

Kent ISD Regular School Board Meeting

Monday, August 21, 2023 6:00 PM

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

A. Call to Order

B. Welcome Visitors and Roll Call

C. Presentation

C.1. Leading Learning Awards

C.2. LEAD Update

D. Action Items

Consent Grouping: Action items D:1-D:7 may be approved with one motion unless a board member requests that an item or items be removed for separate action.

D.1. Approval of the minutes from the Organizational School Board meeting on July 24, 2023.

D.2. Approve the Financial Report allowing bills from July 1 through July 31, 2023.

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

D.4. Approve the addition of a School Psychologist for Lincoln School.

D.5. Approve the addition of a Teacher Development Program Coordinator for the West Michigan Teacher Collaborative.

D.6. Approve the addition of a CTE Consultant for the Career Readiness Department.

D.7. Approve the addition of a Registered Behavioral Technician for the Pine Grove Learning Center.

E. **Approve the renovations to Launch U and MySchool@Kent in the amount of \$2,542,455.00 and approve Owen Ames Kimball as the construction manager for this project.**

F. **Approve the resolution from the Michigan Schools Energy Cooperative supporting the establishment of a solar farm that will provide clean, renewable energy to all members participating in the Electric Choice program.**

G. **Approve the bid from Sentinel Technologies for the replacement of servers, network equipment, and installation services totaling \$581,679.00.**

H. **Approve the annual board policy updates and annual notifications as outlined in the board packet.**

I. **Public Comment**

J. **Personnel Matter**

K. **Items from Board Members**

L. Superintendent's Report

M. Future Dates: Kent ISD School Board meeting to be held on September 18, 2023 at 6:00 p.m. in the Grand Room of the Kent ISD Educational Service Center.

N. Adjournment

Leading Learning Award



Wendi Vogel

“Lowell Superintendent, Nate Fowler informed me that you were instrumental in ensuring students from Lowell got home safely from their trip out of the country. According to Nate, he notified you and other parents that he and another administrator were going to drive to Newark, New Jersey to pick up students who spent countless hours in the airport; however, you stepped up and volunteered to do so instead.

Nate shared that you drove from your conference in Rhode Island to New Jersey, secured transportation for students (an almost impossible task), and brought students back to Lowell safely. He also shared that you were determined, used impeccable judgement, and stayed calm even though you experienced many transportation challenges. “



Chanelle Charity

“Chanelle has been with Great Start to Quality since March 2018. From the get-go she has been a burst of energy! She fills our office with positivity, smiles and laughter! Chanelle is a great support to her co-workers and our team as a whole. She is willing to help out another team member with any request because she knows it will support our team.

Overall, Chanelle is a very valued member of our team. She supports her teammates, providers, families and community. We are so grateful to have her on our team!”



Brian Gast

“Brian is an early riser and is at school very early every morning to check on messages from parents or staff. He reviews his lesson plans and “tweaks” anything that may need to be adjusted. He knows his students and parents well and has an open, honest relationship. He works with both of them, especially at this level trying to get kids ready for next level of school readiness. Brian spends countless hours on his own time looking for toys/books or that one special thing for each student to be successful.”

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND
07/01/2023 - 07/31/2023**

11. GENERAL EDUCATION	\$	12,055,007.00
21. SPECIAL EDUCATION-CENTER PROGRAMS		244,239.87
22. SPECIAL EDUCATION		4,272,384.42
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)		2,784.11
26. CAREER TECHNICAL EDUCATION		986,321.67
27. COOPERATIVE EDUCATION **		53,072.18
29. STUDENT/SCHOOL ACTIVITY FUND		13,735.74
CAPITAL PROJECTS		
41. GENERAL EDUCATION		-
42. SPECIAL EDUCATION		512,120.64
46. CAREER TECHNICAL EDUCATION		55,922.04
81. INTERNAL SERVICE FUND		-
TOTAL	\$	18,195,587.67

Total Transfers Out to LEAs (K-12, Charter Schools and Parochial Schools)	\$	5,262,894.91
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*** Disbursements from fund 28 are included in fund 27-Cooperative Education totals.*

Kent ISD Check Register 7/1/2023 to 7/31/2023

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
600072423	MICH PUBLIC SCHOOL EMPLOYEES	11	2,234,727.75		
			Check Total	2,234,727.75	JULY UAAL 147C(1) AND (2)
600071223	MICH PUBLIC SCHOOL EMPLOYEES	11	1,272,142.46		
			Check Total	1,272,142.46	RETIREMENT 6.30.23
600072523	MICH PUBLIC SCHOOL EMPLOYEES	11	1,216,330.44		
			Check Total	1,216,330.44	RETIREMENT 7.14.23
55873	MICH EDUC SPECIAL SERVICES	11	1,027,386.50		
			Check Total	1,027,386.50	AUGUST PREMIUMS KENT ISD
55699	MICH EDUC SPECIAL SERVICES	11	1,022,144.77		
			Check Total	1,022,144.77	JULY 2023 KENT ISD PREMIUMS
607202301	NEXT GENERATION ENROLLMENT INC	11	952,119.11		
	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		
			Check Total	767,847.11	AUGUST MEDICAL PREMIUMS
607142333	UNITED STATES TREASURY	11	704,308.64		
			Check Total	704,308.64	PAYROLL TAXES
607282334	UNITED STATES TREASURY	11	683,992.99		
			Check Total	683,992.99	PAYROLL TAXES
300027679	GR PUBLIC SCHOOLS	22	616,314.68		
			Check Total	616,314.68	JUL23 SA SECT 51A SPED
300027633	GR PUBLIC SCHOOLS	22	568,367.00		
			Check Total	568,367.00	IDEA THRU JUNE 23
300027724	EARLY LEARNING NEIGHBORHOOD COLLABORATIVE	11	344,011.00		
			Check Total	344,011.00	JUNE 23 GSRP COSTS PAID IN JUL
300027640	KENTWOOD PUBLIC SCHOOLS	22	309,887.00		
			Check Total	309,887.00	IDEA THRU JUNE 23

55778	ADVANCED TECHNOLOGIES CONSULTANTS INC	26	297,660.00		
			Check Total	297,660.00	CO-UNIVERSAL ROBOTS
55730	CUSTER OFFICE ENVIRONMENTS INC	42	294,660.41		
			Check Total	294,660.41	EMPOWERU-CENTRAL FURNITURE - B
300027687	KENTWOOD PUBLIC SCHOOLS	22	259,855.67		
			Check Total	259,855.67	JUL23 SA SECT 51A SPED
300027728	GR PUBLIC SCHOOLS	11	242,783.00		
			Check Total	242,783.00	JUNE 23 GSRP COSTS PAID IN JUL
55764	SET INC	11	23,662.12		
	SET INC	21	76,165.99		
	SET INC	22	12,640.26		
	SET INC	26	105,267.63		
			Check Total	217,736.00	PC 0000333 33 07/01/2023 - 07
300027635	GRANDVILLE PUBLIC SCHOOLS	22	211,360.00		
			Check Total	211,360.00	IDEA THRU JUNE 23
300027658	WYOMING PUBLIC SCHOOLS	22	206,868.00		
			Check Total	206,868.00	IDEA THRU JUNE 23
300027627	FOREST HILLS PUBLIC SCHOOLS	22	175,592.00		
			Check Total	175,592.00	IDEA THRU JUNE 23
300027614	CALEDONIA COMMUNITY SCHOOLS	22	158,719.00		
			Check Total	158,719.00	IDEA THRU JUNE 23
80715231	JPMORGAN CHASE BANK NA	11	38,853.82		
	JPMORGAN CHASE BANK NA	21	24,572.03		
	JPMORGAN CHASE BANK NA	22	14,038.55		
	JPMORGAN CHASE BANK NA	26	50,120.47		
	JPMORGAN CHASE BANK NA	27	1,239.94		
	JPMORGAN CHASE BANK NA	28	765.21		
	JPMORGAN CHASE BANK NA	29	5,079.91		
	JPMORGAN CHASE BANK NA	42	18,361.48		
			Check Total	153,031.41	TARGET 00020149
300027673	FOREST HILLS PUBLIC SCHOOLS	22	141,263.98		
			Check Total	141,263.98	JUL23 SA SECT 51A SPED
300027638	KENOWA HILLS PUBLIC SCHOOLS	22	122,988.00		
			Check Total	122,988.00	IDEA THRU JUNE 23
300027702	SPARTA AREA SCHOOLS	11	77,424.92		

	SPARTA AREA SCHOOLS	22	39,201.21	
			Check Total	116,626.13 JUL23 SA SECT 51A SPED
300027617	CEDAR SPRINGS PUBLIC SCHOOLS	22	111,944.00	
			Check Total	111,944.00 IDEA THRU JUNE 23
300027711	WYOMING PUBLIC SCHOOLS	22	103,943.03	
			Check Total	103,943.03 JUL23 SA SECT 51A SPED
607142335	STATE OF MICHIGAN	11	102,515.69	
			Check Total	102,515.69 PAYROLL TAXES
607282336	STATE OF MICHIGAN	11	99,709.77	
			Check Total	99,709.77 PAYROLL TAXES
300027681	GRANDVILLE PUBLIC SCHOOLS	22	95,619.52	
			Check Total	95,619.52 JUL23 SA SECT 51A SPED
300027613	BYRON CENTER PUBLIC SCHOOLS	22	93,526.00	
			Check Total	93,526.00 IDEA THRU JUNE 23
55881	OTTAWA AREA ISD	11	87,620.75	
			Check Total	87,620.75 PUPIL ACCOUNTING SERVICES 22/2
300027701	ROCKFORD PUBLIC SCHOOLS	11	2,173.73	
	ROCKFORD PUBLIC SCHOOLS	22	83,155.15	
			Check Total	85,328.88 JUL23 SA SECT 51A SPED
607202302	CITY OF GRAND RAPIDS	11	82,759.92	
			Check Total	82,759.92 CITY TAXES
55864	GRAND RAPIDS EARLY DISCOVERY CENTER	11	78,300.00	
			Check Total	78,300.00 JUNE 23 GSRP COSTS PAID IN JUL
300027644	LOWELL AREA SCHOOLS	22	66,924.00	
			Check Total	66,924.00 IDEA THRU JUNE 23
300027656	WILLIAM C ABNEY ACADEMY	11	65,744.66	
			Check Total	65,744.66 RAG EMPLOYEE SALARY/BEN
300027603	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	5,714.96	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	22,944.78	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	34,403.79	
			Check Total	63,063.53 41000 ELECTRIC CHOICE-JUN 23
55688	CUSTER OFFICE ENVIRONMENTS INC	42	62,243.78	
			Check Total	62,243.78 DEPOSIT EMPOWER U SOUTH FURNIT
300027742	NEW BRANCHES SCHOOL	11	61,920.00	
			Check Total	61,920.00 JUNE 23 GSRP COSTS PAID IN JUL
300027664	CEDAR SPRINGS PUBLIC SCHOOLS	22	61,583.22	

			Check Total	61,583.22	JUL23 SA SECT 51A SPED
300027754	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	11	60,429.00		
			Check Total	60,429.00	JUNE 23 GSRP COSTS PAID IN JUL
55734	EDMENTUM INC	28	60,000.00		
			Check Total	60,000.00	133158; APEX LEARNING COURSES
300027662	BYRON CENTER PUBLIC SCHOOLS	22	59,841.00		
			Check Total	59,841.00	JUL23 SA SECT 51A SPED
300027747	ROCKFORD PUBLIC SCHOOLS	11	58,860.00		
			Check Total	58,860.00	FY23 HRA JUNE
55707	SET INC	11	58,805.00		
			Check Total	58,805.00	41000; WORKERS COMP Q1 7/1/23-
300027712	ZEELAND PUBLIC SCHOOLS	11	57,076.90		
			Check Total	57,076.90	JUL23 SA SECT 107 ADULT ED
300027717	CALEDONIA COMMUNITY SCHOOLS	11	56,073.02		
			Check Total	56,073.02	FY23 HRA JUNE
300027677	GODWIN HEIGHTS PUBLIC SCHOOLS	22	54,493.99		
			Check Total	54,493.99	JUL23 SA SECT 51A SPED
55762	SCHNEIDER & COMPANY	26	51,456.60		
			Check Total	51,456.60	CO-EPSON ROBOTS FOR MECHATRONI
300027690	LOWELL AREA SCHOOLS	22	50,713.10		
			Check Total	50,713.10	JUL23 SA SECT 51A SPED
55806	KELLOGGSVILLE PUBLIC SCHOOLS	22	50,129.00		
			Check Total	50,129.00	IDEA THRU JUNE 23
300027634	GR PUBLIC SCHOOLS	11	50,000.00		
			Check Total	50,000.00	23/24 GSRP DATA COLLECT/COACH
55754	PEOPLE DRIVEN TECHNOLOGY INC	26	49,346.18		
			Check Total	49,346.18	SMARTNET EQUIPMENT MAINT SUPPO
55710	SOLARWINDS INC	26	48,852.00		
			Check Total	48,852.00	IT HELP DESK SUBSCRIPTION 6/30
300027667	COMSTOCK PARK PUBLIC SCHOOLS	22	48,839.68		
			Check Total	48,839.68	JUL23 SA SECT 51A SPED
300027685	KENOWA HILLS PUBLIC SCHOOLS	22	48,824.08		
			Check Total	48,824.08	JUL23 SA SECT 51A SPED
300027743	NORTHVIEW PUBLIC SCHOOLS	11	47,832.00		
			Check Total	47,832.00	FY23 HRA JUNE

300027618	COMSTOCK PARK PUBLIC SCHOOLS	22	46,082.00	Check Total	46,082.00 IDEA THRU JUNE 23
300027626	FOREST HILLS PUBLIC SCHOOLS	26	45,548.07	Check Total	45,548.07 KCTC TRIPS MARCH 2023
300027684	KELLOGGSVILLE PUBLIC SCHOOLS	22	45,275.43	Check Total	45,275.43 JUL23 SA SECT 51A SPED
300027726	FOREST HILLS PUBLIC SCHOOLS	11	44,001.00	Check Total	44,001.00 FY23 HRA JUNE
300027719	CEDAR SPRINGS PUBLIC SCHOOLS	11	39,891.00	Check Total	39,891.00 FY23 HRA JUNE
300027563	ADN ADMINISTRATORS INC	11	39,835.60	Check Total	39,835.60 DENTAL CLAIMS GROUP 40289
300027597	HEART OF WEST MICH UNITED WAY	11	38,748.63	Check Total	38,748.63 32P REIMB EXP THROUGH 5/31/23
300027749	SPARTA AREA SCHOOLS	11	38,195.73	Check Total	38,195.73 FY23 HRA JUNE
300027732	HOPE ACADEMY OF WEST MICHIGAN	11	36,186.00	Check Total	36,186.00 JUNE 23 GSRP COSTS PAID IN JUL
55862	FAMILY PROMISE OF GRAND RAPIDS	11	35,837.97	Check Total	35,837.97 MV REIMBURSE EXP JUNE 2023
55794	DISCOVERY EDUCATION INC	11	35,700.00	Check Total	35,700.00 DE RENEWALS 7/1/23-6/30/24 - B
55761	RIVERWORKS CONSTRUCTION	42	35,182.30	Check Total	35,182.30 SOUTH GODWIN PLAYGROUND - BOAR
300027580	BARE BULB COMPANIES LLC	26	35,000.00	Check Total	35,000.00 OSD SSO PART 2
300027694	NORTHVIEW PUBLIC SCHOOLS	22	34,332.00	Check Total	34,332.00 JUL23 SA SECT 51A SPED
300027695	ORCHARD VIEW SCHOOLS	11	33,831.28	Check Total	33,831.28 JUL23 SA SECT 107 ADULT ED
55692	IT PARTNERS	26	33,358.00	Check Total	33,358.00 REMOTE MANAGED MACS SERVICES 7
300027587	ENVIRO-CLEAN	21	31,851.27	Check Total	31,851.27 JUNE23 PGLC JANITORIAL SERVICE
300027609	WEATHER SHIELD ROOFING SYSTEMS	46	31,706.00	Check Total	31,706.00 MAINTENANCE BLDG ROOF - 50% DE

300027600	KENT CITY COMMUNITY SCHOOLS	11	31,360.00	Check Total	31,360.00 22/23 GSRP SITE COST
300027748	SET INC	11	31,081.29	Check Total	31,081.29 AUGUST PREMIUMS
300027676	GODFREY LEE PUBLIC SCHOOLS	22	30,427.84	Check Total	30,427.84 JUL23 SA SECT 51A SPED
300027576	SET INC	11	30,330.19	Check Total	30,330.19 JULY 2023 PREMIUMS
55705	SEVERIN INTERMEDIATE HOLDINGS LLC	26	30,032.72	Check Total	30,032.72 PS SIS MAINTENANCE & SUPPORT 7
55718	BENTLEY MILLS INC	26	29,692.58	Check Total	29,692.58 KCC CARPET REPLACEMENT - INSUR
55871	LANGLEY CHILD CARE	11	28,401.00	Check Total	28,401.00 JUNE 23 GSRP COSTS PAID IN JUL
300027655	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	27,796.00	Check Total	27,796.00 IDEA THRU JUNE 23
55726	TREECE HOME CARE INC	22	27,012.50	Check Total	27,012.50 Nurse Bus Aides 5/1-5/31/23
607142331	GLP & ASSOCIATES	11	26,946.04	Check Total	26,946.04 ANNUITY
607282332	GLP & ASSOCIATES	11	26,720.07	Check Total	26,720.07 ANNUITY
300027745	PROGRESSIVE ARCHITECTURAL ENGINEERS	26	3,520.00		
	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	14,518.25		
	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	8,572.40	Check Total	26,610.65 51036035.0 MYSCHOOL/LAUNCHU SV
55808	MICH FAMILY RESOURCES	11	26,465.03	Check Total	26,465.03 EARLY HEAD START EHS 32p4 FINA
300027591	FOREST HILLS PUBLIC SCHOOLS	11	25,350.00	Check Total	25,350.00 HSA EMPLOYER CONTRIBUTIONS 6/1
300027622	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	25,071.00	Check Total	25,071.00 IDEA THRU JUNE 23
300027730	HEART OF WEST MICH UNITED WAY	11	25,000.00	Check Total	25,000.00 ACCESS/RESOURCE DATABASE-HELPM
55800	GR CHARTER TOWNSHIP	22	24,976.00		

			Check Total	24,976.00	2023 SUMMER TAX COLLECTION
300027674	FREMONT PUBLIC SCHOOLS	11	22,969.00		
			Check Total	22,969.00	JUL23 SA SECT 107 ADULT ED
300027734	KENTWOOD PUBLIC SCHOOLS	11	22,946.00		
			Check Total	22,946.00	FY23 HRA JUNE
300027750	THORNAPPLE KELLOGG SCHOOLS	11	22,712.33		
			Check Total	22,712.33	FY23 HRA JUNE
55780	ALGOMA TOWNSHIP	22	22,482.00		
			Check Total	22,482.00	2023 SUMMER PROPERTY TAX COLLE
300027663	CALEDONIA COMMUNITY SCHOOLS	22	21,197.62		
			Check Total	21,197.62	JUL23 SA SECT 51A SPED
55719	BLUUM OF MINNESOTA LLC	42	20,993.00		
			Check Total	20,993.00	EU-S CLEVERTOUCH
300027671	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	20,151.45		
			Check Total	20,151.45	JUL23 SA SECT 51A SPED
55689	ENVISIO SOLUTIONS INC	26	20,000.00		
			Check Total	20,000.00	ENVISIO YR 2/3 RENEWAL ANNUAL
300027567	GRAND RAPIDS URBAN MARKET	26	19,867.75		
			Check Total	19,867.75	JULY 2023 RENT
55875	MILESTONES CDC LLC	11	19,439.00		
			Check Total	19,439.00	JUNE 23 GSRP COSTS PAID IN JUL
55825	STRAIGHT LINE FENCE LLC	26	19,150.00		
			Check Total	19,150.00	BI-FENCING AT LOT 5 AUTO BAYS
55691	EMICS INC	26	19,000.00		
			Check Total	19,000.00	IK12 EXPANSION INVOICE 2 FOR 7
300027756	YMCA OF GREATER GR	11	18,949.00		
			Check Total	18,949.00	JUNE 23 GSRP COSTS PAID IN JUL
300027639	KENTWOOD PUBLIC SCHOOLS	11	17,428.44		
			Check Total	17,428.44	RAG MAY EXTRA TRIPS EXP
300027590	FOREST HILLS PUBLIC SCHOOLS	11	17,371.20		
			Check Total	17,371.20	REFUND PMT FOR VOIDED INV 2978
300027643	LIGHTHOUSE ACADEMY	22	17,369.00		
			Check Total	17,369.00	IDEA THRU JUNE 23
55787	CITY OF KENTWOOD	11	262.89		
	CITY OF KENTWOOD	22	10,579.87		
	CITY OF KENTWOOD	23	2,652.06		

	CITY OF KENTWOOD	26	2,603.17	
	CITY OF KENTWOOD	42	302.49	
	CITY OF KENTWOOD	46	302.49	
			Check Total	16,702.97 OC REIMBURSEMENT 41-57-65-012-
300027615	CALEDONIA TOWNSHIP	22	16,672.50	
			Check Total	16,672.50 2023 SUMMER TAXES
300027720	CHILDTIME CHILDCARE INC	11	16,560.00	
			Check Total	16,560.00 JUNE 23 GSRP COSTS PAID IN JUL
300027696	PLAINWELL COMMUNITY SCHOOLS	11	15,912.74	
			Check Total	15,912.74 JUL23 SA SECT 107 ADULT ED
300027593	FRANCISCAN LIFE PROCESS CENTER	21	15,800.00	
			Check Total	15,800.00 MUSIC THERAPY - LDC JUNE23
607142334	PARADIGM EQUITIES INC	11	15,638.40	
			Check Total	15,638.40 ANNUITY
300027716	BYRON CENTER PUBLIC SCHOOLS	11	15,571.00	
			Check Total	15,571.00 FY23 HRA JUNE
607282335	PARADIGM EQUITIES INC	11	15,457.79	
			Check Total	15,457.79 ANNUITY
300027737	LOWELL AREA SCHOOLS	11	15,403.00	
			Check Total	15,403.00 FY23 HRA JUNE
55882	OWEN-AMES-KIMBALL CO	46	14,908.90	
			Check Total	14,908.90 JOB 14169 KCTC CULINARY/MKT RE
300027604	ROCKFORD PUBLIC SCHOOLS	11	14,700.00	
			Check Total	14,700.00 22/23 GSRP SITE COST
55714	VDA LABS LLC	26	14,040.00	
			Check Total	14,040.00 YR 3 OF 3 DUO INVOICED MAY 202
300027660	BELDING AREA SCHOOLS	11	13,846.00	
			Check Total	13,846.00 JUL 23 SA 56(7) SPED
300027703	THORNAPPLE KELLOGG SCHOOLS	22	13,827.26	
			Check Total	13,827.26 JUL23 SA SECT 51A SPED
55690	ENGINEERED PROTECTION SYSTEMS INC	11	727.71	
	ENGINEERED PROTECTION SYSTEMS INC	21	8,381.49	
	ENGINEERED PROTECTION SYSTEMS INC	26	4,324.17	
			Check Total	13,433.37 CELLULAR PROTECTION PLAN 6/1-8
55807	MATHISON ARCHITECTS LLC	42	13,258.75	
			Check Total	13,258.75 LDC RENO-PROF SVC 5/1-5/31/23

55890	TOBII DYNAVOX LLC	21	11,940.00	
	TOBII DYNAVOX LLC	22	796.00	
			Check Total	12,736.00 BOARDMAKER 7/31/23-7/30/24
55899	ZOOM VIDEO COMMUNICATIONS INC	26	12,490.76	
			Check Total	12,490.76 ZOOM SUBSCRIPTION RENEWAL 7/1/
55813	JENNY ORTON	11	11,905.52	
			Check Total	11,905.52 COGNITIVE COACHING PART I JUNE
300027649	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	11,179.36	
			Check Total	11,179.36 51036026.0 PROF SVC THR 6/30/2
300027675	FRUITPORT COMMUNITY SCHOOLS	11	11,174.00	
			Check Total	11,174.00 JUL23 SA SECT 107 ADULT ED
300027686	KENT CITY COMMUNITY SCHOOLS	22	11,145.99	
			Check Total	11,145.99 JUL23 SA SECT 51A SPED
300027631	GR CHILD DISCOVERY CENTER	22	10,882.00	
			Check Total	10,882.00 IDEA THRU JUNE 23
55702	NETWRIX CORP	26	10,714.86	
			Check Total	10,714.86 NETWRIX SUBSCRIPTION 6/28/23-6
55801	GR BUILDING SERVICES INC	21	10,533.33	
			Check Total	10,533.33 JANITORAL SVC EMPOWERU-SOUTH J
55877	MICH OFFICE SOLUTIONS	26	10,435.27	
			Check Total	10,435.27 CN25671-01; PRINT OVERAGES 12/
300027665	CENTRAL MONTCALM PUB SCH	11	10,111.37	
			Check Total	10,111.37 JUL23 SA SECT 107 ADULT ED
55755	PITNEY BOWES INC	11	10,066.00	
			Check Total	10,066.00 8000-9000-0299-2026; METER REF
300027601	KENT COUNTY TREASURER	26	10,041.68	
			Check Total	10,041.68 VC00119; SRO OFFICER MAY23
55735	ENVIROSAFE INC	11	738.27	
	ENVIROSAFE INC	21	4,059.52	
	ENVIROSAFE INC	26	5,132.21	
			Check Total	9,930.00 INTEGRATED PEST MGMT 7/1/23-6/
300027629	GODFREY LEE PUBLIC SCHOOLS	22	9,789.00	
			Check Total	9,789.00 IDEA THRU JUNE 23
55756	SEVERIN INTERMEDIATE HOLDINGS LLC	26	9,769.68	
			Check Total	9,769.68 ID 10002505; ECOLLECT FORMS 9/
300027621	CREATIVE TECHNOLOGIES ACADEMY	22	9,684.00	

			Check Total	9,684.00 IDEA THRU JUNE 23
55772	VIRCOM INC	26	9,600.00	
			Check Total	9,600.00 EMAIL SECURITY UPGRADES CO-TER
55720	BRIGHTARROW TECHNOLOGIES INC	26	9,478.35	
			Check Total	9,478.35 MASS MESSAGING SERVICE YR 1 OF
55696	MICH ASSN OF INTERMEDIATE SCHOOL ADMINISTRATORS	11	9,474.81	
			Check Total	9,474.81 MAISA MEMBERSHIP DUES 23-24
55722	CITY OF GRAND RAPIDS	11	1,272.44	
	CITY OF GRAND RAPIDS	21	4,771.82	
	CITY OF GRAND RAPIDS	26	3,356.92	
			Check Total	9,401.18 WATER/SEWER(2930 KNAPP NE) 5/2
300027596	HEART OF WEST MICH UNITED WAY	11	9,213.31	
			Check Total	9,213.31 HELP ME GROW KENT 6/1-6/30/23
55829	WHITEHALL DISTRICT SCHOOLS	11	9,049.00	
			Check Total	9,049.00 JUL23 SA SECT 107 ADULT ED
55747	MICH ASSN OF SCHOOL BOARDS	11	9,030.50	
			Check Total	9,030.50 #41000; MASB MEMBERSHIP DUES 2
300027659	ALLEGAN PUBLIC SCHOOLS	11	8,841.28	
			Check Total	8,841.28 JUL23 SA SECT 107 ADULT ED
55694	SUG HOLDINGS INC	11	8,789.40	
			Check Total	8,789.40 LEARNING STREAM REVEWAL
55709	SEYFERTH & ASSOCIATES INC	11	8,720.63	
			Check Total	8,720.63 STUDENT PERCEPT SURVEY APR/MAY
55771	SOLUTIONS PLUS INC	26	8,600.00	
			Check Total	8,600.00 RUCKUS ANALYTICS SUBSCRIPTION
607142302	PLANMEMBER SECURITIES CORP	11	8,594.92	
			Check Total	8,594.92 ANNUITY
607282302	PLANMEMBER SECURITIES CORP	11	8,594.92	
			Check Total	8,594.92 ANNUITY
271572823	EDUSTAFF LLC	11	1,942.77	
	EDUSTAFF LLC	21	5,574.20	
	EDUSTAFF LLC	22	1,008.91	
			Check Total	8,525.88 EDUSTAFF WEEK OF 07/28/2023
607142317	GLP & ASSOCIATES - 457	11	8,318.27	
			Check Total	8,318.27 ANNUITY

300027682	GRANT PUBLIC SCHOOLS	11	8,230.55	Check Total	8,230.55 JUL23 SA SECT 107 ADULT ED
55846	BOENDER-CUSTER LLC	42	8,106.79	Check Total	8,106.79 EU-S FLOORING
607282318	GLP & ASSOCIATES - 457	11	8,083.27	Check Total	8,083.27 ANNUITY
300027727	GR COMMUNITY COLLEGE	11	7,702.00	Check Total	7,877.50 GRCC EPRINT NICOLE HUBER-KCC L
	GR COMMUNITY COLLEGE	21	175.50		
300027715	B&V MECHANICAL INC	42	7,850.00	Check Total	7,850.00 EU-S MECHANICALS FOR WASHER/DR
300027569	KENOWA HILLS PUBLIC SCHOOLS	11	7,810.00	Check Total	7,810.00 GSRP 2023 FACILITY AND UTILITY
55738	GEOTECH INC	26	2,178.75	Check Total	7,760.00 REROUTE FIBER- CWDM MUX
	GEOTECH INC	27	5,581.25		
55708	SEVERANCE ELECTRIC CO INC	27	7,391.00	Check Total	7,391.00 WAN MAINTENANCE - PHASE 3 - 7/
55768	STANDARD INSURANCE	11	7,383.76	Check Total	7,383.76 JULY PREMIUMS
300027752	UNITED COMMERCIAL SERVICES INC	21	3,551.08	Check Total	7,008.08 JANITORIAL SERVICES - MAYFIELD
	UNITED COMMERCIAL SERVICES INC	26	3,457.00		
300027645	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	243.19	Check Total	6,844.72 41000 NATURAL GAS-JUN 23 CLOSI
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	2,689.00		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	3,912.53		
55729	CONSUMERS ENERGY CO	21	6,829.32	Check Total	6,829.32 100039595051 (2101 52ND ST) 5/
300027608	UNITED COMMERCIAL SERVICES INC	21	4,445.33	Check Total	6,525.33 JANITORIAL SERVICES - KEC BELT
	UNITED COMMERCIAL SERVICES INC	26	2,080.00		
55732	DJ'S LANDSCAPE MANAGEMENT	21	5,655.25	Check Total	6,451.00 LANDSCAPE MGMT SVC FOR OAKLEIG
	DJ'S LANDSCAPE MANAGEMENT	22	795.75		
300027723	CREATIVE TECHNOLOGIES ACADEMY	11	6,431.00		

			Check Total	6,431.00	JUNE 23 GSRP COSTS PAID IN JUL
55770	TELE-RAD INC	11	6,288.00		
			Check Total	6,288.00	2492-00 Maintenance Service Ag
55857	DJ'S LANDSCAPE MANAGEMENT	21	5,427.25		
	DJ'S LANDSCAPE MANAGEMENT	22	795.75		
			Check Total	6,223.00	LANDSCAPE MGMT SVC - LINCOLN C
55847	BOENDER-CUSTER LLC	42	6,105.19		
			Check Total	6,105.19	EU-S MAIN OFFICE FLOORING
55706	COURIERED LLC	11	6,020.67		
			Check Total	6,020.67	COURIER SERVICES JUNE 2023
300027691	MASON COUNTY CENTRAL SCHOOLS	11	5,927.27		
			Check Total	5,927.27	JUL23 SA SECT 107 ADULT ED
300027650	RED DAWN INTERMEDIATE I INC	26	5,902.81		
			Check Total	5,902.81	HARDWARE SUPPORT SUB 7/31/23-1
55740	FRED WARREN HAYWARD JR	11	4,780.00		
	FRED WARREN HAYWARD JR	21	180.00		
	FRED WARREN HAYWARD JR	22	320.00		
	FRED WARREN HAYWARD JR	26	512.00		
			Check Total	5,792.00	BLDG AUTOMATION SERVICE AND CO
55887	SCHNEIDER & COMPANY	26	5,717.40		
			Check Total	5,717.40	CO-EPSON ROBOTS FOR MECHATRONI
300027714	APPLE INC (ORDERS)	22	5,510.00		
			Check Total	5,510.00	CUST# 65244; AT LIBRARY
300027628	FOXBRIGHT SOLUTIONS LLC	11	5,348.00		
			Check Total	5,348.00	CMS-HOSTING, MAINT, SUPPORT KE
300027651	THRUN MAATSCH AND NORDBERG PC	11	1,731.00		
	THRUN MAATSCH AND NORDBERG PC	22	1,731.00		
	THRUN MAATSCH AND NORDBERG PC	26	1,731.00		
			Check Total	5,193.00	CLIENT #0720-LEGAL SVC THROUGH
607142300	ASR CORP	11	5,178.63		
			Check Total	5,178.63	EMPLOYEE FLEX CONTRIBUTIONS
607282331	ASR CORP	11	5,178.63		
			Check Total	5,178.63	FLEX CONTRIBUTIONS
300027620	COVENANT HOUSE ACADEMY	22	5,065.00		
			Check Total	5,065.00	IDEA THRU JUNE 23
55793	CUSTER OFFICE ENVIRONMENTS INC	42	5,046.78		

			Check Total	5,046.78	EU-S STAFF SEATING-DEPOSIT
55879	MR SERVICES AND HANDLING LLC	21	2,975.00		
	MR SERVICES AND HANDLING LLC	26	2,050.00		
			Check Total	5,025.00	LABOR-MOVE STRAIGHT TO EUS
300027746	RELAYHUB LLC	22	5,004.00		
			Check Total	5,004.00	Monthly Licensing Fee-JUNE 202
55860	ENVIROSAFE INC	21	1,945.61		
	ENVIROSAFE INC	26	2,914.39		
			Check Total	4,860.00	TURF MGMT - PMT 2
300027612	BYRON CENTER CHARTER	22	4,854.00		
			Check Total	4,854.00	IDEA THRU JUNE 23
300027624	EXCEL CHARTER ACADEMY	22	4,827.00		
			Check Total	4,827.00	IDEA THRU JUNE 23
55743	INTRADO LIFE & SAFETY INC	26	4,695.30		
			Check Total	4,695.30	E911 ANNUAL MAINTENANCE & SUPP
55863	GR CHRISTIAN SCHOOLS	11	4,660.00		
			Check Total	4,660.00	JUNE 23 GSRP COSTS PAID IN JUL
300027653	WALKER CHARTER ACADEMY	22	4,634.00		
			Check Total	4,634.00	IDEA THRU JUNE 23
300027636	HOPE ACADEMY OF WEST MICHIGAN	22	4,537.00		
			Check Total	4,537.00	IDEA THRU JUNE 23
300027646	NEW BRANCHES SCHOOL	22	4,375.00		
			Check Total	4,375.00	IDEA THRU JUNE 23
55852	COMCAST HOLDINGS CORPORATION	21	4,320.22		
			Check Total	4,320.22	900014322 - JULY 23
300027625	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	4,215.00		
			Check Total	4,215.00	MRIC CONSULTING-JUNE 23
300027735	ANA L RAMIREZ-SAENZ	21	2,125.00		
	ANA L RAMIREZ-SAENZ	22	1,985.00		
			Check Total	4,110.00	JUNE23 TRANSLATION/INTERPRETAT
55817	RIVERSIDE FIRE & SECURITY INC	21	3,510.00		
	RIVERSIDE FIRE & SECURITY INC	26	551.00		
			Check Total	4,061.00	ANNUAL FIRE ALARM INSPECTIONS
55792	CONSUMERS ENERGY CO	22	3,999.45		
			Check Total	3,999.45	103047440922 (3630 BYRON CENTE

300027602	KNIGHT WATCH INC	42	3,919.60	Check Total	3,919.60 LNS HVAC CONTROLS UPGRADE FOR
300027616	CDW LLC	26	3,880.00	Check Total	3,880.00 CUST# 1765869; CISCO DIRECT AS
55685	BLUE CROSS BLUE SHIELD OF MICHIGAN	11	3,858.59	Check Total	3,858.59 JULY 2023 KENT CITY ITINS/KENT
55843	BLUE CROSS BLUE SHIELD OF MICHIGAN	11	3,858.59	Check Total	3,858.59 AUGUST 2023 KENT CITY ITINS/KE
55853	COMPUTECH SERVICES INC	11	3,824.00	Check Total	3,824.00 BUS DRIVER TRAINING MGR SOFTWA
55687	CORWIN PRESS INC	11	3,594.00	Check Total	3,594.00 727388; INTENTIONAL INTERRUPTI
55865	GRATTAN TOWNSHIP	22	3,584.90	Check Total	3,584.90 2023 SUMMER TAX COLLECTION
300027641	KRONOS SAASHR INC	11	618.62	Check Total	3,576.75 KRONOS WORKFORCE READY SOFTWAR
	KRONOS SAASHR INC	21	1,927.10		
	KRONOS SAASHR INC	22	412.41		
	KRONOS SAASHR INC	26	618.62		
55898	WXMI LLC	11	3,510.00	Check Total	3,510.00 ORDER 1178510; HELPMEGROW2023
607142303	MG TRUST COMPANY-MIDWEST	11	3,422.33	Check Total	3,422.33 ANNUITY
607282303	MG TRUST COMPANY-MIDWEST	11	3,422.33	Check Total	3,422.33 ANNUITY
55700	MOVE INTERNATIONAL	22	3,400.00	Check Total	3,400.00 MOVE TRAINING
55814	PRENTKE ROMICH COMPANY	22	3,395.00	Check Total	3,395.00 ACCENT 1000
55821	SPENCER TOWNSHIP TREASURER	22	3,206.50	Check Total	3,206.50 2023 SUMMER TAXES
55874	MICHIGAN AIR PRODUCTS CO	21	3,150.00	Check Total	3,150.00 LNS BOILER PUMP DRIVE
55867	HEALTHY HOODS LLC	26	3,010.00	Check Total	3,010.00 HOOD CLEANING KTC/KEC
55698	MICH ASSN OF SCHOOL BOARDS	11	3,000.00		

			Check Total	3,000.00 41000; 23/34 BOARD BOOK-KENT I
300027577	JON MICHAEL WASHBURN	11	3,000.00	
			Check Total	3,000.00 CONSULTATION SERVICES JULY 202
300027753	JON MICHAEL WASHBURN	11	3,000.00	
			Check Total	3,000.00 CONSULTATION SERVICES AUG23
300027654	WELLSPRING PREPARATORY HIGH SCHOOL	22	2,984.00	
			Check Total	2,984.00 IDEA THRU JUNE 23
607142315	PARADIGM EQUITIES-ROTH	11	2,820.00	
			Check Total	2,820.00 ANNUITY
607282315	PARADIGM EQUITIES-ROTH	11	2,820.00	
			Check Total	2,820.00 ANNUITY
55810	NCS PEARSON INC	26	2,775.00	
			Check Total	2,775.00 CUST# 4370320; IT Specialist S
55746	LOWE'S HOME CENTERS INC	42	2,765.23	
			Check Total	2,765.23 EU-S APPLIANCES
300027632	GR COMMUNITY COLLEGE	11	2,437.44	
	GR COMMUNITY COLLEGE	21	139.36	
	GR COMMUNITY COLLEGE	22	52.37	
			Check Total	2,629.17 GRCC EPRINT MANDY LOVELL
271571423	EDUSTAFF LLC	11	1,624.22	
	EDUSTAFF LLC	22	926.89	
			Check Total	2,551.11 EDUSTAFF WEEK OF 07/14/2023
300027708	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	2,514.53	
			Check Total	2,514.53 JUL 23 SA 56(7) SPED
300027672	EXCEL CHARTER ACADEMY	22	2,494.05	
			Check Total	2,494.05 JUL 23 SA 56(7) SPED
55745	LEVEL DATA INC	26	2,488.05	
			Check Total	2,488.05 STATE DATA VALIDATION SUITE 7/
55891	TRINITY'S PLAYHOUSE EARLY LEARNING CENTER LLC	11	2,485.00	
			Check Total	2,485.00 JUNE 23 GSRP COSTS PAID IN JUL
300027704	VANGUARD CHARTER ACADEMY	22	2,469.62	
			Check Total	2,469.62 JUL 23 SA 56(7) SPED
55703	ONE TIME PYMTS	11	2,457.77	
			Check Total	2,457.77 6/30/23 PAYROLL ACH RETURNED

300027581	BRETT ATWOOD	11	1,920.00	
	BRETT ATWOOD	27	500.00	
			Check Total	2,420.00 SNN videography by Brett Atwoo
607142312	PLANMEMBER-ER	11	2,414.76	
			Check Total	2,414.76 ANNUITY
607282312	PLANMEMBER-ER	11	2,414.76	
			Check Total	2,414.76 ANNUITY
55727	COMPUTECH SERVICES INC	11	2,400.00	
			Check Total	2,400.00 6261; SOFTWARE MAINT FEE 7/1/2
607142307	PARADIGM - 457	11	2,400.00	
			Check Total	2,400.00 ANNUITY
607282307	PARADIGM - 457	11	2,400.00	
			Check Total	2,400.00 ANNUITY
55796	CROSS VENTURES INC	11	2,330.00	
			Check Total	2,330.00 ESC WINDOW CLEANING
300027705	VISTA CHARTER ACADEMY	22	2,329.27	
			Check Total	2,329.27 JUL 23 SA 56(7) SPED
300027670	CROSS CREEK CHARTER ACADEMY	22	2,324.99	
			Check Total	2,324.99 JUL 23 SA 56(7) SPED
300027688	KNAPP CHARTER ACADEMY	22	2,256.48	
			Check Total	2,256.48 JUL 23 SA 56(7) SPED
607142336	VALIC	11	2,205.07	
			Check Total	2,205.07 ANNUITY
607282337	VALIC	11	2,205.07	
			Check Total	2,205.07 ANNUITY
607282321	GLP ASSOCIATES EE ROTH	11	2,195.00	
			Check Total	2,195.00 ANNUITY
300027706	WALKER CHARTER ACADEMY	22	2,194.66	
			Check Total	2,194.66 JUL 23 SA 56(7) SPED
55894	VERIZON WIRELESS SERVICES LLC	11	807.91	
	VERIZON WIRELESS SERVICES LLC	21	39.23	
	VERIZON WIRELESS SERVICES LLC	22	385.96	
	VERIZON WIRELESS SERVICES LLC	26	665.65	
	VERIZON WIRELESS SERVICES LLC	28	271.00	
			Check Total	2,169.75 742131649-00001 6/3-7/2/23
55883	CUSTOM PRINTERS	26	2,169.10	

			Check Total	2,169.10	KCTC 9X12 CATALOG ENV/PEEL&SEA
607142308	VALIC - 457	11	2,160.49		
			Check Total	2,160.49	ANNUITY
607282308	VALIC - 457	11	2,160.49		
			Check Total	2,160.49	ANNUITY
607142332	NATIONWIDE	11	2,155.00		
			Check Total	2,155.00	ANNUITY
607282333	NATIONWIDE	11	2,155.00		
			Check Total	2,155.00	ANNUITY
55789	CODE RED ROBOTICS	11	2,100.00		
			Check Total	2,100.00	MDE GRANT FOR STEM ROBOTICS FR
300027666	CHANDLER WOODS CAMPUS	22	2,099.97		
			Check Total	2,099.97	JUL 23 SA 56(7) SPED
300027562	ADN ADMINISTRATORS INC	11	2,064.06		
			Check Total	2,064.06	JULY 2023 CEDAR SPRINGS ITINS/
300027680	GRAND RIVER PREPARATORY HIGH SCHOOL	22	2,058.61		
			Check Total	2,058.61	JUL 23 SA 56(7) SPED
55765	SEVERANCE ELECTRIC CO INC	27	2,056.00		
			Check Total	2,056.00	WAN MAINTENANCE - PHASE 3 - 7/
607142320	GLP ASSOCIATES EE ROTH	11	2,025.00		
			Check Total	2,025.00	ANNUITY
300027648	POCKET NURSE ENTERPRISES INC	26	2,023.72		
			Check Total	2,023.72	CUST# 014815; POCKET NURSE ORD
55876	MISDU	11	1,995.62		
			Check Total	1,995.62	GARNISHMENT
55748	MISDU	11	1,993.35		
			Check Total	1,993.35	GARNISHMENT
55704	CUSTOM PRINTERS	27	1,904.40		
			Check Total	1,904.40	School News Network posters fo
300027699	RIDGE PARK CHARTER ACADEMY	22	1,903.62		
			Check Total	1,903.62	JUL 23 SA 56(7) SPED
55812	PARADISE TEAMS INC	11	1,839.00		
			Check Total	1,839.00	MDE GRANT FIRST TECH CHALLENGE
607202303	CITY OF WALKER	11	1,832.69		
			Check Total	1,832.69	CITY TAXES
55741	HOLWERDA INTERIOR PLANTSCAPING INC	11	1,827.00		

			Check Total	1,827.00	WEEKLY PLANT SVC ANNUAL BILLIN
55784	CANO'S BROADCASTING INC	11	1,800.00		
			Check Total	1,800.00	7/11/23 ADVERT ADULT ED PRGRM
55773	WELLS FARGO FINANCIAL LEASING	26	1,782.00		
			Check Total	1,782.00	603-0220960-000; FAX SVC LEASE
300027652	VANGUARD CHARTER ACADEMY	22	1,774.00		
			Check Total	1,774.00	IDEA THRU JUNE 23
300027575	P & M HOLDING GROUP LLP	26	1,750.00		
			Check Total	1,750.00	24185; PHASE II PUB ADR SYS/VE
300027709	WEST MICH AVIATION ACADEMY	22	1,683.87		
			Check Total	1,683.87	JUL 23 SA 56(7) SPED
55774	WINDEMULLER ELECTRIC INC	26	1,673.80		
			Check Total	1,673.80	ELECTRICAL SVC LABOR FOR LAYOU
55824	LAURIE STEGER	26	1,671.00		
			Check Total	1,671.00	STAFF WEARABLE ITEMS THROUGH 6
55749	MR SERVICES AND HANDLING LLC	11	775.00		
	MR SERVICES AND HANDLING LLC	26	417.00		
	MR SERVICES AND HANDLING LLC	46	417.00		
			Check Total	1,609.00	TRAILER STORAGE FEE 1/2 JULY23
55855	CONSUMERS ENERGY CO	26	1,600.82		
			Check Total	1,600.82	100093390399 (2546 ORCHARD VIE
300027611	BRETT ATWOOD	11	1,600.00		
			Check Total	1,600.00	VIDEO RECORDING 2023 KICKOFF
55783	CAMINSTRUCTOR INCORPORATED	26	1,575.00		
			Check Total	1,575.00	CAMINSTRUCTOR STUDENT REGISTRA
55697	MANAGEDWAY COMPANY	11	1,539.00		
			Check Total	1,539.00	MANAGEDWAY INTERNET ACCESS- JU
300027582	CALEDONIA COMMUNITY SCHOOLS	11	1,534.02		
			Check Total	1,534.02	MV-REIMB STOP GAP GAS CARDS
55880	OTTAWA AREA ISD	11	1,500.00		
			Check Total	1,500.00	23/24 TAAM CURRICULUM DEVELOPM
607142301	LEGEND GROUP/ADSERV	11	1,500.00		
			Check Total	1,500.00	ANNUITY
607142316	PLANMEMBER SECURITIES CORP - 457	11	1,500.00		
			Check Total	1,500.00	ANNUITY
607282317	PLANMEMBER SECURITIES CORP - 457	11	1,500.00		

			Check Total	1,500.00 ANNUITY
55895	VK ENDEAVOURS LLC	42	1,456.92	
			Check Total	1,456.92 1125 S GODWIN PLAYGRND
55753	CUSTOM PRINTERS	22	1,438.60	
			Check Total	1,438.60 CONFERENCE GUIDE BOOKLETS
300027700	RIVER CITY SCHOLARS CHARTER ACADEMY	22	1,437.23	
			Check Total	1,437.23 JUL 23 SA 56(7) SPED
55804	IDENTIFIX INC	26	1,428.00	
			Check Total	1,428.00 IDENTIFIX EDUCATIONAL SUBSCRIP
300027683	HOPE ACADEMY OF WEST MICHIGAN	22	1,420.13	
			Check Total	1,420.13 JUL 23 SA 56(7) SPED
55889	SPEEDWRENCH INC	26	1,386.62	
			Check Total	1,386.62 KCTC EQUIPMENT REPAIR
55785	CENTRAL MICH PAPER	26	1,380.00	
			Check Total	1,380.00 Copy paper
55781	AMAZON.COM LLC	26	1,378.11	
			Check Total	1,378.11 AM9CAFK1B588D; PHARM TECH
55888	SONOVA USA INC	29	1,377.78	
			Check Total	1,377.78 PHONAK SKY M50-SP & NAIDA P50-
300027595	GRANITE TELECOMMUNICATIONS LLC	11	1,373.00	
			Check Total	1,373.00 ACCT04789927; EPIK MONTHLY SER
55779	ASSOCIATION OF EDUCATIONAL SERVICE AGENCIES	11	1,315.00	
			Check Total	1,315.00 ANNUAL MEMBERSHIP DUES 7/1/23-
300027599	KELLOGGSVILLE PUBLIC SCHOOLS	11	1,300.00	
			Check Total	1,300.00 MV-REIMB SHARED TRANSPORTATION
300027692	NEW BRANCHES SCHOOL	22	1,289.03	
			Check Total	1,289.03 JUL 23 SA 56(7) SPED
55723	CITY OF WYOMING	21	1,276.63	
			Check Total	1,276.63 WATER,SEWER(2101 52ND ST SW) M
55859	EDYNAMIC LEARNING INC	28	1,260.00	
			Check Total	1,260.00 EDL-SINGLE COURSE ENROLLMENT
300027710	WILLIAM C ABNEY ACADEMY	22	1,255.46	
			Check Total	1,255.46 JUL 23 SA 56(7) SPED
607282301	LEGEND GROUP/ADSERV	11	1,250.00	
			Check Total	1,250.00 ANNUITY

300027697	PORTLAND PUBLIC SCHOOLS	11	1,230.10	Check Total	1,230.10 JUL23 SA SECT 107 ADULT ED
300027689	LIGHTHOUSE ACADEMY	22	1,229.69	Check Total	1,229.69 JUL 23 SA 56(7) SPED
55816	REPCOLITE PAINTS INC	42	1,213.45	Check Total	1,213.45 PAINTING SUPPLIES
55763	SCHOOL EQUITY CAUCUS	11	1,200.00	Check Total	1,200.00 MEMBERSHIP DUES 7/1/23-6/30/24
55840	JEFFREY JAMES GROVE	26	1,190.00	Check Total	1,190.00 KCTC ROOFING/FLASHING
300027707	WELLSPRING PREPARATORY HIGH SCHOOL	22	1,169.18	Check Total	1,169.18 JUL 23 SA 56(7) SPED
607142314	MG TRUST-ROTH 403B	11	1,105.00	Check Total	1,105.00 ANNUITY
607282314	MG TRUST-ROTH 403B	11	1,105.00	Check Total	1,105.00 ANNUITY
55897	WW GRAINGER INC	42	1,065.27	Check Total	1,065.27 EUS PROJECT PLATFORM TRUCK
300027657	WYOMING PUBLIC SCHOOLS	11	1,051.00	Check Total	1,051.00 MV REIMB EDUCATION ITEMS JULY
300027630	GR CHILD DISCOVERY CENTER	11	1,002.00	Check Total	1,002.00 TITLE 111 SUGRANTEE DISB JULY
			Grand Total	18,134,817.60	

8/1/2023 7:39 AM

**Analysis of Banking Institutions
07/31/23**

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds
Chase	Checking	A+	Yes	\$ -	\$ -	\$ 6,387,806	\$ 6,387,806 ***
Chase	Savings	A+	Yes	250,000	-	56,349	306,349
Huntington National Bank	Municipal Now Checking	A-	Yes	250,000	-	10,120	260,120
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	62,170,571	62,170,571
Totals:				\$ 500,000	\$ -	\$ 68,624,846	\$ 69,124,846

Balances as of 07/31/23

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 07/31/2023

<u>Financial Institution</u>	<u>Type of Account/Investment</u>	<u>Fund #</u>	<u>Balance per Statement (Fair Value)</u>	<u>Insured Balance</u>	<u>Uninsured Balance</u>	<u>Interest Rate Yield</u>	<u>Maturity Date</u>	<u>Rating</u>	<u>Terms</u>
Chase Bank	Consolidated Savings	11-22-26	\$ 306,349	250,000	56,349	1.65%	n/a	A+	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	5,500,878	250,000	5,250,878	0.00%	n/a	A+	Sweep
Chase Bank	Checking	81	884,928	-	884,928	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	260,120	250,000	10,120	4.59%	n/a	A-	

MILAF Managed Account:

MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	2,981	-	2,981	5.05%	n/a	AAA	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	27,731,376	-	27,731,376	5.21%	n/a	AAA	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,466,244	-	3,466,244	5.32%	08/01/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,932,487	-	3,932,487	5.07%	08/18/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,906,542	-	3,906,542	4.92%	09/25/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,891,769	-	3,891,769	4.87%	10/23/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,882,890	-	3,882,890	5.17%	11/22/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,862,366	-	3,862,366	5.12%	12/13/23	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,851,434	-	3,851,434	5.37%	01/04/24	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,826,448	-	3,826,448	5.42%	03/01/24	AA+	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,816,035	-	3,816,035	5.72%	03/22/24	AA+	TERM

\$ 69,124,846 \$ 750,000 \$ 68,374,846

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

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Request for a replacement position – School Psychologist to replace Social Worker/Behavior Coach

Submitted by: Paul Dymowski *Paul Dymowski*
04DD4FE49C1DB267DFB7FA484C0A2636 recdysign **Date:** August 4, 2023

Recommended by: Dave Rodgers *Dave Rodgers*
8B96C311328D83C2E5B8A548AFAE55275 recdysign **Board Meeting Date:** Aug 21, 2023

RECOMMENDATION:

Due to increased student behavioral needs at Lincoln School and a shortage of Social Workers, it is our recommendation to replace the current vacant Behavior Coach position at Lincoln School with a School Psychologist to assist in evaluations and behavioral services.

BACKGROUND:

While interviewing social workers and behavioral coaches for Center Programs in July, we had internal discussions regarding the increased behavioral needs at Lincoln School. Based on those increased needs, we had at that time, recommended replacing our vacant Social Worker position at Lincoln School with a board-certified behavior analyst (BCBA) in the role of behavior coach. Given the shortage of Social Workers, we believe a School Psychologist will be able to meet the needs of Lincoln students by assisting with evaluations and behavioral services, thereby helping our students to be more independent within both their school and community settings.

Account Number for this new position: 21-1-214-1430-021-0000-21230-2927-2120

POSITION DESCRIPTION

Title:	School Psychologist
Location:	Lincoln School
Classification:	KIEA
Reports to and Evaluated By:	Administrator of Center Programs
Terms of Employment:	182 day position subject to all rules and regulations covering KIEA personnel.
Positions Supervised:	None

BROAD STATEMENT OF RESPONSIBILITIES:

The School Psychologist's primary role is as a diagnostician on the special education evaluation team. Additionally, this individual supports Center Program teams regarding a Multi-Tiered System of Supports (MTSS) model implementation relative to intensifying interventions and programming for students with disabilities. Participation with functional behavior assessments and behavior planning is also included in this role.

DUTIES AND RESPONSIBILITIES:

1. Provide School Psychological services to any pupil as outlined in Special Education Rules and Regulations.
2. Works with staff, students, parents, local educational agencies, public school academies, and community to build a shared vision of learning for students with disabilities.
3. Support program teams regarding Multi-Tiered System of Supports (MTSS) model implementation relative to intensifying interventions and programming for students with disabilities.
4. Serve as a member of the school's School Improvement and PBIS team.
5. Works with staff to develop meaningful IEP's and programming to support increased student growth and achievement for students with disabilities.
6. Collaborate with staff in planning educational intervention, curriculum, behavior management, and teaching strategies.
7. Provide psychological evaluation for pupils referred as candidates for special education programs and provide comprehensive and accurate reports to appropriate educational authority.
8. Complete systematic direct observation of students as required.
9. Administer tests, including intelligence, achievement, adaptive behavior, perceptual-motor, etc.
10. Interpret and analyze psychological data for professionals, parents, students, and other appropriate stakeholders.
11. Provide own transportation between assigned buildings and transport psychological assessment materials to required locations.
12. Collaborate in program planning and evaluation services for student-focused decision-making purposes.

13. Collaborate with case managers and staff in the completion of the Review of Existing Evaluation Data (REED).
14. Develop functional behavior assessments and behavior intervention plans to facilitate successful learning and socialization opportunities. Provide services and disseminate information to encourage school-wide positive behavior supports.
15. Identify and coordinate accommodations and modifications of school environment for a student to obtain access to general education curriculum and instruction.
16. Provide and interpret assessments and evaluations to determine eligibility for special education, and identify needs for programs and services.
17. Provide professional development for teachers.
18. Perform all other duties as appropriate and determined by Principal/Administrator.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Meet all Michigan Department of Education requirements for School Psychologist certification.
2. Experience working in Center Programs, preferred.
3. Expert knowledge in all areas of child development, special education, and assessment.
4. Knowledge of and proficiency with administration of a variety of current criterion referenced and curriculum-based assessments and scales used to evaluate students.
5. Ability to work with various personality types and staff members with varying levels of knowledge relating to specific interventions.
6. Ability to prioritize through planning and organizing to ensure strict compliance deadlines while maintaining the ability to be flexible based on individual student and situational needs.
7. Demonstrate independent work habits while maintaining consistent communication with school staff and Supervisors.
8. Student-focused mindset with goal to increase student achievement.
9. Knowledge of positive behavior supports, FBAs, and BIPs.
10. Exceptional knowledge of effective, research-based instructional and social-emotional strategies.
11. Ability to facilitate and collaborate effectively with multidisciplinary teams.
12. Outstanding skills, both written and verbal, in communicating with students, parents, teachers, and administrators.
13. Expert knowledge of student electronic information/data systems.
14. Knowledge of Michigan curriculum and content standards.
15. Ability to follow directives and work effectively with administrators.
16. 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.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: West Michigan Teacher Collaborative

Submitted by: Dave Rodgers

Date: 8-9-23

Recommended by: Ron Gorman & Dave Rodgers

Board Meeting Date: August 21, 2023

RECOMMENDATION:

It is recommended that the Board approve a new position within the grant funded West Michigan Teacher Collaborative. The position, Teacher Development Program Coordinator, has been approved within the grant. James Hissong and Laura Castle continue to seek additional clarification from MDE on whether an additional position will be approved within the grant funds. This new position reports to Laura Castle, the Director of Teacher Development.

BACKGROUND:

As a result of the MDE grant application and recent award confirmation of funding, the West Michigan Teacher Collaborative is underway on behalf of Kent, Ottawa and Muskegon ISDs. Laura Castle has been hired as the Director of Teacher Development.

Kent ISD



We Lead Learning

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

Job Title: WMTC Teacher Development Program Coordinator

Reports To: Director of Teacher Development

Classification: 215 day Non-Union Professional - Grade 7
Estimated starting range: \$70,000 - \$75,000

Terms of Employment: Individual Contract - Salary (Grant Funded thru 2025-26)

BROAD STATEMENT OF RESPONSIBILITIES:

The WMTC Teacher Development Program Coordinator will support the development, coordination, and execution of West Michigan Teacher Collaborative programming. WMTC is an initiative led by Kent, Ottawa, and Muskegon ISDs in partnership with GVSU to recruit, train, and retain the next generation of excellent teachers to lead West Michigan Classrooms. In collaboration with our regional partners and school districts, the Program Coordinator will lead a reimagined pre-service experience for new teachers. The Program Coordinator will leverage skills in project management, teacher development, outreach, and relationship building to design and execute programming that supports the recruitment and training of new teacher candidates and builds deep partnerships with local school districts.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree with Teaching Certification as part of a degree program of study
2. Master's Degree or intent to obtain a Master's degree in an education related area preferred
3. Demonstrated leadership; leading teacher development, curriculum development, educational leadership, special education, interventionist trainer, benchmark assessing/progress monitoring experience, coaching, and/or new teacher training preferred

DUTIES AND RESPONSIBILITIES:

1. Work at the direction of the Director of Teacher Development on all professional elements of the WMTC
2. Design, prepare, facilitate and support the implementation of programmatic elements of WMTC that:
 - a. Identify, recruit and enroll a diverse pool of future educators into WMTC initiatives
 - b. Identify, recruit and support a diverse pool of mentor teachers across Ottawa, Muskegon and Kent County
 - c. Plan and execute activities such as recruitment and orientation events

- d. Plan and lead practice-based professional development for new teacher candidates that is aligned to GVSU coursework and responsive to local district needs
 - e. Collaborate with GVSU instructional faculty to ensure program experiences align with coursework
 - f. Collaborate with GVSU admissions faculty to avoid potential bureaucratic barriers to candidate participation
 - g. Plan and lead events that foster community building and experiences resulting in WMTC cohorts that have a strong sense of support and shared mission
 - h. Establish partnerships with local schools to host WMTC collaborative candidates for learning experiences and job placements
 - i. Assist with WMTC candidate selection and interviewing processes
 - j. Coordinate mentorship and job placements with principals and district leaders
 - k. Market program to encourage inclusion of diverse populations
 - l. Assist in maintaining accurate records for legal and grant compliance
 - m. Create and implement systems to track mentor teacher SCECHS
 - n. Provide excellent customer service to all WMTC teaching candidates, mentors and community partners.
3. Maintain regular and consistent employee attendance
 4. Attend a variety of meetings, conferences and/or trainings as directed
 5. Prepare reports, submit data, draft communications, assist in presentations / trainings etc. based on the needs of the WMTC
 6. Travel to and perform work at various locations and sites as required
 7. Occasionally perform work outside of the standard workday, if needed
 8. Comply with Kent ISD policy, grant rules and applicable laws
 9. Perform other relevant duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Strong technology skills, able to learn and utilize a range of tools, platforms and software
2. Capable of leading, coaching, and mentoring new teacher candidates through on-line and in-person professional learning, and professional development for mentor teachers
3. Foundational knowledge of educational settings appropriate for student placement: urban, rural, special education, career technical education, etc. and deep knowledge of educational pedagogy
4. Demonstrated ability to support students and teachers as they pursue ambitious goals
5. Strong communication skills (written and verbal)
6. Exceptional problem-solving skills, applying solution-based thinking to potential barriers
7. Ability to develop and deliver professional learning curriculum to novice teachers and adult mentors (Instructional Coaching)
8. Ability to multitask, overseeing the progression of several projects and tasks to successful completion
9. Demonstrates a strong commitment to equity and inclusion in all practices and position responsibilities. Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status
10. Demonstrated ability to foster and leverage professional relationships with multiple stakeholders

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

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 _____

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

Title:	Career Tech Education Consultant
Classification:	Non-Union Professional Grade 7
Reports To and Evaluated By:	Director of Career Readiness & CTE Director (CEPD 32)
Terms of Employment:	200-day non-union professional Grade 7 position subject to all rules and regulations covering Professional personnel.

BROAD STATEMENT OF RESPONSIBILITIES:

In collaboration with the Career Readiness Director & CTE Director (CEPD 32), the Career Tech Education Consultant will work with Kent County school districts and PSAs, businesses, and community organizations to develop, support, and improve State-Approved Career Tech Ed programming, pre-CTE programming, and provide an ongoing link between the CTE Director (CEPD 32) and local CTE programs.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Act as liaison with local districts and coordinate the systematic implementation of the requirements of State-Approved CTE programming in collaboration with district staff.
2. Work with teachers, school staff, and administrators to support the annual updates and improvements coordinated with communication from the Office of Career & Tech Ed (OCTE).
3. Develop and deliver content that supports the transitions required due to annual updates in CTEIS reporting to inform districts and update their practice.
4. Work with teachers, school staff, and administrators to communicate and market CTE opportunities.
5. Develop and execute professional development programs related to Career and Technical Education on a local, district, or regional basis, based on county or district needs.
6. Consult and collaborate with personnel of other departments on educational projects to promote the inclusion of learning goals with CTE programming.
7. Collect and share data on CTE activities in Kent County.
8. Collect and develop resources to support the CTE programming and the CIP Self-Review process for local programs.

9. Represent Kent ISD at workshops, conferences, and meetings to remain current in the OCTE policy, gather information about available programs/services, and to network around best practices related to CTE.
10. Help raise awareness and promote enrollment of students in state-approved CTE programs across the county.
11. Markets services to local schools, teachers and community members.
12. Other duties as assigned by the Director of Career Readiness and CTE.

JOB QUALIFICATIONS:

1. Bachelor's degree from an accredited college/university with emphasis on curriculum development, instruction, instructional leadership, career technical education, career development, or program evaluation. Master's degree in an aligned area or credential in career development preferred.
2. A valid Michigan teaching certificate required with a minimum of 3 years combined teaching and/or educational consulting experience in CTE field.
3. Demonstrate abilities to represent Kent ISD in a responsible and effective manner.
4. Excellent communication skills.
5. Demonstrate leadership, initiative, resourcefulness, and flexibility in program development to meet the needs of stakeholders.
6. Reliable, predicable attendance, essential.
7. Proficiency in Microsoft Office Suite, social media, and database management.
8. Demonstrates a strong commitment to equity, social justice and inclusion in all practices and position responsibilities. Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.

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

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action **X**

Item: Request for additional position – Pine Grove Learning Center

Submitted by: Paul Dymowski, *Paul Dymowski*
04DD4FE49C1DB2670FB7FA484C0A2636

Kirsten Myers *Kirsten Myers* Date: July 18, 2023
E5DD6C30035CE9A1FDEFDA03581A115

Recommended by: Dave Rodgers *Dave Rodgers* Board Meeting Date: Aug 21, 2023
BB95C8132ED8EC2E5B8A54F16AE55275

RECOMMENDATION:

It is recommended that the board approve the addition of a full-time Registered Behavioral Technician (RBT) for the Pine Grove Learning Center.

Additional position:

- Pine Grove Learning Center – 1 Registered Behavioral Technician

BACKGROUND:

We have recently had a few students that have come from residential settings that need intensive therapy/service to access school. These students will be brought in on a reduced schedule as we build their tolerance to engage in the classroom with peers and adults. In order to properly staff this room, we will need a Registered Behavioral Technician to assist the needs of these additional students.

POSITION DESCRIPTION

Title: Registered Behavior Technician (RBT) – SPECIAL EDUCATION

Reports to: Autism Coaches

**Terms of
Employment:** 200 days

**Positions
Supervised:** None

BROAD STATEMENT OF RESPONSIBILITIES:

RBTs support the coaching initiatives of the Autism Coaches/BCBAs at Kent Intermediate School District. These initiatives typically involve working with local, regional, and center program teams in developing communication, social, functional, and pre-academic skills as well as reduction of negative behaviors.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Work alongside the Autism Coaches across local, regional, and center programs
2. Respond to assignments provided by Autism Coaches and/or Kent ISD Special Education Administration
3. Model for staff by working with children with ASD to provide intensive behavioral instruction, including discrete trial teaching, natural environment teaching, small group instruction, and Skill-Based Treatment
4. Provide support and modeling to staff to make the most of their efforts in making instructional strategies universal across all areas of the student's school environment
5. Support teams in establishing data collection systems by modeling and collecting data alongside local/regional/center program staff
6. Accept feedback and fidelity checks in a professional manner and respond appropriately
7. Effectively communicate and collaborate with teachers, itinerate staff, paraprofessionals, and Autism Coaches
8. Use professional judgment to respond to local/regional/center program staff requests and needs
9. Maintain student confidentiality of sensitive and privileged information and adhere to all FERPA, rules, and guidelines
10. Participate in regular meetings and trainings
11. Maintain the high ethical standards as denoted by the Behavior Analysis Certification Board (BACB®)
12. Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Work independently with minimal direction
2. Minimum of high school diploma (bachelor's or associates degree in psychology, special education, social work, or a related field preferred)
3. Ability to prioritize tasks and meet assigned deadlines

4. Capable of actively playing with children in a variety of environments
5. Basic knowledge of ABA and experience implementing behavioral techniques strongly preferred
6. Ability to lift at least 50 lbs
7. Reliable means of transportation
8. Must complete RBT training hours within 90 days of hire (if not already certified or have taken comparable coursework)

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



**KENT INTERMEDIATE SCHOOL DISTRICT - KISD
LAUNCH U AND MYSCHOOL REFRESH
Motion Recommendation
Construction Manager: Owen-Ames-Kimball Co.**

RECOMMENDED MOTION

I move that Owen-Ames-Kimball Co. be authorized to issue Letters of Intent, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Kent Intermediate School District.

1	General Trades	Vander Kodde Construction	247,175
2	Doors, Frames, Hardware	Architectural Openings & Access	70,835
3	Aluminum, Glass & Glazing	Grand Valley Glass, LLC	54,600
4	Lath, Plaster, Drywall and Acoustical	Schepers Brothers Co, Inc.	232,559
5	Flooring	Sobie Company Inc.	114,890
6	Painting	Halligan Painting Inc.	38,300
7	Visual Display	Platinum Visual Sytems	38,185
8	Folding Panel Partitions	LG2, LLC	11,048
9	Fire Protection	Triad Fire Suppression, Inc.	27,625
10	DDC Controls	Control Solutions, Inc.	17,550
11	Mechanical/Plumbing	Northwest Kent Mechanical Co.	149,097
12	Testing and Balancing	Control Solutions, Inc.	2,100
13	Commissioning	FISECx LLC	3,900
14	Electrical	Allied Electric Inc.	522,500



KENT INTERMEDIATE SCHOOL DISTRICT - KISD
LAUNCH U AND MYSCHOOL REFRESH
BID SUMMARY
July 25, 2023

	Bid Category	Contractor	Base Bid	Voluntary Alternates		Total
1	General Trades	Vander Kodde Construction	247,175			\$247,175
2	Doors, Frames, Hardware	Architectural Openings & Access	70,835			\$70,835
3	Aluminum, Glass & Glazing	Grand Valley Glass, LLC	49,975	4,625	A	\$54,600
4	Lath, Plaster, Drywall and Acoustical	Schepers Brothers Co, Inc.	232,559			\$232,559
5	Flooring	Sobie Company Inc.	114,890			\$114,890
6	Painting	Halligan Painting Inc.	38,300			\$38,300
7	Visual Display	Platinum Visual Sytems	38,185			\$38,185
8	Folding Panel Partitions	LG2, LLC	11,048			\$11,048
9	Fire Protection	Triad Fire Suppression, Inc.	27,625			\$27,625
10	DDC Controls	Control Solutions, Inc.	17,550			\$17,550
11	Mechanical/Plumbing	Northwest Kent Mechanical Co.	149,097			\$149,097
12	Testing and Balancing	Control Solutions, Inc.	2,100			\$2,100
13	Commissioning	FISECx LLC	3,900			\$3,900
14	Electrical	Allied Electric Inc.	522,500			\$522,500
	Building Access, Phasing & Patching	Allowance	20,000			\$20,000
	Data & MEP Phasing	Allowance	20,000			\$20,000
	Upgrade Lighting	Allowance	50,000			\$50,000
	Existing Safety Glazing	Allowance	3,000			\$3,000
	Builders Risk	Allowance	2,500			\$2,500
	General Conditions	Owen-Ames-Kimball	264,322			\$264,322
	CM General Liability Insurance	Owen-Ames-Kimball	8,955	22		\$8,977
	Preconstruction Fee	Owen-Ames-Kimball	8,366	21		\$8,386
	CM Fee	Owen-Ames-Kimball	75,292	185		\$75,477
		Subtotal	1,978,174	4,852		\$1,983,026



KENT INTERMEDIATE SCHOOL DISTRICT - KISD
LAUNCH U AND MYSCHOOL REFRESH
BID SUMMARY
July 25, 2023

	Bid Category	Contractor	Base Bid	Voluntary Alternates	Total
	Building Contingency		196,941	483	\$197,424
		Billing Subtotal	2,175,115	5,335	\$2,180,450
	Owner Supplied Materials - EF-C133				\$0
	Furnishings	Kent ISD			\$200,000
	Technology	Kent ISD			\$50,000
	Carpet	Kent ISD			\$25,000
	A&E Fees		87,005		\$87,005
	Total		2,262,120	5,335	\$2,542,455

Voluntary Alternates

A - Add for 3/8" clear tempered glass on all but glazed pieces over 48" tall - \$4,625

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action ___ ___

Item: Board Resolution - MISEC

Submitted by: Tim Peraino

Date: ___ 8/14/23 _____

Recommended by: Kevin Philipps

Board Meeting Date: ___ 8/21/23 _____

RECOMMENDATION:

It is recommended that the Kent ISD board sign the attached resolution from the Michigan Schools Energy Cooperative (MISEC) supporting the establishment of a solar farm that will provide clean, renewable energy to all members currently participating in the Electric Choice program.

BACKGROUND:

Kent ISD was a founding member of MISEC when the cooperative was formed in 1997, and we rely on MISEC for all of Kent ISD's natural gas and electric procurement. As a member of the Electric Choice program, we would benefit from the establishment of this solar farm, as we would be able to fix a portion of our electrical costs over several years. In addition, this solar farm will reduce environmental impact and help create a more sustainable future for our students. The solar farm will be established with no additional costs for members.

RESOLUTION

The Board of Education of Kent Intermediate School District, hereinafter referred to as the "District," hereby resolves as follows:

WHEREAS the District is committed to reducing its environmental impact and operating costs; and

WHEREAS solar energy is a clean, renewable source of energy that can aid the District in achieving its goals; and

WHEREAS the District is currently a member of the Michigan Schools Energy Cooperative (MISEC) and a participant in the Michigan Schools Energy Cooperative (MISEC) Electric Choice program and MISEC has received a proposal from NorthStar Clean Energy, a CMS Energy company for the installation of an off-site solar energy system that will generate electricity for the School District;

NOW, THEREFORE, BE IT RESOLVED, that the District approves that MISEC, as Agent on behalf of the District, enter into a 15 year Power Purchase Agreement for 25% of the district's annual electricity usage with NorthStar Clean Energy at a fixed rate not to exceed \$0.075/kWh for the generation and delivery of solar electricity, with commercial operation expected to begin in June, 2025.

Passed and approved this _____ day of August, 2023.

President of the Board

Series 2000: Bylaws

2400 Board Membership and Duties

2404A *Constituent District Board Member Vacancies and Appointments*

(NEW POLICY)

In the event of a vacancy on a constituent district's board where the constituent district's board does not appoint a person to fill its vacant board office within 30 calendar days after the vacancy occurs, the Board will be authorized to fill the constituent district's vacant board office by appointment.

The Board may, in its discretion, undertake 1 or more of the following procedures when seeking to fill a constituent district's vacant board office:

- A. publicize the vacancy and the Board's intention to appoint a person to fill the constituent district's vacant board office through word-of-mouth, news media, notices posted at school buildings and other locations, postings on the District's website and social media, and other means of communicating with the public;
- B. accept résumés, applications, letters of interest, or other submissions from persons seeking to be appointed to fill the constituent district's vacant board office; and
- C. interview applicants for the constituent district's vacant board office.
 - 1. All interviews must be conducted during open session of a public Board meeting.
 - 2. The Board may meet in closed session for the limited purpose of reviewing and considering an application for appointment if the applicant requests that the application remain confidential.

Legal authority: MCL 15.268; MCL 168.310, 168.311

Date adopted:

Date revised:

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501 Meetings

Board meetings must be conducted in accordance with the Open Meetings Act.

A. Notice

1. The Board must publicly post its regular meeting schedule within 10 calendar days after the Board's first meeting in each calendar or fiscal year. The notice must include the dates, times, and places of the regular meetings. If the regular meeting schedule is changed, the Board must publicly post the revised regular meeting schedule within 3 calendar days after the Board meeting at which the change was made.
2. Special meeting and rescheduled regular meeting notices must be posted at least 18 hours in advance of a special or rescheduled regular meeting.
3. Regular, rescheduled regular, and special meeting notices must be posted at the Board's principal offices. The notice, or a prominent and conspicuous link to the notice, also must be posted on the District website's homepage as required by the Open Meetings Act, if the District's website is updated at least monthly with meeting agendas or minutes.
4. Meeting notices must contain:
 - a. the name, address, and telephone number of the Board;
 - b. the time, date, and place of the meeting;
 - c. a statement where official minutes are stored and available for inspection; and
 - d. a disability accessibility notice.
5. Emergency meetings may be held without complying with the above-described notice requirements where a severe and imminent threat to the health, **and safety, or welfare** of the public exists, **and two-thirds of the Board members elected or appointed to and serving on the Board determine that delay would be detrimental to efforts to lessen or respond to the threat.** The Board will provide notice of an emergency meeting in compliance with the Open Meetings Act.
6. Public hearing notices must contain a description of the purpose(s) for which the public hearing will be conducted to the extent required by law.
7. The notice for an electronic Board meeting must comply with Policy 2501A.

B. Quorum

1. A quorum of the Board means a majority of the Board members elected or appointed to and serving on the Board, unless different quorum and voting rules are otherwise provided by law.
2. All deliberations of a quorum of the Board must take place at a meeting that is open to the public, unless closed session deliberations are permitted by law.
3. All decisions made by the Board constituting a quorum of its members must take place at a meeting that is open to the public, except as otherwise provided by the Open Meetings Act.

C. Meeting Types

1. The Board will hold its regular meetings at the dates, times, and locations specified in the District's annual notice published pursuant to the Open Meetings Act. If the notice is amended, then meetings will be held according to the amended notice.
2. Special, rescheduled regular, or emergency meetings may be called by the President, the Superintendent, or two Board members. Notice of such meetings will be provided in accordance with the Open Meetings Act.
3. The Board may, in compliance with the Open Meetings Act, hold work sessions and retreats to provide Board members and administrators with the opportunity to plan, research, and engage in discussion.
4. The Board may meet as a committee of the whole. See Policy 2505(C).

D. Closed Session

1. The Board may meet and deliberate in closed session for 1 or more purposes authorized by the Open Meetings Act.
2. Depending on the closed session purpose(s), the Open Meetings Act may require a ~~2/3~~ **two-thirds** roll call vote for the Board to meet in closed session. A vote to enter closed session must be made in open session.
3. Closed session meeting minutes must be kept confidential. See Section G, below.
4. All discussions in closed session are limited to the purpose(s) identified in the motion calling the closed session.
5. Board members must keep matters discussed and documents received confidential unless otherwise authorized by the Board or law.
6. The Board will determine the non-member attendees for a closed session unless attendance is required by Policy or law.

7. No decisions will be made during a closed session.

E. Meeting Cancellation

The President or designee may cancel a Board meeting if the President or designee determines that a quorum of the Board will not be present for the meeting, there is no business for the Board to conduct at the meeting, or it would be unreasonable or dangerous for Board members or the public to attend the meeting (e.g., inclement weather). The President or designee will ensure that a District staff member posts notice of the cancellation on the District's website on the same day as the cancellation. If necessary, a cancelled meeting will be rescheduled.

F. Electronic Board Meetings and Remote Participation

Electronic Board meetings may be held, and a Board member may participate in a Board meeting remotely, as authorized by Policy 2501A.

G. Minutes

The Board will keep minutes of each Board meeting.

1. The Secretary will record and maintain meeting minutes.
2. The Secretary, or an acting Secretary in the absence of the Secretary, will sign meeting minutes.
3. Meeting minutes must comply with the Open Meetings Act.
 - a. Open session meeting minutes
 - i. Minutes for a meeting open to the public will include at least the following information:
 - A) the meeting date, time, and location;
 - B) the Board members present for or otherwise participating in the meeting;
 - C) the Board members absent from the meeting;
 - D) Board decisions;
 - E) the purpose(s) for which any closed session meeting was held and the specific Open Meetings Act provision(s) that permitted the closed session;
 - F) any roll call votes conducted by the Board; and
 - G) corrections, if any.

- ii. The Board must make proposed open session meeting minutes available for public inspection within 8 business days after the applicable Board meeting.
 - iii. The Board must make approved open session meeting minutes available for public inspection within 5 business days after the meeting at which the Board approved the minutes.
- b. Closed session meeting minutes
- i. Closed session meeting minutes must be prepared and maintained separately from open session meeting minutes.
 - ii. Closed session meeting minutes will not be made available to, or be disclosed to, the public, except as required by court order.
 - iii. Closed session meeting minutes may be destroyed by the District 1 year and 1 calendar day after the approval of the minutes of the regular meeting at which the closed session minutes were approved, or any time thereafter.
 - iv. Closed session meeting minutes must include at least the following information:
 - A) the meeting date, time, and, location;
 - B) the Board members present for or otherwise participating in the meeting;
 - C) the Board members absent from the meeting; and
 - D) the purpose(s) for which the closed session meeting was held and the specific provision(s) of the Open Meetings Act that permitted the closed session.
- c. Open session Board meeting minutes may be published on the District's website.

H. Accommodating Board Members and Other Individuals with Disabilities

Any Board member or other individual with a disability who requires reasonable accommodations to participate in, or attend, a Board meeting must contact the Superintendent's office in advance of the meeting to request an accommodation.

I. Reserved

Legal authority: MCL 15.263, 15.263a, **15.265**, 15.267, 15.269; MCL 380.1201

Date adopted: August 15, 2022

Date revised:

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501A *Electronic Board of Education Meetings*

The Board may hold electronic meetings, and Board members and the public may participate remotely, only as permitted by this Policy, the Open Meetings Act, and other applicable law.

A. Definitions

The definitions in this section apply only to this Policy. All other words found in this Policy, unless specifically defined, are given their plain meaning.

- “Two-Way Communication” means telephone, video, or other means of conferencing that allows Board members to hear and be heard by both the public and other Board members, and allows the public to hear and be heard by other members of the public and the Board members during public comment. Real-time typed public comments that may be read to or shared with Board members and the public is a sufficient form of two-way communication for purposes of public participation during an electronic Board meeting.

B. Permissible Reasons for Wholly Electronic Board Meetings

The Board may hold a meeting wholly electronically, with every Board member and the public participating remotely, if every Board member simultaneously satisfies one or more of the conditions identified in Section C of this Policy.

C. Permissible Reasons for Individual Board Member Remote Participation

A Board member who is not physically present at an in-person Board meeting due to military duty, a “disability” within the meaning of the ADA, or other reason permitted by Michigan law may be counted toward a quorum, deliberate, and vote. To qualify, members absent due to military duty must follow the procedures listed in Section D, below. Unless otherwise provided, any Board member who is not absent due to a qualifying exception must be physically present at the meeting to participate.

D. Procedures to Accommodate Board Member Remote Participation

The Board institutes the following procedures to ensure that a Board member who is not physically present at an in-person Board meeting may be counted toward a quorum, deliberate, and vote at a Board meeting.

1. The Board and the remote Board member will ensure there is Two-Way Communication during the meeting;
2. The remote Board member must provide notice to the Board President at least 24 hours before the meeting; and

3. The Superintendent or designee will ensure that public notice of the remote Board member's physical absence and information on how to contact the remote Board member is provided sufficiently in advance of the Board meeting so that a member of the public may provide input on or ask questions about any business that will come before the Board at the meeting.

E. Procedures to Ensure Public Participation at Electronic Meetings

If the Board convenes a wholly electronic meeting or any Board member participates remotely, the public will also be provided the opportunity to attend the public meeting remotely.

The Board will not require the public to register or otherwise provide their names or other information as a condition of attending a Board meeting, whether in-person or remotely. The Board may require the public to submit information, consistent with public participation rules, to participate in the public comment portion of a meeting.

F. Electronic Board Meeting Notice Requirements

The Superintendent or designee will post notice of an electronic Board meeting at least 18 hours before the meeting. If the Board will be convening in a physical location with one or more Board members attending remotely pursuant to Section C, the notice must include both the physical and virtual locations of the meeting.

If the District has an internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the notice must be included on a portion of the District's website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic meetings that is accessible through a prominent and conspicuous link on the District website's homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic meetings.

The notice must clearly explain:

1. Why the Board is holding an electronic meeting;
2. How the public may participate remotely. If a telephone number, internet address, virtual meeting address, or other information is needed to participate, that information must be specifically provided;
3. How the public may contact Board members to provide input on or ask questions about business that will come before the Board at the meeting;
4. Which Board members will be participating remotely and information about how the public may contact those Board members in advance of the meeting to provide input on or ask questions about any business that will come before the Board at the meeting; and

5. How persons with disabilities may participate in the meeting.

G. Electronic Board Meeting Agenda Requirements

The Superintendent or designee must post the electronic meeting's agenda to the District's website, if an agenda exists. The agenda must be posted at least two hours before the electronic meeting begins. The Board may amend the agenda at the meeting.

Legal authority: MCL 15.263, 15.263a.

Date adopted: August 15, 2022

Date revised:

Series 3000: Operation, Finance, and Property

3100 General Operations

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 its** 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.

A. 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" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).**
 - i. **"Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent."**
 - A) **Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.**
 - B) **Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.**
 - C) **Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.**
 - D) **Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.**

E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

~~d. 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 4092(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 has a conflict of interest or bias.**
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 **any 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.

B. 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.

C. 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

D. 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 **possible** 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.

E. 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.

F. 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.

G. 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.

H. 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.

I. 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.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith **in during** 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.

K. 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.

L. 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.

M. 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.

N. 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.

O. Office for Civil Rights

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

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

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

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

Date adopted: August 15, 2022

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3301A Purchasing and Procurement with Federal Funds

This Policy applies to purchases of property and services with federal funds **and that are** subject to the Uniform Grant Guidance. All terms in this Policy have the same **respective** meanings as defined **by in** federal regulation (2 CFR 200.1-99).

A. State Law Requirements Still Apply

Bidding requirements under Policy 3301 and Policy 3306, as applicable, remain enforceable in addition to any requirements in this Policy.

B. Procurement Methods

When bidding is required, the District must use 1 of the following procurement methods that includes information sufficient to inform all potential bidders about the District's technical, service, and bid procedure requirements:

1. Purchases up to \$10,000 (micro-purchases)

- a. To the extent District administration determines that the cost of the purchase is reasonable, micro-purchases may be made or awarded without bidding in accordance with this Policy. For purposes of this subsection, "reasonable" means the purchase is comparable to market prices for the geographic area.
- b. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.

2. Purchases between \$10,000 and \$250,000 (small purchase procedures)

The District will use a bidding procedure in Policy 3301 subsection C.1., except that the District may use the bidding procedure in subsection B.1.a, above, for purchases up to the then-current state bid threshold published annually by MDE if the District satisfies the annual certification requirements of 2 CFR 200.320(a)(1)(iv).

3. Purchases over \$250,000

- a. The District must either receive sealed bids through formal advertising or prepare a comprehensive request for proposals and submit it to at least 5 sources.
- b. With either method, the District will perform a price analysis, making an independent estimate of costs before receiving bids.

- C. The District will take affirmative steps to assure that minority-owned businesses, women's business enterprises, and labor surplus area firms are included in bidding opportunities.
- D. A person may protest the veracity, conformity, or eligibility of a bid. The District will handle bid protests as follows:
 - 1. Within 48 hours of the time bid results are available, the protesting person will submit a written protest to the Superintendent describing in detail the nature of the protest;
 - 2. The Superintendent or designee will review the written protest, and the Superintendent may bring it to the Board's attention in the Superintendent's discretion; and
 - 3. A person's failure to file a protest as described above is an irrevocable waiver of the bid protest.

Nothing in this Policy reduces or eliminates the District's rights or protections afforded under the law.

- E. The District will retain all bids and formal bid solicitation documents for a period of 6 years after the bid opening date, or longer if required by law.

Legal authority: 2 CFR 200.1 et seq.

Date adopted: August 15, 2022

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3303 Gifts and Donations

The Board recognizes and appreciates the generosity and support it receives in the form of gifts, donations, and voluntary contributions (“Donations”) from individuals, companies, parent/guardian support groups, the community, and other donors.

The District requests that substantial Donations be accompanied by Form 3303-F Gifts and Donations. All Donations made for a particular purpose must be accompanied by Form 3303-F.

A. Accepting Donations

1. Donations must be lawful and support an educational purpose.
2. Donations accepted by the District will become public funds or public property unless an exception is provided under applicable law.
3. The Board authorizes the Superintendent or designee to accept Donations of personal property **on behalf of the Board** with an estimated fair market value of \$5,000 or less. The Board retains authority, in its discretion, to accept Donations of personal property exceeding \$5,000.
4. The Board must approve all Donations of real property, regardless of value.
5. Donations accepted by the District will be used for any specific purpose identified by the donor provided the purpose is lawful and consistent with the District’s interests and objectives. A donor may identify the specific purpose of the Donation and any other lawful conditions using the District 3303-F.
6. Except as required by law, the District does not have an obligation to replace a Donation that is lost, destroyed, or becomes obsolete.

B. Scholarships are governed by Policy 3207.

C. A donor is solely responsible for any tax consequences related to a Donation.

Legal authority: MCL 123.905; MCL 400.271, et seq.

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Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3308 *Distribution of Printed Material and Advertising in School*

District facilities may be used to advertise or distribute printed information for commercial or promotional purposes (“Advertisement”) in accordance with this Policy. An approved Advertisement does not reflect the District’s approval or endorsement of any product, organization, service, or issue referenced in the Advertisement. An Advertisement does not include public recognition or commemoration of District or student organization donors and sponsors.

A. General Restrictions on Advertisements

1. No Advertisement may:

- violate law or Policy or urge a violation of law or Policy;
- lie or mislead;
- advocate the use, or advertise the availability, of tobacco (including e-cigarettes), alcohol, cannabis/~~marijuana~~ **marihuana**, illegal drugs, or related paraphernalia;
- contain a statement or image that describes or displays profanity, pornography, sexual activity, nudity, violence, serious injuries, or corpses;
- incite violence or advocate the unlawful use of force;
- invade a person’s privacy;
- violate a trademark, copyright, patent, or other intellectual property right;
- include material inappropriate for the maturity level of the students exposed to the Advertisement; or
- create a likelihood of a material and substantial disruption.

2. The District may regulate Advertisement content within legally permitted parameters.

3. The District may determine the size, location, and times of display of all Advertisements.

B. Student Group Advertisements

1. A student group is 1 or more students participating in District-sponsored curricular or extracurricular activities supervised by District personnel, such as an athletic team, student council, academic team, or student club.

2. A student group may use District facilities for that group's Advertisements with the prior approval of the applicable building principal or designee.
3. A non-student group Advertisement that appears within materials produced or distributed by a student group (e.g., yearbooks, student newspapers, and athletics or student club publications) is considered a non-student group Advertisement.

C. Non-Student Group Advertisements

1. A non-student group Advertisement is any Advertisement that is not considered a student group Advertisement or District speech.
2. A non-student group Advertisement must:
 - include a statement explaining that the group is not affiliated with, or endorsed by, the District;
 - receive prior approval from the Board or Superintendent or designee; and
 - be subject to a written contract with the District describing each party's obligations and rights.
3. Reserved
4. A non-student group Advertisement, if approved, does not create a forum for speech or expression.

D. School Bus Advertisements

1. An Advertisement may not appear on the exterior of a school bus.
2. The District may allow an Advertisement in a school bus interior to the extent consistent with MDE's "Advertising Inside School Buses" guidelines: https://www.michigan.gov/documents/mde/Advertising_Inside_School_Buses_325476_7.pdf. A school bus Advertisement is otherwise subject to the same restrictions and approval procedures as other Advertisements.

E. District Speech

An Advertisement does not include material used to promote, inform, or collect funds for a product or service the District uses or authorizes in the performance of its educational operations, regardless of whether the product or service is provided by a non-student group. That material is considered the District's speech. Examples include, but are not limited to, material distributed by District vendors whose products or services the District uses or encourages students or staff to use.

Legal authority: MCL 257.1833

Date adopted: August 15, 2022

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Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3405 Bloodborne Pathogens

Bloodborne pathogens and other infectious body fluids can be transmitted through contact with skin, eyes, mouth, and mucous membranes, including by needle sticks, cuts, punctures, and bites. The District will observe universal precautions to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious materials.

If one or more District employees are subject to occupational exposure, the Superintendent or designee will develop and annually update an exposure control plan that will be accessible to employees.

The District will provide **personal protective equipment, the hepatitis B vaccine and vaccine series, vaccines,** training, and post-exposure evaluations, **as required by law,** at no charge to employees whose duties are reasonably anticipated to result in occupational exposure to blood or other infectious materials.

“Bloodborne pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. Those pathogens include hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

“Universal precautions” means a method of infection control that treats all human blood and other potentially infectious material as capable of transmitting HIV, HBV, and other bloodborne pathogens.

Legal authority: 29 CFR 1910.1030; Mich Admin Code R 325.70004

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Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3407 Asbestos Management

The District will maintain an asbestos management plan for each school building and otherwise comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and related regulations.

- A. Each asbestos management plan will address building inspections, re-inspections, preventative measures, periodic surveillance, response actions, operations and maintenance, notices, and other information required by law.
- B. Each school building will maintain in its administrative offices a complete, updated copy of the asbestos management plan for that school building. The District's administrative offices will maintain complete, updated copies of asbestos management plans for all school buildings. The District will make asbestos management plans available for inspection without cost but may charge a reasonable amount to make copies.
- C. The District will provide training and information, maintain records, and perform asbestos-related obligations with accredited persons as required by law.
- D. The Board designates the Director of Facilities to oversee the District's compliance with the asbestos management plan and AHERA.

Legal authority: 15 USC 2641 et seq.; 29 CFR 1910.1001 ~~1001(k)(9)(ii)~~, ~~1910.1101(j)(7)(ii)~~; 40 CFR 763 Subpart E; MCL 388.861 et seq.

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Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3408 Firearms and Weapons

The District is a weapon-free school zone. Except as otherwise permitted by Policy or required by applicable law, a person may not possess a weapon on District property. See also Policy 5206. Each person on District property must also comply with the federal Gun Free Schools Zones Act.

A. As used in this Policy:

1. In conjunction with subsection B.7: An “antique firearm” means that term as defined by MCL 750.237a.
2. A “firearm” means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
3. “Pistol” means that term as defined by MCL 28.421.
4. “District property” means:
 - a. a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses; and
 - b. a vehicle used by the District to transport students to or from a place described in subsection A.4.a above.
5. A “weapon” means a firearm, pneumatic gun, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or any other object used, intended, or represented to inflict serious bodily injury or property damage.

B. Permitted Uses

The following persons may possess a weapon on District property:

1. A peace officer as defined by law;
2. A student’s parent or guardian licensed to carry a concealed pistol may carry a concealed pistol (but no other weapons) while in a vehicle if the parent or guardian is dropping the student off at, or picking the student up from, the student’s school;
3. A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within any lawful parameters established by the Board;

4. An employee or contracted person if the possession of that weapon is to provide security services for the District;
5. A person licensed to carry a concealed weapon;
6. A person who possesses a weapon provided by the District or the District's instructor for purposes of providing or receiving instruction in the use of that weapon; and
7. A non-student at least 18 years old who possesses an unloaded firearm (but no other weapons) in a wrapper or container in a vehicle's trunk while transporting a student to or from the school if any of the following apply:
 - a. The person is carrying an antique firearm while en route to or from a hunting or target shooting area or function involving the exhibition, demonstration, or sale of antique firearms;
 - b. The person is carrying a firearm while in possession of a valid Michigan hunting license or proof of valid membership in an organization having shooting range facilities and while en route to or from a hunting or target shooting area;
 - c. The person is carrying a firearm from the place of purchase to his or her home or place of business or to a place of repair or back to his or her home or place of business, or in moving goods from one abode or business to another abode or business; or
 - d. If the vehicle does not have a trunk, the person is carrying a firearm in the passenger compartment and the person is otherwise complying with the requirements of subsection b or c and the wrapper or container is not readily accessible to the vehicle's occupants.

C. Violations

1. Students and District personnel with knowledge that a person is in violation of this Policy should immediately report the violation to the building principal or designee.
2. Violation of this Policy will result in discipline of students, employees, and contractors, up to and including expulsion or termination, removal from District property, and referral to law enforcement.

Legal authority: 18 USC 921; 18 USC 922(q); MCL 28.425f, 28.425o; MCL 750.237a

Date adopted: August 15, 2022

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 *Non-Discrimination*

A. Equal Employment Opportunity

The District is committed to equal employment opportunity and compliance with federal, state, and local laws that prohibit workplace discrimination, unlawful harassment, and unlawful retaliation based on any protected class or activity. This Policy applies to all aspects of employment, including recruiting, advertising, hiring, training, job placement, evaluation, classification, promotion, transfer, work assignment, compensation, benefits, discipline, demotion, termination, reduction in force, recall, and any other term or condition of employment.

This Policy prohibits discrimination against employees or applicants for employment based on the following protected classes: race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. This Policy also prohibits unlawful retaliation based on a protected activity.

The District prohibits unlawful employment discrimination as required by applicable civil rights statutes, including:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, or national origin;
- Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex (including gender identity, and sexual orientation), or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including gender identity and sexual orientation);
- Age Discrimination in Employment Act of 1967 (ADEA), which prohibits discrimination based on age as to persons who are at least 40 years old;
- Equal Pay Act of 1963, which prohibits sex discrimination in payment of wages for persons performing substantially equal work in the same establishment;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits discrimination based on disability;
- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in employment, public service, public accommodations, and telecommunications;

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- **Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship.**
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex, **(including pregnancy, and—sexual orientation, gender identity or expression)**, religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information;
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex; and
- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization.
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state, local, or federal law and employees who participate in hearings, investigations, or court actions.

B. Reporting Requirements

Any employee who believes he/she has been subjected to behavior that violates this Policy must file a complaint using the Employment Complaint Procedure in

Policy 4104. If Title IX sexual harassment is alleged, the procedures set forth in Policy 3118 should be followed.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s).

Board members, administrators, and supervisors must promptly report incidents of unlawful discrimination and retaliation. This duty to report applies to unlawful discrimination and retaliation that the Board member, administrator, or supervisor observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s).

A failure to comply with reporting requirements may result in discipline, including discharge.

C. Employment Discrimination Compliance Training

The District will train administrators, supervisors, and the Employment Compliance Officer(s) on how to address and investigate discrimination and retaliation complaints.

The District may also provide discrimination and retaliation training to Board members and employees.

Training may be provided by an outside entity or person approved by the District.

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38 USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; **H.R. 2617-1626, 117th Cong. 103(1) (signed into law December 29, 2022)**; MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556

Date adopted: August 15, 2022

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4102 *Anti-Harassment, Including Sexual Harassment*

A. Policy Statement

Employees will have the opportunity to work in an atmosphere free from unlawful harassment, including sex-based harassment, as defined by state, federal, and local laws. The District prohibits quid pro quo and hostile work environment harassment.

The District will promptly and thoroughly investigate complaints pursuant to Policy 4104 alleging unlawful harassment and take appropriate action, including discipline, against any person found to have violated this Policy. Investigation determinations will be based on a preponderance of the evidence.

Unlawful harassment is strictly prohibited. This Policy applies to employee conduct perpetrated against other employees, parents/guardians, officers, Board members, agents, contractors, volunteers, and members of the public. Although Title VII sexual harassment falls within this Policy, Title IX sexual harassment does not. For the District's Policy on Title IX sexual harassment, see Policy 3118. Allegations that an employee engaged in unlawful discrimination, harassment, or retaliation against a student will be investigated under Policy 5202.

This Policy applies to unlawful conduct related to work in any way, regardless of location.

B. Unlawful Employment Harassment Definition

Except with regard to Title IX sexual harassment, the following definitions apply:

1. "Quid pro quo" harassment occurs when a supervisor requires sex, sexual favors, or sexual contact from an employee or job candidate as a condition of employment and where:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment; or
 - b. submission to or rejection of that conduct or communication is used as a factor in a decision affecting a person's employment.
2. "Hostile work environment" harassment is unwelcome verbal, visual/written, or physical conduct towards an employee because of the employee's race, color, national origin, ethnicity, religion, sex (including pregnancy), height, weight, marital status, gender identity **or expression**, age, sexual orientation, disability, genetic information, veteran status, military service, or any other protected class and that has:

- a. the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- b. the purpose or effect of unreasonably interfering with an employee's work;
or
- c. an adverse impact on a person's employment opportunities.

Hostile work environment harassment is unlawful where it is based on an employee's protected class and the offensive conduct becomes a condition of continued employment or the conduct is sufficiently severe or pervasive to create a work environment that a reasonable person under the totality of circumstances would consider intimidating, hostile, or offensive.

3. Examples of conduct that may constitute unlawful sexual harassment include:
 - a. Verbal: Unwelcome comments, including: the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or professional achievement; threatening another person's academic or professional reputation if that person does not submit to sexual requests or advances; or any other similar behavior.
 - b. Visual/Written: Subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.
 - c. Physical: Unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

C. Unlawful Retaliation

Unlawful retaliation against a complainant, witness, or other investigation participant is prohibited. Any person who unlawfully retaliates is subject to discipline, including discharge. A person who knowingly files a materially false complaint or makes a materially false statement is subject to discipline, including discharge.

D. Reporting Requirements

Board members, administrators, and supervisors must promptly report incidents of unlawful harassment and retaliation. This duty to report applies to unlawful

harassment and retaliation that the Board member, administrator, or supervisor observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s).

A failure to comply with reporting requirements may result in discipline, including discharge.

Legal authority: 20 USC 1681 et seq.; 29 USC 621 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.8, 106.9; MCL 37.1101 et seq., 37.2101 et seq.; MCL 380.1300a

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4103 Whistleblowers' Protection

An employee shall report, on his/her own behalf or on behalf of another employee, a violation or a suspected violation of a federal, state, or local law, regulation, or rule to the employee's supervisor or the Employment Compliance Officer(s). Reports must be made in good faith. An employee who makes or is about to make a report in good faith and in compliance with this Policy will not be discharged, subject to adverse employment action, or subject to other discrimination or retaliation **because the employee was about to make or made a report.**

If the employee's supervisor is the subject of the violation or suspected violation, the employee must report to the Employment Compliance Officer(s) or the Superintendent. If the Employment Compliance Officer(s) or the Superintendent is the subject of the violation or suspected violation, the employee must report to the President. If the President is the subject of the violation or suspected violation, the employee must report to the Vice President.

A report must be promptly submitted in writing pursuant to Policy 4101. The investigation of the alleged violation will be performed by an impartial investigator. The investigation may be referred to a third party investigator.

Legal authority: MCL 15.361 et seq.

Date adopted: August 15, 2022

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105 *Workplace Accommodations for Employees and Applicants **with Disabilities Under State and Federal Law***

The District complies with the ADA, Section 504, the MPDCRA, **PWFA** and other federal, state, and local laws that prohibit discrimination in employment against qualified persons with disabilities **or with limitations related to pregnancy, childbirth, or related medical conditions**. The District does not unlawfully discriminate against otherwise qualified employees or applicants for employment with a physical or mental impairment that substantially limits one or more major life activities, those regarded as having a disability, or those with a record of a disability, **or employees with limitations related to pregnancy, childbirth, or related medical conditions**.

An applicant or employee with a disability, **or an employee with limitations related to pregnancy, childbirth, or related medical conditions**, like all other applicants and employees, must meet the District's requirements for the job, including education, training, employment experience, skills, or licenses/certifications. An applicant or employee with a disability, **or an employee with limitations related to pregnancy, childbirth, or related medical conditions**, must be able to perform the job's essential functions with or without reasonable accommodation(s). After an applicant has been given a conditional job offer, the District may ask disability-related questions about the applicant's ability to perform the essential functions of the position with or without reasonable accommodation.

An employee who requires a reasonable accommodation to perform essential job functions must promptly inform the employee's supervisor or the Superintendent or designee. An applicant who requires a reasonable accommodation to perform essential job functions must promptly inform the Superintendent or designee after receiving a conditional offer of employment. A reasonable accommodation is defined as a change in the work environment or in the methods of performing work to enable an otherwise qualified applicant or employee to perform the essential job functions of a position and to enjoy equal employment opportunities.

Upon receipt of an accommodation request, the District will begin the interactive process with the employee or applicant to consider reasonable accommodation options consistent with the ADA, Section 504, and the MPDCRA.

Reasonable accommodation requests that do not pose a direct threat to health or safety or cause undue hardship, as defined by law, will be considered for qualified applicants or employees with a physical or mental impairment that substantially limits one or more major life activities, **or for employees with limitations related to pregnancy, childbirth, or related medical conditions**.

After considering the relevant medical information, essential job functions, and the applicant's or employee's requested accommodations, the District will, as appropriate, implement reasonable accommodations that do not pose a direct threat to health or safety

or cause an undue hardship. The District is not obligated to adopt the applicant's or employee's specific accommodation request.

The District may engage or re-engage in the interactive process, as necessary.

The District may require a medical statement supporting the requested accommodation. The District may also require an employee to undergo an independent medical examination, limited to the accommodation request, at the District's expense. Medical information will be kept confidential.

Reasonable accommodation of a disability with a limited duration may be provided.

An applicant or employee who believes he/she has been discriminated against under this Policy must promptly file a complaint using the Employment Complaint Procedure in Policy 4104.

A qualified applicant or employee with a disability who needs a reasonable accommodation to attend or participate in a public Board meeting may request an accommodation under Policy 2501.

Legal authority: 29 USC 701 et seq.; 42 USC 12101 et seq.; 29 CFR 1630; 34 CFR 104; [H.R. 2617-1626, 117th Cong. 103\(1\) \(signed int law December 29, 2022\)](#)
MCL 37.1101 et seq., 37.2101 et seq.

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Series 4000: District Employment

4200 Employee Conduct and Ethics

4216 *Personal Communication Devices*

“Personal communication devices” include employee-owned cell phones, computers, tablets, or any other device that enables an employee to access the internet or engage in communications through an application, social media, or any other communication method. Employee use of personal communication devices during the work day, including school-sponsored activities, and to conduct school-related business, is limited as follows:

- A. except in emergencies, an employee’s use of personal communication devices shall not interfere with instructional activities or work-related duties. Employees taking an authorized break may use personal communication devices in a manner that does not disrupt the District’s operations or violate the confidentiality of students or others;
- B. employees shall not use personal communication devices to access inappropriate content or engage in unlawful activities while on duty, on District property, or attending a District-related event;
- C. employees must not use personal communication devices to inappropriately communicate with other employees, students, and parents/guardians;
- D. employees must ensure that the District’s records and files, including confidential student information, are only maintained on District-provided technology and that confidentiality is maintained. District records and files must not be stored on a personal communication device;
- E. employees recognize that when a personal communication device accesses the District’s network, the employee’s use may become subject to the District’s Acceptable Use Policy;
- F. employees may not use their personal communication devices to record communications or images during the work or school day or at a school-sponsored event other than a public performance or sporting event, unless the employee has received permission from the Superintendent or designee. Dissemination of any recording is prohibited unless the Superintendent or designee approves that action in writing; or
- G. unauthorized recording of communications or images of students, parents, co-workers, or non-public meetings is prohibited, **unless there is an approved educational purpose to do so**, and may result in discipline, including discharge.

Legal authority: MCL 380.11a(3), 380.601a

Date adopted: August 15, 2022

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4220 Use or Disposal of District Property

Employees are prohibited from using District property for personal use unless the Superintendent or designee approves the use in advance. Employee use of District property will be consistent with Policies 3304 and 4214.

After use, District property must be immediately returned to the appropriate location or department. The property must be returned in the same condition it was in at the time of acquisition. The employee is responsible for the cost of repair or replacement if the employee negligently **or intentionally** damages the District's property.

Employees may not dispose of District property without the supervisor's written approval. Employees may not take possession of discarded District property without written approval from the Superintendent or designee.

State law regulates the disposal, removal, or refusal to return District books, papers, or records. Retention and disposal of District books, papers, or records must conform with the State of Michigan's Records Retention and Disposal Schedule for Michigan Public Schools.

An employee who violates this Policy may be subject to discipline, including discharge, and civil and criminal prosecution.

Legal authority: MCL 380.11a(3), 380.601a; MCL 399.811; MCL 750.491

Date adopted: August 15, 2022

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4227 False Medicaid Claims

Under federal law, when the District receives annual amount of at least \$5,000,000.00~~0~~ in Medicaid payments, the District is required to inform all employees and contractors about ~~the~~ legal requirements and remedies in order to comply with and prevent fraud and abuse in the Medicaid Program.

A. The Federal False Claims Act (FCA). Medicaid prohibits individuals and organizations from submitting false or fraudulent claims to the government for payment or reimbursement. Any claim submitted by employees or contractors for Medicaid reimbursement must be accurate, correct, and complete.

1. An employee or contractor shall not knowingly submit a false claim. The term “knowingly” does not require the claimant to have actual knowledge that the claim is false. An employee violates this Policy by acting with reckless disregard or in deliberate ignorance. A violation of this Policy includes, but is not limited to:
 - a. knowingly presenting, or causing to be presented, a false or fraudulent claim for payment or approval;
 - b. knowingly making, using, or causing to be made or used, a false record or statement material to a false or fraudulent claim;
 - c. conspiring to commit a violation under the FCA;
 - d. having possession, custody, or control of property or money used, or to be used, by the government and knowingly delivering, or causing to be delivered, less than all of that money or property;
 - e. authorizing to make or deliver a document certifying receipt of property used, or to be used, by the government and, intending to defraud the government, making or delivering the receipt without completely knowing that the information on the receipt is true;
 - f. knowingly buying, or receiving as a pledge of an obligation or debt, public property from an officer or employee of the government, or a member of the Armed Forces, who lawfully may not sell or pledge property; or
 - g. knowingly making, using, or causing to be made or used, a false record or statement material to an obligation to pay or transmit money or property to the government, or knowingly concealing or knowingly and improperly avoiding or decreasing an obligation to pay or transmit money or property to the government.

2. Penalties

- a. The FCA and Program Fraud Civil Remedies Act (“PFCRA”) provides civil and criminal remedies to individuals who violate federal law.
 - b. The District reserves the right to discipline, up to and including discharge, employees who violate this Policy.
 - c. The District reserves the right to terminate the contract with a third party contractor found to be in violation of this Policy.
- B. Michigan Medicaid False Claim Act (“MMFCA”) prohibits fraud in the obtaining of benefits or payments in connection with the medical assistance program.
- 1. An employee or contractor shall not knowingly:
 - a. make or cause to be made a false representation of a material fact in the application for, or the determination of, Medicaid benefits;
 - b. fail to report any event affecting the initial or continued right to receive a Medicaid benefit or fails to report an event affecting the initial or continued right of any other person on whose behalf the individual has applied for Medicaid benefits;
 - c. solicit, offer, or receive a bribe or kickback in connection with the furnishing of goods or services for which payment is made to a Medicaid provider;
 - d. make or receive a payment or the rebate of a fee for referring an individual to another for Medicaid services;
 - e. enter into a conspiracy or agreement to defraud the state by obtaining a Medicaid payment for a false claim;
 - f. make or cause to be made a false claim under the Social Welfare Act, Act 280 of Public Acts of 1939, as amended, to an employee or officer of the state; or
 - g. make or cause to be made a claim under the Social Welfare Act, which claim represents that goods or services are medically necessary in accordance with professionally-accepted medical standards when the goods or services are not medically necessary.
 - 2. Penalties
 - a. The MMFCA provides civil and criminal remedies to individuals who violate federal law.
 - b. The District reserves the right to discipline, up to and including discharge, employees who violate this Policy.
 - c. The District reserves the right to terminate the contract with a third party contractor found to be in violation of this Policy.

Legal authority: 31 U.S.C. 3729-3733, 31 U.S.C. 3801, MCL 400.601 et seq

Date adopted: August 15, 2022

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4228 *No Expectation of Privacy* **(New Policy)**

Employees have no expectation of privacy in connection with their use of District property and equipment. The District reserves the right to search District property, equipment, and technology issued or provided for the employee's use during the employee's District employment, including but not limited to the employee's office, desk, files, computer, or locker. Inspections may be conducted at any time at the District's discretion. A search of an employee's personal effects will comply with federal and state constitutional protections, laws, and regulations.

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4404 Performance Based Compensation for Teachers

The Superintendent or designee will implement a performance based compensation system for teachers pursuant to Revised School Code Section 1250 and State School Aid Act Section 164h. The system must include job performance and accomplishments as a significant factor and be based, at least in part, on student growth data as measured by assessments and other objective criteria for effective and highly effective professionals.

All collective bargaining agreements **addressing teachers** must include a method of compensation that complies with this Policy.

The Superintendent or designee may implement a performance based compensation system for Non-Teaching Professionals.

Legal authority: MCL **380.1249**, 380.1250; MCL 388.1764h; MCL 423.215(3)(o)

Date adopted: August 15, 2022

Date revised:

Series 4000: District Employment

4500 Administrators/Supervisors

4504 Performance Based Compensation

The Superintendent or designee will implement a performance based compensation system for building level and central office Administrators regularly involved in instructional matters pursuant to Revised School Code Section 1250 and State School Aid Act Section 164h. The system must include job performance and accomplishments as a significant factor in determining compensation and additional compensation and be based, at least in part, on student growth data as measured by assessments and other objective criteria for effective and highly effective professionals.

The Superintendent may recommend merit pay to the Board for non-instructional Administrators, Supervisors, and Directors.

Collective bargaining agreements and individual employment contracts covering administrative personnel regularly involved in instructional matters must include a method of compensation that complies with this Policy.

Legal authority: MCL 380.1249, 380.1249b, 380.1250; MCL 388.1764h

Date adopted: August 15, 2022

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Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5202 Unlawful Discrimination, Harassment, and Retaliation Against Students

The District prohibits unlawful discrimination. For purposes of this Policy, “unlawful discrimination” includes unlawful harassment and retaliation, unless specifically stated otherwise. 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.

This Policy applies to student-to-student conduct and staff-to-student conduct. See Policy 4102 for District personnel harassment.

Complaints alleging Title IX sexual harassment (staff-to-staff, staff-to-student, student-to-student, or student-to-staff) are governed by Policy 3118.

This Policy applies to all conduct occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or conduct with a direct nexus to school.

The District will comply with all applicable state and federal laws related to unlawful discrimination.

A. Student Handbooks

The Superintendent or designee will include in student handbooks a statement explaining the District’s policy against unlawful discrimination, including unlawful harassment and retaliation. This statement must include an explanation of types of unlawful discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

B. Types of Unlawful Harassment

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.

Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student’s actual

or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

Disability harassment is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-based harassment is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

C. Reporting Requirements

District personnel must immediately report incidents of alleged unlawful discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of unlawful discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

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

D. How to Report Unlawful Discrimination

If you or someone you know has been the victim of unlawful sex-based discrimination, you may file a report with any District employee or with the Title IX Coordinator:

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

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

Formal Complaints of Title IX Sexual Harassment must be filed with the Title IX Coordinator. For information on the District's Title IX Sexual Harassment Grievance Process, see Policy 3118.

If you or someone you know has been the victim of disability-based discrimination, you may file a complaint with:

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

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

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

A report of unlawful discrimination may be made verbally or in writing.

The coordinators identified above will document all unlawful discrimination reports, as well as any incidents they personally observe. The District will retain this documentation in accordance with applicable record retention requirements.

E. Complaint Process

Any person who has been the victim of unlawful discrimination or any person who has witnessed an incident of unlawful discrimination may make a complaint at any

time. District personnel who receive a complaint of unlawful discrimination must immediately document the reported incident and notify the appropriate coordinator identified above by the end of the next school day.

F. Investigation Timelines

The District will initiate an investigation within 5 school days after receiving a complaint of unlawful discrimination. In most cases, an investigation will be completed within 20 school days.

The District will attempt to comply with all law enforcement requests for cooperation. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend its investigation. The District will promptly resume its investigation as soon as it is notified by the law enforcement agency that the law enforcement agency has completed its evidence gathering process. This delay should not exceed 10 school days. If the District's investigation is suspended, interim steps will be taken to provide for the safety of the alleged victim or victims and the school community and to avoid potential retaliation. Those steps may include suspending the alleged perpetrator from work or school until the investigation is complete. If the law enforcement agency does not notify the District within 10 school days that the investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

Within 5 school days after completing the investigation, the District will separately notify, in writing, the alleged victim and the alleged perpetrator of the investigation's outcome. Any disciplinary action against the alleged perpetrator will be implemented in accordance with the due process standards contained within Policy 5206.

An alleged victim of unlawful discrimination may present new evidence at any time.

An alleged perpetrator's status as a student with a disability will not affect the District's obligation to protect the alleged victim during and after an investigation.

G. Investigation Procedures

The District will use the following procedures when initiating and conducting investigations of unlawful discrimination:

1. Any written or verbal report of unlawful discrimination or harassment, including anonymous written or verbal reports, will be promptly addressed and investigated.
2. The District will assure the alleged victim that:
 - a. the complaint will be fully investigated;
 - b. the alleged victim's identity will be kept confidential during the investigation, to the extent possible;

- c. the alleged victim will not be retaliated against by the District; and
 - d. the District will enforce its non-retaliation policy.
3. The District will take preventative measures to ensure that others, including the alleged perpetrator, do not retaliate against the alleged victim during or after the investigation.
 4. The District will notify the alleged victim that the victim will not be required to confront the alleged perpetrator during the investigation, that steps will be taken to immediately ensure that the alleged conduct does not continue, and that retaliation is prohibited.
 5. The District will interview any witnesses identified by the alleged victim and the alleged perpetrator. All witnesses will be assured that their identities will be kept confidential during the investigation, to the extent both possible and practical, and that retaliation is prohibited.
 6. The District will implement individualized interim measures during the investigation to ensure that any unlawful conduct does not continue. Interim measures may include, but are not limited to, temporary schedule changes, no-contact directives, short-term suspensions, changes to class schedules or lockers, and student escorts.
 7. The District will take action to end unlawful discrimination, including monitoring that the conduct does not reoccur and modifying responses if the unlawful discrimination does reoccur.
 8. If the alleged victim is a minor student, the District will notify the student's parent/guardian of the complaint. The parent/guardian will be informed of the investigation's status, as appropriate.
 9. Unless otherwise required by law, if an alleged victim has been discriminated against or harassed based on sexual orientation, gender identity, or non-compliance with gender stereotypes, the District will first consult with the student to determine an appropriate method of notifying the student's parent/guardian of the complaint.
 10. All documentation, including witness statements, must be kept with the complaint and reports.
 11. The District will use the preponderance of the evidence standard as the appropriate standard to substantiate allegations of unlawful discrimination.
 12. If the District determines that a school official's impartiality has been compromised during the investigation process, that school official will be removed from the investigation and have no further involvement.
 13. If an alleged victim requests complete confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and

respond to the complaint consistent with the alleged victim's request. If an alleged victim insists that the victim's name or other identifying information not be disclosed to the alleged perpetrator, the appropriate coordinator or designee will notify the alleged victim that the District's ability to investigate and respond to the complaint may be limited.

H. Remedies

The District will take appropriate and effective measures to promptly remedy effects of unlawful discrimination. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. providing an escort to ensure that the victim can safely attend classes and school activities;
2. providing the victim with school-based counseling services;
3. providing the victim with academic support services, such as tutoring;
4. rearranging course schedules, to the extent practicable, to minimize contact between the victim and perpetrator;
5. moving the victim's or the perpetrator's locker;
6. issuing a "no contact" directive to the perpetrator; or
7. imposing discipline, up to and including suspension or expulsion, consistent with Policy 5206 and the student code of conduct.

Whenever possible, the District will strive to ensure that the victim's academic and other school-related schedules remain intact.

These remedies may also be available to any other student who is or was affected by unlawful discrimination.

The applicable coordinator should also 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 them of their obligations under this Policy and applicable handbooks.

If the alleged victim is a student with a disability, the Superintendent or designee 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 alleged victim continues to receive a free appropriate public education.

I. Investigation Report

After the investigation concludes, the appropriate coordinator or designee will create an investigation report. The report must include the following information:

1. the alleged victim's name, a description, or identifying information;
2. the alleged victim's relevant protected class(es);
3. the name, a description, or identifying information about the person making the report, if not the alleged victim;
4. the protected class(es) of the person making the report, if not the alleged victim;
5. the nature of the allegation, a description of the alleged incident(s), and the date and time (if known) of the alleged incident(s);
6. the name(s) and protected classes of all persons alleged to have committed the unlawful discrimination, if known, or a description/identifying information available if the name is not known;
7. the name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident;
8. any written statement of the person making the report, the alleged victim (if different than the reporter), the alleged perpetrator(s), and any known witnesses;
9. the applicable standard of evidence, conclusion, and recommendations; and
10. the response by District personnel, including the date any incident was reported to law enforcement.

J. Filing a False Report

Any person who knowingly or maliciously files a false report of unlawful discrimination will be subject to discipline, up to and including expulsion.

K. Retaliation

Retaliation against a person who reports unlawful discrimination is prohibited. Any person who retaliates against a person who reports suspected unlawful discrimination will be disciplined in accordance with Policy 5206. This prohibition against retaliation also applies to retaliation against people who participate in or cooperate with an investigation related to a complaint.

L. Office for Civil Rights

Any person who believes that he or she was the victim of unlawful discrimination 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

This complaint may be filed before, during, or after filing a complaint with the District. A person may forego filing a complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to unlawful discrimination also file a 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. An investigation by OCR will occur separately from any District investigation.

M. Appeal Process

An alleged victim or alleged perpetrator may appeal the written investigation findings and conclusions to the Superintendent within 5 business days of receipt. Upon receipt of an appeal, the Superintendent or designee will review the investigation report, may contact additional witnesses, may consider all additional evidence, and may re-interview any witnesses. The Superintendent will then notify the parties in writing of the decision. The Superintendent or designee is not required to give deference to the investigation report and may consider any new, previously unavailable evidence in evaluating the appeal.

N. Training

The District will provide to District personnel training on responding to and investigating unlawful discrimination. This training is mandatory for all District personnel responsible for implementing and enforcing anti-discrimination and anti-harassment laws and related policies and procedures. The Superintendent or designee will ensure that District personnel are notified of mandatory training sessions.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.8, 106.9; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 15, 2022

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5206B Student Discipline - Students with Disabilities

The District will follow all applicable state and federal laws related to disciplining students with disabilities. Students with disabilities are entitled to all due process protections afforded to other students pursuant to Policy 5206A. For students with disabilities, the additional procedures and protections in this Policy also apply.

A. Change of Placement

On the date on which the District decides to: (1) expel a student with a disability; (2) suspend a student with a disability for more than 10 consecutive school days; (3) suspend a student with a disability for more than 10 cumulative school days in the same school year if a pattern of removals exists; or (4) place a student with a disability in an interim alternative educational setting (explained below), the District will notify the student's parent/guardian of that decision, will provide the parent/guardian a copy of applicable procedural safeguards, and will conduct a manifestation determination review (MDR) within 10 school days.

B. Manifestation Determination Review

The MDR team, which includes the parent/guardian and relevant members of the student's IEP or Section 504 Team, will determine whether the student's conduct was a manifestation of the student's disability.

1. Conduct Was a Manifestation

If the conduct was a manifestation of the student's disability, the District must immediately return the student to the placement from which the student was removed unless the parent/guardian and the District agree to change the placement or the student is placed in an interim alternative educational setting for up to 45 school days (see section C).

For a student with an IEP, if the conduct was a manifestation of the student's disability, the District must either: (1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan for the student; or (2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue.

2. Conduct Was Not a Manifestation

If the conduct was not a manifestation of the student's disability, the District may proceed with the suspension or expulsion by adhering to the due process requirements in Policy 5206A.

If the student has an IEP, the District must, as appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan or other behavioral modifications for the student to prevent the behavior from recurring.

C. Interim Alternative Educational Setting (“IAES”)

The District may remove a student with a disability who engages in any of the following conduct to an IAES for not more than 45 school days, even if the conduct is a manifestation of the student’s disability:

1. carrying a weapon to or possessing a weapon at school, on school premises, or to or at a school function;
2. knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance, while at school, on school premises, or at a school function; or
3. inflicting serious bodily injury upon another person while at school, on school premises, or at a school function.

For purposes of this section only, a “weapon” means a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. A “weapon” does not include a pocket knife with a blade of less than 2½ inches in length.

No student with a disability may be removed to an IAES without first receiving the due process rights afforded under Policy 5206A.

If the student has an IEP, the District must, as appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan or other behavioral modifications for the student to prevent the behavior from continuing.

D. Dangerous Students

The District may remove a dangerous student from school as permitted by law. District administrators must follow all state and federal laws governing the removal of dangerous students with disabilities.

E. Services During Disciplinary Removal or IAES

A student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) who is expelled or suspended for more than 10 school days during a school year or placed in a 45-school day IAES is entitled to receive programs and services, although in a setting other than the regular school setting, that are sufficient to enable the student to participate in the general education curriculum and to progress toward meeting the goals contained in the student’s IEP.

F. Students Not Yet IDEA Eligible

A student who is not currently identified as a student with a disability under the IDEA is entitled to the rights and procedures provided to students with disabilities if the District had knowledge that the student was a student with a disability before the misconduct occurred. The District is deemed to have knowledge that a student was a student with a disability only if: (1) the student's parent/guardian expressed concern in writing to a school administrator that the student needed special education or related services; (2) the student's parent/guardian requested a special education evaluation; or (3) the student's teacher or other District personnel expressed specific concerns about a pattern of behavior demonstrated by the student to the District's special education director or to other supervisory personnel. The District will not be deemed to have knowledge that the student was a student with a disability if: (1) the student's parent/guardian refused to allow the District to evaluate the student; (2) the student's parent/guardian refused special education for the student; or (3) the student was previously evaluated and determined to not be a student with a disability.

This Policy does not provide a comprehensive description of the disciplinary rights and procedures due to students with disabilities. District administrators must ensure that the rights of students with disabilities are protected and all procedures applicable to students with disabilities are followed as required by the IDEA, Section 504 of the Rehabilitation Act, state law, and Board Policy.

Legal authority: 20 USC 1401 et seq., 7151; 29 USC 705, 794-794b; MCL 380.1308-1310, 380.1310a, 380.1310c, 380.1310d, 380.1311, 380.1311a, 380.1312, 380.1313

Date adopted: August 15, 2022

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent/Guardian Involvement

5407 Instructional Program and Curriculum Development

The District will provide students with at least the minimum number of instructional hours and days each school year required by law. The District may deviate from this requirement only as permitted by state law.

The Board, advised by the Superintendent, will adopt a curriculum and procure textbooks and materials to support the curriculum.

The Superintendent or designee is responsible for providing and directing District-wide planning for curriculum, instruction, assessment, and staff development in accordance with Policy 2203. Committees consisting of educational professionals, including administrators, and community members, may be established to design instructional strategies and assessments to implement the curriculum.

A. Parent/Guardian Rights

As described in Policy 5401, the District will provide a parent/guardian the opportunity to review District-approved curriculum, textbooks, and instructional materials upon request to the building principal. See Policy 5401 for appropriate procedures.

Legal Authority: MCL 380.1137, 388.1706

Date adopted: August 15, 2022

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent/Guardian Involvement

5419 *Reading Assessments, Instruction, Intervention, and Retention*

The District will provide instruction and interventions to promote literacy, with a specific emphasis on students in grades K-3, and will follow the procedures and requirements enumerated in state law. ~~, including, but not limited to, administering reading assessments to students in grades K-3, providing reading improvement plans and reading intervention programs to students in grades K-3 who have been identified as having a reading concern or deficiency, and notifying parents/guardians of their students' reading deficiencies and reading progress.~~

~~The District will follow Policy 5411 and state law related to the retention and promotion of students who have reading deficiencies.~~

Legal authority: MCL 380.1280f

Date Adopted: August 15, 2022

Date Revised:

Series 5000: Students, Curriculum, and Academic Matters

5500 School Sponsored and Extracurricular Activities

5510 *Student-Initiated, Non-Curricular Clubs*

Students may voluntarily form clubs that are not directly related to the curriculum to promote activities unrelated to the regular classroom environment. 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.

Students seeking to create a student-initiated, non-curricular club must first obtain approval from the building principal. If the building principal denies approval, the students seeking to create the club may submit a written appeal to the Superintendent or designee within 5 school days after the denial. The Superintendent or designee must make a decision on the appeal within 15 school days after receiving the appeal. If the Superintendent denies the club approval, the students may submit a written appeal to the Board within 5 school days after the denial. The Board will be deemed to have received the appeal at its next regularly scheduled meeting and will consider and make its final decision on the appeal at its next regularly scheduled meeting following the meeting when it receives the appeal (i.e., the Board's final decision will be made by the second regularly scheduled meeting after the appeal is filed). The Board's decision is final.

Student-initiated, non-curricular clubs may not conduct activities on school property without prior permission from the building principal. Student initiated, non-curricular clubs are permitted to meet on school property only before or after the school day, or during lunch periods; they are not permitted to meet during instructional time. Meetings may not materially and substantially interfere with the orderly conduct of the school's educational activities or violate any Policy or state or federal law.

The District may assign a staff member to be present in a supervisory, but not participatory, capacity at meetings or activities of student-initiated, non-curricular clubs. Persons not affiliated with the District may not direct, conduct, control, or regularly attend meetings or activities of student-initiated, non-curricular clubs.

No public funds may be expended on behalf of the student-initiated, non-curricular clubs covered by this Policy except for the incidental cost of meeting space.

The District will comply with all applicable laws related to student-initiated, non-curricular clubs, including but not limited to the provisions of the Equal Access Act **and the Boy Scouts of America Equal Access Act**, and will not discriminate against or deny access to clubs or other groups protected by the **Act-applicable laws**.

Legal authority: 20 USC 4071; **20 USC 7905**; MCL 380.1299

Date adopted: August 15, 2022

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5707 School Wellness Policy

The District is committed to providing a school environment that enhances opportunities for learning and lifelong wellness.

A. Nutrition Promotion and Education Goals

All students will receive nutrition education annually that is aligned with the Michigan Health Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Health Education. Teaching healthy eating behaviors will be part of the curriculum.

The District promotes healthy food and beverage choices for students. The District will implement evidence-based healthy food promotion techniques through:

1. offering school meal programs; and
2. publicizing foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. The District will collaborate with public and private entities to promote student wellness.

The District will make water available to students throughout the school day.

B. Physical Activity Goals

The District will offer physical education programs that are designed to equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction will be aligned with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education.

Students will have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and an understanding of the benefits of a physically active and healthy lifestyle.

The District strives to provide physical activity breaks for all students, including recess for elementary students and before and after school activities, and encourages students to use active transport (e.g., walking, biking).

The District encourages parents/guardians to support their students' participation in physical activity, to be physically active role models, and to include physical activities in family events.

C. Goals for Other School-Based Activities Designed to Promote Student Wellness

The District may partner with community members or groups to implement this Policy. The District will also:

1. participate in state and federal child nutrition programs as appropriate;
2. allow other health-related entities to use school facilities for activities such as health clinics, screenings, and wellness events consistent with Policy 3304;
3. use evidence-based strategies to develop, structure, and support student wellness; and
4. create environments conducive to healthy eating, physical activity, and conveying consistent health messages.

D. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

The District will ensure that students have access to foods and beverages that comply with applicable laws and guidelines including, but not limited to, the USDA Nutrition Standards for School Meals and the USDA Smart Snacks in School nutrition standards.

The District will offer students a variety of age-appropriate, healthy food and beverage selections including fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements to promote student health and reduce childhood obesity.

E. Standards for All Foods and Beverages Provided, But Not Sold, to Students During the School Day

The District may provide a list of healthy food and beverage alternatives to parents/guardians, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of unhealthy food and beverages as a reward or incentive for performance or behavior.

F. Food and Beverage Marketing

Marketing and advertising is allowed on school grounds or at school activities only for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage fundraising and marketing that occurs at events outside of school hours need not comply with the USDA Smart Snacks in School nutrition standards.

In-school fundraising events must comply with Policy 5501 and MDE's Non-Compliant Food Fundraiser Guidance, which permits 2 fundraisers per week, per school building that do not comply with USDA Smart Snacks in School nutrition standards. In-school fundraising events may last up to 1 day and may not be held in the food service area during meal times.

Equipment that currently displays noncompliant marketing materials (e.g., scoreboard with soft drink logo) **will need** not be **immediately** removed or replaced. As the District reviews and considers new contracts and as durable equipment, like scoreboards, is replaced or updated, any food or beverages

marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.

G. Wellness Committee

The District will form a Wellness Committee to establish goals for, oversee, and periodically review and update school health policies and programs. The Wellness Committee will also oversee this Policy's implementation.

The Wellness Committee will represent all school buildings and include, to the extent possible, parents/guardians, students, food service representatives, physical and health education teachers, school and community health care professionals, and community members. The Board encourages community participation in the Wellness Committee. When possible, membership will also include Supplemental Nutrition Assistance Program education coordinators.

H. Implementation and Oversight

The Superintendent or designee is responsible for ensuring that each school building complies with this Policy.

The Board will review this Policy at least every 3 years to determine compliance, progress, and the extent to which this Policy compares to model school wellness policies. Parents/guardians, students, school employees, school health professionals, Board members, and community members may provide input to the District during the Wellness Policy review process.

A copy of this Policy will be maintained in the District's administrative offices and posted on the District's website. The Superintendent or designee will maintain all legally required documentation for implementation of this Policy.

The Superintendent or designee will annually provide notice about this Policy and any updates to the community.

I. **School Meal Program – Delinquent Meal Charge Debt and Bad Debt**

The District is required to make reasonable efforts to collect unpaid meal charges of current students. The building principal or designee will contact households about unpaid meal charges and may establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the District may pursue any other methods to collect delinquent debt of current students as allowed by law. Collection efforts may continue into a new school year.

Unpaid meal charges of inactive students, such as graduated students and students no longer enrolled at the District, that are not collected by the end of the school year will be classified as bad debt. No later than December 31 of the following school year, non-federal funds will be used to reimburse the school meal program for the amount of bad debt.

Date adopted: August 15, 2022

Date revised:

Series 2000: Bylaws

2300 Board Member Conduct

2303 Violation of Board Code of Ethics

The Board is responsible for enforcing the Code of Ethics (Policy 2302) for its members.

- A. If it is suspected or alleged that a Board member has violated the Code of Ethics, the following may occur:
1. The President (or Vice President, if the President is the focus of the inquiry) may confer with that Board member to determine whether the suspected or alleged violation is disputed.
 - a. If the suspected or alleged violation is not disputed, **the President /Board may** propose how the member may remedy the violation; or
 - b. If the suspected or alleged violation is disputed, the Board may initiate an investigation by an affirmative vote of a majority of the members elected or appointed to and serving on the Board.
 2. The Board may discuss the alleged violation as an agenda item at a Board meeting. At the affected Board member's request, the Board may convene in a closed session under the Open Meetings Act to consider complaint(s) or charge(s) brought against the Board member.
- B. If the violation is admitted or the Board determines that a disputed violation has been established by at least a preponderance of the evidence, the Board may consider:
1. whether to publicly censure the Board member through a formal Board resolution reprimanding the Board member;
 2. whether to remove the Board member from committee assignments;
 3. whether to remove the Board member from any Board office or position (e.g., Vice President, Secretary);
 4. whether the violation rises to the level of gross neglect of duty or corrupt conduct in office, or other misfeasance or malfeasance, warranting referral to the Governor pursuant to Michigan Constitution, Article V, §10 for possible suspension or removal from public office;
 5. whether the violation may constitute a criminal violation of the Revised School Code, **or** the Michigan Penal Code, **or other applicable Michigan law**, warranting referral to local law enforcement; and
 6. any other act authorized by law.

Legal Authority: Const 1963, art 5, §10, Const 1963, art 11, §1; MCL 380.619, 380.1107,
380.1804, 380.1815, 380.1816, 380.1230, 380.1230a, 380.1230b

Date adopted: August 15, 2022

Date revised:

Kent ISD



Annual Notifications

2023-2024

Nondiscrimination

No person may be denied admission to any school /program in the District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's sex, gender orientation, religion, race, color, national origin or ancestry, age, disability, marital status, genetic information or any other legally protected characteristic.

The Board of Education has adopted a Nondiscrimination and Retaliation Policy (Board Policy #3115) which prohibits all forms of illegal harassment and discrimination within the District. Any person who believes that s/he has been the victim of discrimination may seek resolution of his/her complaint through the procedures that have been established by the District. A person wishing to pursue a complaint of discrimination (other than sexual-based) may contact the Assistant Superintendent of Human Resources & Legal Services, serving as the Civil Rights Compliance Officer. The Office of Human Resources is located at 2930 Knapp St., Grand Rapids. Phone: 616-365-2216.

Please see the **Title IX** section below for those wishing to pursue a complaint based on sexual harassment.

McKinney-Vento Homeless Assistance Act

The District, in accordance with the McKinney-Vento Homeless Assistance Act, and Board Policy #5307 will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and district-wide assessments and accountability systems. A student may be considered eligible for services if he/she is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement

The District has designated Ms. Casey Gordon as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please call 616-363-1333 or email at caseygordon@kentisd.org. Her office is located within the Educational Services Center at 2930 Knapp St., Grand Rapids, MI 49525.

Drug Free Environment/Protection

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the Federal and State law, the Board establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession,

concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, with the Drug-Free Zone or at any District-related event. Further, the Superintendent, or his/her designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law. (Board Policy #3102)

Programs for English Language Learner Students

Kent ISD provides secondary and center programming for students from their local/resident districts. While Kent ISD generally does not provide direct ELL services, it does provide some level of paraprofessional or supplementary support at the secondary and center programs.

Special Education and Section 504 of the Rehabilitation Act of 1973

The District is required, by law, to locate, identify and evaluate all children with disabilities. The process of locating, identifying and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact your child's resident school district to request assistance or an evaluation. (Board Policies #5601 and #5603). Kent ISD secondary program staff will collaborate with the resident district regarding any disability related concern, including child find.

Personal Curriculum

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements.

Kent ISD refers inquiries regarding Personal Curriculum to the student's resident school district as it is the resident school district that ensures compliance with the MMC and graduation requirements. In the event a parent/guardian and/or student requests a PC, Kent ISD staff will refer the request to the students local/resident district and collaborate if/as needed.

School Property

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of

privacy with respect to District personnel or their designees in lockers or other in-school storage places provided by the District. (Board Policies #5102)

Search and Seizure

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices. Canines may be used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, a warrant or parental permission has been obtained.

School authorities are authorized to take reasonable steps to safeguard the safety and wellbeing of the students by, among other things, implementing the District's Student Handbook / Code of Conduct. Within the discharge of their responsibilities, District personnel may search students, student property and school property in the manner permitted by law. (Board Policy #5103)

Confiscation of Student Property

Kent ISD school officials or staff members may confiscate personal property in the possession of a student, as evidence of a crime or violation of the Student Handbook / Student Code of Conduct. The parent(s)/legal guardian(s) of any such student will be notified by the principal or designee.

Notice of Asbestos in School Buildings

Each school building within the District has been inspected for the presence of asbestoscontaining materials as required by the Asbestos Hazard Emergency Response Act (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plans may be inspected by members of the public and by District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

Pesticides

The Board of Education has adopted a Policy (#3406) to provide students and staff with an environment that is free of pests, pesticides and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

Student Records: Family Educational Rights and Privacy Act (FERPA)

The federal law known as the Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 30 days after the day Kent ISD receives a request for access.

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child’s or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed, and specifying why they believe it should be changed. If the District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A designated school official with a legitimate educational interest includes a person employed by the school district as an administrator or teacher, or another person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the school district, performs an institutional service or function (such as design and maintenance of the District’s security camera system) for which the school would otherwise use its own employees and who is under the direct control of the school district with respect to the use and maintenance of personally identifiable information from student education records.

4. The right to refuse to allow the disclosure of “directory information”.

“Directory information” regarding a student may be released to any requesting person or party, in addition to the eligible student, his/her parent, or legal guardian, without written consent. The Board designates the following student record information as directory information (Board Policy #5309):

- A student’s name, address and telephone number;
- A student’s grade level;
- A student’s photograph, including photographs and videos depicting a student’s participation in school-related activities and classes
- A student’s enrollment status
- A student’s dates of attendance (e.g. 2013-2017)
- A student’s birth date and place of birth
- A student’s participation in School District related programs and extracurricular activities;
- A student’s height and weight, if a member of an athletic team for which such information would be published;
- Major field of study
- Most recent educational agency or institution attended; and,
- Honors, degrees and awards received by a student

The Board further designates the District-assigned student email addresses as directory information for the limited purpose 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.

In the event inconsistency exists between the Board of Education policy defining “directory information” and this annual notification, the policy prevails.

Eligible students, parents, and/or legal guardians may refuse to allow the District to disclose any or all of such directory information upon written notification to the District within thirty (30) days after receipt of this, the District’s public notice. Parents may submit an Opt Out Form to the building principal of their child’s school.

The District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent or legal guardian may submit a signed, written direction to the District that the student's directory information not be accessible to United States Armed Forces recruiters. In such case, the information will not be disclosed.

5. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5280

As permitted by FERPA, Kent ISD may forward education records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled, upon request from the other agencies or institutions, and so long as the disclosure is for purposes related to the student's enrollment or transfer.

The District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

Student Privacy and Parental Access to Information

Under the federal Protection of Pupil Rights Amendment (PPRA) and School District policy, no student will be required as a part of the school program or the District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political or religious affiliations or beliefs of the student or his/her parents;
- Mental or psychological problems of the student or his/her family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom students or the student's parents have close family relationships;

- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians and religious leaders;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents 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

Parental Inspection of Instructional Materials

Parents have the right to inspect, upon request, any instructional material used as part of the District’s educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments. (Board Policy #5401)

Title I Funds:

The only Federal Title I funding received by the District is in the form of a Regional Assistant Grant which provides supports and resources to local school districts. Local districts are responsible for providing parents of participating children a written Title I Parent and Family involvement policy, where applicable.

Title IX

The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. A person wishing to pursue a complaint may also contact either the Assistant Superintendent of Human Resources & Legal at 616-365-2214 or daverodgers@kentisd.org. The Human Resources office is located at 2930 Knapp St. (Board Policy #3118)

Child Nutrition Program

Kent ISD breakfast and lunch food services provided to students attending the District's center programs are coordinated by Grand Rapids Public Schools, with the exception of Empower U North (Sparta Schools is the coordinated partner) and Empower U South (Wyoming Schools is the coordinated partner.)

If you require information about eligibility or related questions, please contact:

For Empower U North:

Melissa Alley – Sparta Schools Food Service Director (616) 887-1744

For Empower U South:

Connor Kooyers – Wyoming Schools Dining Services (616) 530-7522

All other Center Programs:

Philip Greene – GRPS Director of Nutrition Services (616) 819-2135

If you have questions about availability of meals (breakfast and/or lunch) programs, please contact your child's school for basic information or the respective Food Service programs listed above for more specific questions.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

School Wellness Policy

The District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. (Board Policy 5707)

Physical Examinations and Screenings

In the absence of an emergency or an IEP or Section 504 plan, the District does not provide physical examinations and screenings on school premises. In the event the District does provide physical examinations and screenings, parents may opt-out their student from participation by sending the request, in writing, to their student's building principal.

Michigan Constitutional Postings

Consistent with MCL 380.10a, the required excerpts of text from the Michigan Constitution are posted in locations where the Board of Education meets, as well as school offices and the Superintendent's office.

Emergency Drills

Consistent with MCL 29.19 Kent ISD provides the Kent County emergency management coordinator a schedule of required safety / emergency drills.