IN JUNE
300027527	MANER COSTERISAN & ELLIS PC	11	3,562.50	
	MANER COSTERISAN & ELLIS PC	22	2,375.00	
	MANER COSTERISAN & ELLIS PC	26	3,562.50	
			<b>Check Total</b>	<b>9,500.00</b> 2023 AUDIT-PROGRESS BILLING
300027363	FOREST HILLS PUBLIC SCHOOLS	22	9,430.00	
			<b>Check Total</b>	<b>9,430.00</b> SPED LAUNCH 0623 STIPENDS
55589	JEFFREY JAMES GROVE	26	9,422.00	

			<b>Check Total</b>	<b>9,422.00</b>	SOFFIT PAINTING - NEAR LOT 1
271561623	EDUSTAFF LLC	11	1,780.87		
	EDUSTAFF LLC	21	4,578.40		
	EDUSTAFF LLC	22	1,239.05		
	EDUSTAFF LLC	26	1,749.88		
			<b>Check Total</b>	<b>9,348.20</b>	EDUSTAFF WEEK OF 06/16/2023
300027399	KENTWOOD PUBLIC SCHOOLS	22	9,225.00		
			<b>Check Total</b>	<b>9,225.00</b>	SPED LAUNCH 0623 STIPENDS
300027503	BYRON CENTER PUBLIC SCHOOLS	11	9,211.34		
			<b>Check Total</b>	<b>9,211.34</b>	TITLE III REIMB PARAPRO SUPPOR
300027286	UNITED COMMERCIAL SERVICES INC	21	3,605.33		
	UNITED COMMERCIAL SERVICES INC	26	5,537.00		
			<b>Check Total</b>	<b>9,142.33</b>	JANITORIAL SERVICES - KEC BELT
300027552	KELLOGGSVILLE PUBLIC SCHOOLS	23	9,094.87		
			<b>Check Total</b>	<b>9,094.87</b>	FY23 ENHANCE 2023-06-29
55654	REPCOLITE PAINTS INC	42	9,050.00		
			<b>Check Total</b>	<b>9,050.00</b>	EU-S PAINT
55545	WHITEHALL DISTRICT SCHOOLS	11	9,048.99		
			<b>Check Total</b>	<b>9,048.99</b>	JUN23 SA SECT 107 ADULT
300027430	THORNAPPLE KELLOGG SCHOOLS	21	8,982.58		
			<b>Check Total</b>	<b>8,982.58</b>	CENTER PROGRAMS BILLBACK CREDI
55457	COURIERED LLC	11	8,970.78		
			<b>Check Total</b>	<b>8,970.78</b>	COURIER SERVICES FOR KENT ISD-
300027331	ALLEGAN PUBLIC SCHOOLS	11	8,841.27		
			<b>Check Total</b>	<b>8,841.27</b>	JUN23 SA SECT 107 ADULT
300027378	GR PUBLIC SCHOOLS	22	8,815.00		
			<b>Check Total</b>	<b>8,815.00</b>	SPED LAUNCH 0623 STIPENDS
55684	XEROX CORPORATION	26	8,788.67		
			<b>Check Total</b>	<b>8,788.67</b>	XEROX LEASE PAYMENTS OCT 2022-
55470	WEST RIVER CARPETS INC	26	8,770.58		
			<b>Check Total</b>	<b>8,770.58</b>	CARPET FOR 2546 ORCHARD VIEW
55512	MILLER WELDING SUPPLY CO	26	8,699.49		
			<b>Check Total</b>	<b>8,699.49</b>	2ND SEMESTER SUPPLIES MILLER W
300027233	LOWELL AREA SCHOOLS	11	8,551.00		
			<b>Check Total</b>	<b>8,551.00</b>	GSRP 22/23 SITE COST
606022302	PLANMEMBER SECURITIES CORP	11	8,460.32		

			<b>Check Total</b>	<b>8,460.32</b> ANNUITY
271563023	EDUSTAFF LLC	11	1,244.88	
	EDUSTAFF LLC	21	6,242.20	
	EDUSTAFF LLC	22	914.00	
			<b>Check Total</b>	<b>8,401.08</b> EDUSTAFF WEEK OF 06/30/23
606022319	GLP & ASSOCIATES - 457	11	8,353.27	
			<b>Check Total</b>	<b>8,353.27</b> ANNUITY
606302302	PLANMEMBER SECURITIES CORP	11	8,344.92	
			<b>Check Total</b>	<b>8,344.92</b> ANNUITY
606302319	GLP & ASSOCIATES - 457	11	8,318.27	
			<b>Check Total</b>	<b>8,318.27</b> ANNUITY
55655	REPUBLIC SERVICES INC	11	622.93	
	REPUBLIC SERVICES INC	21	5,401.05	
	REPUBLIC SERVICES INC	26	2,274.45	
			<b>Check Total</b>	<b>8,298.43</b> 3-0240-0360530 WASTE & RECYCLE
300027384	GRANT PUBLIC SCHOOLS	11	8,230.54	
			<b>Check Total</b>	<b>8,230.54</b> JUN23 SA SECT 107 ADULT
55543	XEROX CORPORATION	26	8,223.49	
			<b>Check Total</b>	<b>8,223.49</b> XEROX LEASE PAYMENTS 5/10 - 6/
300027456	CREATIVE TECHNOLOGIES ACADEMY	22	8,001.00	
			<b>Check Total</b>	<b>8,001.00</b> IDEA THRU MAY 23
300027250	BYRON CENTER PUBLIC SCHOOLS	11	7,840.00	
			<b>Check Total</b>	<b>7,840.00</b> GSRP 22/23 SITE COST
300027454	COMSTOCK PARK PUBLIC SCHOOLS	11	7,840.00	
			<b>Check Total</b>	<b>7,840.00</b> GSRP 22/23 SITE COST
55428	AXSYS CORPORATION	26	7,810.00	
			<b>Check Total</b>	<b>7,810.00</b> PRECISION MACHINING SOFTWARE
300027253	CAROL L CLARK	26	7,743.00	
			<b>Check Total</b>	<b>7,743.00</b> CAROL CLARK FY23 CONTRACT 2/14
55421	STANDARD INSURANCE	11	7,680.60	
			<b>Check Total</b>	<b>7,680.60</b> JUNE PREMIUMS GRPS ITINS/KENT
55531	SEVERANCE ELECTRIC CO INC	27	7,613.50	
			<b>Check Total</b>	<b>7,613.50</b> WAN MAINTENANCE - PHASE 3 - 7/
55435	CONSUMERS ENERGY CO	21	7,587.75	
			<b>Check Total</b>	<b>7,587.75</b> 100039595051 (2101 52ND ST) 5/
300027450	CDW LLC	26	7,502.55	

			<b>Check Total</b>	<b>7,502.55</b>	CO-TELEVISION MONITORS FOR KCT
55661	SEVERANCE ELECTRIC CO INC	27	7,355.00		
			<b>Check Total</b>	<b>7,355.00</b>	WAN MAINTENANCE- PHASE 1 & 2
300027457	CROSS CREEK CHARTER ACADEMY	22	7,348.00		
			<b>Check Total</b>	<b>7,348.00</b>	IDEA THRU MAY 23
55397	GUST CONSTRUCTION COMPANY	26	7,324.00		
			<b>Check Total</b>	<b>7,324.00</b>	WOOD BASE FOR KCC INSURANCE CL
55605	CODE RED ROBOTICS	11	7,193.00		
			<b>Check Total</b>	<b>7,193.00</b>	MDE GRANT FOR STEM ROBOTICS
55511	MIDWEST ASPHALT MAINTENANCE INC	21	7,050.00		
			<b>Check Total</b>	<b>7,050.00</b>	LNCAM PARKING LOT REPAIRS & ST
55565	GR BUILDING SERVICES INC	21	7,036.00		
			<b>Check Total</b>	<b>7,036.00</b>	JANITORAL SERVICES FOR STRAIGH
55479	PHILIP BATTLE	26	6,950.00		
			<b>Check Total</b>	<b>6,950.00</b>	ELECTRICAL FINISH 2546 ORCHARD
55619	EDMENTUM INC	28	6,900.00		
			<b>Check Total</b>	<b>6,900.00</b>	APEX LEARNING COURSES
300027548	GODFREY LEE PUBLIC SCHOOLS	23	6,851.32		
			<b>Check Total</b>	<b>6,851.32</b>	FY23 ENHANCE 2023-06-29
55677	VERGENNES TOWNSHIP	11	106.90		
	VERGENNES TOWNSHIP	22	4,304.69		
	VERGENNES TOWNSHIP	23	1,079.48		
	VERGENNES TOWNSHIP	26	1,057.88		
	VERGENNES TOWNSHIP	42	124.86		
	VERGENNES TOWNSHIP	46	124.86		
			<b>Check Total</b>	<b>6,798.67</b>	REIMBURSE OVERPAYMENT
300027545	COMSTOCK PARK PUBLIC SCHOOLS	23	6,760.19		
			<b>Check Total</b>	<b>6,760.19</b>	FY23 ENHANCE 2023-06-29
55645	MR SERVICES AND HANDLING LLC	11	670.00		
	MR SERVICES AND HANDLING LLC	21	525.00		
	MR SERVICES AND HANDLING LLC	22	1,000.00		
	MR SERVICES AND HANDLING LLC	42	4,475.00		
			<b>Check Total</b>	<b>6,670.00</b>	ESC WORKSTATION INSTALLS
55609	CONSUMERS ENERGY CO	21	1,661.89		
	CONSUMERS ENERGY CO	22	2,424.53		
	CONSUMERS ENERGY CO	26	2,583.00		

			<b>Check Total</b>	<b>6,669.42</b> 1030 0940 5624 (225 MAYFIELD )
300027267	JOHNSON CONTROLS INC	21	6,616.11	
			<b>Check Total</b>	<b>6,616.11</b> STRAIGHT SCHOOL CHILLER REPAIR
55611	CUSTER OFFICE ENVIRONMENTS INC	42	6,582.56	
			<b>Check Total</b>	<b>6,582.56</b> LDC FURNITURE (PILOT FURNITURE
55587	YEO AND YEO CONSULTING LLC	26	6,516.00	
			<b>Check Total</b>	<b>6,516.00</b> CO-COMPUTER CARTS (2) MECHATRO
55532	SEYFERTH & ASSOCIATES INC	11	6,500.00	
			<b>Check Total</b>	<b>6,500.00</b> PUBLIC RELATIONS FOR STUDENT P
55514	MICH OFFICE SOLUTIONS	26	6,432.11	
			<b>Check Total</b>	<b>6,432.11</b> PRINT OVERAGES 3/10 -6/9/23
300027269	PAULA K MONTGOMERY KERR	11	6,294.94	
			<b>Check Total</b>	<b>6,294.94</b> SNAP-Ed Educational Services
55526	PARADISE TEAMS INC	11	6,242.00	
			<b>Check Total</b>	<b>6,242.00</b> FIRST ROBOTICS TEAM 4967 2023
300027495	WELLSPRING PREPARATORY HIGH SCHOOL	22	6,206.00	
			<b>Check Total</b>	<b>6,206.00</b> IDEA THRU MAY 23
55446	FRED WARREN HAYWARD JR	11	3,860.00	
	FRED WARREN HAYWARD JR	21	1,020.00	
	FRED WARREN HAYWARD JR	26	1,300.00	
			<b>Check Total</b>	<b>6,180.00</b> BLDG AUTOMATION SERVICE AND CO
55562	GEOTECH INC	26	521.25	
	GEOTECH INC	27	5,647.75	
			<b>Check Total</b>	<b>6,169.00</b> REROUTE FIBER- CWDM MUX
55454	NORMAN CAMERA CO LLC	27	6,132.17	
			<b>Check Total</b>	<b>6,132.17</b> NEW CAMERAS FOR SCHOOL NEWS NE
300027525	PAULA K MONTGOMERY KERR	11	6,125.00	
			<b>Check Total</b>	<b>6,125.00</b> SNAP-Ed Educational Services-S
606022340	VALIC	11	5,976.53	
			<b>Check Total</b>	<b>5,976.53</b> ANNUITY
300027406	MASON COUNTY CENTRAL SCHOOLS	11	5,927.27	
			<b>Check Total</b>	<b>5,927.27</b> JUN23 SA SECT 107 ADULT
606022333	ASR CORP	11	5,742.28	
			<b>Check Total</b>	<b>5,742.28</b> FLEX CONTRIBUTIONS
606162331	ASR CORP	11	5,742.28	
			<b>Check Total</b>	<b>5,742.28</b> FLEX CONTRIBUTIONS

300027309	HEART OF WEST MICH UNITED WAY	11	5,725.08	<b>Check Total</b>	<b>5,725.08</b> HELP ME GROW KENT-STAFF WAGES/
300027554	KENT CITY COMMUNITY SCHOOLS	23	5,580.08	<b>Check Total</b>	<b>5,580.08</b> FY23 ENHANCE 2023-06-29
55438	DEN KETELAAR PLUMBING INC	26	5,519.50	<b>Check Total</b>	<b>5,519.50</b> CARRY OVER FROM PO 2201250-FIN
300027294	BYRON CENTER CHARTER	11	5,390.00	<b>Check Total</b>	<b>5,390.00</b> GSRP 22/23 SITE COST
300027342	CALEDONIA COMMUNITY SCHOOLS	21	5,388.09	<b>Check Total</b>	<b>5,388.09</b> CENTER PROGRAMS BILLBACK CREDI
300027288	AMY ELIZABETH VISELLI	11	5,372.96	<b>Check Total</b>	<b>5,372.96</b> SNAP-Ed Educational Services-S
300027341	CALEDONIA COMMUNITY SCHOOLS	22	5,330.00	<b>Check Total</b>	<b>5,330.00</b> SPED LAUNCH 0623 STIPENDS
55409	MICHIGAN STATEWIDE EDUCATIONAL NETWORK	27	5,184.00	<b>Check Total</b>	<b>5,184.00</b> SEN INTERNET ACCESS FOR FY 22/
606302332	ASR CORP	11	5,178.63	<b>Check Total</b>	<b>5,178.63</b> FLEX CONTRIBUTIONS
55395	GR COMMUNITY COLLEGE	11	1,339.51	<b>Check Total</b>	<b>5,169.73</b> JAMIE MUELLER
	GR COMMUNITY COLLEGE	21	748.83		
	GR COMMUNITY COLLEGE	22	3,063.97		
	GR COMMUNITY COLLEGE	26	17.42		
300027498	WEST MICH AVIATION ACADEMY	22	5,163.00	<b>Check Total</b>	<b>5,163.00</b> IDEA THRU MAY 23
300027466	HOPE ACADEMY OF WEST MICHIGAN	22	5,109.00	<b>Check Total</b>	<b>5,109.00</b> IDEA THRU MAY 23
300027311	KENT CITY COMMUNITY SCHOOLS	11	5,062.47	<b>Check Total</b>	<b>5,062.47</b> EMPLOYER HSA CONTRIBUTION
55524	OUTFRONT MEDIA INC	27	5,000.00	<b>Check Total</b>	<b>5,000.00</b> Billboard for School News Netw
300027492	AMY ELIZABETH VISELLI	11	5,000.00	<b>Check Total</b>	<b>5,000.00</b> SNAP-Ed Educational Services-S
55657	SANI-VAC SERVICE INC	26	4,975.00	<b>Check Total</b>	<b>4,975.00</b> KCTC BAKERY AIR CONVEYANCE SYS

300027276	JENNA METCALF	11	4,950.00	<b>Check Total</b>	<b>4,950.00</b> SNAP-Ed Educational Services-S
300027530	JENNA METCALF	11	4,950.00	<b>Check Total</b>	<b>4,950.00</b> SNAP-Ed Educational Services-S
55580	SEIDLITZ EDUCATION LLC	11	4,924.75	<b>Check Total</b>	<b>4,924.75</b> EDUCATING SLIFE STUDENTS 6/15
55567	LAKESHORE ARTS ALLIANCE	11	4,849.00	<b>Check Total</b>	<b>4,849.00</b> HOLLAND AREA HOME SCHOOL FIRST
55622	FAMILY PROMISE OF GRAND RAPIDS	11	4,803.00	<b>Check Total</b>	<b>4,803.00</b> MV REIMB HOTEL STAYS MAY 2023
55547	ABILITY EMPLOYMENT SERVICES LLC	21	4,600.00	<b>Check Total</b>	<b>4,600.00</b> TEACH EMPLOYMENT SKILLS TO EMP
55384	CITIZENSHIRT	26	4,570.00	<b>Check Total</b>	<b>4,570.00</b> BRANDED GOING PRO ITEMS FOR ST
55548	JEFFREY JAMES GROVE	26	4,564.00	<b>Check Total</b>	<b>4,564.00</b> SOFFIT PAINTING - AWING
300027258	DEAN TRANSPORTATION	21	4,088.11	<b>Check Total</b>	<b>4,455.83</b> EMPOWER U TRANSPORTATION-APR 2
	DEAN TRANSPORTATION	26	367.72		
55496	FISCALNOTE INC	11	4,449.06	<b>Check Total</b>	<b>4,449.06</b> STATEVOICE-ADVANCED 5/18/23 -
55678	VERIZON WIRELESS SERVICES LLC	11	806.53	<b>Check Total</b>	<b>4,433.95</b> 242286341-00001 - MAY-JUN 23
	VERIZON WIRELESS SERVICES LLC	21	2,010.79		
	VERIZON WIRELESS SERVICES LLC	22	985.57		
	VERIZON WIRELESS SERVICES LLC	26	547.63		
	VERIZON WIRELESS SERVICES LLC	28	83.43		
300027480	NEW BRANCHES SCHOOL	22	4,376.00	<b>Check Total</b>	<b>4,376.00</b> IDEA THRU MAY 23
300027327	THE SCHOLAR FIRST INC	11	4,347.00	<b>Check Total</b>	<b>4,347.00</b> CONSULTATION, COACHING- MAY 23
55556	COMCAST HOLDINGS CORPORATION	21	4,318.82	<b>Check Total</b>	<b>4,318.82</b> 900014322 - JUN 23
55398	HERITAGE-CRYSTAL CLEAN INC	26	4,217.33	<b>Check Total</b>	<b>4,217.33</b> WASTE REMOVAL-KAC
300027426	SPARTA AREA SCHOOLS	21	4,038.58		

			<b>Check Total</b>	<b>4,038.58</b>	CENTER PROGRAMS BILLBACK CREDI
300027370	GODFREY LEE PUBLIC SCHOOLS	21	4,029.85		
			<b>Check Total</b>	<b>4,029.85</b>	CENTER PROGRAMS BILLBACK CREDI
300027239	DUANE OETMAN	22	3,990.00		
			<b>Check Total</b>	<b>3,990.00</b>	Signatures for Prescriptions
300027491	VANGUARD CHARTER ACADEMY	22	3,984.00		
			<b>Check Total</b>	<b>3,984.00</b>	IDEA THRU MAY 23
300027261	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	3,910.00		
			<b>Check Total</b>	<b>3,910.00</b>	MRIC CONSULTING FEES-APR 23
606022303	MG TRUST COMPANY-MIDWEST	11	3,905.07		
			<b>Check Total</b>	<b>3,905.07</b>	ANNUITY
606162303	MG TRUST COMPANY-MIDWEST	11	3,905.07		
			<b>Check Total</b>	<b>3,905.07</b>	ANNUITY
300027512	FOXBRIGHT SOLUTIONS LLC	11	2,598.00		
	FOXBRIGHT SOLUTIONS LLC	27	1,199.00		
			<b>Check Total</b>	<b>3,797.00</b>	DESIGN TEMPLATE/CMS HOST/MAINT
300027549	GODWIN HEIGHTS PUBLIC SCHOOLS	23	3,779.97		
			<b>Check Total</b>	<b>3,779.97</b>	FY23 ENHANCE 2023-06-29
300027270	KNIGHT WATCH INC	26	3,731.27		
			<b>Check Total</b>	<b>3,731.27</b>	KCTC REPLACEMENT SECURITY CAME
300027476	KRONOS SAASHR INC	11	595.05		
	KRONOS SAASHR INC	21	2,054.98		
	KRONOS SAASHR INC	22	409.32		
	KRONOS SAASHR INC	26	595.04		
			<b>Check Total</b>	<b>3,654.39</b>	KRONOS WORKFORCE READY SOFTWARE
55517	NEWMARK PARTNERS LP	26	3,633.78		
			<b>Check Total</b>	<b>3,633.78</b>	LEASE COMMISSION-CMU 7/1/23 -
300027526	KNIGHT WATCH INC	42	3,625.63		
			<b>Check Total</b>	<b>3,625.63</b>	LNS HVAC CONTROLS UPGRADE FOR
55558	CUSTER OFFICE ENVIRONMENTS INC	42	3,561.60		
			<b>Check Total</b>	<b>3,561.60</b>	LNS FURNITURE -CORRECTED INVOI
300027494	WALKER CHARTER ACADEMY	22	3,555.00		
			<b>Check Total</b>	<b>3,555.00</b>	IDEA THRU MAY 23
300027359	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	3,280.00		
			<b>Check Total</b>	<b>3,280.00</b>	SPED LAUNCH 0623 STIPENDS

606022317	PARADIGM EQUITIES-ROTH	11	3,265.00	<b>Check Total</b>	<b>3,265.00</b> ANNUITY
606162316	PARADIGM EQUITIES-ROTH	11	3,265.00	<b>Check Total</b>	<b>3,265.00</b> ANNUITY
55458	PHARMACY TECHNICIAN CERTIFICATION BOARD	26	3,225.00	<b>Check Total</b>	<b>3,225.00</b> PHARMACY TECH CERTIFICATION EX
606302303	MG TRUST COMPANY-MIDWEST	11	3,206.80	<b>Check Total</b>	<b>3,206.80</b> ANNUITY
55569	MILLER WELDING SUPPLY CO	46	3,130.32	<b>Check Total</b>	<b>3,130.32</b> WELDING EQUIPMENT - KTC RENO P
55504	INACOMP TECHNICAL SERVICES GROUP LLC	11	3,120.00	<b>Check Total</b>	<b>3,120.00</b> READY BY 5 COMPUTERS AND ACCES
606302301	PARADIGM EQUITIES-ROTH	11	3,095.00	<b>Check Total</b>	<b>3,095.00</b> ANNUITY
300027474	KNAPP CHARTER ACADEMY	22	3,090.00	<b>Check Total</b>	<b>3,090.00</b> IDEA THRU MAY 23
300027412	NORTHVIEW PUBLIC SCHOOLS	22	3,075.00	<b>Check Total</b>	<b>3,075.00</b> SPED LAUNCH 0623 STIPENDS
606162315	MG TRUST-ROTH 403B	11	3,033.59	<b>Check Total</b>	<b>3,033.59</b> ANNUITY
55502	ERIC PAUL HEMENWAY	11	3,000.00	<b>Check Total</b>	<b>3,000.00</b> IN PERSON DEI TRAINING
300027273	MCALVEY MERCHANT & ASSOCIATES	11	3,000.00	<b>Check Total</b>	<b>3,000.00</b> GOVERNMENTAL CONSULTING AND RE
300027528	MCALVEY MERCHANT & ASSOCIATES	11	3,000.00	<b>Check Total</b>	<b>3,000.00</b> GOVERNMENTAL CONSULTING AND RE
55658	SANISWEEP INC	26	2,975.00	<b>Check Total</b>	<b>2,975.00</b> LOT SWEEPING AT KENT ISD MAIN
55546	3E LOVE LLC	29	2,971.00	<b>Check Total</b>	<b>2,971.00</b> I HEART LDC CUSTOM ORDER
55475	JEFFREY JAMES GROVE	26	2,945.00	<b>Check Total</b>	<b>2,945.00</b> SOFFIT REPAIRS PHASE 1
55426	JEFFREY JAMES GROVE	26	2,925.00	<b>Check Total</b>	<b>2,925.00</b> KCTC SOFFIT PAINTING
55530	SENTINEL TECHNOLOGIES INC	26	2,887.50		

			<b>Check Total</b>	<b>2,887.50</b>	T&M LABOR FOR SCCM WORK
300027383	GRANDVILLE PUBLIC SCHOOLS	22	2,870.00		
			<b>Check Total</b>	<b>2,870.00</b>	SPED LAUNCH 0623 STIPENDS
300027405	LOWELL AREA SCHOOLS	22	2,870.00		
			<b>Check Total</b>	<b>2,870.00</b>	SPED LAUNCH 0623 STIPENDS
55557	CONSUMERS ENERGY CO	22	80.17		
	CONSUMERS ENERGY CO	26	115.45		
	CONSUMERS ENERGY CO	27	2,645.06		
			<b>Check Total</b>	<b>2,840.68</b>	100093390399 (2546 ORCHARD VIE
55388	CONSUMERS ENERGY CO	21	1,773.40		
	CONSUMERS ENERGY CO	26	1,034.05		
			<b>Check Total</b>	<b>2,807.45</b>	100013175094 (4958 VAN LAAR-UN
300027446	B&V MECHANICAL INC	21	2,793.38		
			<b>Check Total</b>	<b>2,793.38</b>	KEC-B WATER PIPE LEAK REPAIR
300027485	RIVER CITY SCHOLARS CHARTER ACADEMY	22	2,757.00		
			<b>Check Total</b>	<b>2,757.00</b>	IDEA THRU MAY 23
300027506	CLARK HILL PLC	21	2,754.00		
			<b>Check Total</b>	<b>2,754.00</b>	LEGAL MATTERS THROUGH MAY 23-O
300027529	MERIDIAN CABLING SOLUTIONS	26	1,550.56		
	MERIDIAN CABLING SOLUTIONS	42	1,200.00		
			<b>Check Total</b>	<b>2,750.56</b>	REMOVAL OF TVS AND PROJECTORS-
55599	CALVIN UNIVERSITY	21	2,618.00		
			<b>Check Total</b>	<b>2,618.00</b>	MAY 25 COMMENCEMENT
55631	HOLLAND DESK & CHAIR LLC	42	2,579.92		
			<b>Check Total</b>	<b>2,579.92</b>	S GODWIN WINDOW SHADES
606022314	PLANMEMBER-ER	11	2,565.80		
			<b>Check Total</b>	<b>2,565.80</b>	ANNUITY
606162313	PLANMEMBER-ER	11	2,565.80		
			<b>Check Total</b>	<b>2,565.80</b>	ANNUITY
606302314	PLANMEMBER-ER	11	2,565.80		
			<b>Check Total</b>	<b>2,565.80</b>	ANNUITY
300027232	NGUYET-ANH THI TRAN	11	2,543.45		
			<b>Check Total</b>	<b>2,543.45</b>	INTERPRETATION SERVICES 5/11/2
300027435	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	2,514.53		
			<b>Check Total</b>	<b>2,514.53</b>	JUN23 SA 56(7) SPED

300027338	BYRON CENTER PUBLIC SCHOOLS	21	2,510.31	<b>Check Total</b>	<b>2,510.31</b> CENTER PROGRAMS BILLBACK CREDI
55406	MENTAL HEALTH FOUNDATION OF WEST MICHIGAN	26	2,500.00	<b>Check Total</b>	<b>2,500.00</b> MENTAL HEALTH FIRST AID TRAINI
300027321	P & M HOLDING GROUP LLP	26	2,500.00	<b>Check Total</b>	<b>2,500.00</b> DESIGN UNIFIED PA SYSTEM EXPAN
300027360	EXCEL CHARTER ACADEMY	22	2,494.05	<b>Check Total</b>	<b>2,494.05</b> JUN23 SA 56(7) SPED
55507	JAROSCH HEATING & COOLING INC	26	2,486.00	<b>Check Total</b>	<b>2,486.00</b> FINAL HVAC-2546 ORCHARD VIEW
55467	VERIZON WIRELESS SERVICES LLC	21	1,882.84		
	VERIZON WIRELESS SERVICES LLC	22	600.29	<b>Check Total</b>	<b>2,483.13</b> 242286341-00001 4/24 - 5/23/23
55408	MISDU	11	2,477.00	<b>Check Total</b>	<b>2,477.00</b> GARNISHMENTS
300027431	VANGUARD CHARTER ACADEMY	22	2,469.62	<b>Check Total</b>	<b>2,469.62</b> JUN23 SA 56(7) SPED
606022336	NATIONWIDE	11	2,455.00	<b>Check Total</b>	<b>2,455.00</b> ANNUITY
606162334	NATIONWIDE	11	2,455.00	<b>Check Total</b>	<b>2,455.00</b> ANNUITY
55432	CLARK HILL PLC	11	806.33		
	CLARK HILL PLC	22	806.33		
	CLARK HILL PLC	26	806.34	<b>Check Total</b>	<b>2,419.00</b> LEGAL SERVICES THROUGH 4/30/23
606162307	PARADIGM - 457	11	2,411.00	<b>Check Total</b>	<b>2,411.00</b> ANNUITY
606302307	PARADIGM - 457	11	2,411.00	<b>Check Total</b>	<b>2,411.00</b> ANNUITY
55473	XEROX CORPORATION	26	2,382.56	<b>Check Total</b>	<b>2,382.56</b> MOS AGREEMENT 22-23 SCHOOL YEA
55513	MISDU	11	2,363.44	<b>Check Total</b>	<b>2,363.44</b> GARNISHMENT
606022307	PARADIGM - 457	11	2,333.13	<b>Check Total</b>	<b>2,333.13</b> ANNUITY

300027432	VISTA CHARTER ACADEMY	22	2,329.27	<b>Check Total</b>	<b>2,329.27</b> JUN23 SA 56(7) SPED
300027356	CROSS CREEK CHARTER ACADEMY	22	2,324.99	<b>Check Total</b>	<b>2,324.99</b> JUN23 SA 56(7) SPED
300027293	BROADMOOR PRODUCTS INC	11	772.74		
	BROADMOOR PRODUCTS INC	21	772.74		
	BROADMOOR PRODUCTS INC	26	772.74	<b>Check Total</b>	<b>2,318.22</b> LINCOLN HVACR CHEMICAL
300027465	CHARLES HONEY	27	2,272.27	<b>Check Total</b>	<b>2,272.27</b> SNN editing/reporting duties-5
300027285	THRUN MAATSCH AND NORDBERG PC	11	753.90		
	THRUN MAATSCH AND NORDBERG PC	22	753.90		
	THRUN MAATSCH AND NORDBERG PC	26	753.89	<b>Check Total</b>	<b>2,261.69</b> PROF SERVICES 4/24 - 5/8/23
300027320	PLAINWELL COMMUNITY SCHOOLS	11	2,257.10	<b>Check Total</b>	<b>2,257.10</b> MV REIMBURSE -WELFARE & EDUC I
300027400	KNAPP CHARTER ACADEMY	22	2,256.48	<b>Check Total</b>	<b>2,256.48</b> JUN23 SA 56(7) SPED
300027372	GODWIN HEIGHTS PUBLIC SCHOOLS	22	2,255.00	<b>Check Total</b>	<b>2,255.00</b> SPED LAUNCH 0623 STIPENDS
300027389	KELLOGGSVILLE PUBLIC SCHOOLS	22	2,255.00	<b>Check Total</b>	<b>2,255.00</b> SPED LAUNCH 0623 STIPENDS
606022309	VALIC - 457	11	2,252.76	<b>Check Total</b>	<b>2,252.76</b> ANNUITY
606162308	VALIC - 457	11	2,232.76	<b>Check Total</b>	<b>2,232.76</b> ANNUITY
606302338	VALIC	11	2,205.07	<b>Check Total</b>	<b>2,205.07</b> ANNUITY
300027433	WALKER CHARTER ACADEMY	22	2,194.66	<b>Check Total</b>	<b>2,194.66</b> JUN23 SA 56(7) SPED
606302309	VALIC - 457	11	2,152.77	<b>Check Total</b>	<b>2,152.77</b> ANNUITY
55463	SUPERIOR GROUNDCOVER INC	26	2,150.10	<b>Check Total</b>	<b>2,150.10</b> HYDROSEEDING FOR 2546 ORCHARD
300027523	KENOWA HILLS PUBLIC SCHOOLS	11	2,121.70	<b>Check Total</b>	<b>2,121.70</b> GSRP MEALS 22-23

606162317	PLANMEMBER SECURITIES CORP - 457	11	2,100.00	<b>Check Total</b>	<b>2,100.00</b> ANNUITY
300027348	CHANDLER WOODS CAMPUS	22	2,099.97	<b>Check Total</b>	<b>2,099.97</b> JUN23 SA 56(7) SPED
55416	PROPIO LS LLC	11	487.36		
	PROPIO LS LLC	21	1,455.90		
	PROPIO LS LLC	28	30.24		
	PROPIO LS LLC	29	120.80	<b>Check Total</b>	<b>2,094.30</b> Interpretation Services
55425	AMAZON.COM LLC	11	2,072.30	<b>Check Total</b>	<b>2,072.30</b> READY BY FIVE COMPUTER ACCESSO
300027380	GRAND RIVER PREPARATORY HIGH SCHOOL	22	2,058.61	<b>Check Total</b>	<b>2,058.61</b> JUN23 SA 56(7) SPED
55468	VK ENDEAVOURS LLC	26	1,842.30		
	VK ENDEAVOURS LLC	42	215.60	<b>Check Total</b>	<b>2,057.90</b> LINCOLN DRAINAGE PROJECT
300027392	KENOWA HILLS PUBLIC SCHOOLS	22	2,050.00	<b>Check Total</b>	<b>2,050.00</b> SPED LAUNCH 0623 STIPENDS
300027429	THORNAPPLE KELLOGG SCHOOLS	22	2,050.00	<b>Check Total</b>	<b>2,050.00</b> SPED LAUNCH 0623 STIPENDS
300027442	WYOMING PUBLIC SCHOOLS	22	2,050.00	<b>Check Total</b>	<b>2,050.00</b> SPED LAUNCH 0623 STIPENDS
300027284	THORNAPPLE KELLOGG SCHOOLS	11	2,045.80	<b>Check Total</b>	<b>2,045.80</b> FREE AND REDUCED MEALS AND SNA
300027254	CEDAR SPRINGS PUBLIC SCHOOLS	11	2,045.44	<b>Check Total</b>	<b>2,045.44</b> FREE AND REDUCED MEALS AND SNA
55642	MISDU	11	2,035.79	<b>Check Total</b>	<b>2,035.79</b> GARNISHMENT
55581	SNAP-ON BUSINESS SOLUTIONS	29	2,028.39	<b>Check Total</b>	<b>2,028.39</b> STUDENT SCHOLARSHIP TOOL AWARD
606022322	GLP ASSOCIATES EE ROTH	11	2,025.00	<b>Check Total</b>	<b>2,025.00</b> ANNUITY
606162321	GLP ASSOCIATES EE ROTH	11	2,025.00	<b>Check Total</b>	<b>2,025.00</b> ANNUITY
606302322	GLP ASSOCIATES EE ROTH	11	2,025.00	<b>Check Total</b>	<b>2,025.00</b> ANNUITY

55681	KENDRA MCNEIL	11	2,001.47	<b>Check Total</b>	<b>2,001.47</b> ASSORTED BOOKS
55506	INTERURBAN TRANSIT PARTNERSHIP	21	1,985.00	<b>Check Total</b>	<b>1,985.00</b> WAVE FUNDS-MAR 23
606302334	NATIONWIDE	11	1,955.00	<b>Check Total</b>	<b>1,955.00</b> ANNUITY
300027489	THORNAPPLE KELLOGG SCHOOLS	26	1,951.78	<b>Check Total</b>	<b>1,951.78</b> TRANSPORTATION-MAY 23
55603	CINTAS CORP NO. 2	26	1,908.27	<b>Check Total</b>	<b>1,908.27</b> EYE STATIONS CHECKED
300027418	RIDGE PARK CHARTER ACADEMY	22	1,903.62	<b>Check Total</b>	<b>1,903.62</b> JUN23 SA 56(7) SPED
55559	DEAF INC	21	1,883.67	<b>Check Total</b>	<b>1,883.67</b> PROFESSIONAL SERVICES 5/15 - 5
55420	SOLD OPTICS EU NV	26	1,875.00	<b>Check Total</b>	<b>1,875.00</b> REPLACEMENT TRANSCEIVER MODULE
300027236	MERIDIAN CABLING SOLUTIONS	46	1,863.41	<b>Check Total</b>	<b>1,863.41</b> KTC WELDING RENO PH 1
55573	NORMAN CAMERA CO LLC	27	1,855.98	<b>Check Total</b>	<b>1,855.98</b> NEW CAMERAS FOR SCHOOL NEWS NE
55668	STATE OF MICHIGAN	11	1,730.00		
	STATE OF MICHIGAN	26	86.50	<b>Check Total</b>	<b>1,816.50</b> FINGERPRINTING-JUN 23
55486	CESO COMMUNICATIONS LLC	11	1,800.00	<b>Check Total</b>	<b>1,800.00</b> CONSULTATION SERVICES - JUN 23
55646	NATIONAL AZON INC	26	1,786.00	<b>Check Total</b>	<b>1,786.00</b> PRINTER INK FLUSH
55542	WELLS FARGO FINANCIAL LEASING	26	1,782.00	<b>Check Total</b>	<b>1,782.00</b> CLEO FAX STREAM SERVICES MONTH
55590	JEFFREY JAMES GROVE	26	1,764.00	<b>Check Total</b>	<b>1,764.00</b> SOFFIT PAINTING - BWING
300027300	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	1,745.00	<b>Check Total</b>	<b>1,745.00</b> MRIC CONSULTING-MAY 23
606022301	LEGEND GROUP/ADSERV	11	1,700.00	<b>Check Total</b>	<b>1,700.00</b> ANNUITY

606022318	PLANMEMBER SECURITIES CORP - 457	11	1,700.00	<b>Check Total</b>	<b>1,700.00</b> ANNUITY
606162301	LEGEND GROUP/ADSERV	11	1,700.00	<b>Check Total</b>	<b>1,700.00</b> ANNUITY
55597	DIANNE CARROLL BURDICK	21	1,689.31	<b>Check Total</b>	<b>1,689.31</b> MAY PHOTOGRAPHY 5/24 - 5/31/23
300027437	WEST MICH AVIATION ACADEMY	22	1,683.87	<b>Check Total</b>	<b>1,683.87</b> JUN23 SA 56(7) SPED
300027243	ALEXIS STARK	27	1,651.46	<b>Check Total</b>	<b>1,651.46</b> Reporting duties for Alexis St
300027279	ROCKFORD PUBLIC SCHOOLS	11	1,637.45	<b>Check Total</b>	<b>1,637.45</b> FREE AND REDUCED MEALS AND SNA
55593	KENT EXCAVATING INC	11	1,625.00	<b>Check Total</b>	<b>1,625.00</b> SEPTIC REPAIRS FOR HCNC
300027282	SPARTA AREA SCHOOLS	11	1,606.00	<b>Check Total</b>	<b>1,606.00</b> FREE AND REDUCED MEALS AND SNA
55564	MELODY VANDERWEIDE	11	1,590.00	<b>Check Total</b>	<b>1,590.00</b> GSQ ADVERTISING
300027324	ROCKFORD PUBLIC SCHOOLS	11	1,572.81	<b>Check Total</b>	<b>1,572.81</b> MV REIMBURSE - EDUC ITEMS
300027472	KENT CITY COMMUNITY SCHOOLS	11	1,552.04	<b>Check Total</b>	<b>1,552.04</b> FREE AND REDUCED MEALS AND SNA
606022316	MG TRUST-ROTH 403B	11	1,533.57	<b>Check Total</b>	<b>1,533.57</b> ANNUITY
55667	STATE OF MICHIGAN	26	1,524.00	<b>Check Total</b>	<b>1,524.00</b> MECHANIC CERT EXAMS-ACCT 00033
55680	WASTE RECOVERY SYSTEMS INC	26	1,518.87	<b>Check Total</b>	<b>1,518.87</b> CLEAN OUT OIL SEPARATOR BASINS
606302300	LEGEND GROUP/ADSERV	11	1,500.00	<b>Check Total</b>	<b>1,500.00</b> ANNUITY
606302318	PLANMEMBER SECURITIES CORP - 457	11	1,500.00	<b>Check Total</b>	<b>1,500.00</b> ANNUITY
300027326	ALEXIS STARK	27	1,483.12	<b>Check Total</b>	<b>1,483.12</b> SNN Reporting duties 5/29 - 6
606162309	PARADIGM ER	11	1,478.53	<b>Check Total</b>	<b>1,478.53</b> ANNUITY

55383	CINTAS CORP NO. 2	11	48.98	
	CINTAS CORP NO. 2	26	1,394.97	
			<b>Check Total</b>	<b>1,443.95</b> MAINTAIN HR CABINET
300027419	RIVER CITY SCHOLARS CHARTER ACADEMY	22	1,437.23	
			<b>Check Total</b>	<b>1,437.23</b> JUN23 SA 56(7) SPED
300027385	HOPE ACADEMY OF WEST MICHIGAN	22	1,420.13	
			<b>Check Total</b>	<b>1,420.13</b> JUN23 SA 56(7) SPED
300027241	ROCKFORD PUBLIC SCHOOLS	11	1,409.11	
			<b>Check Total</b>	<b>1,409.11</b> ROCKFORD ANCILLARY/H.S.A. REPA
55483	CARELINC MEDICAL EQUIPMENT & SUPPLY CO LLC	21	1,379.55	
			<b>Check Total</b>	<b>1,379.55</b> BABY WIPES-LNS
300027393	KENOWA HILLS PUBLIC SCHOOLS	21	1,371.79	
			<b>Check Total</b>	<b>1,371.79</b> CENTER PROGRAMS BILLBACK CREDI
55534	SONOVA USA INC	29	1,370.29	
			<b>Check Total</b>	<b>1,370.29</b> PHONAK SKY M50-SP & NAIDA P50-
606022308	VALIC - ER	11	1,335.91	
			<b>Check Total</b>	<b>1,335.91</b> ANNUITY
55448	JOSTENS INC	21	1,333.70	
			<b>Check Total</b>	<b>1,333.70</b> GRADUATION SUPPLIES
300027316	NGUYET-ANH THI TRAN	11	1,331.95	
			<b>Check Total</b>	<b>1,331.95</b> MAY 23 INTERPRETATION-BRIGHT B
55474	AMAZON.COM LLC	11	1,324.50	
			<b>Check Total</b>	<b>1,324.50</b> MonMed Locking Storage Box Med
55404	LESLIE'S POOLMART INC	21	1,318.95	
			<b>Check Total</b>	<b>1,318.95</b> LNS POOL SUPPLIES
300027274	MERIDIAN CABLING SOLUTIONS	21	1,295.78	
			<b>Check Total</b>	<b>1,295.78</b> WORK AT S GODWIN COMPLETED 5/3
55378	ASSN FOR SUPERVISION & CURRICULUM DEVELO	11	1,295.00	
			<b>Check Total</b>	<b>1,295.00</b> ASCD INSTITUTIONAL MEMBERSHIP-
300027407	NEW BRANCHES SCHOOL	22	1,289.03	
			<b>Check Total</b>	<b>1,289.03</b> JUN23 SA 56(7) SPED
300027500	B&V MECHANICAL INC	26	1,267.64	
			<b>Check Total</b>	<b>1,267.64</b> SCOPE SINK DRAIN IN BAKERY
55552	CITY OF GRAND RAPIDS	11	63.87	

	CITY OF GRAND RAPIDS	21	113.33	
	CITY OF GRAND RAPIDS	26	1,083.07	
			<b>Check Total</b>	<b>1,260.27</b> FIRE PRO QRTLTY (1633 E BELTLIN)
300027438	WILLIAM C ABNEY ACADEMY	22	1,255.46	
			<b>Check Total</b>	<b>1,255.46</b> JUN23 SA 56(7) SPED
300027263	FOREST HILLS PUBLIC SCHOOLS	11	1,251.20	
			<b>Check Total</b>	<b>1,251.20</b> FREE AND REDUCED MEALS AND SNA
300027278	NORTHVIEW PUBLIC SCHOOLS	11	1,250.55	
			<b>Check Total</b>	<b>1,250.55</b> FREE AND REDUCED MEALS AND SNA
55575	OPPORTUNITY THRIVE	11	1,250.00	
			<b>Check Total</b>	<b>1,250.00</b> LEADERSHIP RETREAT 6/19/23
55577	PAVILION VENTURES	11	1,250.00	
			<b>Check Total</b>	<b>1,250.00</b> COFFEE AND FREE BEVERAGE CARDS
300027514	GR COMMUNITY COLLEGE	29	1,250.00	
			<b>Check Total</b>	<b>1,250.00</b> ACF SCHOLARSHIP FOR A SANTOYO-
300027266	COLLEEN RENE HORN	11	1,243.01	
			<b>Check Total</b>	<b>1,243.01</b> SNAP Educator-MAR & APR SALARY
55650	PEOPLE DRIVEN TECHNOLOGY INC	26	1,240.00	
			<b>Check Total</b>	<b>1,240.00</b> AVIGILON SOFTWARE UPDATE - PRO
300027416	PORTLAND PUBLIC SCHOOLS	11	1,230.09	
			<b>Check Total</b>	<b>1,230.09</b> JUN23 SA SECT 107 ADULT
300027337	BYRON CENTER PUBLIC SCHOOLS	22	1,230.00	
			<b>Check Total</b>	<b>1,230.00</b> SPED LAUNCH 0623 STIPENDS
300027369	GODFREY LEE PUBLIC SCHOOLS	22	1,230.00	
			<b>Check Total</b>	<b>1,230.00</b> SPED LAUNCH 0623 STIPENDS
300027401	LIGHTHOUSE ACADEMY	22	1,229.69	
			<b>Check Total</b>	<b>1,229.69</b> JUN23 SA 56(7) SPED
55465	ULINE	21	1,061.47	
	ULINE	26	139.10	
			<b>Check Total</b>	<b>1,200.57</b> PACKING BOXES AND TAPE/DISPENS
300027218	FOXBRIGHT SOLUTIONS LLC	27	1,199.00	
			<b>Check Total</b>	<b>1,199.00</b> Web production services
55568	LANDS END INC	27	1,176.94	
			<b>Check Total</b>	<b>1,176.94</b> BULK ORDER OF STAFF WEARABLES
300027434	WELLSPRING PREPARATORY HIGH SCHOOL	22	1,169.18	
			<b>Check Total</b>	<b>1,169.18</b> JUN23 SA 56(7) SPED

300027475	KNIGHT WATCH INC	26	1,150.52	<b>Check Total</b>	<b>1,150.52</b> KTC AHU 04 REPAIR
55628	GRAND VALLEY AUTOMATION INC	26	1,150.00	<b>Check Total</b>	<b>1,150.00</b> DOOR REPAIR-KTC
55669	STATE OF MICHIGAN	11	752.00		
	STATE OF MICHIGAN	26	395.00	<b>Check Total</b>	<b>1,147.00</b> HALL C 09/24/21 - UNCLAIMED PR
300027251	BYRON CENTER PUBLIC SCHOOLS	11	1,144.50	<b>Check Total</b>	<b>1,144.50</b> FREE AND REDUCED MEALS AND SNA
300027481	NEXTECH HIGH SCHOOL	22	1,118.00	<b>Check Total</b>	<b>1,118.00</b> IDEA THRU MAY 23
606302316	MG TRUST-ROTH 403B	11	1,105.00	<b>Check Total</b>	<b>1,105.00</b> ANNUITY
300027225	MORGAN ANN JAREMA	27	1,090.70	<b>Check Total</b>	<b>1,090.70</b> Copy editing and reporting 5/1
300027291	JOANNE N BAILEY-BOORSMA	27	1,087.83	<b>Check Total</b>	<b>1,087.83</b> Reporting duties-MAY 30-JUN 10
300027522	COLLEEN RENE HORN	11	1,074.00	<b>Check Total</b>	<b>1,074.00</b> SNAP Educators-SALARY-JUN 23
300027464	GREAT LAKES ACCESS INC	26	1,062.60	<b>Check Total</b>	<b>1,062.60</b> LIFT REPAIRS
300027229	KNIGHT WATCH INC	42	1,035.47	<b>Check Total</b>	<b>1,035.47</b> LNS HVAC CONTROLS UPGRADE FOR
300027265	GRANDVILLE PUBLIC SCHOOLS	11	1,034.15	<b>Check Total</b>	<b>1,034.15</b> FREE AND REDUCED MEALS AND SNA
55491	EZRA CRAKER	27	1,033.38	<b>Check Total</b>	<b>1,033.38</b> Freelance pay for Ezra Craker-
300027422	ROCKFORD PUBLIC SCHOOLS	22	1,025.00	<b>Check Total</b>	<b>1,025.00</b> SPED LAUNCH 0623 STIPENDS
300027220	GR PUBLIC SCHOOLS	11	1,023.83	<b>Check Total</b>	<b>1,023.83</b> GRPS ITIN FLEX SPENDING
300027305	GR PUBLIC SCHOOLS	11	1,023.83	<b>Check Total</b>	<b>1,023.83</b> GRPS ITIN FLEX SPENDING
300027246	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS	11	1,015.68	<b>Check Total</b>	<b>1,015.68</b> EMPLOYEE PREMIUMS GROUP 9262
300027329	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS	11	1,015.68		

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**Check Total** **1,015.68** EMPLOYEE PREMIUMS GROUP 9262

300027502 BRETT ATWOOD 27 1,000.00

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**Check Total** **1,000.00** SNN videography -LOWER HS GUIT

7/5/2023 6:42 AM

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**Grand Total** **34,008,360.51**

**Analysis of Banking Institutions**  
**06/30/23**

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds
Chase	Checking	A+	Yes	\$ -	\$ -	\$ 7,370,490	\$ 7,370,490 ***
Chase	Savings	A+	Yes	250,000	-	55,920	305,920
Huntington National Bank	Municipal Now Checking	A-	Yes	250,000	-	9,135	259,135
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	54,855,964	54,855,964
<b>Totals:</b>				<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 62,291,509</b>	<b>\$ 62,791,509</b>

Balances as of 06/30/23

*Bank ratings updated June 2023. Bank rating services used:*

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

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

**Cash in all Accounts and Investment Assets of the Board as of 06/30/2023**

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	\$ 305,920	250,000	55,920	1.65%	n/a	A+	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	6,457,771	250,000	6,207,771	0.00%	n/a	A+	Sweep
Chase Bank	Checking	81	910,719	-	910,719	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	259,135	250,000	9,135	4.58%	n/a	A-	

*MILAF Managed Account:*

MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	3,437,754	-	3,437,754	4.98%	n/a	AAA	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	20,929,044	-	20,929,044	5.14%	n/a	AAA	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,451,175	-	3,451,175	5.32%	08/01/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,916,124	-	3,916,124	5.07%	08/18/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,890,663	-	3,890,663	4.92%	09/25/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,876,052	-	3,876,052	4.87%	10/23/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,866,204	-	3,866,204	5.17%	11/22/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,845,842	-	3,845,842	5.12%	12/13/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,834,103	-	3,834,103	5.37%	01/04/24	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,809,004	-	3,809,004	5.42%	03/01/23	AA+	TERM

\$ 62,791,509    \$ 750,000    \$ 62,041,509

**Disclosures:**

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

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

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

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

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

*Board Policy 6144 Finances*

**PERSONNEL RECOMMENDATIONS AS OF 7/17/2023  
FOR BOARD MEETING OF 7/24/2023**

**RESIGNATIONS AND TERMINATIONS**

1. Courtney Buck, Student Services, MiMTSS Coordinator, resigned/position transferred to Macomb ISD, effective 8/4/2023.
2. Cara Glass, Instructional Services, Early Childhood, Great Start Readiness Program, Lead Teacher, resignation, effective 5/26/2023.
3. Christopher Glass, Legislative & Organizational Initiatives, Assistant Superintendent, resignation, effective 7/21/2023.
4. Elizabeth Hill, Student Services, MiMTSS Coordinator, resigned/position transferred to Macomb ISD, effective 8/4/2023.
5. Amy Lente, Instructional Services, Early Childhood, Bright Beginnings, Parent Educator, resignation, effective 6/23/2023.
6. Gayle Morgan, Student Services, Special Education Center Programs, Lincoln School, Speech Pathologist, retirement, effective 7/27/2023.
7. Sally Smith, Student Services, Special Education, Social-Emotional Learning Coach, resignation, effective 8/12/2023.

## **APPOINTMENTS**

1. Alana Albarran, Career and Talent Development, Kent Career Tech Center, Instructor - Teacher Academy, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 12, \$76,695 per year, effective 8/16/2023.
2. Joanne Bailey-Boorsma, Legislative & Organizational Initiatives, School News Network, Multimedia Journalist, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 1 Step 1, \$47,908 per year, effective 8/7/2023.
3. Laura Bennick, Instructional Services, Early Childhood, Great Start Readiness Program, Lead Teacher, 1.0 FTE, 172 days per year, 7 hours per day, GSRP Step 1, \$38,893 per year, effective 8/17/2023.
4. Mary Ewald, Career and Talent Development, Kent Career Tech Center, Instructor - Health Careers, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 5, \$59,260 per year, effective 8/16/2023.
5. Christopher Farr, Student Services, Special Education Center Programs, KEC Oakleigh, PE Teacher, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 8, \$75,694 per year, effective 8/15/2023.
6. Jeffery Feldman, Instructional Services, Early Childhood, Great Start Readiness Program, Lead Teacher, 1.0 FTE, 172 days per year, 7 hours per day, GSRP Step 4, \$46,168 per year, effective 8/17/2023.
7. Alan Freudigmann, Career and Talent Development, Career and Talent Development, Kent Career Tech Center, Instructor - Teacher Academy, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 18, \$83,170 per year, effective 8/16/2023.
8. Shelby Garbini, Student Services, Special Education Center Programs, Lincoln School, Speech Language Pathologist, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA +30 Step 5, \$71,218 per year, effective 8/15/2023.
9. Amy Granderson, Student Services, Special Education Center Programs, Empower U Center - Mayfield, Teacher, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA+15 Step 7, \$74,704 per year, effective 8/15/2023.
10. Lindsey Heintz, Career and Talent Development, Kent Career Tech Center, Special Education Teacher Consultant, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 8, \$75,694 per year, effective 8/16/2023.
11. Maureen Krason, Student Services, Special Education Center Programs, Total Communication for the Deaf, Interpreter ASL, Interpreters for DHH, 1.0 FTE, 182 days

per year, 7.5 hours per day, DHH Interpreter B Step 18, \$49,944 per year, effective 8/23/2023.

12. Cheryl Long, Instructional Services, Early Childhood, Great Start Readiness Program, Lead Teacher, 1.0 FTE, 172 days per year, 7 hours per day, GSRP Step 1, \$38,893 per year, effective 8/17/2023.
13. Ben Lowe, Student Services, Special Education Center Programs, Behavior Coach, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 7 Step 9, \$76,494 per year, effective 8/14/2023
14. Lisa Masterson, Student Services, Special Education Center Programs, Registered Nurse, Professional, 1.0 FTE, 200 days per year, 8 hours per day, RN Step 7, \$60,834 per year, effective 8/14/2023.
15. John Nelson, Career and Talent Development, Kent Career Tech Center, Criminal Justice Instructor, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 11, \$84,663 per year, effective 8/16/2023.
16. Joanne Platt, Student Services, Special Education Center Programs, Total Communication for the Deaf, Supervisor DDH/VI, Professional, 1.0 FTE, 215 days per year, 8 hours per day, Grade 8 Step 12, \$89,293 per year, effective 8/14/2023.
17. Laura Preuss, Career and Talent Development, Adult Education, Director, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 9 Step 7, \$115,651 per year, effective 7/31/2023.
18. Jessica Ramirez, Career and Talent Development, Kent Career Tech Center, Criminal Justice Instructor, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 9, \$71,218 per year, effective 8/16/2023.
19. Catherine Robinson, Student Services, Special Education Center Programs, Pine Grove, Autism Teacher, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA+15 Step 7, \$74,704 per year, effective 8/15/2023.
20. Miguel Del Rosario, Career and Talent Development, Career and Talent Development, Kent Career Tech Center, Instructor - Aviation Electronics, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 5, \$59,260 per year, effective 8/16/2023.
21. Jeff Sexton, Administrative Services, Pupil Accounting, Supervisor of Pupil Accounting, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 8 Step 3, \$97,133 per year, effective date to be determined.

22. Riley Spencer-Kelley, Legislative & Organizational Initiatives, School News Network, Multimedia Journalist, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 1 Step 1, \$47,908 per year, effective 8/7/2023.
23. Alexis Stark, Legislative & Organizational Initiatives, School News Network, Multimedia Journalist, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 1 Step 1, \$47,908 per year, effective 8/7/2023.
24. Jordan Sund, Career and Talent Development, Kent Career Tech Center, Instructor - Welding, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 1, \$48,819 per year, effective 8/16/2023.
25. Sidney Wilkins, Student Services, Special Education Center Programs, Lincoln School, ASD Teacher, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 2, \$51,796 per year, effective 8/15/2023.
26. Adam Witt, Career and Talent Development, Kent Career Tech Center, Special Education Teacher Consultant, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA +15 Step 6, \$71,712 per year, effective 8/16/2023.
27. Melissa Wlochal, Instructional Services, Early Childhood, Great Start Readiness Program, Lead Teacher, 1.0 FTE, 172 days per year, 7 hours per day, GSRP Step 9, \$59,581 per year, effective 8/17/2023.

## **NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS**

1. Leah Blankenship-Wongsurawat, from Instructional Support Specialist to Teacher - Special Education, Student Services, Special Education Center Programs, Empower U Central-Mayfield, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 1, \$55,278 per year, effective 8/15/2023.
2. David Breen, from Teacher-Center Program to Assistant Principal, Student Services, Special Education Center Programs, Lincoln School, Professional, 1.0 FTE, 215 days per year, 8 hours per day, Grade 7 Step 8, \$80,618 per year, effective 8/14/2023.
3. Melissa Buurstra, from Early Childhood Specialist to Supervisor-GSRP, Instructional Services, Early Childhood, Great Start Readiness Program, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 8 Step 1, \$93,361 per year, effective 7/24/2023.
4. Brandi Czechowskyj, from Teacher-DHH to Program Coordinator-DHH, Student Services, Special Education Center Programs, Total Communication for the Deaf, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 8 Step 11, \$87,542 per year, effective 8/14/2023.
5. Merin DeKruyter, from Early On Coordinator to Program Coordinator - ECSE, Student Services, Early Childhood Special Education, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 7 off-step, \$84,454 per year, effective 8/14/2023.
6. Chelsea Fritts, from Associate Teacher for GSRP to Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, 1.0 FTE, 172 days per year, 7 hours per day, GSRP Step 1, \$38,893 per year, effective 8/17/2023.
7. Alissa Hofstee, from Supervisor of Special Education Early Childhood to Director of Special Education Early Childhood & Integrated Supports, Student Services, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 10 Step 4, \$119,881 per year, effective 7/1/2023.
8. Lisa Merritt, from 215 days per year to 260 days per year and from Principal at KEC Oakleigh to Principal at Lincoln School, Student Services, Special Education Center Programs, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 8 off-schedule, \$119,500 per year, effective 7/1/2023.
9. Kelsey Osantowski, from Instructional Support Specialist to Teacher - Autism, Student Services, Special Education Center Programs, Pine Grove Learning Center, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 1, \$55,278 per year, effective 8/15/2023.

10. Kristen Seabert, from Associate Teacher for GSRP to Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, 1.0 FTE, 172 days per year, 7 hours per day, MA GSRP Step 9, \$62,560, per year, effective 8/17/2023.
  
11. Meredith Wallace, from CTE Curriculum Coordinator to Assistant Principal-CTE Curriculum/Program Improvement, Career and Talent Development, Kent Career Tech Center, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 8 Step 1 \$93,361 per year, effective 7/17/2023.

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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action   X  

Item: Transition of Pupil Accounting

Submitted by: Kevin Philipps/Dave Rodgers

Date:   7/6/2023  

Recommended by: Ron Koehler

Board Meeting Date:   July 2023  

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### **RECOMMENDATION:**

It is recommended the Board authorize the Leadership Team to work with Ottawa ISD on a gradual transition of Pupil Accounting services back to Kent ISD during the 2023-24 school year. This transition will include hiring a Pupil Accounting Supervisor and up to two Pupil Accounting Auditors. Following the transition, Ottawa ISD will maintain their own Pupil Accounting staff.

### **BACKGROUND:**

For the past several years, the mandated Pupil Accounting functions for both Kent ISD and Ottawa ISD have been facilitated through a collaborative partnership with Ottawa ISD. Emily Taylor, Jeff Sexton and their auditor team have managed the increasingly complex services for school districts in both Counties. As the requirements of this work have become increasingly detailed, the leaders of both Ottawa ISD and Kent ISD support a gradual and coordinated division of the services, with each taking back the services for their respective local school districts. The timing is opportune based on a variety of factors.

Emily Taylor will slowly return to working exclusively with Ottawa ISD. Emily is truly an expert in this work and we have been very fortunate to have her leading Pupil Accounting. Fortunately, Jeff Sexton, who has worked very closely with Emily Taylor in recent years has made a commitment to assume that lead role with Kent ISD as Pupil Accounting Supervisor. Pending Board support, Kent ISD will begin a search for auditors to train with Jeff and Emily during this gradual transition. The Pupil Accounting team has been located in Coopersville Schools but it is expected that the new individual teams will gradually relocate back to their respective ISD locations.

It is anticipated that net fiscal impact of this change will be relatively small as Kent ISD would no longer be reimbursing Ottawa ISD for shared services.

# BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action   x  

**Item:** Request for additional position – Assistant Director of Center Programs & Transition

**Submitted by:** Kirsten Myers and Paul Dymowski

**Date:** June 27, 2023

*Kirsten Myers*

E5DD6C93035CE3A1FDEFDAA335B1A115

readysign

*Paul Dymowski*

04DD4FE49C1DB267DFB7FA484C0A2636

readysign

**Recommended by:** Dave Rodgers

**Board Meeting Date:** July 17, 2023

*Dave Rodgers*

BB95C31328D85C2E5B8A54F16AE56276

readysign

## RECOMMENDATION:

Additional position:

- 1 Assistant Director of Center Programs and Transition

## BACKGROUND:

The Director of Center Programs oversees 15 administrators and 450 staff. Since the transition of Center Programs to Kent ISD, the Northview Deaf and Hard of Hearing Total Communication Programs and the Region 1 Transition Program to Empower U were added under Center Programs. In August of 2022, countywide Transition services was added to the Center Program department which includes supporting the transition planning for all students 16-26 years old in Kent County, supporting all districts and public school academies with transition planning compliance and best practices, collaboration with community agencies throughout Kent County that provide transition services, and parent education and training.



**Mission:** Kent ISD partners with our schools and communities providing enhanced and equitable opportunities to enrich the experiences and achievements of our learners.

**Vision:** Building thriving communities through meaningful partnerships and equitable educational opportunities for all learners.

**Values:** Relationships, Learning, Equity, Opportunities, Innovation, Service, Excellence

## POSITION DESCRIPTION

**Title:** Assistant Director of Center Programs & Transition  
Kent ISD

**Reports to:** Director of Center Programs

**Terms of Employment:** 260 Days / Full Year  
Grade 9 – salary commensurate with experience

## BROAD STATEMENT OF RESPONSIBILITIES:

The Assistant Director of Center Programs & Transition will support countywide special education transition programs and services for students aged 16-26. The Assistant Director will lead Empower U administrators with program administration including curriculum and high-quality instruction, data driven program improvement, compliance monitoring, planning for professional development, and working with families and community agencies. The Assistant Director of Center Programs & Transition is also responsible for the training, compliance, and coordination of countywide special education transition services in collaboration with member district administrators.

## MINIMUM QUALIFICATIONS:

- Master's degree from an accredited college/university with particular emphasis on administration, management, curriculum, and special education with preference given to individuals with previous administrative experience.
- Valid Michigan teacher's or professional certification or special education approval, Michigan Administrator's endorsement and approval or eligibility for approval as Supervisor/Director – Special Education by the Michigan Department of Education.

## **DUTIES AND RESPONSIBILITIES:**

- 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.
- Supervises Empower U administrators and staff and facilitates programming focused on program administration, ensuring quality of programming, and work with staff and parents in the education process.
- Assists in facilitating Empower U and Transition Service continuous improvement process.
- Provide coaching and support to administrators and district leaders.
- Facilitate Kent ISD's Interagency Collaborative, District Transition Leadership Network, Kent Transition Agency Network, and Seamless Transition Council.
- Works with staff to develop meaningful IEP's and programming to support increased student growth and achievement for students with disabilities.
- Trains staff to lead collaborative inquiry, assists colleagues in developing evidence-based goals and strategies, and disseminates successful improvement work.
- Works with staff to deepen student and school data analysis to evaluate and revise school improvement goals and strategies.
- 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.
- Attends IEP's as determined for the purpose of facilitating process.
- Serves as a liaison between vocational and community contacts and transition programs.
- Works collaboratively with staff, young adults, parents, administrators, employers, and agency representatives.
- Develops and provides parent training in the transition planning process.
- Assists administrators in the coordination of community and work-based learning opportunities.
- Assists in the development of system guidelines, programs, and procedures.
- Analyzes, interprets and communicates information concerning special education laws, rules, regulations, procedures, policies and practices.
- Performs other duties as directed by Administrator

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Knowledgeable of Michigan and Federal statutes applicable to Special Education in order to effectively interpret such rules and regulations promulgated by the Michigan Department of Education and the U.S. Department of Education.
- Understanding of how federal, state, ISD and LEA levels of regulatory authority interact.
- Must possess exceptional organizational and supervisory skills, and excellent verbal and written communication skills to effectively interact with superiors, peers, subordinates, local/state/national education representatives and regulatory/funding agencies, constituent districts and the public-at-large.
- Knowledge and demonstrated leadership on data management systems.
- Knowledge of effective project management and possess strong organizational skills.
- Experience with aligning Michigan standards to the instructional needs of students with disabilities.
- Knowledge and understanding of systems that support effective instruction and the ability to customize those systems within each center program.

- Strong problem-solving and dispute resolution skills.
- Ability to drive between buildings, local school districts and community sites.
- Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.

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 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.applitrack.com/kent/onlineapp](http://www.applitrack.com/kent/onlineapp)
- Please note, due to the large number of applications, we are unable to attend to e-mail or telephone inquiries on application status.
- All candidates will be timely notified regarding their application status.

**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.**

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## BOARD AGENDA ITEM

Information/Discussion\_\_\_\_\_

Future Action\_\_\_\_\_

Action

Item: Request for additional position – Empower U - South

Submitted by: Paul Dymowski,   
04DD4FE49C1DB267DFB7FA484C0A2636 ready2sign

Kirsten Myers   
E5DD6C83035CE3A1FDEFDA335B1A115 ready2sign

Date: June 27, 2023

Recommended by: Dave Rodgers   
BB95C31328D85C2E5B8A54F16AE55275 ready2sign

Board Meeting Date: July 17, 2023

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### RECOMMENDATION:

Additional position:

- 1 One to One Instructional Support Specialist – Empower U - South

### BACKGROUND:

- Empower U has a new student who enrolled from Byron Center’s regional Moderate Cognitive Impairment program. Per the student’s IEP, she requires a one-on-one para to consistently support the complex medical needs of the student throughout the school day.

## POSITION DESCRIPTION

<b>Title:</b>	<b>Instructional Support Specialist – Empower U</b>
<b>Classification:</b>	KISSA Wage Schedule
<b>Reports to and Evaluated By:</b>	Principal/Administrator of Empower U
<b>Terms of Employment:</b>	182 day position subject to all rules and regulations covering classified personnel. (7.25 hours per day)
<b>Positions Supervised:</b>	None

### **BROAD STATEMENT OF RESPONSIBILITIES:**

Instructional Support Specialists work under the overall supervisor of the Principal/Administrator of the buildings with direct supervision provided by the special education teacher. Instructional Support Specialists provide direct instructional support alongside the classroom teacher in the areas determined by students' Individualized Education Programs (IEP). Duties will vary depending upon the age of students served as well as the nature and severity of the students' disabilities.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist in the educational and social development of students under the direction and guidance of the classroom teachers.
2. Assist in the implementation of Individualized Education Programs for the students and monitor their progress.
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
4. Work with related services staff, such as speech language pathologists, school social workers, occupational therapists, physical therapists, etc.
5. Assist classroom teachers with maintaining student records.
6. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
7. Support the management of challenging behaviors.
8. Provide assistance with feeding and toileting.
9. Assist students with medical needs including, but not limited to, Diastat and CPR.
10. Supervise students in both a classroom and community setting.
11. Collect and report data through special education student management system (PowerSchool Special Education).
12. Assist in the making of instructional materials for the students.
13. Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must meet one of the following:
  - a. Completed at least 2 years of study at an institution of higher education OR
  - b. Obtained an associate's or higher degree OR
  - c. High school graduate
2. BA degree preferred.
3. Current CPR certification or willingness to obtain CPR certificates and CPI training.
4. Demonstrated dependability and promptness.
5. Evidence of skills with behavior management.
6. Understanding, patient, warm, and receptive attitude toward students.
7. Ability to assume responsibility for supervising students on an independent basis.
8. Ability to maintain cooperative working relationship with students, staff, parents, and the general public while maintaining student confidentiality.
9. Must be able to lift 40-60 lbs.
10. Chauffeur license required (or willingness to obtain) with clean driving record.
11. Willingness to work as part of a team of professionals.
12. Must pass criminal background check as required by School Safety Legislation.

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

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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action   X   \_\_\_\_\_

Item: Director of Adult Education

Submitted by: Dave Rodgers

Date:   7-10-23   \_\_\_\_\_

Recommended by: Sue Gardner and Dave Rodgers

Board Meeting Date: June 24, 2023

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### RECOMMENDATION:

It is recommended that the Board approve the hire of Dr. Laura Preuss as the next Director of Adult Education. This recommendation comes as a result of Oogie Lamar's retirement in January 2024. We have planned for a flexible transition period as Laura comes on board and Oogie departs mid-school year.

### BACKGROUND:

Qualified applicants selected for interview progressed through up to four rounds of interviews, allowing the team to get to know the finalists very well. Dr. Preuss excelled in every phase and received very supportive feedback from the many Adult Education staff members that were involved. While this will be her first position officially within public education, much of her work in industry has paralleled aspects of Adult Education. We are excited about what she brings to our program, our partners and the community. Laura recognizes that she will have a learning curve but is honored and enthusiastic about this opportunity. We appreciate the opportunity for a leadership transition with Dr. Preuss and Oogie.

It is anticipated that Dr. Preuss, currently the Director of Workforce Development at DeWys Metal Solutions, will begin in her new role by early August. Laura earned a Ph.D. from Western Michigan University with a focus on Career and Technical Education. She also holds a MA from GVSU in Adult and Higher Education. She will begin working toward completing her Michigan school administrator certification.

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## BOARD AGENDA ITEM

Information/Discussion   
Future Action   
Action

Item: GSRP Additional Classrooms

Date: June 28, 2023

Submitted by: Ashley Karsten, Director of Early Childhood

Board Meeting Date: July 17, 2023

Recommended by: Dave Rodgers *DR*


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### RECOMMENDATION:

It is recommended that the board approve personnel requests for 5 lead teachers and 5 associate teachers.

### BACKGROUND:

As the Governor continues to make universal preschool a priority, local districts are looking to expand the number of GSRP classrooms in the districts. At this time, Kentwood (2 classrooms), Kelloggsville (2 classrooms) and Caledonia (1 classroom) are all asking to add additional classrooms to support the number of children requesting GSRP in their districts. 

**APPROVED**

*By Ashley Karsten at 11:59 am, Jun 30, 2023*

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Ashley Karsten, Kent ISD Director of Early Childhood

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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action   x  

**Item:** Request for a replacement position – Behavior Coach to replace Social Worker

**Submitted by:** Paul Dymowski *Paul Dymowski*  
04DD4FE49C1DB267DFB7FA484C0A2636

**Date:** July 5, 2023

**Recommended by:** Dave Rodgers *Dave Rodgers*  
BB96C31328D65C2E58BA54F1AAE55275

**Board Meeting Date:** July 17, 2023

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### RECOMMENDATION:

Due to increased student behavioral needs at Lincoln School, it is our recommendation to replace the current vacant Social Worker position at Lincoln School with a Behavior Coach.

### BACKGROUND:

While interviewing social workers and behavioral coaches for Center Programs, we had internal discussions regarding the increased behavioral needs at Lincoln School. Based on those increased needs, we are recommending we replace our vacant Social Worker position at Lincoln School with a board-certified behavior analyst (BCBA) in the role of behavior coach. We believe the BCBA will be better able to meet the needs of Lincoln students through well-designed functional behavioral assessments and positive behavior support plans thereby helping our students to be more independent within both their school and community settings.

## POSITION DESCRIPTION

<b>Title:</b>	<b>Behavior Coach</b>
<b>Classification:</b>	Professional
<b>Reports to and Evaluated By:</b>	Principal of Lincoln School
<b>Terms of Employment:</b>	200 Days – Grade 7
<b>Positions Supervised:</b>	None

### **BROAD STATEMENT OF RESPONSIBILITIES:**

This position is responsible for providing educational leadership and expertise regarding social emotional learning through providing technical assistance, professional development, and coaching to local, regional and/or Center Programs.

### **DUTIES AND RESPONSIBILITIES:**

1. Works with staff, students, parents, local educational agencies, public school academies and community to build a shared vision of social-emotional learning through an MTSS lens.
2. Works with staff, students, families and community agencies to support student and programs which align to county, district, building goals.
3. Assist LEAs with evidence based curriculum, service delivery and program development.
4. 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 interventions and strategies which meet the individualized needs of students with behavioral needs.
5. Consult with LEA's and/or Center Programs regarding MTSS (Multi-Tiered Systems of Support) model implementation relative to intensifying interventions for social-emotional growth.
6. Works with staff to deepen student understanding through data analysis and the development of Positive Behavior Support Plans to support increased student growth and achievement around behavior and its function.
7. Provide county, district, building professional development and coaching to work with students with behavioral challenges.
8. Develop, coordinate, and implement coaching models and cycles of support for LEAS and/or Center Programs.
9. Learns and uses emerging technologies in supporting professional learning.
10. Attend IEP's as determined for the purpose of facilitating process.
11. Assist LEA special education staff with Least Restrictive Environment decision-making matrices.
12. Coordinate with staff pursuant to referrals, requests for service, and other identified needs.
13. Attend Kent ISD Board meetings, Parent Advisory Committee, Coaching Collaborative and/or other county-wide meetings as assigned.

14. Represent Kent ISD at State/Regional meetings as assigned
15. Works with LEA's to establish building and district systems, processes, trainings, and shared leadership to ensure full compliance with the IDEA, Michigan Administrative Rules for Special Education, and the Kent Intermediate School District Special Education Plan.
16. Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Michigan Administrative Rules for Special Education (MARSE), Kent ISD Board of Education and Organizational Policies, and other applicable rules and regulations.
17. Solicit, write, and support implementation of grants (START, etc.).
18. Performs other duties as directed by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Valid Michigan professional certification in an area related to Special Education required.
2. Master's degree in Special Education or related field and Board Certified Behavior Analyst Certification preferred related field.
3. Three years successful experience in education related field which includes behavioral services.
4. Experience developing training and support programs related to mental health/social-emotional.
5. Must possess exceptional organizational, verbal and written communication skills to effectively interact with superiors, peers, subordinates, local/state/national education representatives and regulatory/funding agencies, constituent districts and the public-at large.
6. Knowledge of special education laws, rules, regulations and compliance responsibilities.
7. Demonstrates a strong commitment to equity, social justice and inclusion in all practices and position responsibilities.
8. Experience with supporting behavior through FBA and PBSP's and evidence of fidelity of implementation.
9. Trained in Non-Violent Crisis Intervention

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

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## BOARD AGENDA ITEM

Information/Discussion   
Future Action   
Action

Item: Coordinated Supports Consultant

Date: July 17, 2023

Submitted by: Ron Gorman

Board Meeting Date: July 24, 2023

Recommended by: Dave Rodgers

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### **RECOMMENDATION:**

It is recommended that the Board approve the addition of a Coordinated Support Consultant for the 2023-24 school year.

### **BACKGROUND:**

This position is part of the Continuous Improvement Consulting team within the School Improvement department, however, this specific consultant position will be focused on providing even more direct, onsite and intensive consultation to a particular school district that has identified needs and areas for improvement. The degree of onsite and direct involvement is beyond what is typical for the other consultants on that team who support multiple school districts.

## **Coordinated Supports Consultant**

A Coordinated Supports Consultant applies systems thinking to support constituent districts in the continuous improvement process. This position is funded through the Regional Assistance Grant, therefore services will only be provided to schools and districts identified as CSI, ATS, TSI, and Partnership by MDE.

### **Knowledge, Skills, and Abilities**

- Effective training, facilitation, coaching, and presentation skills with adult learners
- Ability to facilitate large and small groups through the change process and address adaptive challenges
- Understanding of systems thinking and how it applies to continuous improvement
- Ability to develop, organize/arrange, and meet timelines for completion of projects, tasks, and activities
- An understanding of evidence-based implementation practices and their applications
- Experience in facilitation and implementation of an initiative
- Ability to collaborate with stakeholders to collect, analyze and use a variety of data and apply appropriate research within a strategic planning, continuous improvement, or intervention process.
- Promote opportunities for stakeholders and team members to engage with others in the use of evidence and data
- Ability to build trust and respect for all perspectives, including those at risk of being excluded from dialogue because of race, ethnicity, language, or status.
- Interpersonal skills to communicate and collaborate effectively with a variety of audiences and an ability to gain cooperation of others internally and externally
- Promote the development of teams and groups that are made up of diverse stakeholders
- Understand and support the foundations of a Multi-Tiered System of Supports (MTSS).
- Minimum of five (5) years of successful professional experience in one or more of the following fields: instruction, assessment, continuous improvement, consulting/technical assistance, training, administration, or related field
- Broad knowledge of current educational policies and operations in the areas of curriculum, instruction, and assessment to inform continuous improvement through a culturally responsive and affirming lens.
- Fluent and effective use of technology
- Willingness to engage in continued professional learning
- Ability to accept coaching supports and feedback
- Ability to travel to meet constituent needs

### **Duties and Responsibilities**

- Develop and maintain relationships with constituent districts.
- Provide timely responses to requests for information and assistance.
- Maintain high-level training, facilitating, coaching, and presenting skills for conducting professional learning.

- Maintain knowledge of current educational issues, continuous improvement research, and Multi-Tiered System of Supports (MTSS).
- Develop an understanding of the Michigan Department of Education accountability and reporting requirements
- Work collaboratively with Identified LEAs to plan, organize and/or provide continuous improvement activities related to equitable, research-based curriculum, instruction and assessment practices.
- Apply implementation science to support Identified LEAs in the creation of effective systems.

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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action   x   \_\_\_\_\_

Item: Request for Personnel - CTE Consultant

Submitted by: Cary Stamas, Director

Date:   7/17/23   \_\_\_\_\_

Recommended by: Sue Gardner

Board Meeting Date:   7/24/23   \_\_\_\_\_

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### **RECOMMENDATION:**

Create a consulting position in the Career Readiness Department focused on the development, support, and improvement of local district state-approved CTE programs.

### **BACKGROUND:**

Previously, local district CTE programs were supported by Sue Gardner in her original position at Kent ISD. When she transitioned to Asst. Supt., this work was supported by the CTE Curriculum Coordinators. These bargaining unit positions were reinstated in the 21-22 school year and, traditionally, supported only KCTC programming with core curriculum. With the addition of the KCTC Curriculum administration position, these positions will once again focus on KCTC programming. This leaves our LEA programming in need of consultative support.

## POSITION DESCRIPTION

<b>Title:</b>	<b>Career and Technical Education Curriculum Coordinator</b>
<b>Classification:</b>	<b>Professional</b>
<b>Reports To:</b>	Director of Career Readiness & CTE
<b>Terms of Employment:</b>	Per KIEA contract
<b>Positions Supervised:</b>	None

### **BROAD STATEMENT OF RESPONSIBILITIES:**

The CTE Curriculum Coordinator provides support for program evaluation and improvement to CTE instructors and programs, and coordinates regulatory and data collection activities for Career and Technical Education programs throughout Kent ISD.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Curriculum development and alignment work with instructors to identify and establish excellence, innovation, and areas of need.
2. Align CTE curriculum with state program standards and labor market needs.
3. Provide training and collaborate with instructors on teaching and learning practices in the classroom.
4. Provide support and direction for program evaluation and improvement to establish and maintain high quality programing throughout Kent ISD.
5. Develop and maintain program coordination and curriculum articulation with postsecondary agencies.
6. Be responsible for promoting and/or providing CTE in-service activities for personnel throughout the district.
7. Initiate and/or guide positive system changes and county-wide staff development for Core Performance Indicators.
8. Participate in state-sponsored in-services, meetings, and conferences to remain current in the OCTE policy, procedures, and requirements.

9. Coordinate and conduct staff training for CIP Self review in local schools and KCTC.
10. Collaborate on the use of web-based information systems: CTEIS, GEMS, etc.
11. Coordinate Regional Improvement Plan/Strategic Plan Implementation.
12. Support the integration of core content with in CTE programs.
13. Accepts additional tasks and responsibilities as assigned by the Administration.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Minimum of four years of high school teaching experience. CTE teaching experience preferred.
  - a. Master's Degree in Curriculum preferred.
2. Effective communication with an emphasis on listening.
3. Ability to delegate work assignments, as appropriate.
4. Consistently update administration apprised of activities and needs.
5. Collaborate effectively with a team.
6. Ability to analyze and solve complex, multi-step problems.
7. Ability to analyze and interpret data.
8. Ability to write reports, correspondence, and procedures.
9. Maintain confidentiality.
10. Display a willingness to support and make decisions with sound judgment in a timely manner.
11. Develop strategies to achieve department goals.
12. Adapt to frequent changes in the work environment.
13. 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).
14. Ability to work with computer-based productivity applications (email, word processing, spreadsheets, etc.) and online systems utilized for student support.

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

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## BOARD AGENDA ITEM

Information/Discussion   
Future Action   
Action

Item: Early Childhood Specialist Position (2)

Date: 7/6/2023

Submitted by: Ashley Karsten

Board Meeting Date: 7/24/2023

Recommended by: Dave Rodgers

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### RECOMMENDATION:

It is recommended that the board approve the addition of two Early Childhood Specialist Positions for the Great Start Readiness Program.

### BACKGROUND:

As the Great Start Readiness Program continues to grow and the number of classrooms supported in Kent County increases, it is essential that we increase the classroom coaching for teachers. In order to continue to provide high quality learning for all GSRP children, teachers need access to professional learning, one-on-one coaching, professional learning communities, and classroom assessments; all of which are provided by the Early Childhood Specialist team.

**APPROVED**

*By Ashley Karsten at 1:21 pm, Jul 06, 2023*



## **Early Childhood Specialist- GREAT START READINESS PROGRAM (GSRP)**

**Title: GSRP Supervisor**

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

**Reports To:** Director of Early Childhood

**Positions Supervised:** none

**Broad Summary Statement of General Responsibilities:**

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

**Minimum Job Qualifications:**

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

**Specific Duties & Responsibilities:**

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

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

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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action   X  

Item: Kent Conference Center Receptionist Position

Submitted by: Kevin Philipps

Date: 7-17-2023

Recommended by: Kevin Philipps

Board Meeting Date: 7-24-2023

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### RECOMMENDATION:

The addition of 1.0 FTE Receptionist position for the Kent Conference Center

### BACKGROUND:

Administration recently renegotiated its lease with Central Michigan University at the Kent Conference Center. With the new agreement, CMU will be reducing the amount of space it leases, including all space on the lower level of the building, as well as the receptionist area on the main level.

As we start the new school year, the lower level conference room space is expected to be utilized more by Kent ISD staff for professional development and other meetings. Additionally, we have recently moved Kent ISD staff into offices at the conference center (CareerPrep 2030 & Career Readiness). Due to the expected increase in utilization of the conference space, as well as locating Kent ISD staff in the building, we are requesting the addition of a receptionist at the conference center to assist coordination of meetings, support Kent ISD staff working in the building, and greet guests who enter the building. Once this position is filled, the current part-time position supporting rentals of the lower level will be phased out.

The receptionist position will be funded by the Career Technical Education Fund.

Please let me know if you have any questions.

KP/kg

Attachment

## **KENT ISD CONFERENCE CENTER RECEPTIONIST**

**Title: Conference Center Receptionist**

Kent ISD  
Classified Hourly Position – Grade III  
Full-Time, 260 Days

**Reports To:** Asst. Superintendent of Career & Talent Development

**Positions Supervised:** None

**Broad Summary Statement of General Responsibilities:**

Responsible for providing outstanding customer service to staff, local district representative, visitors, and guests of the Kent ISD Conference Center. The position supports the safe and orderly operation of the facility by being well informed about Center's events, policies, schedule and personnel. The Receptionist ensures visitor protocols are followed and communicates effectively with security, staff, and administration about customer needs and concerns. Must demonstrate initiative, professionalism and be capable of managing / prioritizing responsibilities with minimal direct supervision.

**Minimum Job Qualifications:**

1. High school diploma with a preference for an Associate's Degree or higher
2. Demonstrated proficiency with current office technologies and platforms - strong technology and software application skills to include use of Student Information Systems software (like PowerSchool). Strong knowledge of and ability to use the Microsoft Office Suite, especially Word, Excel, Outlook and PowerPoint. Knowledge of and experience using Google applications and other web-based applications is a plus.
3. Must excel at working with diverse students and families and must embrace the values of diversity, equity, inclusion, and belonging
4. Strong customer service, interpersonal, and communication skills to interact effectively with all stakeholders, including visitors
5. Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above
6. Strong organizational skills and the ability to work independently as well as to work with a team in to produce work with quality and accuracy delivered in a timely manner
7. Ability to interpret and apply Kent ISD protocols, procedures and policies
8. High level of discretion and integrity.
9. Ability to proactively seek solutions and efficiencies
10. Excellent oral and written communication skills
11. Strong organizational and time management skills

**Specific Duties & Responsibilities:**

1. Greets visitors to the Conference Center, ensuring they are welcomed and all safety protocols pertaining to visitors are followed

2. Answers calls and respond to email communications, provide accurate and well-informed information in response to general questions, and efficiently direct calls to the appropriate personnel
3. Lead role in scheduling the Conference Center facilities, following all procedures and protocols for facility use
4. Coordinate facility access for those scheduled to use the Conference Center outside of standard business hours
5. Enters data and completes necessary documentation related to the business of Conference Center
6. Assists with ordering necessary supplies and ensuring that office equipment is stocked and functioning properly, submitting work orders as needed
7. Prepares and processes orders for supplies
8. Prepares pertinent reports and communications, as needed
9. Performs a variety of clerical tasks, as directed
10. Comply with applicable school policy, regulations and laws.
11. Maintain regular and consistent employee attendance
12. 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:** 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](http://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.*

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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action  \_\_\_\_\_

Item: New Maintenance Tech Position

Submitted by: Tim Peraino

Date: 7/17/23

Recommended by: Kevin Philipps

Board Meeting Date: 7/24/23

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### RECOMMENDATION:

It is recommended that the Kent ISD board approve the addition of a 1.0 FTE Maintenance Tech position to support the additional Center Program buildings we have recently acquired in Sparta and Wyoming.

### BACKGROUND:

With the additions of the Empower U buildings in Sparta and Wyoming, our square footage of Center Program building space has increased. In addition, we will now be maintaining the space in Wyoming occupied by our Adult Education program. This program was previously maintained by Wyoming Public Schools. This position will report through the Facilities Supervisor for Center Programs.

## **Kent ISD**

**TITLE:** Maintenance Technician

**CLASSIFICATION:** Classified

**REPORTS TO:** Maintenance and/or Facilities Supervisor

**TERMS OF EMPLOYMENT:** 12-month position subject to all rules and regulations covering classified personnel

**POSITIONS SUPERVISED:** None

**BROAD STATEMENT OF RESPONSIBILITY:** Responsible for maintaining the assigned district's property in such a state of operating excellence so that full educational use of facilities can be realized.

**JOB FUNCTIONS:** The Maintenance Technician is responsible for providing the necessary ability to keep assigned buildings safe, functional and secure in accordance with prescribed codes and established District policies and standards.

### General Responsibilities:

1. Other skills and abilities
  - a. Shall be adaptable to working around children and adults
  - b. Shall possess skills maintaining school buildings in a manner acceptable to the general health and safety standards of school buildings

### Basic Understanding in the following areas:

1. School Board Policies and Administrative Guidelines
2. School district emergency procedures
3. School public relations
4. Role and function of public schools in the community
5. Constructive working relationships with supervisors, fellow workers, general public, visitors, and students
6. Building construction and repair knowledge
7. Use of hand tools and other construction trade tools

## Essential Duties

1. Responsible for specific repair and maintenance of all District facilities including the installation and/or repair of the following:

Plumbing	Vehicles
Electrical	Boilers
Hardware	Welding
Masonry	Roofs
Carpentry	Engines
Equipment	Heating/Refrigeration Equipment
2. Takes instruction from Maintenance and/or Facilities Supervisor verbally or in writing
3. Responsible for preparation and service necessary for events and activities
4. Personally make routine repairs and/or reports needed repairs to Maintenance and/or Facilities Supervisor
5. Clean and maintains all spaces in a professional manner
6. Projects a positive image for Kent ISD whenever in contact with the public, guests, or visitors on or off school property
7. Works closely with Custodial Supervisor, Maintenance Supervisor, Facilities Supervisor and Director of Facilities to be preparing for scheduled and unscheduled activities
8. Works closely with maintenance team to provide excellent service
9. Maintains building and grounds security by securing doors and windows of the building each school day, during special events or when directed
10. Maintains work related records and prepare various reports as directed
11. Performs such yard chores as grass cutting, tree trimming, shovel snow and salt walks and drives as needed and waste removal as requested to maintain the school grounds in a safe, clean, and attractive condition as directed
12. Repair and report hazardous conditions immediately to the Maintenance Supervisor and/or Facilities Supervisor
13. Repair and report damage to the building or grounds to the Maintenance Supervisor and/or Facilities Supervisor
14. Required use of ladders or man lifts in the course of the daily duties for service work of equipment and fixtures
15. Regular, reliable and punctual attendance
16. Be on call as needed for emergency repairs, overtime, or special needs falling outside of the normal working hours
17. The ability to complete your daily work, plus accommodate the students, parents, administration, and staff
18. There is a high probability that contact with Blood Borne material will occur within your daily duties
19. All duties and procedures are to be performed within health safety standards as per OSHA and/or MIOSHA

20. Other duties as assigned by the Maintenance Supervisor and/or Facilities Supervisor

### Qualifications/Training

A person to be eligible for employment as a maintenance technician shall have the necessary knowledge, skills and experience to complete work in an efficient manner including all items listed below. The person must have the ability to operate, maintain and make adjustment to various types of equipment as needed.

1. Ability to establish and maintain effective working relationships with students, staff, and community
2. Ability to effectively communicate in both written and spoken English language
3. High school diploma or G.E.D.
4. Possess a valid Michigan drivers license, CDL preferred
5. Possess one or more licenses in building trades (electrical, HVAC, plumbing, or refrigeration) - preferred
6. Ability to accept and learn new processes, technology, or techniques
7. Ability to meet physical demands of the position
8. Desire five (5) years of experience in facility maintenance
9. Ability to operate and maintain all district equipment, ie; vehicles, mowers and heavy equipment
10. Expectation of continual improvement in skill development through training ie; workshops, seminars or conferences

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, packing and unloading trucks. Occasionally the employee will lift and/or move 80 pounds, such as salt and furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Shall be able to perform the following physical levels:

ESSENTIAL FUNCTIONS

CONSTANT:           ACTIVITY PERFORMED 67-100% OF TIME PER DAY  
 FREQUENT:           ACTIVITY PERFORMED 24-66% or 2/3 OF DAY  
 OCCASIONAL:        ACTIVITY PERFORMED 10-30% or 1/3 OF DAY  
 RARE:                 ACTIVITY PERFORMED 1-10% or 1/6 OF DAY

	RARE	OCAS.	FREQ.	CONST.
FLOOR TO WAIST LIFT	100#	80#	50#	25#
WAIST TO SHOULDER LIFT	80#	40#	20#	10#
OVERHEAD LIFT	40#	20#	10#	
HORIZONTAL LIFT	80#	45#	25#	10#
CARRY     Front carry	50#	35#	25#	
PUSH       Horizontal tractive Force	40#	35#	25#	12.5#
PULL       Horizontal tractive Force	40#	35#	25#	10#
POWER GRIP				
Right	19#	16#	10#	5#
Left	19#	16#	10#	5#
REACH				
Overhead				
Right			X	
Left			X	
Lateral			X	
SQUAT				
Sustained			X	
Repetitive			X	
BEND			X	
HEAD/NECK				
Flexion			X	
Rotation			X	
Static flexed position			X	

GOALS:           Will provide annual goals through Growth Focused Appraisal and review bi-annually with supervisor.

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:** Professional Staff July to August Calendar Adjustment (one-time correction)

**Submitted by:** Paul Dymowski

*Paul Dymowski*  
04DD4FE49C1DB267DFB7FA484C0A2636 ready@sign

**Date:** July 6, 2023

**Recommended by:** Dave Rodgers

*Dave Rodgers*  
BB95C31328D85C2E588A54F16AE55275 ready@sign

**Board Meeting Date:** July 17, 2023

## RECOMMENDATION:

Additional Summer Days – one-time calendar adjustment for Center Program professional staff

## BACKGROUND:

The professional staff listed below have been on a mid-July to mid-July calendar. In order to align their calendars with the rest of Kent ISD staff working less than 260 days, these staff will move to the standard mid-August to mid-August calendar. This calendar change will require a one-time adjustment of additional days in July and early August in order for these staff members to be ready for the start of the 2023-2024 school year. Below are the number of days required and the affected budget code for each staff member:

- Leah Farrell, KEC Beltline Program Coordinator – 8 days
  - Account number: 21-1-226-1165-081-0000-21310-2941-2130
- Debra Burkhardt, DHH Oral Deaf Program Coordinator – 8 days
  - Account number: 21-1-226-1160-081-21410-2905-2140
- John Kleff, Administrator Empower U North – 12 days
  - Account number: 21-1-226-1160-081-8013-21240-2930-2125
- Nic Bond, Administrator Empower U South – 12 days
  - Account number: 21-1-226-1165-081-8013-21270-2934-2125
- Kevin Zschak, Principal KEC Beltline – 12 days
  - Account number: 21-1-241-1150-081-8013-21310-2905-2130
- Brandi Czechowskyj, DHH Total Communication Teacher – 8 days
  - Account number: 21-1-122-1240-160-0000-21710-2971-2170

Listed below are the new center program professional staff that need to start before their August 14<sup>th</sup> contractual start date in order to be ready for the start of the 2023-2024 school year. Again, this is a one-time adjustment. Below are the number of days required and the affected budget code for each staff member:

- Ben Lowe, Behavior Coach – 8 days
  - Account number: 1-1-221-1490-000-0000-21000-2900-2100
- Joanne Platt, Supervisor of DHH and VI – 10 days
  - Account number: 21-1-226-1160-081-8013-21700-2905-2170
- David Breen, Assistant Principal Lincoln Campus – 9 days
  - Account number: 21-1-122-1240-193-0000-21210-2921-2120

For these additional days, each staff member listed above will complete and turn in a timesheet. Beginning August 14, these same staff members will begin using Kronos to record their time.



KentCareer  
TechCenter

REAL LIFE. REAL LEARNING.

a program of **Kent ISD**



# 2023-2024 Student Handbook

1655 E Beltline Ave NE, Grand Rapids, MI 49525

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

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

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

## **IMPORTANT INFORMATION**

**District Website** available [here](https://www.kentisd.org/).  
<https://www.kentisd.org/>



**Board Policies** are available [here](https://meetings.boardbook.org/Public/Organization/2589) .  
<https://meetings.boardbook.org/Public/Organization/2589>



# 2023-2024 DISTRICT CALENDAR

## KENT INTERMEDIATE SCHOOL DISTRICT KCTC, MSK 2023-2024 Calendar

AUGUST 2023							TD	SD	FEBRUARY 2024							TD	SD
S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
		1	2	3	4	5	10	8					1	2	3	20	19
6	7	8	9	10	11	12			4	5	6	7	8	9	10		
13	14	15	16	17	18	19			11	12	13	14	15	16	17		
20	21	22	23	24	25	26			18	19	20	21	22	23	24		
27	28	29	30	31					25	26	27	28	29				
SEPTEMBER 2023							TD	SD	MARCH 2024							TD	SD
S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
					1	2	19	18						1	2	20	20
3	4	5	6	7	8	9			3	4	5	6	7	8	9		
10	11	12	13	14	15	16			10	11	12	13	14	15	16		
17	18	19	20	21	22	23			17	18	19	20	21	22	23		
24	25	26	27	28	29	30			24	25	26	27	28	29	30		
									31								
OCTOBER 2023							TD	SD	APRIL 2024							TD	SD
S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
1	2	3	4	5	6	7	22	22		1	2	3	4	5	6	17	17
8	9	10	11	12	13	14			7	8	9	10	11	12	13		
15	16	17	18	19	20	21			14	15	16	17	18	19	20		
22	23	24	25	26	27	28			21	22	23	24	25	26	27		
29	30	31							28	29	30						
NOVEMBER 2023							TD	SD	MAY 2024							TD	SD
S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
			1	2	3	4	19	19				1	2	3	4	21	21
5	6	7	8	9	10	11			5	6	7	8	9	10	11		
12	13	14	15	16	17	18			12	13	14	15	16	17	18		
19	20	21	22	23	24	25			19	20	21	22	23	24	25		
26	27	28	29	30					26	27	28	29	30	31			
DECEMBER 2023							TD	SD	JUNE 2024							TD	SD
S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
					1	2	16	16							1	0	0
3	4	5	6	7	8	9			2	3	4	5	6	7	8		
10	11	12	13	14	15	16			9	10	11	12	13	14	15		
17	18	19	20	21	22	23			16	17	18	19	20	21	22		
24	25	26	27	28	29	30			23	24	25	26	27	28	29		
31									30								
JANUARY 2024							TD	SD	JULY 2024							TD	SD
S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
	1	2	3	4	5	6	18	17		1	2	3	4	5	6		
7	8	9	10	11	12	13			7	8	9	10	11	12	13		
14	15	16	17	18	19	20			14	15	16	17	18	19	20		
21	22	23	24	25	26	27			21	22	23	24	25	26	27		
28	29	30	31						28	29	30	31					

	School Days	
	Staff PD Days	
	No School/Staff students	

<b>TEACHER DAYS</b>	182
<b>PROF DEVELOPMENT DAYS</b>	5
<b>STUDENT DAYS</b>	177

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## **2023-2024 Daily Schedule**

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

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

## **Emergency School Closing Procedures**

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

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 on local district websites.

## **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](mailto:daverodgers@kentisd.org)

**Danielle Hendry**

Kent Intermediate School District  
2930 Knapp St., Grand Rapids, MI 49525  
616-365-2288  
[daniellehendry@kentisd.org](mailto: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](mailto: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](mailto:daverodgers@kentisd.org)

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

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

## **SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **Attendance**

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

### **KCTC Attendance Policy and Procedures**

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

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

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

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

## **KCTC Attendance Cont.**

### **Absences**

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

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

Absences not called or emailed in, or not returning with proper \ documentation within 48 hrs of the absence or prior to the students return will not be excused. The attendance office can be reached between 6:30a and 3:00p by calling (616) 364-8421 or by email [kctcattendance@kentisd.org](mailto:kctcattendance@kentisd.org).

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

### **School-Related**

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

### **Long-term Absences**

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

### **Scheduling Pre-Arranged Absence**

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

## **KCTC Attendance Cont.**

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

## **Family Trips**

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

## **Suspension**

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

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

## **KCTC Attendance Cont.**

### **Unexcused Absence Examples**

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

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

### **Make-up Work**

#### Excused Absences

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

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

## **KCTC Attendance Cont.**

### Unexcused Absences

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

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

## **Attendance Intervention Process**

### Intervention Process

#### TIER I

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

#### Tier II

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

#### Tier III

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

## **KCTC Attendance Con.**

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

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

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

## **Tardiness**

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

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

### **Tardiness Intervention Process (Per Semester)**

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

## **KCTC Attendance Cont.**

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

## **Absence Definitions in Powerschool**

Lost instruction codes (first letter)

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

Explanation codes (second letter)

Confirmed/Called-in	__C
Not confirmed/Not called-in	__N
Uncounted (e.g. documented medical/ legal/ etc.	__U
Quarantine	__Q

## **KCTC Attendance Cont.**

Special codes (two letters) Uncounted absences.

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

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

## **Truancy/Chronic Absenteeism**

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

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

## **Arriving and Leaving Campus**

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

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

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

## **KCTC Attendance Cont.**

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

## **Closed Campus**

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

## **MySchool@Kent Attendance**

### **MS@K High School Students**

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

### **MS@K Middle School Students**

Middle school students attend a set schedule for three days a week, which occurs typically during our **second or third sessions**. MS@K runs a closed campus for middle school students and they are required to have parent or guardian permission for early dismissal. Parents or guardians must notify the main office/teacher/coach of their student's early dismissal and should include the time of pick up and who will pick the student up. The middle school student should wait in the main office and will be released from the building when the parent/guardian arrives. Student pick up is designated to parking lot 3 (door D112).

### **Attendance Expectations**

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

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

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

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

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

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

### **Truancy**

For purposes of this Policy (5301A), truancy in a blended learning program such as MySchool@Kent is identified as a failure to meet the minimum number of hours logged into coursework, and/or failure to achieve successful completion of the minimum number of assignments per week, and/or failure to meet the minimum in-person attendance requirement, as outlined in a student's attendance improvement contract.

### **Suspension**

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

## **Launch U and GRCC Attendance Policies**

Regular attendance is an essential component to success for an Early Middle College student. Students must have good attendance at high school as well as college. All attendance policies through Launch U and Grand Rapids Community College will be enforced, as well as those established by individual instructors. The Launch U coach will provide support for students. It is the responsibility of the student to contact their instructor

and coach or coordinator to let them know of their absence and make up any assignments according to the instructor that are missed due to the absence.

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

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

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

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

## **Books and Supplies**

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

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

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

## **Bulletin Boards**

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

- A. All postings will be subject to the review and approval of the appropriate building administrator or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; violates Board policy, including the student code of conduct; promotes illegal substances (including, but not limited to, substances that are illegal for minors to possess or consume); or is otherwise unsuitable for or disruptive to the school environment.

- B. All postings must identify the student or the student organization responsible for posting the notice.
- C. The building principal or designee may remove any posted material after a reasonable time, as determined in the building principal's or designee's discretion.

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

### **Bullying**

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

### **Cell Phone Use\***

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

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.

Teachers may also develop classroom rules for 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 principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

\*Within a GRCC classroom, GRCC policies apply.

### **Cheating, Plagiarism, and Academic Dishonesty\***

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

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

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

\*Within a GRCC classroom, GRCC policies apply.

### **MySchool@Kent Cheating and Plagiarism**

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

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

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

### **First Offense**

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

### **Two or More Offenses**

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

### **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of

an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **Communicable Diseases**

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

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

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

### **Damage to School Property**

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

### **Dress and Grooming**

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

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

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

### **Dress Code**

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

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

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

### **Additional KCTC Dress Code (Professional Standards and Safety)**

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

- Safety glasses, protective clothing, and gear must be worn when required. A student will be removed from a potentially hazardous situation that may cause injury if they are not following acceptable safety procedures.

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

## **Driving and Parking Personal Vehicles**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

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

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

### **Parking Permit Vehicle Tag**

If the high school determines that a student may drive to the Kent ISD, the student must obtain a Kent ISD Parking Permit. The high school principal or designee and the student's parent/guardian must sign the application. A Parking Permit tag will be issued once the application is approved. All vehicles must display an official vehicle tag on the rear-view mirror, facing toward the front windshield. The vehicle tag belongs to the student to whom it was originally distributed. Parking Permit Vehicle Tags are NOT transferable from student to student.

### **Driving Privileges**

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

### **Reckless Driving**

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

### **Occasional Driving: Temporary and Daily Parking Permits**

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

### **Student Parking**

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

### **Student Drop Off and Pick Up**

Student drop-offs and pick-ups will take place in the circle drive at the end of Parking Lot 2.

### **Replacement Parking Permit Vehicle Tag**

Cost for a replacement vehicle tag is \$5.

### **Theft/Vandalism**

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

### **Emergency Contact Information**

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

### **Fees**

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

## **School Identification Badge**

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

## **Badge Replacement and Repair Costs**

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

## **Food Services**

### **Meal Availability for Students**

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

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

For students who attend multiple Kent ISD programs, which requires them to be at school through their lunch period each day, limited food items are available through the cafeteria line each day for purchase (when the other food services are not available). If a student attends multiple Kent ISD programs (requiring them to be here through the lunch period) AND qualifies for free or reduced lunch in their local high school, free or reduced lunch is available to these students. This is not part of a Federal School Lunch program but rather, a service that Kent ISD elects to provide to students in this unique circumstance. Questions about accessing this program should be directed to the main office.

Vending machines with snacks, diet soda, water, low-calorie sports drinks, and milk are also available to students in the Commons.

## **Field Trips**

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

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

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

## **Extended Field Trips**

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

## **Extracurricular Fees**

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

## **First Aid, Illness, or Injury at School**

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

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

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

### **Homeless Children and Youth**

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

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

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

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

### **Immunizations**

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

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

### **Law Enforcement Interviews**

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

## **Limited English Proficiency**

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

## **Locker Use**

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

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

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

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

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

## **Lost and Found**

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

## **Medication**

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

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

For additional information and requirements, see Policy 5703.

## **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

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

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

## **Parties**

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

## **Protection of Pupil Rights**

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

## **Public Display of Affection**

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

## **Rights of Custodial and Non-Custodial Parents**

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

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

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

## **Search and Seizure**

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

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

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

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records. Student record including the CA-60 are housed with the student's local school district.

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

### **Right to Request Explanation or Interpretation**

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

### **Right to Request Amendment of Education Records\***

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

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

\*Withing a GRCC class, GRCC policies apply.

### **Directory Information**

The District designates the following information as directory information:

1. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:
  - a. student names, addresses, and telephone numbers;

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

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

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

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

## **Technology**

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

## **Threat Assessment**

Student safety is a top priority for Kent ISD. To ensure this, the administration has implemented a threat assessment process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat

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

## **Transportation Services**

### **School Vehicle Rules**

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

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

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.

12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.]

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

### **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.

### **SHUTTLE SERVICE AND SATELLITE CAMPUS PARKING**

Shuttle buses are provided to the satellite program locations from KCTC main campus. When severe weather issues or unsafe driving circumstances occur, the shuttle buses may be canceled or delayed. In those situations, students who arrive at KCTC will be given a location to work at KCTC.

Parking is not provided at the following satellite sites: GVSU/Health Careers program, and GRCC. Students are expected to take the provided shuttle buses to these locations.

### **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.

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

## **SECTION II: ACADEMICS**

### **KCTC Enrollment**

#### **Enrollment Changes During the School Year**

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

Students may change classes at the semester provided there is clear evidence that the change is consistent with goals established in the EDP/IEP and there is room in the new class.

Enrollment at the midpoint of the year will not be available in classes that progressively build on the skills of the first semester.

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

#### **Withdrawal from KCTC**

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

#### **Repeating a Class**

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

#### **Denial of Return to Second Year Program**

If a student has poor academic performance resulting in a failing grade, significant attendance issues, and/or significant behavioral issues, they may be denied return to a

program for the second year. This may be appealed through the administration. The request for appeal must be in writing.

### **MySchool@Kent Enrollment**

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

### **Denial for Return for MS@K Students**

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

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

To register for PowerSchool, contact the main office.

### **Enrollment Policy**

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

### **Dual Enrollment**

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

## **GRADES\***

Grades will be issued at least once each semester and are sent to the local sending school. \*Within a GRCC classroom, GRCC policies apply.

## **KCTC Student Performance, Grades, and Evaluations**

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

### **SEMESTER GRADES**

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

- 45% 1<sup>st</sup> Quarter
- 45% 2<sup>nd</sup> Quarter
- 10% Semester Evaluation

### **QUARTER GRADES**

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

- 30% Career/Employability Standards
- 70% Foundation/Technical Standards

### **GRADING STANDARDS**

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

Conversion Scale between Percentages and Standard Scores:

Rubric Average Low Score	Rubric Average High Score	Score out of 100 to enter into Gradebook	Description	Standard Score in PowerSchool	Letter grade
3.50	4.00	100	Advanced	4	A
3.25	3.49	97	Proficient	3	A
3.00	3.24	94	Proficient	3	A
2.80	2.99	90	Proficient	3	A-
2.51	2.79	87	Proficient	3	B+
2.31	2.50	84	Proficient	3	B
2.11	2.30	80	Proficient	3	B-
1.91	2.10	77	Developing	2	C+
1.71	1.90	74	Developing	2	C
1.50	1.70	70	Developing	2	C-

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

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

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

#### Explanation of Standard Scores:

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

#### CAREER / EMPLOYABILITY STANDARDS

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

#### SEMESTER EVALUATIONS

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

If a student does not complete the semester evaluation, an incomplete grade may be issued, and he/she will receive a zero for 10% of the final semester grade. It is the student's responsibility to arrange a time to take the evaluation when an advisory committee member is available.

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

### **TECHNICAL ASSESMENTS**

As part of the Michigan CTE requirement, students identified as a **Completer** or **Concentrator** classification must take an industry technical assessment (in those CTE programs designated by the State of Michigan.) These assessments are administered to help the State and KCTC gather data about the performance of students in our programs and to help us improve what and how we teach CTE content.

The results of these assessments will be available to KCTC teachers and administrators. We do not send these results to local high schools or colleges, they do not become a part of a student's permanent transcript, they are not factored into the course grade, and are not intended to be a comprehensive measure of student performance in the CTE program.

Students in designated programs will be informed of the testing requirements in April of each year.

### **ACADEMIC & ATTENDANCE INTERVENTIONS**

We have interventions in place designed to assist ALL learners in meeting KCTC's standards. These interventions are designed to meet the achievement and behavioral needs of ALL learners. Experience has demonstrated that in order to increase achievement, we must be strategic in providing support. We will collaborate to strengthen each other for the benefit of all learners.

### **KCTC ACADEMIC PROBATION AND NON-RETURN POLICY**

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

**S1 Final Grades:** During the early enrollment phase for the next school year, a student's S1 final grade will be considered at the end of the 3<sup>rd</sup> academic quarter. This allows time for remediation and the intervention process to support students after the end of the 1<sup>st</sup> semester.

**S2 Final Grades:** During the early enrollment phase for the next school year, a] student's current S2 grade will be considered at the end of the 3<sup>rd</sup> academic quarter to determine their return status at that time. This status will be re-evaluated at the end of the semester for a final determination based on the final S2 grade. This allows time for remediation and the intervention process to support students until the end of the 2<sup>nd</sup> semester.

Returning students will be prioritized as follows:

## **S1 or S2 Final Grade      Return Status**

- 70%-100% (C- or above)      Priority, return to same program
- 60%-69% (D-, D, or D+)      Academic probation, moved to waiting list or enrolled in 2<sup>nd</sup> choice.
- 59% or below (E)                      May not return to KCTC during the next school year

## **INTENT TO RETURN LANGUAGE**

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

## **REMEDIATION**

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

## **TALENT TRANSCRIPT**

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

## **DIRECT CREDIT AND ARTICULATION**

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

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

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

## MYSCHOOL@KENT STUDENT PERFORMANCE AND GRADES

### CHARACTERISTICS OF SUCCESSFUL ONLINE LEARNERS

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

*(Courtesy of Wisconsin and Illinois virtual schools)*

## **Grading**

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

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

## **Quizzes**

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

## **Tests and Exams**

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

Exams are required assignments for all courses.

## **Academic & Attendance Interventions**

MySchool@Kent has a wide variety of interventions in place designed to assist ALL learners in meeting their academic goals. These interventions include support plans,

referrals to internal Kent ISD resources, as well as outside providers. Experience has demonstrated that in order to increase achievement, we must be strategic in providing support. We will collaborate to strengthen each other for the benefit of all learners.

### **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

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

### **Personal Curriculum**

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

### **Placement**

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

### **Students with Disabilities**

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

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

### **Summer School**

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

Students complete their coursework on-line and only report on-site to MySchool@Kent for tests and final exams during established testing center hours during the summer. All

Board policies and handbook guidelines that would apply during the regular school year also apply during Summer School.

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

### **Testing Out**

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

### **Work Permits**

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

## **Section III: Student Clubs, Activities, and Athletics**

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

### **STUDENT ACTIVITIES / ORGANIZATIONS**

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

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

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

### **Extracurricular Activities**

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

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

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

### **Student-Initiated Non-Curricular Clubs**

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

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

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

#### Transportation To/From Extracurricular Activities

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

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT\***

### **General Discipline**

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

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

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

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

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

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

\*Within a GRCC classroom, GRCC policies apply.

### **Types of School Discipline & Applicable Due Process**

#### **In-School Suspension**

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

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

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

- intentionally disrupted the class, subject, or activity;

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

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. 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**

Review protocol for contacting local district

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

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

### **Removal for More than 10 and Fewer than 60 School Days**

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

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

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

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

### **Removal for 60 or More School Days**

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

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

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

### **Student Code of Conduct**

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

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

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

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

Prohibited Conduct	Potential Consequence(s)
<p><b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Dangerous Weapon Possession:</b> 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"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Other Weapons and Look-Alike Weapons Possession:</b> 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"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>

<p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p> <p><b>Include Vandalism???? Arson or Vandalism -</b> purposefully, intentionally, or maliciously destroying school property, or an attempt to plan carry out arson or vandalism</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion up to 180 school days</li> <li>• Police Referral</li> </ul>
<p><b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement and/or action that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Credit Loss or Grade Reduction</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Falsification:</b> Fraudulently using the name of another person, either in writing or verbally, or falsifying time dates, grades, address, on school records/forms or reporting procedures.</p>	<ul style="list-style-type: none"> <li>• Loss of Privileges</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>

<p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Criminal Sexual Conduct:</b> 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"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Misuse of District Technology:</b> violating the District’s acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Gambling:</b> To speculate, bet, wager, or play a game for money or other stakes.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Vandalism:</b> action involving deliberate destruction of or damage to public or private property.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>

## **VISITORS**

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

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

## **APPENDIX A: TITLE IX SEXUAL HARASSMENT**

### **3118 Title IX Sexual Harassment**

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

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

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

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

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

#### **B. Definitions**

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

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

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

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

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

#### C. Posting Requirement

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

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

#### D. Designation of Title IX Coordinator

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

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

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 FORM**  
**DIRECTORY INFORMATION AND OPT-OUT**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Parent/Guardian/Eligible Student Signature

\_\_\_\_\_  
Date

**APPENDIX E: ACCEPTABLE USE AGREEMENT**

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

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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action   X  

Item: Sale of Res Con House – 2546 Orchard View Dr.

Submitted by: Kevin Philipps

Date: 7-17-2023

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 7-24-2023

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### RECOMMENDATION:

Request that the Kent ISD Board approve the sale of 2546 Orchard View Dr. NE to James P. Herringa per the terms of the attached purchase agreement, and also, authorize the Assistant Superintendent for Administrative Services to execute any documents necessary to conclude the sale of this home.

### BACKGROUND:

The residential construction program completed the construction of 2546 Orchard View Dr. NE back in June, and the administration, with the assistance of Thrun Law, conducted a sealed bid process for potential buyers interested in the home.

One bid was submitted and reviewed. James Herringa's bid of \$388,000 was the only bid received. The bid has met all of the bidding requirements, including pre-qualification for purchase and a \$1,000 earnest deposit.

Attached is the proposed purchase agreement as well as the bid guidelines that were posted on our website advertising the sale of the home.

Kudos to the students and staff of the residential construction program, who did a fantastic job building this house. I'm sure the house will serve the future owner well for many years to come. If there are any questions regarding the bid process or recommendation, please do not hesitate to ask in advance of the meeting.

KP/kg  
Attachment



BRANCH 0093  
 Check Number: 3479660  
 Account: 0001331192  
 Name: HEERINGA, JAMES P  
 Effective Date: 06/22/23  
 Post Date: 06/22/23  
 Teller: 6495  
 Purpose: BID  
 Dollar Amount: 1,000.00

Payee: KENT ISD

RE: JAMES PATRICK HEERINGA

RECEIVED BY
-------------



BRANCH 0093  
 Check Number: 3479660  
 Account: 0001331192  
 Name: HEERINGA, JAMES P  
 Effective Date: 06/22/23  
 Post Date: 06/22/23  
 Teller: 6495  
 Purpose: BID  
 Dollar Amount: 1,000.00

Payee: KENT ISD

RE: JAMES PATRICK HEERINGA



P.O. Box 2848  
 Grand Rapids, MI 49501-2848  
 (616) 242-9790  
 www.lmcu.org

74-8067/2724

00 0003479660

DATE
06/22/23

VOID 90 DAYS AFTER

**CASHIER'S CHECK**

Purpose: BID

\*\*\*ONE THOUSAND DOLLARS AND 00 CENTS DOLLARS\*\*\*

\$1,000.00

PAY TO THE ORDER OF KENT ISD  
 RE: JAMES PATRICK HEERINGA

LAKE MICHIGAN CREDIT UNION

*Scott Jelenak*  
 Authorized Signature

⑆0003479660⑆ ⑆272480678⑆ 90000309⑆

**UNIFORM BUY AND SELL AGREEMENT**

1. **BUYER'S OFFER:** 388,000.<sup>00</sup>, the Buyer(s), offer to buy THE FOLLOWING PROPERTY, located in the City of Grand Rapids, County of Kent, Michigan, commonly known as: 2546 Orchard View Drive

Legally described as: (See legal description attached as Exhibit "A"). Including oil, gas, and mineral rights, if any, subject to any existing building and use restrictions, zoning ordinances and easements, if any, for the sum of 388,000.<sup>00</sup> and 00/100 Dollars (\$ \_\_\_\_\_).

2. **THE TERMS OF THE PURCHASE SHALL BE** as indicated by "X" below. Payment of such money shall be made in cash, certified check or bank money order.

[ ] CASH: The full purchase price upon execution and delivery of Warranty Deed.

3. **SURVEY REPORT:** Certified Boundary Survey \_\_\_/Mortgage Inspection Survey\_\_\_ to be provided and paid for by: [ ] Buyer, [ ] Seller, [X] Not Requested

4. **OCCUPANCY:** Seller will give occupancy as follows: Immediately after closing. Buyer shall assume all risk of loss or damage not caused by acts of Seller from date of closing.

5. **FOR VALUABLE CONSIDERATION**, Buyer gives written acceptance of this offer and agrees that this offer, when signed, will constitute a binding agreement between the Buyer and Seller and herewith deposits with Seller One Thousand and 00/100 Dollars (\$1,000.00) evidencing Buyer's good faith, said deposit will be held by Seller, and to be applied as part of the purchase price. If this offer is not accepted or title is not marketable or insurable, or if any contingency specified herein cannot be met, within time limits specified, this deposit shall be refunded forthwith. In the event of default by Buyer, all deposits made hereunder may be forfeited as liquidated damages at Seller's election or alternatively, Seller may retain such deposits as part payment of the purchase price and pursue its legal or equitable remedies hereunder against Buyer, and in case of the Seller's default by refusal to perform, the Buyer may pursue his/her/their legal or equitable remedies against the Seller.

6. **THE BUYER ACKNOWLEDGES THE FOLLOWING:**

- A. **ATTORNEY RECOMMENDED:** Buyer acknowledges that the Seller has recommended that an attorney be retained to review the marketability of title and determine that the requirements of this contract have been met.
- B. That the Seller has recommended that the Buyer obtain a mortgage inspection survey and certified boundary line survey and in the absence of same Buyer accepts the boundary lines as represented by the Seller.
- C. **BUYER ACKNOWLEDGES THAT SELLER RECOMMENDS THAT BUYER OBTAIN AN INSPECTION TO INCLUDE, BUT NOT LIMITED TO, ALL ELECTRICAL, PLUMBING, STRUCTURAL AND MECHANICAL COMPONENTS AND ANY OTHER PERTINENT INSPECTIONS. IF THE BUYER DESIRES ANY, HE SHALL OBTAIN AND PAY COSTS OF: SOIL BORING, USE PERMITS, EASEMENTS OR HEALTH DEPARTMENT APPROVAL FOR ON SITE SEPTIC SYSTEM. BUYER IS AWARE THAT BECAUSE OF POTENTIAL CONDITIONS INVOLVING WETLANDS, OR CRITICAL DUNES, IT IS POSSIBLE THAT FEDERAL, STATE OR LOCAL GOVERNMENTAL APPROVAL MAY BE REQUIRED BEFORE EXCAVATION OR CONSTRUCTION COMMENCES UNLESS OTHERWISE SPECIFIED.**
- D. The Seller does not warrant the condition of any fixtures, equipment or personal property being purchased by the Buyer from Seller (this includes the well (water supply) and sewer/septic system) and expressly disclaims any warranties conveying same.

Buyer(s) initials JH

Seller(s) initials \_\_\_\_\_

## UNIFORM BUY AND SELL AGREEMENT

Page 2 of 5

- E. BUYER HAS PERSONALLY EXAMINED THIS PROPERTY AND IF IT AGREES TO PURCHASE THE PROPERTY AND TO ACCEPT SAME IN ITS PRESENT CONDITION, *i.e.* "AS IS", EXCEPT AS MAY OTHERWISE BE SPECIFIED HEREIN AND AGREES THAT THERE ARE NO OTHER OR ADDITIONAL WRITTEN OR ORAL UNDERSTANDINGS.
- F. BUYER'S RECEIPT: Buyer has received a copy of this Agreement.

7. **THE SELLER ACKNOWLEDGES THE FOLLOWING:**

- A. SELLER shall be responsible for fire and extended coverage of insurance until sale is closed.
- B. SELLER shall provide Buyer an Owner's Policy of title insurance showing marketable title in the amount of purchase price.
- C. SELLER'S RECEIPT: Seller has received a copy of this Agreement.

8. **BOTH BUYER AND SELLER ACKNOWLEDGE THE FOLLOWING:**

- A. Seller shall pay all sums required to fully satisfy outstanding property taxes attributable to any year(s) prior to the year of closing. Taxes billed or to be billed in the year of closing shall be prorated so that Seller shall be charged with taxes from the first of the year to the closing date and Purchaser shall be charged with taxes for the balance of the year. If official bills for taxes prorated hereunder are not yet issued, proration shall be on the basis of tax bills for the previous year (or latest millage rate multiplied by the latest SEV, whichever is more accurate). Taxes shall be deemed to be paid in advance and to cover the calendar year in which the taxes are billed.
- B. **PRORATION:** Assessments, condominium association fees, private road maintenance fees, other related association fees, insurance if assigned, interest on any existing land contracts, mortgages or other liens assumed by the Buyer shall be prorated to the date of closing of the sale.
- C. ALL IMPROVEMENTS AND APPURTENANCES ARE INCLUDED in the purchase price, including now in or on the property, the following: TV antenna and complete rotor equipment; carpet; lighting fixtures and their shades; drapery and curtain hardware; window shades and blinds; screens, storm windows and doors; stationary laundry tubs; water softener (unless rented); water heater; incinerator; heating and air conditioning equipment; water pump and pressure tank; built-in kitchen appliances including garbage disposal; awnings; mail box; all plantings; fence(s); all cabinets which are or give the appearance of permanent attachment to the premises.
- D. ALL DISBURSEMENTS SHALL be at time of closing in accordance with the closing statement as signed by all parties to this transaction.
- E. This Agreement constitutes the entire agreement between Buyer and Seller and shall inure to the benefit of and bind the parties hereto and their respective heirs, legal representatives, successors, assigns, and third parties claiming under the contract between Buyer and Seller, or by virtue of the contract between Buyer and Seller.
- F. TIME is of the essence in this Agreement.
- G. If TWO or MORE persons execute this Agreement as Buyer or Seller, their obligations hereunder shall be joint and several.
- H. IF THE CLOSING OF THE SALE is delayed by reasons of title defects which can be readily corrected, an extension of thirty (30) days shall be allowed for closing, unless otherwise agreed to in writing between Buyer and Seller.
- I. IF THE SALE isn't closed according to the terms, the Seller shall notify Buyer of Seller's intended disposition of earnest deposit, and, unless Seller is notified of a court action pending concerning the sale of such real property or disposition of earnest money within ten (10) days, all parties shall be deemed to have agreed to the disposition of the earnest money deposit.
- J. If water bills, sewer bills, and/or both are assessed, both parties agree the final meter reading will be made at the closing, prorated to the agreed upon possession date, and an estimate of Seller's portion will be held in escrow by Seller to pay these assessments.
- K. Both parties agree that the Seller is to be reimbursed for fuel oil, LP gas or wood (if remaining) and will be prorated to date of possession if not otherwise specified. Seller will pay any service charges if required to determine remaining fuel levels.

Buyer(s) initials

JH

Seller(s) initials

\_\_\_\_\_

**UNIFORM BUY AND SELL AGREEMENT**

L. TITLE COMPANY CLOSING FEE TO BE SHARED EQUALLY BY BUYER/SELLER.

9. **SELLER PAYS COSTS OF:**

Transfer Fee on Deed, if any; all costs required and necessary to clear title; accumulated interest on any existing indebtedness; Owner's Title Insurance Policy; preparation of Deed, Land Contract, Bill of Sale and/or other documents necessary to convey clear title, if required. Title company closing fee to be shared equally by Buyer/Seller, unless otherwise specified.

10. **BUYER PAYS COSTS OF:**

Transfer Fee on Mortgage Assumption; preparation of Mortgage Note, any other security instruments, except Land Contract; Mortgage Inspection Survey Report, if required; recording of Deed and/or security instruments; Attorney's Opinion and/or service on behalf of the Buyer; Mortgage closing cost as required by mortgages including appraisal and closing fees (except VA); well and septic tank, termite, plumbing, heating, wiring and structural inspections if required by F.H.A., V.A., or other mortgage commitments; Credit Report; Title company closing fee to be shared equally by Buyer/Seller, unless otherwise specified.

Any personal items not listed above are not included in the sale, even if previously listed as part of the listing agreement.

11. **SPECIAL CONDITIONS OF THE SALE (if any):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. The covenants herein shall bind and inure to the benefit of the executors, administrators, successors, personal representatives and assigns of the parties hereto, and the buyer may assign his rights under this agreement, without restriction, in instances where the Seller receives cash in full payment of purchase price at the close of sale.

13. **BUYER SIGNATURE:**

a James P. Healy

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: 7/5/2023

14. **DEPOSIT RECEIPT:** The Seller has received from Buyer the deposit in the form of a check.

15. **SELLER'S ACCEPTANCE:** The above agreement is hereby accepted.

Buyer(s) initials JH / \_\_\_\_\_

Seller(s) initials \_\_\_\_\_ / \_\_\_\_\_

**UNIFORM BUY AND SELL AGREEMENT**

Page 4 of 5

16. **SELLER'S SIGNATURE(S):**

**Kent County Intermediate School District,  
a Michigan intermediate school district**

By: \_\_\_\_\_

\_\_\_\_\_ (Printed Name)

Its: \_\_\_\_\_

Date: \_\_\_\_\_

17. **BUYER'S RECEIPT AND ACCEPTANCE OF CHANGES.** Buyer has received Seller's acceptance of this agreement. If the acceptance was subject to changes, Buyer agrees to accept the changes as written and all unchanged items.

Signature \_\_\_\_\_

\_\_\_\_\_ Date

Signature \_\_\_\_\_

\_\_\_\_\_ Date

Buyer(s) initials SH \_\_\_\_\_

Seller(s) initials \_\_\_\_\_

**UNIFORM BUY AND SELL AGREEMENT**

Page 5 of 5

**EXHIBIT "A"**

**INSERT LEGAL DESCRIPTION**

Buyer(s) initials \_\_\_\_\_ / \_\_\_\_\_

Seller(s) initials \_\_\_\_\_ / \_\_\_\_\_



06/30/2023

James Heeringa  
801 Aberdeen St NE  
Grand Rapids, MI 49505

**Dear James Heeringa,**

Congratulations! We're happy to inform you that your loan application has been pre-approved for \$280,000 based on automated underwriting review of the information you have provided to Lake Michigan Credit Union (LMCU).

**This pre-approval is subject to LMCU underwriting approval of the following:**

- Supporting income and asset documentation
- Property appraisal and title commitment
- All other loan conditions as required by underwriting
- Mortgage insurance (if applicable)

This pre-approval is valid for 120 days from the date of your credit report.

Once we receive a fully executed purchase agreement you will have the option of locking in your interest rate as part of the application process.

Thank you for choosing Lake Michigan Credit Union for your home financing needs. If you have any questions, please feel free to contact me.

Sincerely,

**Chuck Bauss**  
NMLS ID: #445343  
Phone: (616) 308-3022  
Email: chuck.bauss@lmcu.org

**Your pre-approval details:**

---

Purchase price  
**\$388,000**

Loan amount up to  
**\$280,000**

Down payment  
**\$108,000**

Loan type  
**30-Year Fixed Rate**

Loan term  
**30 years**

Valid until  
**10/19/2023**

Loan reference number  
**255103**

This information is accurate as of 06/30/2023. Your pre-approval is subject to change or cancellation if your requested loan no longer meets applicable regulatory requirements.



**Kent County Intermediate School District**

**Bid Form for Sale of Real Property  
consisting of an approximately 3,240 square foot residential house  
(main floor: 1,692 square feet and lower level: 1,548 square feet)  
and related real property located at 2546 Orchard View Drive  
within the City of Grand Rapids, Kent County, Michigan**

**Bid Amount:**

\$ 388,000<sup>00</sup>

Bidder agrees to the conditions of the sale as stated in the Notice of Conditions of the Bid and Sale of the Property and form of Purchase Agreement (as posted on the Kent County Intermediate School District's website and available at the office of Kevin Philipps –Assistant Superintendent, Administrative Services, during regular business hours).

**Name of Bidder:**

JAMES P HEERINGA

**Address:**

501 Aberdeen N.E.

**City, State, & Zip Code:**

GRAND RAPIDS, MI 49505

**Telephone Number:**

616-238-8113

**Bidder's Documentation of Pre-Qualification  
of Financing:**

Yes [ ] No

Chuck Bauss

6/30/2023

Signature of Representative

Date of Signature

Please send these bids to:

Kevin Philipps, Assistant Superintendent,  
Administrative Services  
Grand Rapids Public Schools  
2930 Knapp Street, NE  
Grand Rapids, Michigan 49525-4518

Bids must be received at the office of Kevin Philipps no later than 3:00 p.m. on Monday, July 10, 2023. Bids received after that time will not be accepted. All bids must be accompanied by a \$1,000.00 certified or cashier's check and shall be forfeited if a bid is accepted and the Bidder fails to close the transaction in accordance with the negotiated, final Purchase Agreement.

***The Board of Education reserves the right to accept or reject any or all bids received, to extend the bid deadline, and to accept the bid which the Board, in its sole discretion, determines best serves the interests of the District.***

(Notice of Conditions of the Bid and Sale of the Property)  
**KENT COUNTY INTERMEDIATE SCHOOL DISTRICT**  
Kent County, Michigan

Scaled bids will be accepted by the Board of Education of Kent County Intermediate School District (the "District") for the sale of real property consisting of an approximately 3,240 square foot house (1,692 square feet on the main floor and 1,548 square feet on the lower level) located at 2546 Orchard View Drive within the City of Grand Rapids, Kent County, Michigan (the "Property")

The conditions of the bid are:

1. Sealed bids, must be received on or before 3:00 p.m. on Monday, July 10, 2023, at the office of Kevin Philipps, Assistant Superintendent, Administrative Services, 2930 Knapp Street, NE, Grand Rapids, Michigan 49525-4518, telephone number (616) 365-2219, at which time the bids will be opened and read aloud.
2. All bid amounts must represent the bidder's final and best offer and will not be subject to modification or negotiation.
3. All bids must include a bank letter or other proof that the bidder is pre-qualified to purchase the Property in the amount of the bid.
4. A certified or cashier's check in the amount of One Thousand and 00/100 Dollars (\$1,000.00) shall accompany each bid for the Property and shall be forfeited if a Purchase Agreement is executed by both parties and the bidder fails to close the transaction in accordance with the Purchase Agreement. The deposit amount will be credited to the purchase price at closing of the sale of the Property to the successful bidder. The deposit amount will be returned to all unsuccessful bidders within ten (10) days from the date that the District has accepted a bid for the Property or has rejected all bids for the Property.
5. The minimum bid for the Property is Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000.00).

6. A copy of the Purchase Agreement and other documents related to the Property can be obtained on the District's website ([www.kentisd.org](http://www.kentisd.org)) or at the office of Kevin Philipps, Assistant Superintendent, Administrative Services, during regular business hours. All other inquiries should be directed to Kevin Philipps.

7. The Board of Education (the "Board") may review any bids from July 10, 2023 to July 23, 2023.

8. The Board may, at its discretion, schedule bidder interviews and review and approve a winning bid at its meeting on Monday, July 24, 2023, at 4:00 p.m.

9. The Board expressly reserves the right to: (a) reject any or all bids, (b) extend the bid deadline, and (c) accept the bid which the Board, at its sole discretion, determines best serves the interests of the District.

The conditions of the sale are:

A. The Property will be sold "as-is" and other than a warranty of title, the District expressly disclaims any warranties with regard to the Property.

B. The parties will negotiate a final Purchase Agreement and the Purchaser shall sign the Purchase Agreement within ten (10) days from the date that the Board accepts the Purchaser's successful bid.

C. Following conveyance of the Property to the Purchaser, the District shall have no liability or exposure with respect to the condition of the Property. At closing, the Purchaser shall enter into an agreement with the District wherein the Purchaser releases the District from all liability arising out of the condition of the Property.

**Kent County Intermediate School District**

**Bid Form for Sale of Real Property  
consisting of an approximately 3,240 square foot residential house  
(main floor: 1,692 square feet and lower level: 1,548 square feet)  
and related real property located at 2546 Orchard View Drive  
within the City of Grand Rapids, Kent County, Michigan**

**Bid Amount:** \$ \_\_\_\_\_

Bidder agrees to the conditions of the sale as stated in the Notice of Conditions of the Bid and Sale of the Property and form of Purchase Agreement (as posted on the Kent County Intermediate School District's website and available at the office of Kevin Philipps –Assistant Superintendent, Administrative Services, during regular business hours).

**Name of Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, & Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Bidder's Documentation of Pre-Qualification of Financing:**  Yes  No

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date of Signature

Please send these bids to: Kevin Philipps, Assistant Superintendent,  
Administrative Services  
Grand Rapids Public Schools  
2930 Knapp Street, NE  
Grand Rapids, Michigan 49525-4518

Bids must be received at the office of Kevin Philipps no later than 3:00 p.m. on Monday, July 10, 2023. Bids received after that time will not be accepted. All bids must be accompanied by a \$1,000.00 certified or cashier's check and shall be forfeited if a bid is accepted and the Bidder fails to close the transaction in accordance with the negotiated, final Purchase Agreement.

*The Board of Education reserves the right to accept or reject any or all bids received, to extend the bid deadline, and to accept the bid which the Board, in its sole discretion, determines best serves the interests of the District.*

**UNIFORM BUY AND SELL AGREEMENT**

1. **BUYER'S OFFER:** \_\_\_\_\_, the Buyer(s), offer to buy THE FOLLOWING PROPERTY, located in the City of Grand Rapids, County of Kent, Michigan, commonly known as: 2546 Orchard View Drive

Legally described as: (See legal description attached as Exhibit "A").

Including oil, gas, and mineral rights, if any, subject to any existing building and use restrictions, zoning ordinances and easements, if any, for the sum of \_\_\_\_\_ and 00/100 Dollars (\$\_\_\_\_\_).

2. **THE TERMS OF THE PURCHASE SHALL BE** as indicated by "X" below. Payment of such money shall be made in cash, certified check or bank money order.

[ ] CASH: The full purchase price upon execution and delivery of Warranty Deed.

[ ] ~~OTHER:~~ \_\_\_\_\_

3. **SURVEY REPORT:** Certified Boundary Survey \_\_\_/Mortgage Inspection Survey \_\_\_ to be provided and paid for by: [ ] Buyer, [ ] Seller, [ ] Not Requested

4. **OCCUPANCY:** Seller will give occupancy as follows: Immediately after closing. Buyer shall assume all risk of loss or damage not caused by acts of Seller from date of closing.

~~Only Sellers shall occupy the property.~~

5. **FOR VALUABLE CONSIDERATION**, Buyer gives written acceptance of this offer and agrees that this offer, when signed, will constitute a binding agreement between the Buyer and Seller and herewith deposits with Seller One Thousand and 00/100 Dollars (\$1,000.00) evidencing Buyer's good faith, said deposit will be held by Seller, and to be applied as part of the purchase price. If this offer is not accepted or title is not marketable or insurable, or if any contingency specified herein cannot be met, within time limits specified, this deposit shall be refunded forthwith. In the event of default by Buyer, all deposits made hereunder may be forfeited as liquidated damages at Seller's election or alternatively, Seller may retain such deposits as part payment of the purchase price and pursue his/her/their legal or equitable remedies hereunder against Buyer, and in case of the Seller's default by refusal to perform, the Buyer may pursue his/her/their legal or equitable remedies against the Seller.

6. **THE BUYER ACKNOWLEDGES THE FOLLOWING:**

- A. **ATTORNEY RECOMMENDED:** Buyer acknowledges that the Seller has recommended that an attorney be retained to review the marketability of title and determine that the requirements of this contract have been met.
- B. That the Seller has recommended that the Buyer obtain a mortgage inspection survey and certified boundary line survey and in the absence of same Buyer accepts the boundary lines as represented by the Seller.
- C. **BUYER ACKNOWLEDGES THAT SELLER RECOMMENDS THAT BUYER OBTAIN AN INSPECTION TO INCLUDE, BUT NOT LIMITED TO, ALL ELECTRICAL, PLUMBING, STRUCTURAL AND MECHANICAL COMPONENTS AND ANY OTHER PERTINENT INSPECTIONS. IF THE BUYER DESIRES ANY, HE SHALL OBTAIN AND PAY COSTS OF: SOIL BORING, USE PERMITS, EASEMENTS OR HEALTH DEPARTMENT APPROVAL FOR ON SITE SEPTIC SYSTEM. BUYER IS AWARE THAT BECAUSE OF POTENTIAL CONDITIONS INVOLVING WETLANDS, OR CRITICAL DUNES, IT IS POSSIBLE THAT FEDERAL, STATE OR LOCAL GOVERNMENTAL APPROVAL MAY BE REQUIRED BEFORE EXCAVATION OR CONSTRUCTION COMMENCES UNLESS OTHERWISE SPECIFIED.**
- D. The Seller does not warrant the condition of any fixtures, equipment or personal property being purchased by the Buyer from Seller (this includes the well (water supply) and sewer/septic system) and expressly disclaims any warranties conveying same.

Buyer(s) initials \_\_\_\_\_ / \_\_\_\_\_

Seller(s) initials \_\_\_\_\_ / \_\_\_\_\_

## UNIFORM BUY AND SELL AGREEMENT

Page 2 of 4

- E. BUYER HAS PERSONALLY EXAMINED THIS PROPERTY AND IF IT AGREES TO PURCHASE THE PROPERTY AND TO ACCEPT SAME IN ITS PRESENT CONDITION, *i.e.* "AS IS", EXCEPT AS MAY OTHERWISE BE SPECIFIED HEREIN AND AGREES THAT THERE ARE NO OTHER OR ADDITIONAL WRITTEN OR ORAL UNDERSTANDINGS.
- F. BUYER'S RECEIPT: Buyer has received a copy of this Agreement.

7. **THE SELLER ACKNOWLEDGES THE FOLLOWING:**

- A. SELLER shall be responsible for fire and extended coverage of insurance until sale is closed.
- B. SELLER shall provide Buyer an Owner's Policy of title insurance showing marketable title in the amount of purchase price.
- C. SELLER'S RECEIPT: Seller has received a copy of this Agreement.

8. **BOTH BUYER AND SELLER ACKNOWLEDGE THE FOLLOWING:**

- A. Seller shall pay all sums required to fully satisfy outstanding property taxes attributable to any year(s) prior to the year of closing. Taxes billed or to be billed in the year of closing shall be prorated so that Seller shall be charged with taxes from the first of the year to the closing date and Purchaser shall be charged with taxes for the balance of the year. If official bills for taxes prorated hereunder are not yet issued, proration shall be on the basis of tax bills for the previous year (or latest millage rate multiplied by the latest SEV, whichever is more accurate). Taxes shall be deemed to be paid in advance and to cover the calendar year in which the taxes are billed.
- B. PRORATION: Assessments, condominium association fees, private road maintenance fees, other related association fees, insurance if assigned, interest on any existing land contracts, mortgages or other liens assumed by the Buyer shall be prorated to the date of closing of the sale.
- C. ALL IMPROVEMENTS AND APPURTENANCES ARE INCLUDED in the purchase price, including now in or on the property, the following: TV antenna and complete rotor equipment; carpet; lighting fixtures and their shades; drapery and curtain hardware; window shades and blinds; screens, storm windows and doors; stationary laundry tubs; water softener (unless rented); water heater; incinerator; heating and air conditioning equipment; water pump and pressure tank; built-in kitchen appliances including garbage disposal; awnings; mail box; all plantings; fence(s); all cabinets which are or give the appearance of permanent attachment to the premises.
- D. ALL DISBURSEMENTS SHALL be at time of closing in accordance with the closing statement as signed by all parties to this transaction.
- E. This Agreement constitutes the entire agreement between Buyer and Seller and shall inure to the benefit of and bind the parties hereto and their respective heirs, legal representatives, successors, assigns, and third parties claiming under the contract between Buyer and Seller, or by virtue of the contract between Buyer and Seller.
- F. TIME is of the essence in this Agreement.
- G. If TWO or MORE persons execute this Agreement as Buyer or Seller, their obligations hereunder shall be joint and several.
- H. IF THE CLOSING OF THE SALE is delayed by reasons of title defects which can be readily corrected, ~~or if the terms or purchase is a new mortgage and the lender has issued a written commitment prior to the date of closing but is delayed in consummating the security transaction,~~ an extension of thirty (30) days shall be allowed for closing, unless otherwise agreed to in writing between Buyer and Seller.
- I. IF THE SALE isn't closed according to the terms, the Seller shall notify Buyer of Seller's intended disposition of earnest deposit, and, unless Seller is notified of a court action pending concerning the sale of such real property or disposition of earnest money within ten (10) days, all parties shall be deemed to have agreed to the disposition of the earnest money deposit.
- J. If water bills, sewer bills, and/or both are assessed, both parties agree the final meter reading will be made at the closing, prorated to the agreed upon possession date, and an estimate of Seller's portion will be held in escrow by Seller to pay these assessments.
- K. Both parties agree that the Seller is to be reimbursed for fuel oil, LP gas or wood (if remaining) and will be prorated to date of possession if not otherwise specified. Seller will pay any service charges if required to determine remaining fuel levels.

Buyer(s) initials \_\_\_\_\_ / \_\_\_\_\_

Seller(s) initials \_\_\_\_\_ / \_\_\_\_\_

**UNIFORM BUY AND SELL AGREEMENT**

L. TITLE COMPANY CLOSING FEE TO BE SHARED EQUALLY BY BUYER/SELLER.

9. **SELLER PAYS COSTS OF:**

Transfer Fee on Deed, if any; all costs required and necessary to clear title; accumulated interest on any existing indebtedness; Owner's Title Insurance Policy; preparation of Deed, Land Contract, Bill of Sale and/or other documents necessary to convey clear title, if required. Title company closing fee to be shared equally by Buyer/Seller, unless otherwise specified.

10. **BUYER PAYS COSTS OF:**

Transfer Fee on Mortgage Assumption; preparation of Mortgage Note, any other security instruments, except Land Contract; Mortgage Inspection Survey Report, if required; recording of Deed and/or security instruments; Attorney's Opinion and/or service on behalf of the Buyer; Mortgage closing cost as required by mortgages including appraisal and closing fees (except VA); well and septic tank, termite, plumbing, heating, wiring and structural inspections if required by F.H.A., V.A., or other mortgage commitments; Credit Report; Title company closing fee to be shared equally by Buyer/Seller, unless otherwise specified.

Any personal items not listed above are not included in the sale, even if previously listed as part of the listing agreement.

11. **SPECIAL CONDITIONS OF THE SALE (if any):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. The covenants herein shall bind and inure to the benefit of the executors, administrators, successors, personal representatives and assigns of the parties hereto, and the buyer may assign his rights under this agreement, without restriction, in instances where the Seller receives cash in full payment of purchase price at the close of sale.

13. **BUYER SIGNATURE:** \_\_\_\_\_,  
a \_\_\_\_\_  
  
By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Dated: \_\_\_\_\_

14. **DEPOSIT RECEIPT:** The Seller has received from Buyer the deposit in the form of a check.

15. **SELLER'S ACCEPTANCE:** The above agreement is hereby accepted.

**UNIFORM BUY AND SELL AGREEMENT**

16. **SELLER'S SIGNATURE(S):**

**Kent County Intermediate School District,  
a Michigan intermediate school district**

By: \_\_\_\_\_

\_\_\_\_\_ (Printed Name)

Its: \_\_\_\_\_

Date: \_\_\_\_\_

17. **BUYER'S RECEIPT AND ACCEPTANCE OF CHANGES.** Buyer has received Seller's acceptance of this agreement. If the acceptance was subject to changes, Buyer agrees to accept the changes as written and all unchanged items.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Buyer(s) initials \_\_\_\_\_ / \_\_\_\_\_

Seller(s) initials \_\_\_\_\_ / \_\_\_\_\_

**UNIFORM BUY AND SELL AGREEMENT**

Page 5 of 5

**EXHIBIT "A"**

**INSERT LEGAL DESCRIPTION**

Buyer(s) initials \_\_\_\_\_ / \_\_\_\_\_

Seller(s) initials \_\_\_\_\_ / \_\_\_\_\_

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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action: X

Item: Rubrik Data Backup System Renewal

Submitted by: Glen Finkel

Recommended by: Glen Finkel *GF*

Date: 7.5.2023

Board Meeting Date: 7.17.2023

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### **RECOMMENDATION:**

It is recommended that the Kent ISD School Board approve the 3-year maintenance renewal of the Rubrik data backup system for \$235,305.72. This will be purchased through People Driven Technology.

### **BACKGROUND:**

This is a support renewal for the Rubrik data backup system which Kent ISD purchased in July of 2020. Rubrik is our primary data backup system and it protects our most critical data systems including PowerSchool, MiPSE, and Our School Data. Rubrik is a shared backup system which is in use by Kent ISD and four local school districts. An annual charge back has been established to reimburse Kent ISD for the LEA use of the system.



 6300 Venture Hills Blvd SW  
 Byron Center, MI 49315  
 616-264-6700  
 orders@peopledriven.com

## 2023 Rubrik 3 Year Renewal

Prepared by:

**People Driven Technology HQ**

Max Wolfgang

616-264-6706

wolfgangm@peopledriven.com

Becky Starr

Starrb@peopledriven.com

Prepared for:

**Kent ISD**

Tim Lillis

timlillis@kentisd.org

Quote Information:

**Quote #: 005988**

Version: 1

Delivery Date: 07/12/2023

Expiration Date: 08/11/2023

### Software

Line	Qty	Part Number	Description	Price	Extended Price
Term Length: 7/31/2023 - 7/30/2026					
Appliance Details:					
BB203164100032,					
BB203164100015					
1	150	RS-BT-FE-PE-PP	Rubrik Foundation Edition; per usable BETB; Premium support; prepay	\$1,445.61	\$216,841.50
2	2	RS-HW-SVC-PE-S2	Support for R6000S-2 hardware, prepay; Premium support	\$9,232.11	\$18,464.22
3	150	RS-BT-RCDM-T	Rubrik Cloud Data Management Software, per usable BETB, Premium Support, Prepay	\$0.00	\$0.00
Subtotal:					<b>\$235,305.72</b>



6300 Venture Hills Blvd SW  
Byron Center, MI 49315  
616-264-6700  
orders@peopledriven.com

## 2023 Rubrik 3 Year Renewal

**Ship To:**

**Kent ISD**  
2930 Knapp St NE  
Grand Rapids, MI 49525  
Tim Lillis  
(616) 447-3073  
timlillis@kentisd.org

**Bill To:**

**Kent ISD**  
2930 Knapp St NE  
Grand Rapids, MI 49525  
Tim Lillis  
(616) 447-3073  
timlillis@kentisd.org

**Quote Information:**

**Quote #: 005988**  
Version: 1  
Delivery Date: 07/12/2023  
Expiration Date: 08/11/2023

### Quote Summary

Description	Amount
Software	\$235,305.72

Total: **\$235,305.72**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

People Driven Technology

Kent ISD

Signature: \_\_\_\_\_

Name: Max Wolfgang

Title: Account Manager

Date: 07/12/2023

Signature: *Glen Finkel*

Name: Glen Finkel

Date: 7.17.23

## P ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS

**1. PRICING:** Prices for any Products or Services are valid for 30 days therefrom unless otherwise stated.

Customer is responsible for (i) all applicable federal, state or local sales, use or other taxes (except taxes on People Driven Technology, Inc's net income), (ii) shipping or packing charges, (iii) insurance and (iv) any other expenses associated with the sale and transportation, or storage of the Products or tariffs and any similar charges imposed upon or in connection with the Products. The parties agree that all charges included in the price of the Products and Services set forth in the Price Quote are based upon detailed specifications supplied by Customer and any deviation requested by the Customer from such specifications may result in additional charges.

**2. PAYMENT:** Unless otherwise specified in the Price Quote, payment for Products and Services is due net 30 days from the date of invoice.

**3. DELIVERY:** Unless otherwise agreed in writing, the Products shall be shipped and delivered F.O.B. Customer's ship to location set forth in the Price Quote. Unless Customer instructs People Driven Technology, Inc to use a particular carrier on customer's order letter, the Products shall be shipped via a common carrier chosen by People Driven Technology, Inc.

**4. SHORTAGE: CLAIMS AND INSPECTION:** Customer shall have the right to inspect the Products within 48 hours of receipt. Any shortages or other claims in connection with an order must be made in writing and delivered to People Driven Technology, Inc within such 48-hour period or shall be waived.

**5. RETURNS:** Customer acknowledges that People Driven Technology, Inc shall have no obligation to accept returns of any Products ordered by and sold to Customer. People Driven Technology, Inc, at its sole discretion, may authorize the return of unused Products. Such returns cannot be made without a return authorization in writing issued by People Driven Technology, Inc.

**6. TITLE AND RISK OF LOSS:** Unless otherwise specified in the Price Quote, title and risk of loss shall pass to Customer at the time the Products are tendered by each carrier at Customer's facilities, and any loss or damage thereafter shall not relieve Customer from any obligation hereunder. People Driven Technology, Inc reserves, and Customer hereby grants to People Driven Technology, Inc, a purchase money security interest in the Products, and all proceeds from the sale thereof, until full payment is received for all amounts due and payable by Customer.

**7. WARRANTIES AND REMEDIES:** All Products, and the components and materials utilized in any assembled or customized Products, are covered by, and subject to, the terms, conditions, and limitations of the manufacturer's standard warranty, which warranty is expressly in lieu of any other warranty, express or implied, of or by People Driven Technology, Inc or the applicable Product manufacturer. People Driven Technology, Inc represents, warrants and covenants that (i) People Driven Technology, Inc shall perform all Services, if any, in accordance with the material specifications set forth in the Price Quote and (ii) the functions and features of the Services and related deliverables shall operate in the manner described in the applicable Price Quote for ninety (90) days from the completion thereof.

**8. EXPORT RESTRICTIONS:** Products may be subject to export or resale restriction or regulation, and Customer acknowledges that it will comply with such restrictions and regulations. Any statement as to product country of origin, Export Control Classification Number, or compliance with applicable law (including, without limitation, that products are lead-free or RoHS compliant) is as provided to People Driven Technology, Inc by its suppliers, and People Driven Technology, Inc does not warrant its accuracy and will not be liable for any error with regard to same.




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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action \_\_\_\_\_

Item: MySchool@Kent Course Offerings (Apex & eDynamic)

Submitted by: Gerry Verwey 

Date: 6/22/2023

Recommend by: Ron Gorman

Board Meeting Date: 7/24/2023

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**RECOMMENDATION:** It is recommended that the board approve the MySchool@Kent course offerings through our content providers, Apex and eDynamic Learning.

**BACKGROUND:** The attached lists include courses offered by Apex and eDynamic Learning, which we seek to be approved by the board as course offerings for the 2023-2024 school year to students in the MySchool@Kent middle and high school programs. Courses crossed off will not be offered. Courses will be instructed by appropriately certified and endorsed MySchool@Kent staff or externally contracted instructors, as needed. These attached lists allow us to provide a wide array of course offerings, in congruence with our staffs' various teaching credentials. Whereas Apex provides the bulk of our core and other subject courses, eDynamic Learning provides us a great array of elective courses to offer our students, as well.



2023  
Electives  
Library

# Interactive Course Catalog

Guide Passion to Purpose

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EDL094	Life Skills: Navigating Adulthood . . . . .	5

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EDL130	Creative Writing: Unleashing the Core of Your Imagination . . . . .	6
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EDL026	Mythology and Folklore: Legendary Tales . . . . .	6
EDL391	Professional Communication . . . . .	6
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EDL132	Astronomy 1a: Introduction . . . . .	8
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EDL004	Anthropology 1: Uncovering Human Mysteries . . . . .	10
EDL019	Anthropology 2: More Human Mysteries Uncovered . . . . .	10
EDL036	History of the Holocaust . . . . .	10
EDL025	Human Geography: Our Global Identity . . . . .	10
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FILTER BY

Subject



Career Clusters



Programs



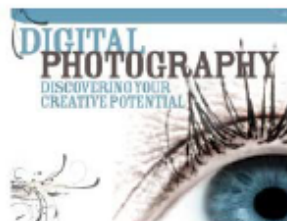
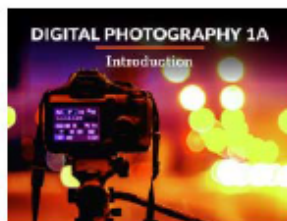
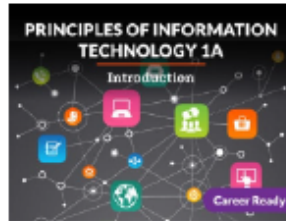
Grade Level



Sort by : A-Z



Career Exploration





### English

- English Foundations I P F
- English Foundations II P F
- English 6 C
- English 7 C
- English 8 C
- English 9 P C H
- English 9 with Romeo and Juliet P C H
- English 10 P C H
- English 11 P C H
- English 12 P C H
- AP® English Language and Composition A
- AP® English Literature and Composition A
- Creative Writing\* C
- Media Literacy\* C
- Reading Skills and Strategies\* C
- Writing Skills and Strategies\* C
- Personal Communication C



### Science

- Science Foundations P F
- Science 6 C
- Science 7 C
- MS Physical Science C
- Science 8 C
- MS Life Science C
- MS Earth and Space Science C
- Earth Science C H
- Physical Science P C
- Environmental Science P C
- Biology P C H
- Chemistry P C H
- Physics P C H
- The Living Earth P C
- Chemistry in the Earth System P C
- Physics of the Universe P C
- AP® Environmental Science A
- AP® Biology A
- AP® Chemistry A



### Math

- Math Foundations I P F
- Math Foundations II P F
- Math 6 C
- Math 7 C
- Math 8 C
- Introductory Algebra C
- Algebra I P C H
- Algebra II P C H
- Geometry P C H
- Mathematics I P C
- Mathematics II P C
- Mathematics III P C
- Precalculus C H
- AP® Calculus AB A
- AP® Statistics A
- Mathematics of Personal Finance C
- Probability and Statistics P C
- Fundamental Math C
- Algebra I-A C
- Algebra I-B C
- Bridge Math C
- Liberal Arts Mathematics 1 P C
- Liberal Arts Mathematics 2 C



### Electives

- Computer Science Essentials NEW C
- College and Career Preparation I\* C
- College and Career Preparation II\* C
- Art Appreciation\* C
- Music Appreciation C
- Physical Education\* C
- Health\* P C
- Health Opportunities through Physical Education (HOPE) C
- Mathematics of Personal Finance C
- Probability and Statistics P C
- Bridge Math C
- Liberal Arts Mathematics 1 P C
- Liberal Arts Mathematics 2 C
- Creative Writing\* C
- Media Literacy\* C
- Reading Skills and Strategies\* C
- Writing Skills and Strategies\* C
- Multicultural Studies\* C
- Sociology\* C
- Psychology\* C
- Financial Literacy\* P C

### World Languages

- MS Spanish 1\*\* C
- MS Spanish 2\*\* C
- Spanish I P C
- Spanish II P C
- Spanish III C
- AP® Spanish Language and Culture A
- MS French 1\*\* C
- MS French 2\*\* C
- French I C
- French II C
- AP® French Language and Culture\*\* A
- MS German 1\*\* C
- MS German 2\*\* C
- German I\*\* C
- German II\*\* C
- MS Latin 1\*\* C
- MS Latin 2\*\* C
- Latin I\*\* C
- Latin II\*\* C
- MS Mandarin Chinese 1\*\* C
- MS Mandarin Chinese 2\*\* C
- Mandarin Chinese I\*\* C
- Mandarin Chinese II\*\* C



### CTE

- Accounting I C
- Accounting II C
- Business Applications\* C
- Computer Applications\* C
- Human Resources Principles C
- Information Technology Applications\* C
- Introduction to Business and Technology C
- Legal Environment of Business C
- Principles of Business, Marketing, and Finance C
- Principles of Health Science C
- Principles of Information Technology C

- P Prescriptive
- C Core
- H Honors
- A Advanced Placement
- ⬆ Coming Soon
- \* One Semester
- \*\* Available only through Apex Learning Virtual School (ALVS)



## Social Studies

- MS World History ..... C
- MS U.S. History ..... C
- MS Civics ..... C
- MS Contemporary World ..... C
- World History ..... P C H
- Geography and World Cultures\* ..... C H
- World History to the Renaissance ..... C H
- Modern World History from 1450 ..... P C
- Modern World History from 1600 ..... P C
- U.S. History ..... P C H
- U.S. History to the Civil War\* ..... P C
- U.S. History since the Civil War ..... P C H
- U.S. Government and Politics\* ..... P C H
- Economics\* ..... P C H
- AP® U.S. History ..... A
- AP® U.S. Government and Politics\* ..... A
- AP® Macroeconomics\* ..... A
- AP® Microeconomics\* ..... A
- AP® Psychology\* ..... A
- Multicultural Studies\* ..... C
- Sociology\* ..... C
- Economics and Personal Finance ..... P C
- Psychology\* ..... C
- Financial Literacy\* ..... P C

- P** Prescriptive
- C** Core
- H** Honors
- A** Advanced Placement
- ⬆** Coming Soon
- \* One Semester
- \*\* Available only through Apex Learning Virtual School (ALVS)