

Kent ISD Regular School Board Meeting

Monday, January 15, 2024 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. Center Programs Impact Report

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 regular school board meeting.

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

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

D.4. Approve the addition of an Administrative Assistant for the West Michigan Teacher Collaborative.

D.5. Approve the purchase of furniture for the Lincoln Campus Early Childhood Center from Custer Office Environments in the amount of \$42,746.23.

D.6. Approve the purchase of a 2023 Ford Transit Cargo Van from Gorno Ford for \$47,550.00.

D.7. Approve the purchase of mat tables for Lincoln Developmental Center from Custer Office Environments in the amount of \$62,410.05.

E. Approve the bid from Fisher Idema Excavating LLC to provide site improvements to Empower U Central in the amount of \$656,305.00.

F. Approve the resolution to adopt the Policy Manual Updates as outlined in the board packet.

G. Public Comment

H. Items from Board Members

I. Superintendent's Report

J. Adjournment

Special Education Center Programs

2022-2023 Impact Report



**Special Education
Center Programs
Kent ISD**



A Message from Center Program Leadership

Kent ISD Center Programs is excited to share this Impact Report covering the 2022-23 school year. Our programs serve students from across Kent ISD's districts who have complex needs that require highly specialized services every day. We are privileged to witness and take part in the success our students achieve in the face of unique challenges.

We hope this report demonstrates just a small piece of the positive impact that our programs have on our students, their families, and the communities we serve and partner with. Inside, you will find both quantitative data and testimonials that speak to student skill attainment, family and staff satisfaction with our programs, and student outcomes.

Most importantly, we use the information presented within these pages to improve the student experience and overall quality of our programs. We hope this report showcases our strengths as well as areas for improvement.

Ultimately, we hope to be more accountable to all and make decisions based on the needs of our students and community. If you have questions or concerns about the contents of this report, please don't hesitate to contact us by phone at 616.363.8102 or email at PaulDymowski@kentisd.org.

Sincerely,

Paul Dymowski
Director of Kent ISD Center Programs

Joanne Platt, DHH
Debra Burkhardt, DHH Oral Deaf
Brandi Czechowskyj, DHH Total Communication
Keith Hutchins, KEC Oakleigh
Jenni Wittenbach, KEC Oakleigh
Kevin Zaszak, KEC Beltline
Leah Farrell, KEC Beltline
Renee Hordyk, Pine Grove Learning Center

Lisa Merritt, Lincoln School
David Breen, Lincoln School
Todd Jones, Lincoln Developmental Center
Heather Sneider, Empower U
John Kleff, Empower U
Nic Bond, Empower U
Bill Behrendt, Empower U

About Center Programs

Kent ISD Center Programs provide specialized services to meet the needs of students with an Individual Education Program (IEP) who have complex needs. There are nine Center Programs for students from birth through age 26 who reside within the boundaries of Kent ISD's districts. Placement in programs is determined through the IEP process when the IEP team determines highly specialized services are required to meet a student's needs.

Kent ISD assumed operation of Center Programs in 2019. Total Communication joined Center Programs in fall of 2020, and Region 1 Transition Services (R1TS) joined in 2022 combining with our existing transition program and becoming Empower U.

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



Center Program Locations

KentISD.org/CenterProgramsMap

About the Impact Report

This report for the 2022-23 school year contains data from our programs which serve students from kindergarten through age 26. Early childhood programs administered by Center Programs are not included in this report. Some metrics are consistent across programs, such as our staff and family survey data. The specialized nature of each program and the range of individual student needs means that metrics and outcomes for student learning vary by program.

Each program reports the following data where available:

- **Exit outcomes:** Exit outcomes vary by program based on age and student need but may include re-entering school in their home district, pursuing employment, earning a diploma or connecting with a community agency.
- **Core Skills Achievement:** Each program focuses on several core skills to prepare learners for their next step. Achievement may be reported by the proportion of students who are able to demonstrate core skills or have shown improvement over the school year.
- **Family and Staff Survey Data:** Items from 2023's staff and family surveys regarding perceived quality of student learning, community agency partnerships and school safety provide a snapshot of how some of our key stakeholders see our strengths and areas for improvement.

Deaf & Hard of Hearing Oral Deaf Program

KentISD.org/DHHOralDeaf
4300 Costa NE
Grand Rapids, MI 49525
616.365.6170

The Oral Deaf program serves students from birth through grade 12 who are deaf or hard of hearing (DHH). Students learn the speech, listening and literacy skills to communicate independently, whether at home, in school or in social settings. Audiological services are also provided so that students have the resources or devices they need to best access sound, setting them up for greater success.

MISSION



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



CORE SKILLS



LISTENING & SPOKEN LANGUAGE



LITERACY



SELF-ADVOCACY



SPEECH

OUR STUDENTS

20 STUDENTS
BIRTH-5 YEARS

100 STUDENTS
K-12

STUDENT SUCCESS

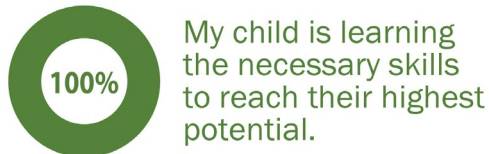
4
STUDENTS EXITED
THE PROGRAM

4/4 STUDENTS EARNED A DIPLOMA

2/4 STUDENTS ENROLLED IN POST-
SECONDARY EDUCATION

2/4 STUDENTS GAINED
INDEPENDENT EMPLOYMENT

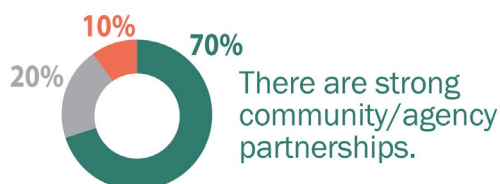
OUR PARENTS SAY



■ Agree ■ Neutral

Results from Center Programs Family Survey,
10 Respondents

OUR STAFF SAY



■ Agree ■ Disagree ■ Neutral

Results from Center Programs Staff Survey,
10 Respondents



"My son had three amazing years at the center based program in the preschool classrooms. The staff was amazing, great about communicating what was going on in the classroom and how we could then continue that learning at home. Throughout the program he was able to catch up on his language milestones. The success was, he was ready for Kindergarten back at his home district. That's the accomplishment that this early intervention piece of supporting that language and listening skills really helped him to develop and be on track with his peers and join his typical classmates at his home district."

- Amanda Schneider, Parent

Deaf & Hard of Hearing Total Communication

KentISD.org/DHHTotalCommunication
5461 Hunsberger Ave NE
Grand Rapids, MI 49525
616.361.3446

CORE SKILLS



COMMUNICATION

ASL, Spoken English or both



ACADEMICS



SELF-ADVOCACY



SELF IDENTITY

Connection with deaf culture;
Pride in oneself

The Total Communication Program serves students from birth through grade 12 who are deaf or hard of hearing (DHH). Staff here tailor their teaching to the unique abilities and needs of each student. To set students up for academic success, they may practice skills including American Sign Language (ASL), spoken English and other forms of nonverbal communication.

MISSION



The Total Communication Program provides access and instruction in American Sign Language, spoken English, or a combination of both to ensure that every deaf and hard of hearing student develops a full language and can gain meaningful education.



"The teachers and staff of my child's school are always answering my questions and helping me with anything my family needs. This program has welcomed my child since day one with open arms. She has reached some of her goals in her IEP all thanks to her teachers."

- Survey Respondent

STUDENT SUPPORTS

21

AMERICAN SIGN LANGUAGE
INTERPRETERS

80%

AVERAGE TIME SPENT
IN GENERAL EDUCATION
CLASSES WITH
INTERPRETERS

1

STUDENT EXITED
THE PROGRAM

1/1

STUDENTS ENROLLED IN
POST-SECONDARY EDUCATION



OUR STUDENTS

20

 STUDENTS
BIRTH-5 YEARS

56

 STUDENTS
K-12

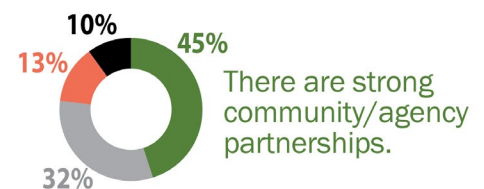
OUR PARENTS SAY



■ Agree ■ Disagree ■ Neutral

Results from Center Programs Family Survey,
11 Respondents

OUR STAFF SAY



■ Agree ■ Disagree ■ Neutral ■ Unsure

Results from Center Programs Staff Survey,
30 Respondents

Empower U

KentISD.org/EmpowerU

Empower U North

1655 12 Mile Road NW, Sparta, MI 49345

616.802.3561

Empower U Central

225 Mayfield Ave NE, Grand Rapids, MI 49503

616.410.4860

Empower U South

3600 Byron Center Ave SW, Wyoming, MI 49519

616.410.4420

Empower U serves young adults ages 18-26 with a range of needs and prepares them for independent living, employment, and participation in their community. Thanks to many local partnerships, Empower U students have opportunities to practice the skills they learn and gain experience at real job sites throughout the area. Students are encouraged to advocate for themselves, plus they gain connections with community organizations which empower them to be as independent as possible.

MISSION



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



"[My daughter's teacher] is very caring. She will call me with concerns for my daughter's safety or for her relationships etc. That's a step above and beyond. She does truly care."

- Survey Respondent

CORE SKILLS

Metrics below report the percentage of students who could practice, use, or demonstrate the following skills by the end of the 22-23 school year.



ADULT LIVING SKILLS

75%



COMMUNITY PARTICIPATION

89%



EMPLOYABILITY

76%

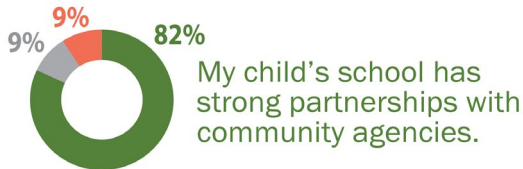
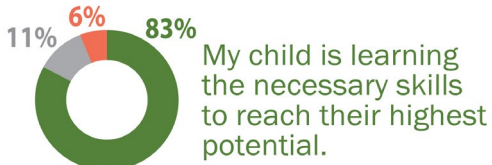
OUR STUDENTS

295 YOUNG ADULTS
AGE 18-26

STUDENT SUCCESS

48 STUDENTS EXITED
THE PROGRAM

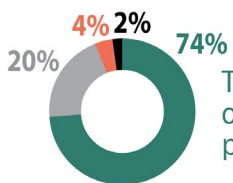
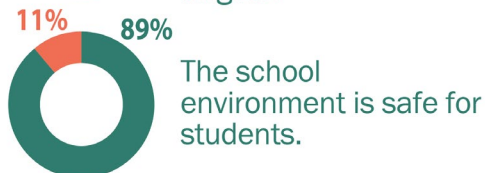
OUR PARENTS SAY



■ Agree ■ Disagree ■ Neutral

Results from Center Programs Family Survey,
86 Respondents

OUR STAFF SAY



■ Agree ■ Disagree ■ Neutral ■ Unsure

Results from Center Programs Staff Survey,
46 Respondents

90%

EMPLOYED OR ENGAGED
IN VOLUNTEER/
COMMUNITY ACTIVITIES
POST-EXIT

20 INDEPENDENT EMPLOYMENT
15 SUPPORTED EMPLOYMENT
13 VOLUNTEER/COMMUNITY
INVOLVEMENT

97%

CONNECTED TO AN
AGENCY POST-EXIT

47 CONNECTED AND ACTIVELY
ENGAGED
1 NOT CONNECTED



"This program is amazing. Our daughter has gained more than we could ever tell you, and we are so thankful. The staff is just the BEST! We are so glad that she has been a part of this program!"

- Survey Respondent

KEC Beltline

KentISD.org/KECBeltline
1606 Leffingwell NE
Grand Rapids, MI 49525
616.410.4760

CORE SKILLS



SOCIAL/EMOTIONAL

- Coping Skills
- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making



ACADEMIC COMPETENCY



EMPLOYABILITY



INDEPENDENT LIVING

KEC Beltline serves students in 9th grade through age 26 who have significant emotional impairments and persistent behavioral concerns. Along with academics, students learn coping, self-management, and other behavioral skills, as well as employability and independent living skills. All of these help students earn either a Certificate of Completion or high school diploma, and prepare them for adulthood and the world of work.

MISSION



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



STUDENT SUCCESS

4

STUDENTS EXITED THE PROGRAM

4/4 STUDENTS EXITED WITH INDEPENDENT EMPLOYMENT

4/4 STUDENTS EXITED WITH LOCAL AGENCY CONNECTION

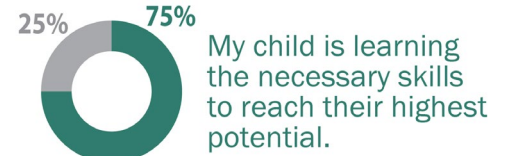


OUR STUDENTS

50 STUDENTS GRADE 9-12

20 YOUNG ADULTS AGE 18-26

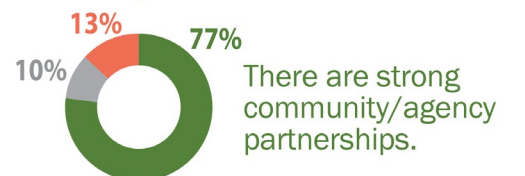
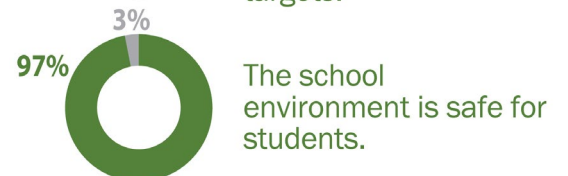
OUR PARENTS SAY



■ Agree ■ Neutral

Results from Center Programs Family Survey, 10 Respondents

OUR STAFF SAY



■ Agree ■ Disagree ■ Neutral

Results from Center Programs Staff Survey, 17 Respondents

“KEC Beltline staff has a positive vibe and the morale is great!”

- Survey Respondent

KEC Oakleigh

KentISD.org/KECOakleigh
2223 Gordon NW
Grand Rapids, MI 49504
616.410.4670

KEC Oakleigh serves students in kindergarten through 8th grade who have significant emotional impairments and persistent behavioral concerns. Our expert staff ensure students continue academic learning while gaining coping skills, social awareness, and other behavior skills, all with the goal of helping students return to their local school.

MISSION



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



CORE SKILLS



SOCIAL/EMOTIONAL

- Coping Skills
- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making



ACADEMIC COMPETENCY

“Fantastic staff at KEC Oakleigh! Every single one of them!!!”

- Survey Respondent

OUR STUDENTS

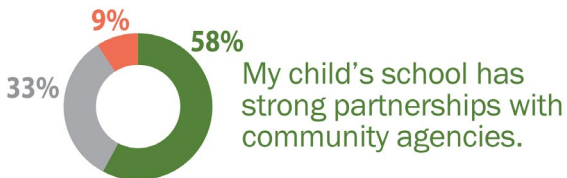
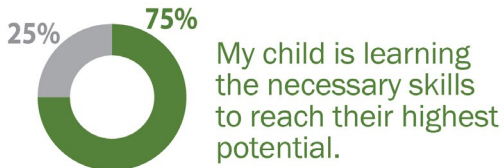
48 STUDENTS
K-8

STUDENT SUCCESS

10

STUDENTS TRANSITIONED
BACK TO LOCAL/REGIONAL
PROGRAM

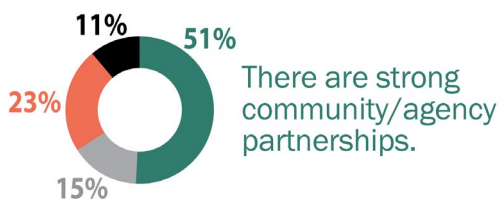
OUR PARENTS SAY



■ Agree ■ Disagree ■ Neutral

Results from Center Programs Family Survey,
12 Respondents

OUR STAFF SAY



■ Agree ■ Disagree ■ Neutral ■ Unsure

Results from Center Programs Staff Survey,
12 Respondents



"The staff and administrators at KEC Oakleigh are very supportive and excellent at their jobs, in my opinion... I believe the entire staff has put in 100% plus to ensure my child receives the best education and social skills he is capable of learning and putting into practice."

- Survey Respondent

Lincoln Pines

Lincoln School
kentisd.org/LincolnSchool
860 Crahen Road NE
Grand Rapids, MI 49525
616.410.4700

Lincoln Developmental Center
kentisd.org/LincolnDevelopmentalCenter
862 Crahen Road NE
Grand Rapids, MI 49525
616.410.4800

Pine Grove Learning Center
kentisd.org/PineGrove
2101 52nd Street
Wyoming, MI 49519
616-410-4900

CORE SKILLS

Metrics below report percentage of students who improved in one or more domains associated with the core skill



COMMUNICATION
82%



FUNCTIONAL ACADEMICS
80%



ADAPTIVE BEHAVIOR
90%



MOBILITY
70%



ADULT LIVING SKILLS
92%

Collectively called “Lincoln Pines,” Lincoln School, Lincoln Developmental Center and Pine Grove Learning Center serve students with severe multiple impairments, cognitive impairments and autism spectrum disorder in kindergarten through age 26. Students from the southwestern area of Kent ISD attend Pine Grove, and those in the north, central and east attend Lincoln Campus. In each school, students receive support and services to meet their individual needs in academics, mobility and more.

MISSION



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



“This is our first year at Lincoln Developmental Center. Our daughter’s teachers have gone above and beyond to make her school experience productive and peaceful. There is a good balance of variety and routine in her day, and the teachers are very good at communicating with me as the parent.”

- Survey Respondent

STUDENT SUCCESS

15

STUDENTS EXITED THE PROGRAM

13/15 STUDENTS WITH AGENCY CONNECTIONS

5

STUDENTS TRANSFERRED TO LOCAL DISTRICTS

OUR STUDENTS

207 K-12 STUDENTS

104 STUDENTS WITH AUTISM

150 YOUNG ADULTS AGE 18-26

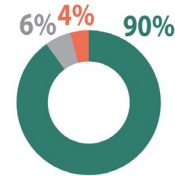
77 STUDENTS WITH COGNITIVE IMPAIRMENT (CI)

357 TOTAL STUDENTS

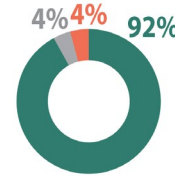
176 STUDENTS WITH SEVERE MULTIPLE IMPAIRMENTS (SXI)



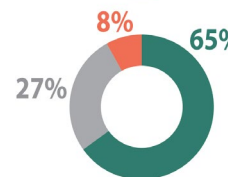
OUR PARENTS SAY



My child is learning the necessary skills to reach their highest potential.



My child is safe at school.

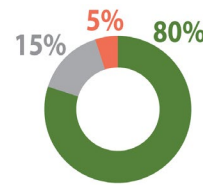


My child's school has strong partnerships with community agencies.

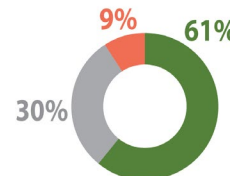
■ Agree ■ Disagree ■ Neutral

Results from Center Programs Family Survey, 67 Respondents

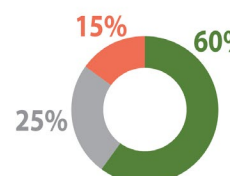
OUR STAFF SAY



Students are learning what they need to be successful and curriculum has established learning targets.



The school environment is safe for students.



There are strong community/agency partnerships.

■ Agree ■ Disagree ■ Neutral

Results from Center Programs Staff Survey, 80 Respondents

"This is our second year. In just that time, the list goes on and on of the things he can do or can do better. The collaborative relationship with the team here and home, as well as outside therapies has been great."

- Lincoln Developmental Center Parent

**Special Education
Center Programs
Kent ISD**



2930 Knapp St NE
Grand Rapids, MI 49525
616.364.1333

KentISD.org/CenterPrograms

Special Education Center Programs Kent ISD

Kent ISD School Board 2022-2023 Impact Report



Goals


Goal 1: Position Kent ISD as a leader for student-centered programming and regional educational services.

Kent ISD is the fourth largest ISD in the second most populous region in Michigan. This positions the organization to not only be a regional leader, but also a model for quality statewide. Kent ISD's goal is to be the premier destination for high-quality student and school district programming - one that meets the needs of all students and districts.

Special Education Center Programs Kent ISD

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





“To love someone is to show to them their beauty, their worth, and their importance.”

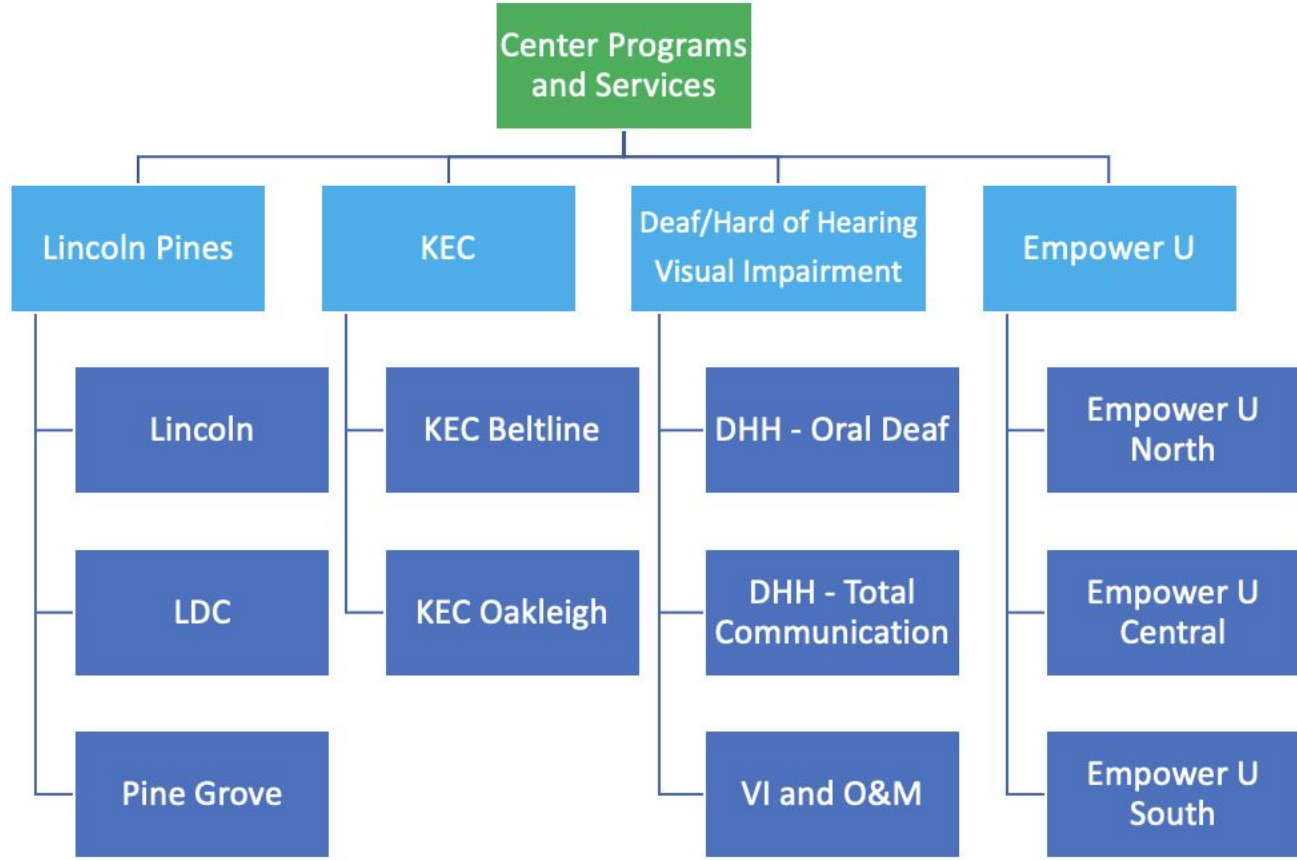
- Jean Vanier

Continuous Improvement - System

District Improvement Team

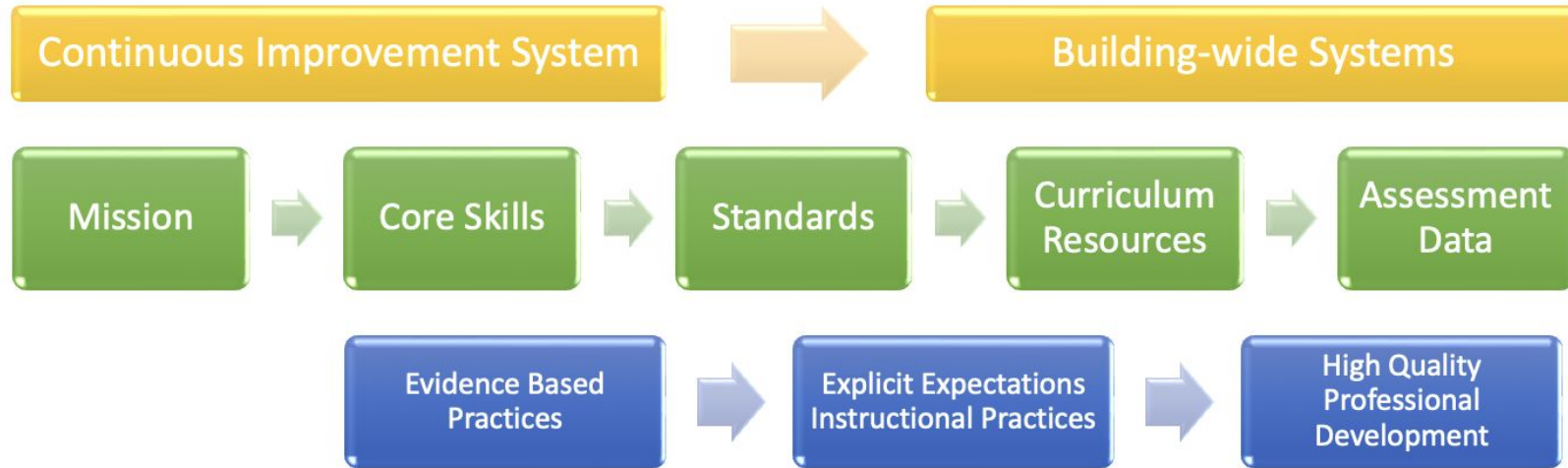
Program Improvement Team


Continuous Improvement Team



Continuous Improvement - Action Plans

5 Core Educational Practices





Program Evaluation - What Data Matters?

- Demographic Data
 - *Enrollment Trends*
- Perception Data
 - *Empowering Staff, Families, and Students*
- Core Skills Data
 - *Educational Benefit*
- Student Outcome Data
 - *Preparing Students for Community, Career and Life*

Special Education Center Programs

2022-2023 Impact Report



Deaf & Hard of Hearing Visual Impairment Services



Joanne Platt
DHH/VI
Supervisor



Debi Burkhardt
Oral Deaf
Coordinator



Brandi Czechowskyj
Total Communication
Coordinator

Oral Deaf Program

Kent ISD



OUR STUDENTS

20 STUDENTS
BIRTH-5 YEARS

100 STUDENTS
K-12

OUR PARENTS SAY



My child is learning the necessary skills to reach their highest potential.



My child's school collaborates well with my family.



My child's school has strong partnerships with community agencies.

■ Agree ■ Neutral

STUDENT SUCCESS

6

STUDENTS EXITED
THE PROGRAM

6/6 STUDENTS EARNED A DIPLOMA

4/6 STUDENTS ENROLLED IN POST-
SECONDARY EDUCATION

2/6 STUDENTS GAINED
INDEPENDENT EMPLOYMENT

90% STUDENTS CONNECTED
TO LOCAL AGENCIES





OUR STUDENTS

20 STUDENTS
BIRTH-5 YEARS

56 STUDENTS
K-12

STUDENT SUPPORTS

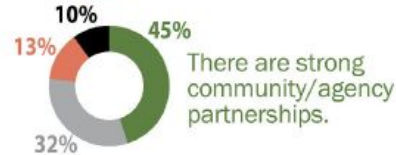
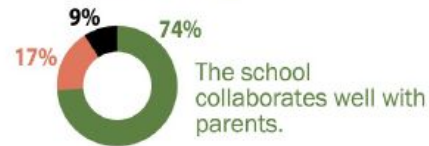
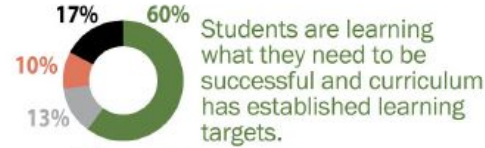
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AMERICAN SIGN LANGUAGE
INTERPRETERS

80%

AVERAGE TIME SPENT
IN GENERAL EDUCATION
CLASSES WITH
INTERPRETERS

OUR STAFF SAY



■ Agree
 ■ Disagree
 ■ Neutral
 ■ Unsure

*Results from Center Programs Staff Survey,
30 Respondents*



Lincoln Pines



Lisa Merritt
Lincoln School
Principal



Todd Jones
Lincoln Developmental
Principal



Renee Hordyk
Pine Grove
Principal



OUR STUDENTS

207	K-12 STUDENTS	104	STUDENTS WITH AUTISM
150	YOUNG ADULTS AGE 18-26	77	STUDENTS WITH COGNITIVE IMPAIRMENT (CI)
357	TOTAL STUDENTS	176	STUDENTS WITH SEVERE MULTIPLE IMPAIRMENTS (SXI)



STUDENT SUCCESS

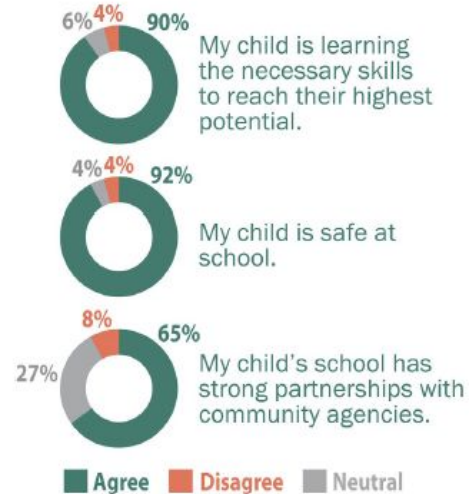
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STUDENTS EXITED THE PROGRAM

13/15 STUDENTS WITH AGENCY CONNECTIONS

5

STUDENTS TRANSFERRED TO LOCAL DISTRICTS

OUR PARENTS SAY



Results from Center Programs Family Survey, 67 Respondents

Kent Education Centers

KEC



Keith Hutchins
KEC Oakleigh
Principal



Kevin Zaschak
KEC Beltline
Principal

OUR STUDENTS

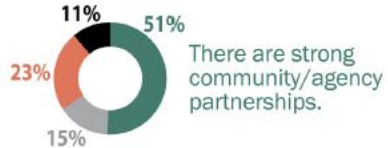
48 STUDENTS
K-8

STUDENT SUCCESS

10

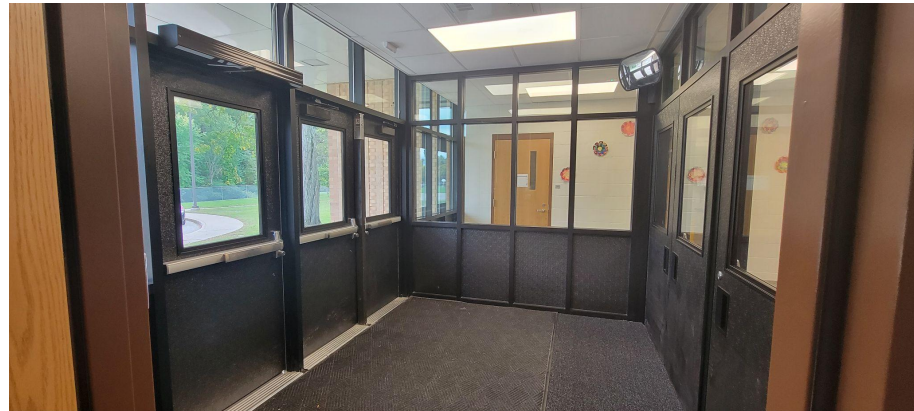
STUDENTS TRANSITIONED
BACK TO LOCAL/REGIONAL
PROGRAM

OUR STAFF SAY



■ Agree
 ■ Disagree
 ■ Neutral
 ■ Unsure

*Results from Center Programs Staff Survey,
12 Respondents*





OUR STUDENTS

50 STUDENTS
GRADE 9-12

20 YOUNG ADULTS
AGE 18-26

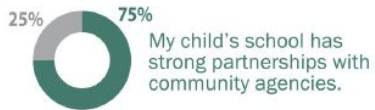
STUDENT SUCCESS

4
STUDENTS EXITED
THE PROGRAM

4/4 STUDENTS EXITED WITH
INDEPENDENT EMPLOYMENT

4/4 STUDENTS EXITED WITH
LOCAL AGENCY CONNECTION

OUR PARENTS SAY



■ Agree ■ Neutral

*Results from Center Programs Family Survey,
10 Respondents*



Empower U

Kent ISD Transition Services



Heather Sneider
Transition Services
& Empower U
Assistant Director



John Kleff
Empower U **North**
Administrator



Bill Behrendt
Empower U **Central**
Administrator



Nic Bond
Empower U **South**
Adminstrator





OUR STUDENTS

295 YOUNG ADULTS
AGE 18-26

STUDENT SUCCESS

48 STUDENTS EXITED
THE PROGRAM

90%
EMPLOYED OR ENGAGED
IN VOLUNTEER/
COMMUNITY ACTIVITIES
POST-EXIT

20 INDEPENDENT EMPLOYMENT
15 SUPPORTED EMPLOYMENT
13 VOLUNTEER/COMMUNITY
INVOLVEMENT

97%
CONNECTED TO AN
AGENCY POST-EXIT

47 CONNECTED AND ACTIVELY
ENGAGED
1 NOT CONNECTED

Young Adults - Community Partners

- Corwell Health
- Mary Free Bed
- Kent District Library
- Grand Valley State University
- Cornerstone University
- Kuyper College
- Meijer
- CompRenew
- YMCA
- Goodwill

Potential - Community Partners

- Special Olympics Building
- Meijer - Rockford



Thank you for your support

Questions

**Special Education
Center Programs
Kent ISD**

A regular meeting of the Kent ISD School Board was held at the administrative offices on Monday, December 18, 2023. The meeting was called to order by President Haidle at 4:00 pm.

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

Member Absent:

Kent ISD Staff Present: Assistant Superintendents Finkel, Gorman, Gardner, Philipps, Rodgers; Directors Baine, Burns, Castle, Campbell, Dymowski, Graham, Hissong, Hendry, Hofstee, Houtman, Karsten, Lillis, Maynard, McClintic, Preuss, Stamas; Principal Lienesch and Verwey; recording Secretary Lovell; Kent ISD Staff: Nick Morse, Heather Snieder.

Guests:

President Haidle welcomed visitors and turned the meeting over to Director Hendry to present the Leading Learning award. Talibah Sawyer was announced as this month's Leading Learning award recipient. Principal Verwey accepted the award in her absence and shared words of appreciation for her dedication to students.

President Haidle welcomed Ron Houtman, Director of Strategic Planning and Organizational Initiatives, who shared a presentation highlighting the progress made towards our strategic plan's goals and objectives. Board members were given the opportunity for questions.

Upon motion of Member Drake, supported by Member Featherston, it was resolved to combine and approve action items E.1-E.6.

Ayes: Hamming, Featherston, Rettig, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Rettig, supported by Member Hamming, it was resolved to approve the purchase of Avigilon security cameras and related equipment in the amount of \$121,616.66 from People Driven Technology.

Ayes: Featherston, Rettig, Hamming, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Hamming, supported by Member Drake, it was resolved to approve the resolutions to amend the 2023-2024 Budget.

Ayes: Rettig, Hamming, Drake, Featherston, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Featherston, supported by Member Drake, it was resolved to approve 45 students and four advisors from the KCTC HVAC-R program to attend the International Air-Conditioning, Heating, Refrigerating Exposition in Chicago, IL on January 23, 2023.

Ayes: Drake, Hamming, Featherston, Rettig, Haidle

Nays: None

Motion declared to have carried.

Assistant Superintendent Gorman shared that the West Michigan Teacher Collaborative held interviews and has officially accepted 71 educators into the program to obtain a bachelor’s degree in education. This cohort has representation from all three counties and 35% of the individuals are from underrepresented groups.

Assistant Superintendent Gorman shared the Kent ISD holiday schedule and thanked Director Houtman for providing a synthesized overview of the strategic plan’s goals and objectives.

President Haidle provided the opportunity for public comment.

President Haidle adjourned the meeting at 4:30 p.m.

Minutes Approved: January 15, 2023

Andrea Haidle, President

Laura Featherston, Secretary

/ml

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND
12/01/2023 - 12/31/2023**

11. GENERAL EDUCATION	\$	17,741,450.61
21. SPECIAL EDUCATION-CENTER PROGRAMS		638,586.22
22. SPECIAL EDUCATION		9,728,044.97
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)		794,057.69
26. CAREER TECHNICAL EDUCATION		718,621.95
27. COOPERATIVE EDUCATION **		13,153.44
29. STUDENT/SCHOOL ACTIVITY FUND		14,376.79
CAPITAL PROJECTS		
41. GENERAL EDUCATION		543,879.00
42. SPECIAL EDUCATION		613,135.97
46. CAREER TECHNICAL EDUCATION		278,313.13
81. INTERNAL SERVICE FUND		-
TOTAL	\$	31,083,619.77
Total Transfers Out to LEAs (K-12, Charter Schools and Parochial Schools)	\$	9,990,318.08

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

Kent ISD Check Register 12/1/2023 to 12/31/2023

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300028833	MICHIGAN ALLIANCE OF BOYS & GIRLS CLUBS INC	11	5,000,000.00		
			Check Total	5,000,000.00	SECT 99KK FY24 PAYMENT
600122723	MICH PUBLIC SCHOOL EMPLOYEES	11	1,708,080.94		
			Check Total	1,708,080.94	UAAL DECEMBER 2023
600121223	MICH PUBLIC SCHOOL EMPLOYEES	11	1,707,180.92		
			Check Total	1,707,180.92	RETIREMENT 12.1.23
600122823	MICH PUBLIC SCHOOL EMPLOYEES	11	1,642,643.35		
			Check Total	1,642,643.35	RETIREMENT 12.15.23
300029008	GRAND RAPIDS PUBLIC SCHOOLS	22	1,379,017.00		
			Check Total	1,379,017.00	IDEA THRU DEC 23
57406	MICH EDUC SPECIAL SERVICES	11	1,023,076.02		
			Check Total	1,023,076.02	COBRA PREMIUMS
612292329	UNITED STATES TREASURY	11	934,889.52		
			Check Total	934,889.52	PAYROLL TAXES
612012334	UNITED STATES TREASURY	11	916,723.50		
			Check Total	916,723.50	PAYROLL TAXES
612152335	UNITED STATES TREASURY	11	875,543.19		
			Check Total	875,543.19	PAYROLL TAXES
612222302	NEXT GENERATION ENROLLMENT INC	11	843,016.25		
			Check Total	843,016.25	JAN PREMIUMS
300029020	KENTWOOD PUBLIC SCHOOLS	22	810,770.00		
			Check Total	810,770.00	IDEA THRU DEC 23
300028880	DEAN TRANSPORTATION	22	807,306.88		
			Check Total	807,306.88	AUG 23 SUPPLEMENTAL REG 1/2 T
300029002	FOREST HILLS PUBLIC SCHOOLS	22	591,821.00		
			Check Total	591,821.00	IDEA THRU DEC 23
57419	OWEN-AMES-KIMBALL CO	42	302,172.91		
	OWEN-AMES-KIMBALL CO	46	256,693.06		
			Check Total	558,865.97	KEC OAK SECURE ENTRANCE
57178	SENTINEL TECHNOLOGIES INC	41	543,879.00		

	SENTINEL TECHNOLOGIES INC	42	14,863.00	
			Check Total	558,742.00 SERVER & NETWORK EQUIP REFRESH
300028945	GRAND RAPIDS PUBLIC SCHOOLS	11	2,289.22	
	GRAND RAPIDS PUBLIC SCHOOLS	22	499,258.78	
			Check Total	501,548.00 DEC23 SA SECT 51A SPED
300029027	MICH FAMILY RESOURCES	11	434,062.00	
			Check Total	434,062.00 GSRP THRU DEC 23
300029041	ROCKFORD PUBLIC SCHOOLS	22	389,982.00	
			Check Total	389,982.00 IDEA THRU DEC 23
300028988	CALEDONIA COMMUNITY SCHOOLS	22	385,305.00	
			Check Total	385,305.00 IDEA THRU DEC 23
300029011	GRANDVILLE PUBLIC SCHOOLS	22	320,265.00	
			Check Total	320,265.00 IDEA THRU DEC 23
300029032	NORTHVIEW PUBLIC SCHOOLS	21	296,022.00	
			Check Total	296,022.00 COMMUNICATIONS INDIRECT COST 2
300029018	KENOWA HILLS PUBLIC SCHOOLS	22	277,046.00	
			Check Total	277,046.00 IDEA THRU DEC 23
300028987	BYRON CENTER PUBLIC SCHOOLS	22	261,210.00	
			Check Total	261,210.00 IDEA THRU DEC 23
300028989	CEDAR SPRINGS PUBLIC SCHOOLS	22	246,003.00	
			Check Total	246,003.00 IDEA THRU DEC 23
300029025	LOWELL AREA SCHOOLS	22	237,659.00	
			Check Total	237,659.00 IDEA THRU DEC 23
300029033	NORTHVIEW PUBLIC SCHOOLS	22	232,547.00	
			Check Total	232,547.00 IDEA THRU DEC 23
300029044	THORNAPPLE KELLOGG SCHOOLS	22	229,238.00	
			Check Total	229,238.00 IDEA THRU DEC 23
300029056	WYOMING PUBLIC SCHOOLS	22	229,143.00	
			Check Total	229,143.00 IDEA THRU DEC 23
300029042	SPARTA AREA SCHOOLS	22	222,621.00	
			Check Total	222,621.00 IDEA THRU DEC 23
300028953	KENTWOOD PUBLIC SCHOOLS	11	910.43	
	KENTWOOD PUBLIC SCHOOLS	22	206,714.98	
			Check Total	207,625.41 DEC23 SA SECT 51A SPED
30028858	GR COMMUNITY COLLEGE	11	102,013.10	
	GR COMMUNITY COLLEGE	26	103,937.49	

			Check Total	205,950.59 2023 FALL SEMESTER TUITION
81215231	JPMORGAN CHASE BANK NA	11	45,183.21	
	JPMORGAN CHASE BANK NA	21	42,943.49	
	JPMORGAN CHASE BANK NA	22	13,215.07	
	JPMORGAN CHASE BANK NA	26	71,860.13	
	JPMORGAN CHASE BANK NA	27	2,422.08	
	JPMORGAN CHASE BANK NA	28	292.71	
	JPMORGAN CHASE BANK NA	29	2,256.66	
	JPMORGAN CHASE BANK NA	46	147.99	
			Check Total	178,321.34 AMZN MKTP US*Z288N9AP3
300028993	COMSTOCK PARK PUBLIC SCHOOLS	22	169,185.00	
			Check Total	169,185.00 IDEA THRU DEC 23
300029017	KELLOGGSVILLE PUBLIC SCHOOLS	22	162,496.00	
			Check Total	162,496.00 IDEA THRU DEC 23
300028999	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	151,046.00	
			Check Total	151,046.00 IDEA THRU DEC 23
300028872	BARE BULB COMPANIES LLC	11	150,000.00	
			Check Total	150,000.00 IT Planning Platform
300028968	SPARTA AREA SCHOOLS	11	99,808.26	
	SPARTA AREA SCHOOLS	22	49,648.78	
			Check Total	149,457.04 DEC23 SA SECT 51A SPED
612292331	STATE OF MICHIGAN	11	138,684.27	
			Check Total	138,684.27 PAYROLL TAXES
612012336	STATE OF MICHIGAN	11	135,475.05	
			Check Total	135,475.05 PAYROLL TAXES
300028891	GRAND RAPIDS PUBLIC SCHOOLS	23	133,212.05	
			Check Total	133,212.05 FY24 ENHANCE 2023-12-15
612152337	STATE OF MICHIGAN	11	129,861.01	
			Check Total	129,861.01 PAYROLL TAXES
300029057	YMCA OF GREATER GR	11	124,910.00	
			Check Total	124,910.00 GSRP THRU DEC 23
300028939	FOREST HILLS PUBLIC SCHOOLS	11	1,422.99	
	FOREST HILLS PUBLIC SCHOOLS	22	121,018.29	
			Check Total	122,441.28 DEC23 SA SECT 51A SPED
300028901	KENTWOOD PUBLIC SCHOOLS	23	113,314.55	
			Check Total	113,314.55 FY24 ENHANCE 2023-12-15

57282	EIDEX LLC	11	111,074.00		
			Check Total	111,074.00	EIDEX FOCUS & PRISM SOFTWARE
300028967	ROCKFORD PUBLIC SCHOOLS	11	8,256.87		
	ROCKFORD PUBLIC SCHOOLS	22	89,404.29		
			Check Total	97,661.16	DEC23 SA SECT 51A SPED
300029003	GODFREY LEE PUBLIC SCHOOLS	22	95,325.00		
			Check Total	95,325.00	IDEA THRU DEC 23
57393	HISPANIC CENTER OF WESTERN MICHIGAN	11	92,402.00		
			Check Total	92,402.00	GSRP THRU DEC 23
300028978	WYOMING PUBLIC SCHOOLS	11	149.28		
	WYOMING PUBLIC SCHOOLS	22	88,905.23		
			Check Total	89,054.51	DEC23 SA SECT 51A SPED
300029038	MICHIGAN PREPARATORY VIRTUAL SCHOOL	22	87,274.00		
			Check Total	87,274.00	IDEA THRU DEC 23
300028947	GRANDVILLE PUBLIC SCHOOLS	11	1,527.43		
	GRANDVILLE PUBLIC SCHOOLS	22	79,487.00		
			Check Total	81,014.43	DEC23 SA SECT 51A SPED
300029019	KENT CITY COMMUNITY SCHOOLS	22	80,436.00		
			Check Total	80,436.00	IDEA THRU DEC 23
300028979	ZEELAND PUBLIC SCHOOLS	11	75,299.09		
			Check Total	75,299.09	DEC23 SA SECT 107 ADULT ED
300028875	CALEDONIA COMMUNITY SCHOOLS	23	75,269.30		
			Check Total	75,269.30	FY24 ENHANCE 2023-12-15
57233	WEBUILDFUN INC	42	74,392.00		
			Check Total	74,392.00	S GODWIN PLAYGROUND
30028863	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	5,931.49		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	24,645.34		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	37,545.37		
			Check Total	68,122.20	ACCT 41000 - NOV23
300028873	BYRON CENTER PUBLIC SCHOOLS	23	63,827.61		
			Check Total	63,827.61	FY24 ENHANCE 2023-12-15
300029049	WALKER CHARTER ACADEMY	22	62,542.00		
			Check Total	62,542.00	IDEA THRU DEC 23
300028960	NORTHVIEW PUBLIC SCHOOLS	11	362.64		
	NORTHVIEW PUBLIC SCHOOLS	22	61,234.69		
			Check Total	61,597.33	DEC23 SA SECT 51A SPED

300028933	COMSTOCK PARK PUBLIC SCHOOLS	11	423.50	
	COMSTOCK PARK PUBLIC SCHOOLS	22	59,015.59	
			Check Total	59,439.09 DEC23 SA SECT 51A SPED
300028943	GODWIN HEIGHTS PUBLIC SCHOOLS	11	21.14	
	GODWIN HEIGHTS PUBLIC SCHOOLS	22	59,152.42	
			Check Total	59,173.56 DEC23 SA SECT 51A SPED
57246	SET INC	11	58,805.00	
			Check Total	58,805.00 WORKER COMP 2023-24 3RD QUARTE
300028913	ROCKFORD PUBLIC SCHOOLS	23	58,051.22	
			Check Total	58,051.22 FY24 ENHANCE 2023-12-15
57155	GORNO FORD	42	57,482.00	
			Check Total	57,482.00 TRANSIT VANS FOR CENTER PROGRA
57426	SET INC	11	56,514.00	
			Check Total	56,514.00 WC 22-23 AUDIT ADJUST
300028951	KENOWA HILLS PUBLIC SCHOOLS	11	213.35	
	KENOWA HILLS PUBLIC SCHOOLS	22	55,970.04	
			Check Total	56,183.39 DEC23 SA SECT 51A SPED
300028886	FOREST HILLS PUBLIC SCHOOLS	23	53,932.47	
			Check Total	53,932.47 FY24 ENHANCE 2023-12-15
57339	WEST MICHIGAN CONSTRUCTION INSTITUTE	26	52,500.00	
			Check Total	52,500.00 WM. CONSTRUCTION INSTITUTE STU
612152301	CITY OF GRAND RAPIDS	11	51,585.80	
			Check Total	51,585.80 CITY TAXES
300028928	BYRON CENTER PUBLIC SCHOOLS	11	1,166.71	
	BYRON CENTER PUBLIC SCHOOLS	22	50,101.01	
			Check Total	51,267.72 DEC23 SA SECT 51A SPED
300028930	CEDAR SPRINGS PUBLIC SCHOOLS	11	508.72	
	CEDAR SPRINGS PUBLIC SCHOOLS	22	49,683.75	
			Check Total	50,192.47 DEC23 SA SECT 51A SPED
300029021	KNAPP CHARTER ACADEMY	22	49,918.00	
			Check Total	49,918.00 IDEA THRU DEC 23
300028998	CROSS CREEK CHARTER ACADEMY	22	47,625.00	
			Check Total	47,625.00 IDEA THRU DEC 23
300028961	ORCHARD VIEW SCHOOLS	11	47,554.36	
			Check Total	47,554.36 DEC23 SA SECT 107 ADULT ED
300028910	NORTHVIEW PUBLIC SCHOOLS	23	45,738.20	

			Check Total	45,738.20	FY24 ENHANCE 2023-12-15
300028893	GRANDVILLE PUBLIC SCHOOLS	23	45,730.30		
			Check Total	45,730.30	FY24 ENHANCE 2023-12-15
300029047	VANGUARD CHARTER ACADEMY	22	44,639.00		
			Check Total	44,639.00	IDEA THRU DEC 23
300028950	KELLOGGSVILLE PUBLIC SCHOOLS	11	64.07		
	KELLOGGSVILLE PUBLIC SCHOOLS	22	42,802.82		
			Check Total	42,866.89	DEC23 SA SECT 51A SPED
300029000	EXCEL CHARTER ACADEMY	22	41,565.00		
			Check Total	41,565.00	IDEA THRU DEC 23
300029048	VISTA CHARTER ACADEMY	22	41,153.00		
			Check Total	41,153.00	IDEA THRU DEC 23
57427	SOUTH END COMMUNITY OUTREACH MINISTRIES	11	40,074.00		
			Check Total	40,074.00	GSRP THRU DEC 23
300028982	APPLETREE LEARNING CENTERS WALKER LLC	11	39,954.00		
			Check Total	39,954.00	GSRP THRU DEC 23
300028887	GODFREY LEE PUBLIC SCHOOLS	23	37,363.97		
			Check Total	37,363.97	FY24 ENHANCE 2023-12-15
300028883	ENVIRO-CLEAN	21	37,101.21		
			Check Total	37,101.21	JANITORIAL SERVICES - LINCOLN
300029036	POCKET NURSE ENTERPRISES INC	26	35,199.00		
			Check Total	35,199.00	CO-MEDICINE DISPENSER FOR KCTC
300028991	CHILDTIME CHILDCARE INC	11	34,747.00		
			Check Total	34,747.00	GSRP THRU DEC 23
300029069	SET INC	11	34,645.74		
			Check Total	34,645.74	JAN PREMIUMS
300029040	RIVER CITY SCHOLARS CHARTER ACADEMY	22	34,564.00		
			Check Total	34,564.00	IDEA THRU DEC 23
300029009	OCTAVIA PACE	11	34,000.00		
			Check Total	34,000.00	GSRP THRU DEC 23
300028956	LOWELL AREA SCHOOLS	11	656.08		
	LOWELL AREA SCHOOLS	22	33,334.28		
			Check Total	33,990.36	DEC23 SA SECT 51A SPED
57132	TREECE HOME CARE INC	22	33,925.00		
			Check Total	33,925.00	COMMUNITY CARE GIVERS KENTWOOD

30028866	RED DAWN INTERMEDIATE I INC	26	32,957.88	Check Total	32,957.88 EQUIPMENT MAINTENANCE AGREEMENT
300029039	RIDGE PARK CHARTER ACADEMY	22	31,354.00	Check Total	31,354.00 IDEA THRU DEC 23
300029052	WELLSPRING PREPARATORY HIGH SCHOOL	22	30,989.00	Check Total	30,989.00 IDEA THRU DEC 23
300029053	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	11	30,933.00	Check Total	30,933.00 GSRP THRU DEC 23
300029030	NEW BRANCHES SCHOOL	11	30,897.00	Check Total	30,897.00 GSRP THRU DEC 23
57453	TREECE HOME CARE INC	22	30,750.00	Check Total	30,750.00 COMMUNITY CARE GIVERS KELLOGGS
300028870	ADN ADMINISTRATORS INC	11	29,842.39	Check Total	29,842.39 DENTAL CLAIMS
300028881	EAST GRAND RAPIDS PUBLIC SCHOOLS	23	28,540.62	Check Total	28,540.62 FY24 ENHANCE 2023-12-15
300028918	THORNAPPLE KELLOGG SCHOOLS	23	28,380.41	Check Total	28,380.41 FY24 ENHANCE 2023-12-15
57175	OWEN-AMES-KIMBALL CO	42	28,368.21	Check Total	28,368.21 KEC OAK SECURE ENTRANCE
300029046	TUTOR TIME LEARNING CENTERS LLC	11	27,911.00	Check Total	27,911.00 GSRP THRU DEC 23
300028990	CHANDLER WOODS CAMPUS	22	27,154.00	Check Total	27,154.00 IDEA THRU DEC 23
57423	RIVERWORKS CONSTRUCTION	42	26,733.41	Check Total	26,733.41 LINCOLN CAMPUS DRAINAGE
300028984	BAXTER COMMUNITY CENTER	11	26,253.00	Check Total	26,253.00 GSRP THRU DEC 23
300028940	FREMONT PUBLIC SCHOOLS	11	25,824.36	Check Total	25,824.36 DEC23 SA SECT 107 ADULT ED
612292327	GLP & ASSOCIATES	11	25,582.77	Check Total	25,582.77 ANNUITY
612012332	GLP & ASSOCIATES	11	25,340.59	Check Total	25,340.59 ANNUITY
57216	FAMILY PROMISE OF GRAND RAPIDS	11	24,923.34		

			Check Total	24,923.34 MV REIMB - CONTRACTED SUPPORT
615122333	GLP & ASSOCIATES	11	24,468.07	
			Check Total	24,468.07 ANNUITY
300029007	GR COMMUNITY COLLEGE	11	23,338.00	
			Check Total	23,338.00 GSRP THRU DEC 23
57418	OVER ACHIEVERS ACADEMY	11	22,406.00	
			Check Total	22,406.00 GSRP THRU DEC 23
300029024	LIGHTHOUSE ACADEMY	22	22,259.00	
			Check Total	22,259.00 IDEA THRU DEC 23
300029055	WILLIAM C ABNEY ACADEMY	22	21,934.00	
			Check Total	21,934.00 IDEA THRU DEC 23
57435	THE VILLAGE LEARNING CENTER INC	11	21,822.00	
			Check Total	21,822.00 GSRP THRU DEC 23
300028996	CREATIVE TECHNOLOGIES ACADEMY	22	21,620.00	
			Check Total	21,620.00 IDEA THRU DEC 23
57126	BASIS POLICY RESEARCH LLC	11	21,132.00	
			Check Total	21,132.00 MI STUDENT VOICE STUDENT PERCE
300028942	GODFREY LEE PUBLIC SCHOOLS	11	21.14	
	GODFREY LEE PUBLIC SCHOOLS	22	20,971.66	
			Check Total	20,992.80 DEC23 SA SECT 51A SPED
57172	NEWEGG.COM	26	20,952.10	
			Check Total	20,952.10 PC REBUILD PARTS IT
300029004	GODWIN HEIGHTS PUBLIC SCHOOLS	21	20,587.91	
			Check Total	20,587.91 SOUTH GODWIN CENTER PROGRAMS L
57400	ANSELU LLC	11	20,353.00	
			Check Total	20,353.00 GSRP THRU DEC 23
300028912	PROGRESSIVE ARCHITECTURAL ENGINEERS	26	1,109.79	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	16,030.19	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	2,970.85	
			Check Total	20,110.83 KISD RESIDENT CONSTR - SITE PL
271512292	EDUSTAFF LLC	11	2,053.37	
	EDUSTAFF LLC	21	12,328.47	
	EDUSTAFF LLC	22	762.82	
	EDUSTAFF LLC	26	4,825.13	
			Check Total	19,969.79 EDUSTAFF 12/29/2023
57401	LANGLEY CHILD CARE	11	19,921.00	

			Check Total	19,921.00	GSRP THRU DEC 23
300029029	SHEENA AUSTIN	11	19,591.00		
			Check Total	19,591.00	GSRP THRU DEC 23
300029014	HOPE ACADEMY OF WEST MICHIGAN	11	19,375.00		
			Check Total	19,375.00	GSRP THRU DEC 23
300028906	LOWELL AREA SCHOOLS	23	19,292.35		
			Check Total	19,292.35	FY24 ENHANCE 2023-12-15
300028926	BELDING AREA SCHOOLS	11	19,154.48		
			Check Total	19,154.48	DEC23 SA SECT 107 ADULT ED
300028962	PLAINWELL COMMUNITY SCHOOLS	11	19,051.36		
			Check Total	19,051.36	DEC23 SA SECT 107 ADULT ED
300028915	SPARTA AREA SCHOOLS	23	18,993.40		
			Check Total	18,993.40	FY24 ENHANCE 2023-12-15
300028888	GODWIN HEIGHTS PUBLIC SCHOOLS	23	18,347.89		
			Check Total	18,347.89	FY24 ENHANCE 2023-12-15
57421	SEVERIN INTERMEDIATE HOLDINGS LLC	22	18,313.15		
			Check Total	18,313.15	CUST#10008794 POWERSCHOOL PROG
300028937	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	18,189.39		
			Check Total	18,189.39	DEC23 SA SECT 51A SPED
271512152	EDUSTAFF LLC	11	1,549.32		
	EDUSTAFF LLC	21	10,681.53		
	EDUSTAFF LLC	22	1,058.12		
	EDUSTAFF LLC	26	4,719.96		
			Check Total	18,008.93	EDUSTAFF WEEK OF 12/15/2023
300029065	KENT COUNTY TREASURER	26	17,815.35		
			Check Total	17,815.35	23-24 SRO OFFICER (JULY - JUNE)
300028812	APPLE INC (ORDERS)	21	17,760.00		
			Check Total	17,760.00	10.2 inch iPads
300028986	BYRON CENTER CHARTER	22	17,603.00		
			Check Total	17,603.00	IDEA THRU DEC 23
300029006	GR CHILD DISCOVERY CENTER	22	17,355.00		
			Check Total	17,355.00	IDEA THRU DEC 23
300028931	CENTRAL MONTCALM PUB SCH	11	17,053.45		
			Check Total	17,053.45	DEC23 SA SECT 107 ADULT ED
300028929	CALEDONIA COMMUNITY SCHOOLS	11	1,080.22		
	CALEDONIA COMMUNITY SCHOOLS	22	15,358.07		

			Check Total	16,438.29 DEC23 SA SECT 51A SPED
612292330	PARADIGM EQUITIES INC	11	16,424.59	
			Check Total	16,424.59 ANNUITY
300028941	FRUITPORT COMMUNITY SCHOOLS	11	16,407.91	
			Check Total	16,407.91 DEC23 SA SECT 107 ADULT ED
57407	MILESTONES CDC LLC	11	15,810.00	
			Check Total	15,810.00 GSRP THRU DEC 23
612012335	PARADIGM EQUITIES INC	11	15,706.10	
			Check Total	15,706.10 ANNUITY
57352	ALPINE TOWNSHIP	22	15,645.00	
			Check Total	15,645.00 2023 SUMMER TAX COLLECTION
300028830	ANA L RAMIREZ-SAENZ	21	9,369.48	
	ANA L RAMIREZ-SAENZ	22	6,251.00	
			Check Total	15,620.48 LAFUENTE TRANSLATION SERVICES
57385	GR CHRISTIAN SCHOOLS	11	15,238.00	
			Check Total	15,238.00 GSRP THRU DEC 23
300028924	WYOMING PUBLIC SCHOOLS	23	15,142.14	
			Check Total	15,142.14 FY24 ENHANCE 2023-12-15
57297	GRAND VALLEY AUTOMATION INC	42	15,020.00	
			Check Total	15,020.00 EUS BOILER SYSTEM DDC UPGRADE
57408	MILESTONES CDC LLC	11	14,980.00	
			Check Total	14,980.00 GSRP THRU DEC 23
300028817	CLARK HILL PLC	11	4,925.99	
	CLARK HILL PLC	22	4,926.00	
	CLARK HILL PLC	26	4,926.01	
			Check Total	14,778.00 CLIENT 58607-MATTER 316996 - R
300028925	ALLEGAN PUBLIC SCHOOLS	11	14,561.18	
			Check Total	14,561.18 DEC23 SA SECT 107 ADULT ED
57298	GRAND VALLEY AUTOMATION INC	42	14,516.00	
			Check Total	14,516.00 EU-S AC CONDENSER INSTALLATION
57412	MICH OFFICE SOLUTIONS	11	134.99	
	MICH OFFICE SOLUTIONS	26	14,195.68	
			Check Total	14,330.67 COLOR PRINT OVERAGES INVOICED
300028896	KELLOGGSVILLE PUBLIC SCHOOLS	23	14,239.83	
			Check Total	14,239.83 FY24 ENHANCE 2023-12-15
612152336	PARADIGM EQUITIES INC	11	14,226.06	

			Check Total	14,226.06 ANNUITY
300029054	WEST MICH AVIATION ACADEMY	22	14,118.00	
			Check Total	14,118.00 IDEA THRU DEC 23
57281	DISCOUNT DOOR CO	42	14,075.25	
			Check Total	14,075.25 KEC-B OVERHEAD DOOR
271512123	EDUSTAFF LLC	11	2,094.88	
	EDUSTAFF LLC	21	9,073.90	
	EDUSTAFF LLC	22	926.88	
	EDUSTAFF LLC	26	1,797.96	
			Check Total	13,893.62 EDUSTAFF WEEK OF 12/01/2023
300029058	APPLE INC (ORDERS)	21	13,470.00	
			Check Total	13,470.00 APPLE I-PADS FOR REMC STOCK
57349	WHITEHALL DISTRICT SCHOOLS	11	13,012.36	
			Check Total	13,012.36 DEC23 SA SECT 107 ADULT ED
300028878	COMSTOCK PARK PUBLIC SCHOOLS	23	12,900.73	
			Check Total	12,900.73 FY24 ENHANCE 2023-12-15
300028995	COVENANT HOUSE ACADEMY	22	12,750.00	
			Check Total	12,750.00 IDEA THRU DEC 23
300028948	GRANT PUBLIC SCHOOLS	11	12,660.18	
			Check Total	12,660.18 DEC23 SA SECT 107 ADULT ED
57153	GEROTECH INC	46	12,215.00	
			Check Total	12,215.00 HRT-100 CNC ROTARY TABLE FOR P
57322	JENNY ORTON	11	12,112.26	
			Check Total	12,112.26 COGNITIVE COACHING PARTS I & I
57299	GRAND VALLEY AUTOMATION INC	42	11,895.00	
			Check Total	11,895.00 EU-S BLDG AUTOMATION UPGRADES
300028819	DEAN TRANSPORTATION	21	3,198.21	
	DEAN TRANSPORTATION	22	7,245.67	
	DEAN TRANSPORTATION	26	1,114.37	
			Check Total	11,558.25 JULY 23 FALL REG 1/2 TRANSPOR
300028969	THORNAPPLE KELLOGG SCHOOLS	11	1,339.70	
	THORNAPPLE KELLOGG SCHOOLS	22	10,123.87	
			Check Total	11,463.57 DEC23 SA SECT 51A SPED
300028997	CREATIVE TECHNOLOGIES ACADEMY	11	11,398.00	
			Check Total	11,398.00 GSRP THRU DEC 23
300029001	FOREST HILLS PUBLIC SCHOOLS	26	10,859.87	

			Check Total	10,859.87	KCRC TRANSPORTATION - NOVEMBER
300028957	MASON COUNTY CENTRAL SCHOOLS	11	10,790.09		
			Check Total	10,790.09	DEC23 SA SECT 107 ADULT ED
300029010	GRAND VALLEY STATE UNIVERSITY	11	10,739.80		
			Check Total	10,739.80	TUITION LEADS PROGRAM
57389	GR BUILDING SERVICES INC	21	10,533.33		
			Check Total	10,533.33	JANITORAL SERVICES FOR OAKLEIG
57386	GRAND RAPIDS EARLY DISCOVERY CENTER	11	10,352.00		
			Check Total	10,352.00	GSRP THRU DEC 23
30028856	FRANCISCAN LIFE PROCESS CENTER	21	10,040.00		
			Check Total	10,040.00	MUSIC THERAPY - KEC OAKLEIGH
300028835	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	352.47		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	4,602.79		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	5,069.08		
			Check Total	10,024.34	ACCT 41000 SEPT2023
300029043	SYSCO GRAND RAPIDS LLC	26	10,007.43		
			Check Total	10,007.43	1ST SEMESTER CULINARY SUPPLIES
57301	INTEGRITY BUSINESS SOLUTIONS LLC	26	9,996.00		
			Check Total	9,996.00	TABLES FOR KCC
30028869	WEATHER SHIELD ROOFING SYSTEMS	26	9,850.00		
			Check Total	9,850.00	KCTC ROOF REPAIRS
57262	AMAZON.COM LLC	11	2,071.93		
	AMAZON.COM LLC	26	7,760.00		
			Check Total	9,831.93	CO-WACOM CINTIQ 16 DRAWING TAB
57328	SEYFERTH & ASSOCIATES INC	11	9,628.25		
			Check Total	9,628.25	PUBLIC RELATIONS
57355	MIDWEST CONSULTING ARBORISTS	26	9,480.00		
			Check Total	9,480.00	REPLACEMENT TREES ON CAMPUS FR
57277	CUSTER OFFICE ENVIRONMENTS INC	42	9,279.95		
			Check Total	9,279.95	EMPOWERU-CENTRAL FURNITURE
57191	XEROX CORPORATION	26	8,894.64		
			Check Total	8,894.64	XEROX MONTHLY LEASE PAYMENTS F
57445	XEROX CORPORATION	26	8,894.64		
			Check Total	8,894.64	XEROX MONTHLY LEASE PAYMENTS F
57237	NEUTRAL ZONE	22	8,874.85		
			Check Total	8,874.85	Restorative Practices Training

57440	SOLUTIONS PLUS INC	26	8,684.25	Check Total	8,684.25 RUCKUS SUPPORT 12/10/23-12/11/
612012319	GLP & ASSOCIATES - 457	11	8,552.30	Check Total	8,552.30 ANNUITY
300028952	KENT CITY COMMUNITY SCHOOLS	11	85.21		
	KENT CITY COMMUNITY SCHOOLS	22	8,395.27	Check Total	8,480.48 DEC23 SA SECT 51A SPED
57179	SOLIANT HEALTH LLC	21	8,310.02	Check Total	8,310.02 SOLIANT HEALTH LLC TELESERVICE
57381	GERALD DAWKINS ACADEMY	22	8,287.00	Check Total	8,287.00 IDEA THRU DEC 23
612292316	GLP & ASSOCIATES - 457	11	8,275.46	Check Total	8,275.46 ANNUITY
57205	CITY OF GRAND RAPIDS	11	460.77		
	CITY OF GRAND RAPIDS	21	4,510.41		
	CITY OF GRAND RAPIDS	26	3,290.85	Check Total	8,262.03 WS2177253 (860 CRAHEN NE) 10/1
300028907	MCALVEY MERCHANT & ASSOCIATES	11	8,000.00	Check Total	8,000.00 GOVERNMENTAL CONSULTING AND RE
612152319	GLP & ASSOCIATES - 457	11	7,897.79	Check Total	7,897.79 ANNUITY
57243	REPUBLIC SERVICES INC	11	332.94		
	REPUBLIC SERVICES INC	21	3,992.92		
	REPUBLIC SERVICES INC	26	3,331.65	Check Total	7,657.51 3-0240-0360530 12/01/23-12/31/
57358	BLUE CROSS BLUE SHIELD OF MICHIGAN	11	7,486.90	Check Total	7,486.90 JAN PREMIUMS KENT CITY ITIN/KE
57315	NATL INSTITUTE FOR AUTOMOTIVE SERVICE EXCELLENCE	26	7,350.00	Check Total	7,350.00 ASE CERTIFICATION FOR STUDENTS
300028824	GRAND VALLEY STATE UNIVERSITY	11	7,297.00	Check Total	7,297.00 LISTEN LEARN LEAD EVENT 10/30/
300028897	KENOWA HILLS PUBLIC SCHOOLS	23	7,185.52	Check Total	7,185.52 FY24 ENHANCE 2023-12-15
30028868	UNITED COMMERCIAL SERVICES INC	21	7,156.41	Check Total	7,156.41 JANITORIAL SERVICES - KEC BELT

612292302	PLANMEMBER SECURITIES CORP	11	6,942.87	Check Total	6,942.87 ANNUITY
57284	ESSENTIAL EDUCATION	11	6,885.00	Check Total	6,885.00 GED ACADEMY STUDY PROGRAM
57196	AMAZON.COM LLC	11	5,832.30		
	AMAZON.COM LLC	26	964.21	Check Total	6,796.51 Classroom snacks for all sites
57387	GRAND RAPIDS EARLY DISCOVERY CENTER	11	6,731.00	Check Total	6,731.00 GSRP THRU DEC 23
57225	JIGSAW LEARNING LLC	21	6,675.00	Check Total	6,675.00 JIGSAW LEARNING-TEACHTOWN TRAN
57260	AIRCRAFT SPRUCE & SPECIALTY CO	26	6,571.09	Check Total	6,571.09 Aviation Electronics Autopilot
612012303	PLANMEMBER SECURITIES CORP	11	6,467.99	Check Total	6,467.99 ANNUITY
57307	MCKESSON MEDICAL SURGICAL	26	6,250.56	Check Total	6,250.56 CO-KCTC HEALTH CAREERS - ANALY
612152304	PLANMEMBER SECURITIES CORP	11	6,149.99	Check Total	6,149.99 ANNUITY
57209	CONSUMERS ENERGY CO	21	6,127.03	Check Total	6,127.03 100039595051 (2101 5ND SW) 10/
30028852	EAST GRAND RAPIDS PUBLIC SCHOOLS	11	6,100.00	Check Total	6,100.00 IGNITE ENGAGEMENT LAB - SUBS
57429	STACKBIN CORPORATION	46	5,902.30	Check Total	5,902.30 WORKBENCHES FOR PRECISION MACH
300029031	NEXTECH HIGH SCHOOL	22	5,872.00	Check Total	5,872.00 IDEA THRU DEC 23
300028920	UNITED COMMERCIAL SERVICES INC	26	5,537.00	Check Total	5,537.00 CONTRACTED CUSTODIAL SERVICES
612012301	ASR CORP	11	5,507.76	Check Total	5,507.76 EMPLOYEE FLEX
612152332	ASR CORP	11	5,507.76	Check Total	5,507.76 KENT ISD FLEX
612292326	ASR CORP	11	5,507.76	Check Total	5,507.76 KENT ISD FLEX
300028917	THE SCHOLAR FIRST INC	11	5,416.00		

			Check Total	5,416.00	THE SCHOLAR FIRST CONSULTATION
57164	MATHISON ARCHITECTS LLC	42	5,347.00		
			Check Total	5,347.00	LINCOLN LDC RENOVATION OCT23
300028903	ANA L RAMIREZ-SAENZ	21	2,806.14		
	ANA L RAMIREZ-SAENZ	22	2,462.50		
			Check Total	5,268.64	LAFUENTE TRANSLATION SERVICES
57391	HARBOR GROUP INCORPORATED	26	5,120.36		
			Check Total	5,120.36	OPEN PO - 1ST SEMESTER WELDING
30028864	PROGRESSIVE ARCHITECTURAL ENGINEERS	26	5,025.00		
			Check Total	5,025.00	PROJ 51036037.1-FACILITY POLE
57158	INACOMP TECHNICAL SERVICES GROUP LLC	11	4,992.00		
			Check Total	4,992.00	LAPTOPS FOR BRIGHT BEGINNINGS
30028854	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	4,870.00		
			Check Total	4,870.00	CONSULTING FEES - NOV23
612292314	PARADIGM EQUITIES-ROTH	11	4,835.00		
			Check Total	4,835.00	ANNUITY
57365	COMCAST HOLDINGS CORPORATION	11	1,375.00		
	COMCAST HOLDINGS CORPORATION	21	3,455.45		
			Check Total	4,830.45	MONTHLY INTERNET ACCESS (TO RE
57144	EXPRESS CALIBRATION SERVICES	26	4,795.00		
			Check Total	4,795.00	CALIBRATION AND EVULATION OF A
612012316	PARADIGM EQUITIES-ROTH	11	4,735.00		
			Check Total	4,735.00	ANNUITY
612152317	PARADIGM EQUITIES-ROTH	11	4,735.00		
			Check Total	4,735.00	ANNUITY
57353	AMAZON.COM LLC	11	169.19		
	AMAZON.COM LLC	26	4,523.06		
			Check Total	4,692.25	DNA ELECTROPHORESIS LABSTATION
57250	TEAMVIEWER GMBH	26	4,669.08		
			Check Total	4,669.08	TEAMVIEWER SUB 12/4/23-12/3/24
57383	GORDON FOOD SERVICE INC	26	4,516.15		
	GORDON FOOD SERVICE INC	29	111.56		
			Check Total	4,627.71	1ST SEMESTER SUPPLIES GORDON F
57227	DOLLY ANN KELLOGG	11	4,494.96		
			Check Total	4,494.96	Michigan Model for Health

57193	ADVANTAGE MECHANICAL-REFRIGERATION INC	21	1,000.00	
	ADVANTAGE MECHANICAL-REFRIGERATION INC	26	3,465.00	
			Check Total	4,465.00 KCTC HVACR REPAIRS
57188	WEST MICHIGAN FOREST PRODUCTS LLC	26	4,422.76	
			Check Total	4,422.76 LUMBER SUPPLIES FOR SY23-24 -
57135	CONSUMERS ENERGY CO	21	1,644.39	
	CONSUMERS ENERGY CO	26	2,759.13	
			Check Total	4,403.52 100010917175 (1480 LEFFINGWELL
30028865	RELAYHUB LLC	22	4,324.00	
			Check Total	4,324.00 Monthly Licensing Fee
57399	DOLLY ANN KELLOGG	11	4,286.86	
			Check Total	4,286.86 Michigan Model for Health
57480	SOLIANT HEALTH LLC	21	4,232.43	
			Check Total	4,232.43 SOLIANT HEALTH LLC TELESERVICE
30028867	SYSCO GRAND RAPIDS LLC	26	4,231.02	
			Check Total	4,231.02 1ST SEMESTER CULINARY SUPPLIES
57210	CRISIS PREVENTION INSTITUTE INC	21	1,849.00	
	CRISIS PREVENTION INSTITUTE INC	22	2,349.50	
			Check Total	4,198.50 CPI Course and Workbooks
57296	GRAND VALLEY AUTOMATION INC	42	4,047.00	
			Check Total	4,047.00 EUS BAS UPGRADES
300029023	UKG KRONOS SYSTEMS LLC	11	638.37	
	UKG KRONOS SYSTEMS LLC	21	2,329.66	
	UKG KRONOS SYSTEMS LLC	22	425.58	
	UKG KRONOS SYSTEMS LLC	26	638.37	
			Check Total	4,031.98 KRONOS WORKFORCE SOFTWARE FY24
300028899	KENT COUNTY TREASURER	11	63.29	
	KENT COUNTY TREASURER	22	2,550.48	
	KENT COUNTY TREASURER	23	637.40	
	KENT COUNTY TREASURER	26	626.36	
	KENT COUNTY TREASURER	42	73.93	
	KENT COUNTY TREASURER	46	73.93	
			Check Total	4,025.39 SHORT TERM TAX BOND - WINTER 2
300028813	B&V MECHANICAL INC	26	3,992.29	

			Check Total	3,992.29	CONF CTR - REPLACE 3 WAY VALVE
57337	WINDEMULLER ELECTRIC INC	21	1,375.72		
	WINDEMULLER ELECTRIC INC	42	2,591.00		
			Check Total	3,966.72	ELECTRICAL WORK FOR S GODWIN
57154	GORDON FOOD SERVICE INC	26	3,742.75		
	GORDON FOOD SERVICE INC	29	223.12		
			Check Total	3,965.87	1ST SEMESTER SUPPLIES GORDON F
57314	N2Y LLC	21	3,939.62		
			Check Total	3,939.62	NEWS 2YOU/SYMBOLSTIX/UNIQUE LE
612012304	MG TRUST COMPANY-MIDWEST	11	3,881.57		
			Check Total	3,881.57	ANNUITY
612152305	MG TRUST COMPANY-MIDWEST	11	3,881.57		
			Check Total	3,881.57	ANNUITY
57360	BURLINGTON ENGLISH INC	11	3,840.00		
			Check Total	3,840.00	BURLINGTON ENGLISH SEATS
300028843	THORNAPPLE KELLOGG SCHOOLS	11	3,828.57		
			Check Total	3,828.57	MV REIMB - TRANSPORT/WELFARE/E
57444	WINDEMULLER ELECTRIC INC	11	970.00		
	WINDEMULLER ELECTRIC INC	21	816.00		
	WINDEMULLER ELECTRIC INC	26	2,034.00		
			Check Total	3,820.00	KEC - MOVE POWER TO LUNCH LINE
57125	BARUZZINI CONTRACTING LLC	21	3,775.00		
			Check Total	3,775.00	LINCOLN - POOL REPAIRS
57311	MOR ELECTRIC HEATING ASSOC INC	26	3,764.58		
			Check Total	3,764.58	HEAT TRACE FOR ABOVE DOORS AT
57163	LAB COMPUTERS INC	22	3,744.00		
			Check Total	3,744.00	TCVI Equipment Brailliant BI
612292303	MG TRUST COMPANY-MIDWEST	11	3,683.29		
			Check Total	3,683.29	ANNUITY
300028844	THRUN MAATSCH AND NORDBERG PC	11	1,193.84		
	THRUN MAATSCH AND NORDBERG PC	22	1,193.84		
	THRUN MAATSCH AND NORDBERG PC	26	1,193.83		
			Check Total	3,581.51	FILE# 0720-00001 LEGAL FEES TH
300028814	BRETT ATWOOD	26	2,100.00		
	BRETT ATWOOD	27	1,200.00		
			Check Total	3,300.00	Video production for 2023-2024

612012337	VALIC	11	3,276.53	Check Total	3,276.53 ANNUITY
300029037	YOUSCIENCE LLC	26	3,250.00	Check Total	3,250.00 911 OFFICER BASIC CERTIFICATIO
57476	CUSTOM PRINTERS	26	3,215.01	Check Total	3,215.01 KCTC Postcard Mailer #1
300029051	WEATHER SHIELD ROOFING SYSTEMS	21	1,000.00		
	WEATHER SHIELD ROOFING SYSTEMS	26	2,201.43	Check Total	3,201.43 STORM DAMAGE ROOF COVER UP
57403	MATERIALS TESTING CONSULTANTS INC	26	3,199.00	Check Total	3,199.00 KISD STORAGE BARN ENGINEERING
57363	CITIZENSHIRT	26	3,180.00	Check Total	3,180.00 KCTC CRIMINAL JUSTICE - SHIRTS
612152338	VALIC	11	3,151.53	Check Total	3,151.53 ANNUITY
612292335	VALIC	11	3,151.53	Check Total	3,151.53 ANNUITY
57287	FIREPLACE INC	21	3,150.00	Check Total	3,150.00 FIREPLACE INC/SMORE NEWSLETTER
57304	KATERBERG VERHAGE INC	21	3,150.00	Check Total	3,150.00 LINCOLN CAMPUS SNOW REMOVAL
30028861	KENTWOOD PUBLIC SCHOOLS	11	3,125.00	Check Total	3,125.00 MV REIMB - TRANSPORTATION ITEM
57124	AXSYS CORPORATION	26	3,099.00	Check Total	3,099.00 KCTC MACHINE SHOP-MASTERCAM 11
57291	GEOTECH INC	27	3,044.75	Check Total	3,044.75 510-032.4 KENT CO ISD-NJUNS RE
300028922	JON MICHAEL WASHBURN	11	3,000.00	Check Total	3,000.00 CONSULTATION SERVICES FOR THE
300029050	JON MICHAEL WASHBURN	11	3,000.00	Check Total	3,000.00 CONSULTATION SERVICES FOR THE
300029059	BRETT ATWOOD	26	2,400.00		
	BRETT ATWOOD	27	600.00	Check Total	3,000.00 Video production for 2023-2024
57200	BLUUM OF MINNESOTA LLC	42	2,999.00	Check Total	2,999.00 EU-S CLEVERTOUCH

612012322	GLP ASSOCIATES EE ROTH	11	2,988.00	Check Total	2,988.00 ANNUITY
612152322	GLP ASSOCIATES EE ROTH	11	2,988.00	Check Total	2,988.00 ANNUITY
612292319	GLP ASSOCIATES EE ROTH	11	2,988.00	Check Total	2,988.00 ANNUITY
57138	CUSTER OFFICE ENVIRONMENTS INC	42	2,978.24	Check Total	2,978.24 PGLC FURNITURE
57219	PLAYCORE WISCONSIN INC	42	2,933.00	Check Total	2,933.00 CENTER BASED PROGRAMS PLAYGROU
57294	GR COMMUNITY COLLEGE	11	421.60		
	GR COMMUNITY COLLEGE	21	370.21		
	GR COMMUNITY COLLEGE	22	1,608.34		
	GR COMMUNITY COLLEGE	26	528.62	Check Total	2,928.77 Jen Okhuysen
57316	IMPERIAL DADE	26	2,878.09	Check Total	2,878.09 KISD CAMPUS - TRASH LINERS
57252	VERIZON WIRELESS SERVICES LLC	21	2,160.39		
	VERIZON WIRELESS SERVICES LLC	22	600.19	Check Total	2,760.58 ACCT# 242286341-00001 10/24/23
57455	CONSUMERS ENERGY CO	26	2,758.22	Check Total	2,758.22 100038620934 (1633 E BELTLINE)
57220	GEROTECH INC	26	2,691.78	Check Total	2,691.78 HAAS TOOLING FOR LAB
57169	MISDU	11	2,621.13	Check Total	2,621.13 GARNISHMENT
57310	MISDU	11	2,621.13	Check Total	2,621.13 GARNISHMENT
57470	MISDU	11	2,621.13	Check Total	2,621.13 GARNISHMENT
57192	ACCURATE PROMOTIONS LLC	29	2,573.05	Check Total	2,573.05 ACCURATE PROMOTIONS TSHIRTS FO
57276	CONSUMERS ENERGY CO	21	2,567.73	Check Total	2,567.73 103047440922 (3630 BYRON CTR S
57259	ADVANTAGE MECHANICAL-REFRIGERATION INC	26	2,545.00		

			Check Total	2,545.00	KCTC HVAC REPAIR
57442	VERIZON WIRELESS SERVICES LLC	11	1,273.68		
	VERIZON WIRELESS SERVICES LLC	21	39.79		
	VERIZON WIRELESS SERVICES LLC	22	378.40		
	VERIZON WIRELESS SERVICES LLC	26	473.02		
	VERIZON WIRELESS SERVICES LLC	28	357.62		
			Check Total	2,522.51	ACCT# 742131649-00001 11/03/23
300028827	KENTWOOD PUBLIC SCHOOLS	11	2,498.94		
			Check Total	2,498.94	MV REIMB EDUCATION & WELFARE I
300028876	CEDAR SPRINGS PUBLIC SCHOOLS	23	2,478.86		
			Check Total	2,478.86	FY24 ENHANCE 2023-12-15
300028895	HURST INC	26	2,478.59		
			Check Total	2,478.59	KCTC - REPAIR COOLING UNIT-CUL
57474	GENUINE PARTS CO	26	2,459.63		
			Check Total	2,459.63	AUTO TECH NAPA TEACHING SUPPLI
612012308	PARADIGM - 457	11	2,455.00		
			Check Total	2,455.00	ANNUITY
300028963	PORTLAND PUBLIC SCHOOLS	11	2,445.84		
			Check Total	2,445.84	DEC23 SA SECT 107 ADULT ED
612012313	PLANMEMBER-ER	11	2,414.76		
			Check Total	2,414.76	ANNUITY
612152314	PLANMEMBER-ER	11	2,414.76		
			Check Total	2,414.76	ANNUITY
612292311	PLANMEMBER-ER	11	2,414.76		
			Check Total	2,414.76	ANNUITY
57458	FINISHMASTER INC	26	2,302.55		
			Check Total	2,302.55	OPEN PO - TEACHING SUPPLIES AU
57450	CANO'S BROADCASTING INC	26	2,300.00		
			Check Total	2,300.00	KCTC Open House 24 - La Podero
57388	KATERBERG CO INC	26	2,280.50		
			Check Total	2,280.50	IRRIGATION REPAIRS - STORM CLA
57356	ARROWHEAD SCIENTIFIC	26	2,259.60		
			Check Total	2,259.60	CJ- FORENSICS SUPPLIES
300028811	ADN ADMINISTRATORS INC	11	2,243.31		
			Check Total	2,243.31	DENTAL CLAIMS
300028904	LAKESHORE LEARNING MATERIALS	11	2,200.63		

			Check Total	2,200.63 Classroom Materials
57329	SOLIANT HEALTH LLC	21	2,167.83	
			Check Total	2,167.83 SOLIANT HEALTH LLC TELESERVICE
57464	GREAT LAKES MOTORCOACH INC	26	2,160.00	
			Check Total	2,160.00 HVAC TRIP TO AHR EXPO
612012333	NATIONWIDE	11	2,155.00	
			Check Total	2,155.00 ANNUITY
612152334	NATIONWIDE	11	2,155.00	
			Check Total	2,155.00 ANNUITY
612292328	NATIONWIDE	11	2,155.00	
			Check Total	2,155.00 ANNUITY
61229230	VALIC - 457	11	2,090.49	
			Check Total	2,090.49 ANNUITY
612012309	VALIC - 457	11	2,090.49	
			Check Total	2,090.49 ANNUITY
612152310	VALIC - 457	11	2,090.49	
			Check Total	2,090.49 ANNUITY
57247	SOLIANT HEALTH LLC	21	2,064.60	
			Check Total	2,064.60 SOLIANT HEALTH LLC TELESERVICE
30028850	CHULSKI'S SALT SERVICE LLC	26	2,033.50	
			Check Total	2,033.50 SIDEWALK SALT FOR KENT ISD MAI
300028838	P & M HOLDING GROUP LLP	26	2,000.00	
			Check Total	2,000.00 PA DESIGN PROJECT PHASE II
57370	D & W VUGS LLC	21	1,952.00	
			Check Total	1,952.00 PGLC SNOW REMOVAL
57168	MILLER WELDING SUPPLY CO	26	1,917.53	
			Check Total	1,917.53 MILLER WELDING SUPPLIES 546 -
57203	CINTAS CORP NO. 2	26	1,907.77	
			Check Total	1,907.77 FIRST AID - EYEWASH STATION CH
57208	TREECE HOME CARE INC	22	1,887.50	
			Check Total	1,887.50 COMMUNITY CARE GIVERS GRAND RA
57293	GORDON FOOD SERVICE INC	26	1,760.88	
	GORDON FOOD SERVICE INC	29	111.56	
			Check Total	1,872.44 1ST SEMESTER SUPPLIES GORDON F
57258	WRIGHT TOWNSHIP	22	1,828.75	
			Check Total	1,828.75 2022 SUMMER COLLECTION FEES-SP

57229	DEBORAH J MCFALONE	21	1,800.00	Check Total	1,800.00 MCFALONE CONSULTING LLC
57140	ZACHARY D START	42	1,794.00	Check Total	1,794.00 EUS EXTERIOR DOOR REPAIR
300028921	VALLEY CITY LINEN	26	1,783.26	Check Total	1,783.26 LINEN RENTAL FOR FY23-24 - OPE
57240	COURIERED LLC	11	1,783.24	Check Total	1,783.24 Courier Services for Kent ISD
57255	WELLS FARGO FINANCIAL LEASING	26	1,782.00	Check Total	1,782.00 MONTHLY FAX SERVICES LEASE
57313	SID TOOL CO INC	26	1,774.82	Check Total	1,774.82 MSC TEACHING SUPPLIES - OPEN P
57197	AMERICAN WELDING SOCIETY INC	26	1,750.00	Check Total	1,750.00 AWS ENTRY LEVEL WELDER SOFTWARE
57257	WINDEMULLER ELECTRIC INC	26	1,750.00	Check Total	1,750.00 REPAIR LIGHT POLE ON RING ROAD
300028828	KEYES REFRIGERATION INC	21	1,731.23	Check Total	1,731.23 CREDIT DUPLICATE INV 42436 & 4
57156	GR CHAMBER OF COMMERCE	11	1,700.00	Check Total	1,700.00 ANNUAL DUES - 01/01/24-12/31/2
612012315	MG TRUST-ROTH 403B	11	1,667.69	Check Total	1,667.69 ANNUITY
612152316	MG TRUST-ROTH 403B	11	1,667.69	Check Total	1,667.69 ANNUITY
612292313	MG TRUST-ROTH 403B	11	1,667.69	Check Total	1,667.69 ANNUITY
57189	WEST MICHIGAN FARMS INC	26	1,665.20	Check Total	1,665.20 KCTC AGRICULTURE - EVERGREEN B
57238	NORTHERN SIGNS RESEARCH INC	21	1,655.00	Check Total	1,655.00 TOCO ASL Expressive Skills Tes
300029016	JOHNSON CONTROLS INC	21	1,654.50	Check Total	1,654.50 EUS - BOILER REPAIRS
300028971	VANGUARD CHARTER ACADEMY	22	1,606.53	Check Total	1,606.53 DEC23 SA 56(7) SP ED
300028938	EXCEL CHARTER ACADEMY	22	1,573.20	Check Total	1,573.20 DEC23 SA 56(7) SP ED

57332	STATE OF MICHIGAN	11	1,557.00	Check Total	1,557.00 FINGERPRINTING NOV23
57462	GR COMMUNITY COLLEGE	11	1,284.75		
	GR COMMUNITY COLLEGE	21	115.28		
	GR COMMUNITY COLLEGE	26	156.75	Check Total	1,556.78 Mandy Lovell
57309	MILLER WELDING SUPPLY CO	26	1,538.24	Check Total	1,538.24 MILLER WELDING SUPPLIES 546 -
57239	DAVID BRIAN TIBBE	26	1,532.75	Check Total	1,532.75 DEPOSIT - KCTC APPAREL
57222	GORDON FOOD SERVICE INC	26	1,525.44	Check Total	1,525.44 1ST SEMESTER SUPPLIES GORDON F
300029035	PLAINWELL COMMUNITY SCHOOLS	11	1,508.58	Check Total	1,508.58 MV REIMB - EDUCATION & TRANSP
57318	NORTHWEST EVALUATION ASSN	21	1,500.00	Check Total	1,500.00 NWEA MAP GROWTH K-12 MINIMUM L
57460	GUEST COMMUNICATIONS CORPORATION	21	1,482.96	Check Total	1,482.96 GO BAGS ADULT ED - EU SOUTH WY
300028975	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	1,481.60	Check Total	1,481.60 DEC23 SA 56(7) SP ED
300028898	KENT CITY COMMUNITY SCHOOLS	23	1,478.87	Check Total	1,478.87 FY24 ENHANCE 2023-12-15
57362	CENTRAL MICH PAPER	26	1,464.94	Check Total	1,464.94 OPEN PO CMP TEACHING SUPPLIES
300028936	CROSS CREEK CHARTER ACADEMY	22	1,453.93	Check Total	1,453.93 DEC23 SA 56(7) SP ED
300028972	VISTA CHARTER ACADEMY	22	1,435.52	Check Total	1,435.52 DEC23 SA 56(7) SP ED
57413	MOSS AUDIO CORP	42	1,400.46	Check Total	1,400.46 EU-N SWITCH & TELEPHONE
57271	CITY OF GRAND RAPIDS	11	63.87		
	CITY OF GRAND RAPIDS	21	113.33		
	CITY OF GRAND RAPIDS	26	1,223.08	Check Total	1,400.28 WS2070015 (1633 E BELTLINE) 09
57143	EMBROIDERY HOUSE INC	11	68.00		

	EMBROIDERY HOUSE INC	21	138.00	
	EMBROIDERY HOUSE INC	26	1,190.98	
			Check Total	1,396.98 YEARLY REPLACEMENT POLOS/ZIP U
57335	VK ENDEAVOURS LLC	42	1,370.96	
			Check Total	1,370.96 MAYFIELD - SIDEWALK & PARKING
57185	VESCO OIL CORPORATION	26	1,363.40	
			Check Total	1,363.40 KCTC AUTO TECH - CLASSROOM SUP
300028973	WALKER CHARTER ACADEMY	22	1,359.82	
			Check Total	1,359.82 DEC23 SA 56(7) SP ED
300028932	CHANDLER WOODS CAMPUS	22	1,352.55	
			Check Total	1,352.55 DEC23 SA 56(7) SP ED
300028992	CLARK HILL PLC	22	1,315.60	
			Check Total	1,315.60 CLIENT 58607 - MATTER 316996 R
57198	AUTO CLINIC	26	1,308.64	
			Check Total	1,308.64 ACI TEACHING SUPPLIES - AUTO T
57368	CRYSTAL FLASH LTD PARTNERSHIP OF MICH	11	1,306.94	
			Check Total	1,306.94 ACCT# 114926-1 FUEL
57312	MR SERVICES AND HANDLING LLC	21	639.00	
	MR SERVICES AND HANDLING LLC	26	639.00	
			Check Total	1,278.00 BUS GARAGE CLEAN OUT
300028946	GRAND RIVER PREPARATORY HIGH SCHOOL	22	1,275.33	
			Check Total	1,275.33 DEC23 SA 56(7) SP ED
300028954	KNAPP CHARTER ACADEMY	22	1,261.27	
			Check Total	1,261.27 DEC23 SA 56(7) SP ED
57141	DTE ENERGY	21	1,258.24	
			Check Total	1,258.24 920052222329 (3600 BYRON CTR S
612012302	LEGEND GROUP/ADSERV	11	1,250.00	
			Check Total	1,250.00 ANNUITY
612152303	LEGEND GROUP/ADSERV	11	1,250.00	
			Check Total	1,250.00 ANNUITY
612292301	LEGEND GROUP/ADSERV	11	1,250.00	
			Check Total	1,250.00 ANNUITY
300028871	B&V MECHANICAL INC	21	1,227.13	
			Check Total	1,227.13 EUS - HVAC REPAIR
300029022	KNIGHT WATCH INC	42	1,216.46	
			Check Total	1,216.46 KEC OAK SECURE ENTRANCE

57373	DOUGLAS PHOTOGRAPHY LTD	28	1,198.50	Check Total	1,198.50 KCTC MY SCHOOL PHOTOS & IDS
57170	MR SERVICES AND HANDLING LLC	21	1,197.00	Check Total	1,197.00 SOUTH GODWIN - TRUCK & LABOR
300028977	WILLIAM C ABNEY ACADEMY	11	361.35		
	WILLIAM C ABNEY ACADEMY	22	819.95	Check Total	1,181.30 DEC23 SA 56(7) SP ED
300028823	GRAND RAPIDS PUBLIC SCHOOLS	11	1,174.62	Check Total	1,174.62 GRPS ITIN FLEX SPENDING
57214	ZACHARY D START	21	1,172.00	Check Total	1,172.00 LNS DOOR LOCK REPAIR
300028829	KNIGHT WATCH INC	21	580.00		
	KNIGHT WATCH INC	26	580.00	Check Total	1,160.00 OAKLEIGH SERVICE CALLS FOR CON
57325	PROPIO LS LLC	11	171.24		
	PROPIO LS LLC	21	682.99		
	PROPIO LS LLC	22	74.93		
	PROPIO LS LLC	26	9.10		
	PROPIO LS LLC	28	3.15		
	PROPIO LS LLC	29	218.57	Check Total	1,159.98 Interpretation Services
612222301	ASR CORP	11	1,150.10	Check Total	1,150.10 JAN PREMIUMS KENT ISD
57465	JIM LEACH LLC	26	1,149.09	Check Total	1,149.09 KCTC - REPAIR 2 MIXERS
57361	CARELINC MEDICAL EQUIPMENT & SUPPLY CO LLC	21	1,128.14	Check Total	1,128.14 PINE GROVE - NITRILE GLOVES
300028965	RIDGE PARK CHARTER ACADEMY	22	1,126.55	Check Total	1,126.55 DEC23 SA 56(7) SP ED
57350	ONE TIME PYMTS	11	1,116.71	Check Total	1,116.71 ACH RETURNED ACCOUNT CLOSED
57202	LOEKS THEATRES INC	11	1,100.00	Check Total	1,100.00 WAVE ROOM RENTAL
57324	SEVERIN INTERMEDIATE HOLDINGS LLC	26	1,100.00	Check Total	1,100.00 REMOTE CLASS - STEPHANIE COMER

300028911	PROCESS ENGINEERING & EQUIPMENT CO	26	1,087.00	
			Check Total	1,087.00 KCTC GREENHOUSE BOILER REPAIR
57457	DEAF INC	21	1,078.50	
			Check Total	1,078.50 ASL INTERPRETING SERVICE 12/08
300028890	GRAND RAPIDS PUBLIC SCHOOLS	11	1,074.28	
			Check Total	1,074.28 GRPS ITIN FLEX SPENDING
300028837	NYE UNIFORM COMPANY	26	1,047.62	
			Check Total	1,047.62 SCRUB JACKETS FOR HEALTH PILOT
473312112	MAGIC-WRIGHTER INC	26	1,030.00	
			Check Total	1,030.00 CC SWIPE READER & AUDIO JACKS
300028845	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS	11	1,025.01	
			Check Total	1,025.01 EMPLOYEE PREMIUMS GROUP 9262
300028919	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS	11	1,025.01	
			Check Total	1,025.01 EMPLOYEE PREMIUMS GROUP 9262
300029071	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS	11	1,025.01	
			Check Total	1,025.01 EMPLOYEE PREMIUMS GROUP 9262
300028976	WEST MICH AVIATION ACADEMY	22	1,021.16	
			Check Total	1,021.16 DEC23 SA 56(7) SP ED
300028916	SYSCO GRAND RAPIDS LLC	26	1,015.11	
			Check Total	1,015.11 1ST SEMESTER CULINARY SUPPLIES
57477	PROPIO LS LLC	11	245.84	
	PROPIO LS LLC	21	507.49	
	PROPIO LS LLC	22	74.80	
	PROPIO LS LLC	26	68.25	
	PROPIO LS LLC	28	25.63	
	PROPIO LS LLC	29	90.75	
			Check Total	1,012.76 Interpretation Services
57463	GRAND VALLEY AUTOMATION INC	21	1,000.00	
			Check Total	1,000.00 EUS - HVAC REPAIRS
300028822	GR COMMUNITY COLLEGE	29	1,000.00	
			Check Total	1,000.00 SKUTT SCHOLARSHIP-ANGELINA DEK
300028889	GR COMMUNITY COLLEGE	29	1,000.00	
			Check Total	1,000.00 SOPHIA FRANK #0634888-SCHOLARS
			Grand Total	<u>30,972,821.55</u>

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**Analysis of Banking Institutions
12/31/23**

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds
Chase	Checking	A+	Yes	\$ -	\$ -	\$ 6,349,821	\$ 6,349,821 ***
Chase	Savings	A+	Yes	250,000	-	58,576	308,576
Huntington National Bank	Municipal Now Checking	A-	Yes	250,000	-	15,029	265,029
MILAF	Local Gov't Invest Pool	AAAm/AAKf	No	-	-	132,541,950	132,541,950
Totals:				\$ 500,000	\$ -	\$ 138,965,376	\$ 139,465,376

Balances as of 12/31/23

*Bank ratings updated December 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 12/31/2023

Financial Institution	Type of Account/Investment	Fund #	Balance per Statement (Fair Value)	Insured Balance	Uninsured Balance	Interest Rate Yield	Maturity Date	Rating	Terms
Chase Bank	Consolidated Savings	11-22-26	\$ 308,576	250,000	58,576	1.75%	n/a	A+	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	5,318,090	-	5,318,090	0.00%	n/a	A+	Sweep
Chase Bank	Checking	81	1,029,732	-	1,029,732	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	265,029	250,000	15,029	4.59%	n/a	A-	

MILAF Managed Account:

MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	1,568	-	1,568	5.34%	n/a	AAAm	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	63,302,682	-	63,302,682	5.49%	n/a	AAAm	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,936,972	-	3,936,972	5.37%	01/04/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,912,546	-	3,912,546	5.42%	03/01/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,906,898	-	3,906,898	5.72%	03/22/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	22	20,437,596	-	20,437,596	5.72%	04/04/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,887,464	-	3,887,464	5.77%	05/01/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,879,676	-	3,879,676	5.77%	05/14/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,858,916	-	3,858,916	5.85%	06/21/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,021,944	-	2,021,944	5.82%	07/18/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,011,670	-	2,011,670	5.62%	08/19/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,005,679	-	2,005,679	5.47%	08/30/24	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	7,301,199	-	7,301,199	5.49%	n/a	AAAm	MAX Class
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,025,407	-	4,025,407	5.52%	02/28/24	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,025,797	-	4,025,797	5.62%	05/17/24	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,025,934	-	4,025,934	5.65%	08/16/24	AAAf	TERM

\$ 139,465,376 \$ 500,000 \$ 138,965,376

Disclosures:

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

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

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

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

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

Board Policy 6144 Finances

**PERSONNEL RECOMMENDATIONS AS OF 1/8/2024
FOR BOARD MEETING OF 1/15/2024**

RESIGNATIONS AND TERMINATIONS

1. Courtney Carter, Career and Talent Development, Adult Education, Instructor, resignation, effective 01/12/2024.
2. Miguel Del Rosario Ramirez, Instructional Services, Secondary Program, Kent Career Tech Center, Instructor, resignation, effective 12/22/2023.

APPOINTMENTS

1. Melanie Dekkers, Student Services, Special Education Center Programs, Lincoln School, School Based Mental Health Clinician, 1.0 FTE, 200 days per year, 8 hours per day, Grade 6 Step 9, \$69,540 per year, effective 1/10/2024.
2. Olivia Lorraine, Student Services, Special Education Center Programs, DHH Northview High School, Interpreter, 1.0 FTE, 182 days per year, 7.5 hours per day, Lane A Step 9, \$31,806 per year, effective 1/8/2024.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

1. Teresa Gastaldi Balhorn, from Temporary Employee to Ready by Five Project Coordinator, Instructional Services, Early Childhood, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 3 Step 5, \$62,732 per year, effective 1/3/2024.
2. Alexander Moore, from Instructional Support Specialist to Teacher - Resource Room, Student Services, Special Education Center Programs, Empower U - South, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 6, \$62,250 per year, effective 1/15/2024.

BOARD AGENDA ITEM

Information/Discussion
Future Action
Action

Item: Approval of Administrative Assistant for WMTC

Date: 1/5/2024

Submitted by: Laura Castle

Board Meeting Date: 1/15/2024

Recommended by: Dave Rodgers

RECOMMENDATION:

It is recommended that the board approve an Administrative Assistant position to support the work of West Michigan Teacher Collaborative.

BACKGROUND:

Over the next three years West Michigan Teacher Collaborative will recruit, select, and support over 300 teachers as they pursue initial teaching certificates or advanced degrees. An administrative assistant is needed to support with record management, scheduling, and candidate and community partner service. This position will be fully funded through the existing 19 million dollar Grow-Your-Own Grant from MDE.

POSITION DESCRIPTION

Job Title:	Administrative Assistant – West Michigan Teacher Collaborative
Classification:	Non-Union Classified Hourly - Grade IV
Reports To and Evaluated By:	Director, West Michigan Teacher Collaborative
Terms of Employment:	Full-time, year-round (260 day) position, subject to all rules and regulations covering classified hourly personnel
Supervises:	NA

BROAD STATEMENT OF RESPONSIBILITIES:

The WMTC Administrative Assistant 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. The Administrative Assistant will work with the WMTC Director and Program Coordinator as they support teacher candidates throughout the region. The Administrative Assistant will leverage skills in project and system management, outreach, organization, and relationship building to provide high quality service to regional partners and West Michigan Teacher Collaborative candidates. This role is essential to ensuring the success outcomes of the WMTC.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Perform clerical and office-based administrative duties including purchasing, invoicing, budget tracking, and scheduling
2. Meeting or event coordination and communication
3. Research support and project planning, progress monitoring of projects, and management of deadlines
4. Maintain accurate candidate, partnerships, media, and other related data and contact lists
5. Maintain team supplies and promotional materials
6. Demonstrate a strong commitment to equity and inclusion in all practices and responsibilities
7. Consistently provide excellent customer service to all WMTC candidates and partners
8. Organize and maintain candidate documents and accompanying timelines
9. Create and track purchase requisitions, maintain supporting documentation, and process invoicing
10. Track program budgets, provide monthly budget reports, assist with budget amendments and budget preparation
11. Manage department contracts, confidential records and paperwork in accordance with organizational and state requirements
12. Assist in the automation and streamlining of departmental processes
13. Compose letters, memos, meeting minutes and emails

14. Perform duties in manner that complies with all applicable rules, policies and law
15. Maintain a high level of professionalism and interpersonal communication skills such as discretion, integrity, confidentiality, and flexibility
16. Maintains regular and consistent employee attendance
17. Other pertinent duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school graduate with 3+ years office administration experience, some college strongly preferred
2. Excellent organization, time management and project support skills,
3. Demonstrates initiative with consistent attention to detail and follow through
4. Demonstrated “client service” focus
5. Ability to support multiple projects while meeting deadlines
6. Self-starter able to problem-solve, and enjoy working with a variety of teams
7. Enthusiasm/willingness to take on new projects and learn new things
8. Maintains a drive for excellence in all projects and products
9. Advanced Microsoft Office, Google Suite, and office management skills, with the ability to become familiar with district-specific programs and software
10. Knowledge of successful event planning and organization in a team setting
11. Effective written communication skills
12. High level of communication and interpersonal skills such as discretion, integrity, and flexibility to interact effectively with administrators, peers, constituent districts, advisory committee members, and the general public
13. Strong organizational, leadership, project management, and problem-solving skills with impeccable multi-tasking abilities and ability to work efficiently and effectively under pressure
14. Enthusiasm and commitment to work in a start-up environment, contributing to systems development that support the mission

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: Conference Room Furniture – Early Childhood Center

Submitted by: Tim Peraino

Date: _____ 1/4/24 _____

Recommended by: Kevin Philipps *kp*

Board Meeting Date: _____ 1/15/24 _____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of furniture for the Early Childhood Center on the Lincoln Campus from Custer Office Environments in the amount of \$42,746.23.

BACKGROUND:

This will furnish a new conference room currently being constructed. It is being purchased using the E&I Cooperative Purchasing contract, the NCPA Cooperative Purchasing contract, and the Omnia Partners Cooperative Purchasing contract. We will utilize Center Program Capital Outlay funds for this purchase.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ x _____

Item: Capital Outlay Equipment – Maintenance Tech van

Submitted by: Tim Peraino

Date: 1/3/24

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 1/15/24

RECOMMENDATION:

It is recommended that the Kent ISD Board approve the purchase of a 2023 Ford Transit Cargo Van from Gorno Ford for \$47,550.00.

BACKGROUND

This vehicle will be for the daily use of our new Maintenance Tech for center programs to support Empower U North, Empower U Central and KEC Beltline. This vehicle will be purchased using the MiDeal Extended Purchasing Program. The MiDeal program satisfies all of the bid requirements for the State of Michigan and allows us to purchase this equipment without doing our own bid process. This purchase utilizes center program capital outlay funds.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x _____

Item: LDC Mat Tables

Submitted by: Tim Peraino

Date: ___ 1/3/23 _____

Recommended by: Kevin Philipps *KP*

Board Meeting Date: ___ 1/15/24 _____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of mat tables for Lincoln Developmental Center from Custer Office Environments in the amount of \$62,410.05.

Bidder	Cost
Platinum Transport	\$71,522.18
McKesson	\$61,139.18
RDB Enterprises	\$63,051.52
Custer Office Environments	\$62,410.05

BACKGROUND:

Mat tables are used by staff at Lincoln Developmental Center to assist students with toiletry and changing needs. These new tables are adjusted electronically and will replace the older, manually-adjustable tables that are wearing out and difficult to use. We will utilize center program capital outlay funds for this purchase. We have chosen Custer Office Environments even though their bid was slightly higher than McKesson, as they are a Michigan-based company and can provide local support and service. We also received two additional bids that were noncompliant and were not able to be considered.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: EUC – Mayfield Site Improvements

Submitted by: Tim Peraino

Date: 1/5/24

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 1/15/24

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the bid from Fisher Idema Excavating LLC to provide site improvements to Empower U Central in the amount of \$656,305.00.

Bidder	Cost
Fisher Idema Excavating	\$656,305.00
My Con Inc.	\$673,800.00
Katerberg Verhage	\$699,758.00
Ground Hawg Excavating & Landscaping	\$825,520.00
Anlaan Construction	\$842,204.55

BACKGROUND:

Fisher Idema Excavating LLC was determined through a post-bid analysis to have satisfied all of our requirements for this project. The entire scope of work for this project addresses several areas of need around the site:

- Replace all asphalt on site and increase number of parking spaces.
- Regrading site and adding drainage to address ponding issues in parking lot and on sidewalk.
- Improve site lighting to address dark areas.
- Create basketball court on north side of school.
- Reconfiguring of traffic flow to create a student drop off area for parents, which currently doesn't exist.

Center Program capital outlay funds will be used to fund this project.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Board Policy Amendments

Submitted by: Dave Rodgers, Asst. Superintendent of Human Resources

Date: 1-8-24

Recommended by: Dave Rodgers

Board Meeting Date: 1-15-24

RECOMMENDATION:

On behalf of the Leadership Team, it is recommended that the Board of Education take the appropriation Board actions to adopt the amended policies as recommended by Thrun Law's policy service.

BACKGROUND:

As a result of significant changes to Michigan law during the recent legislative session, most notably the Public Employment Relations Act (PERA), it is appropriate and timely to amend the following Board policies. Those policies note with an "R" refer to amendments that will take effect on July 1, 2024. The current version of those polices will remain in effect through June 30, 2024.

4108 – Union Activity and Representation

4207 – Third-Party Contracting

4404 – repeal (without replacement) the existing policy on Performance Based Compensation for Teachers

4407 – Discipline (Professional Staff)

4408 – Termination (Professional Staff)

4504 - repeal (without replacement) the existing policy on Performance Based Compensation for Administrators

"R" revision and adoptions (effective 7-1-24)

4402-R Placement (Professional Staff)

4403-R Performance Evaluation (Professional Staff)

4405-R Reduction in Force and Recall (Professional Staff)

4409-R Non-Renewal (Professional Staff)

4503-R Performance Evaluation (Administrators)

The Thrun policies recommended for amendments and adoption reflect the latest updates included in Thrun's legal updates to policy clients. Note: #4404 and #4504 pertaining to Performance Based Compensation are recommended to be discontinued and removed, instead of

revised. This challenging and sometimes contentious topic is no longer a state requirement, and it is therefore our recommendation to discontinue the requirement of performance based compensation provisions except where agreed upon in collective bargaining agreements or individual contracts.



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November 29, 2023

Re: 2023 Professional Staff Board Policy Update

Dear Thrun Policy Subscriber,

Thrun Law Firm, P.C. is updating eleven (11) Board Policies to bring them into compliance with new legislative changes to the Michigan Public Employment Relations Act (“PERA”), the State School Aid Act (“SSAA”), the Revised School Code (“RSC”), and the Teachers’ Tenure Act (“TTA”). The updates are posted under today’s date to a password-protected portion of the Thrun Law Firm website (www.ThrunLaw.com/Policy-Updates).

The updates and a brief summary are provided below:

- **Policy 4108 Union Activity and Representation:** These policy changes address PERA amendments that repealed a prohibition on the voluntary deduction of union dues, service fees, and contributions to political action committees from employee wages. The policy includes optional language concerning the charging of administrative fees.
- **Policy 4207 Third-Party Contracting of Non-Instructional Support Services:** These policy changes address PERA amendments that removed third-party contracting of non-instructional support services and intergovernmental contracts from the prohibited bargaining subjects.
- **Policy 4402-R Placement (formerly Assignment and Transfer):** These changes address PERA amendments making teacher placement decisions a mandatory bargaining subject and RSC Section 1248 amendments requiring clear and transparent procedures for teacher placement decisions.
- **Policy 4403-R Performance Evaluation:** These changes address the PERA amendments making teacher evaluations a mandatory bargaining subject and RSC Section 1249 amendments regarding teacher evaluation.
- **Policy 4404 Performance Based Compensation:** These changes address the repeal of RSC Section 1250 and amendment to SSAA Section 164h regarding teacher merit pay.
- **Policy 4405-R Reduction in Force and Recall:** These changes address PERA amendments making teacher layoff and recall a mandatory bargaining subject and RSC Section 1248 amendments requiring clear and transparent procedures for teacher layoff and recall decisions.
- **Policy 4407 Discipline:** These changes address PERA amendments that make teacher discipline a mandatory bargaining subject.



Cover Letter - 2023 Professional Staff Board Policy Update

November 29, 2023

Page 2 of 2

- **Policy 4408 Termination:** These changes are intended to address amendments to TTA.
- **Policy 4409-R Non-Renewal:** These changes are intended to address the RSC Section 1249 amendments regarding amendments to TTA.
- **Policy 4503-R Performance Evaluation (Administrator):** These changes are intended to address RSC Section 1249 and 1249b amendments regarding administrator evaluation.
- **Policy 4504 Performance Based Compensation (Administrator):** These changes are intended to address the repeal of RSC Section 1250 and amendment to SSAA Section 164h regarding teacher merit pay.

Notably, five of the Policy Updates listed above contain a “-R” to indicate that those “-Revised” policies are not to become effective until July 1, 2024. Accordingly, the current, respective Board policies in those five (5) sections (i.e., Policies 4402, 4403, 4405, 4409, and 4503) must also remain in place through June 30, 2024, and the “-Revised” policies will become effective on July 1, 2024. Therefore, the provided sample Board resolution to adopt the Policy Updates reflects this timeline for the “-R” policies. We recommend that districts maintain the “-R” designation within the policy file name and post the policy after adoption.

If you have questions about the Policy Updates or their implementation, please contact Lucas Savoie (LSavoie@ThrunLaw.com). As always, thank you for allowing us to be of service to your school.

Very truly yours,

THRUN LAW FIRM, P.C.

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4108 *Union Activity and Representation*

The District will not engage in any of the following:

- interfere with, restrain, or coerce employees in the exercise of their rights under the Public Employment Relations Act (PERA);
- discriminate in regard to hire, terms, or other conditions of employment based on membership or non-membership in a labor organization;
- discriminate against an employee because he/she has given testimony or instituted proceedings under PERA;
- initiate, create, dominate, contribute to, or interfere with the formation or administration of any labor organization; and
- use public school resources to assist a labor organization in collecting dues or service fees from wages of public school employees, unless a collective bargaining agreement expressly permits dues or service fee deductions from wages. Upon the expiration of the collective bargaining agreement, the District is not obligated to collect labor organization dues or service fees. Unless prohibited by a collective bargaining agreement, the District may charge an administrative fee to the labor organization for collecting and processing dues and other deductions on the organization's behalf.

This Policy must be implemented consistent with Policy 1101.

An employee who is subject to an investigatory interview that may result in discipline or reasonably believes that an investigatory interview may result in discipline may bring to the investigatory meeting another employee, or a union representative, if the employee is in an exclusively represented bargaining unit. If the employee's union representative of choice is not immediately available, the investigatory meeting need not be delayed and may proceed with another representative present.

The District may permit a union representative to attend other meetings, but is not obligated to do so unless required by law or by an applicable collective bargaining agreement. District administration is not required to inform an employee of the right to union representation.

An employee is not entitled to have legal representation present at an employment-related meeting with District administration unless the Superintendent or designee gives prior permission.

Legal authority: MCL 423.209, 423.210; *Janus v AFSCME*, Council 31, 138 S. Ct. 2448 (2018); *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted: August 15, 2022

Date revised: January 15, 2024

Series 4000: District Employment

4200 Employee Conduct and Ethics

4207 Third-Party Contracting

This Policy must be implemented consistent with Policy 1101. Unless expressly prohibited by a collective bargaining agreement and to the maximum extent permitted by law, the Board or designee may contract with third parties as determined by the Board.

Any selected third-party contractor must fully comply with Policies 2202 and 4205(C).

Legal authority: MCL 380.11a(3)

Date adopted: August 15, 2022

Date revised: January 15, 2024

Series 4000: District Employment

4400 Professional Staff

4402-R Placement (Effective July 1, 2024)

This Policy must be implemented consistent with Policy 1101.

A. Teacher as Defined by Revised School Code Section 1249

The appropriate placement of effective teachers is an essential component in promoting student academic growth, educational outcomes, and quality educational services. The Superintendent or designee may make teacher placement decisions at their discretion consistent with this Policy.

Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. For vacant positions see Paragraph C (Vacancy).

Placement does not include reduction in force or recall decisions governed by Policy 4405.

1. Consistent with Revised School Code Section 1248, teacher placement decisions shall be based on the following clear and transparent factors:
 - a. Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.
 - b. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.
 - c. Teacher placement decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
 - d. Teacher placement decisions will be guided by the following criteria:
 - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).
 - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:
 - A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and

- B) Based on documentation on file with the Superintendent's office.
 - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
 - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
 - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
 - B) Credentials needed for District, school, or program accreditation;
 - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
 - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
 - E) Disciplinary record, if any
 - F) Length of service in a grade level(s) or subject area(s);
 - G) Recency of relevant and comparable teaching assignments;
 - H) Previous effectiveness ratings;
 - I) Attendance and punctuality;
 - J) Rapport with colleagues, parents, and students;
 - K) Ability to withstand the strain of teaching;
 - L) Compliance with state and federal law; and
 - M) Other relevant factors as determined by the Superintendent or designee.

- e. Length of service may be considered as a tiebreaker if a teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

B. Placement of Non-Teaching Professionals Not Subject to Revised School Code Section 1249

If a collective bargaining agreement or individual employment contract governs the Non-Teaching Professional's employment, the Superintendent or designee will comply with the applicable language on placement.

If a collective bargaining agreement or individual employment contract does not address the placement of Non-Teaching Professionals, the Superintendent or designee is authorized to place Non-Teaching Professionals at their discretion.

C. Vacant Positions

1. Vacancies may be posted consistent with Policy 4205. The Superintendent or designee determines when a vacancy exists. Generally, a vacancy is an unassigned, open position or a newly created position which the District intends to permanently fill.
2. Vacancies may be filled by a certified and qualified internal or external candidate consistent with this Policy. The Superintendent or designee has full discretion to assign Professional Staff or contractors to cover employee absences consistent with business necessity and operational needs.

Legal authority: MCL 380.11a, 380.601a, 380.1248, 380.1249

Date adopted: August 15, 2022

Dated revised: January 15, 2024 (Effective 7-1-24)

Series 4000: District Employment

4400 Professional Staff

4403-R Performance Evaluation (Effective July 1, 2024)

Performance evaluations are essential to provide quality educational services and to measure competency. This Policy does not diminish the Board's authority or ability to non-renew a professional staff member's contract at the end of the contract's term, consistent with applicable statutes, collective bargaining agreements, Policies, and individual employment contracts. This Policy must be implemented consistent with Policy 1101.

A. Teachers as Defined by Revised School Code Section 1249

Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. a year-end evaluation process that meets statutory standards;
2. an evaluation tool that incorporates components required by law, including:
 - a. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
 - b. the teacher's performance; and
 - c. objective criteria.
3. an individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher's effectiveness for:
 - a. all probationary teachers;
 - b. teachers rated minimally effective or ineffective during the 2023-24 school year;
 - c. teachers rated needing support or developing; or
 - d. at the evaluator's discretion when performance deficiencies are noted.
4. classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher's lesson plan, the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;
5. a mid-year progress report, if required by law, which aligns with the teacher's individualized development plan, includes specific performance goals

developed by the evaluator, and any recommended training identified by the evaluator;

6. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;
7. tenured teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated triennially, but if the teacher is not rated as effective on one of the triennial year-end evaluations, the teacher must receive year-end evaluations;
8. a mentor for teachers rated developing or needing support or for teachers in the first year of probation;
9. opportunity for a tenured teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;
10. a tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;
11. website posting of required information for the evaluation tool;
12. training on the evaluation tool for teachers and evaluators as required by law; and
13. other components that the Superintendent or designee deems relevant, important, or in the District's best interests.

If a tenured teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.

If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

B. Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate subject to the Teachers' Tenure Act must include multiple observations. An IDP will be developed during the employee's probationary period. Except during the probationary period, which must include annual evaluations, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

The Superintendent or designee also has discretion to implement an IDP if performance deficiencies are noted, regardless of the employee's effectiveness rating.

To the extent required by law, a tenured Non-Teaching Professional subject to the Teachers' Tenure Act rated as needing support may request a review consistent with Revised School Code 1249.

C. Non-Teaching Professionals Not Subject to the Teachers' Tenure Act

For Non-Teaching Professionals without a teaching certificate who are not subject to the Teachers' Tenure Act, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee, except annual evaluation will be performed during the employee's probationary period. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

An IDP may be established at the Superintendent's or designee's discretion.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1233b, 380.1248, 380.1249; 380.1249a(2); MCL 423.215

Date adopted: August 15, 2022

Date revised: January 15, 2024 (Effective 7-1-24)

Series 4000: District Employment

4400 Professional Staff

4405-R Reduction in Force and Recall (Effective July 1, 2024)

This Policy must be implemented consistent with Policy 1101.

A. Reduction in Force and Recall for Classroom Teachers

When making program and staffing decisions resulting in the elimination of a teaching position or the recall of a teacher to a vacant teaching position, the Board will retain the most effective classroom teachers who are certified and qualified to instruct courses within the applicable curriculum, academic levels, and departments. The Board has the exclusive right to determine the size of the teaching staff based on curricular, fiscal, and other operating conditions. To the extent that the determinations involve Revised School Code Section 1248 requirements, the clear and transparent procedures of this Policy guides the implementation of that statute.

1. General Provisions

- a. The Superintendent is responsible, acting within the approved budget, for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing teaching staff or that a reduction in teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the teaching positions to be reduced.
- b. Reduction in force and recall decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
- c. Decisions about the reduction and recall of teachers will be guided by the following criteria:
 - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary teacher rated as effective or highly effective on the teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.
 - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:

- A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B) Based on documentation on file with the Superintendent's office.
 - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
 - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
 - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
 - B) Credentials needed for District, school, or program accreditation;
 - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
 - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
 - E) Disciplinary record, if any;
 - F) Length of service in a grade level(s) or subject area(s);
 - G) Recency of relevant and comparable teaching assignments;
 - H) Previous effectiveness ratings;
 - I) Attendance and punctuality;
 - J) Rapport with colleagues, parents, and students;
 - K) Ability to withstand the strain of teaching;
 - L) Compliance with state and federal law; and

- M) Other relevant factors as determined by the Superintendent or designee.
- iv. Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.
 - A) Reduction and recall decisions will be based on the teacher's certification and qualifications in the District's records at the time of the decision.
 - B) A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.
 - C) Failure to maintain current contact information may negatively impact the teacher's recall.
- v. Teacher reductions and recalls are by formal Board action.
- vi. Before the Board authorizes a teacher reduction, the Superintendent or designee will notify, in writing, the affected teacher of an opportunity to respond, either in person or in writing, to the proposed reduction.
- vii. The Superintendent or designee will provide written notice of Board reduction in force or recall decisions to each affected teacher.
- viii. A teacher's length of service with the District or tenure under the Teachers' Tenure Act will not be the sole factor in reduction in force and recall decisions.
- d. Teacher reduction in force decisions will be implemented by the following:
 - i. If 1 or more teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher(s) for reduction in force will be based on the factors set forth in this Policy.
 - ii. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Policy.
 - iii. When a teaching position is identified for reduction and there exists a concurrently vacant teaching position for which the teacher in the position to be reduced is both certified and qualified, and the teacher has received an overall rating of at least effective on that teacher's most recent year-end performance evaluation, that teacher may be assigned to the vacant position consistent with Policy 4402 unless the Superintendent or designee determines that the District's educational interests would not be furthered by that assignment.

- iv. If more than 1 teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402, unless the Superintendent determines that the District's educational interests would not be furthered by that assignment.
- v. If the reduction or recall decision involves more than 1 teacher and multiple teachers and all factors distinguishing those teachers from each other are equal, the Board may approve and implement a tiebreaker mechanism using a discrete part(s) of the evaluation system. For example, if the reduction or recall decision involves more than one teacher and all factors distinguishing those teachers from each other are equal, the teacher with the higher year-end effectiveness score on the designated evaluation tool / framework portion of the evaluation will have preference for reduction or recall, as applicable. If this year-end effectiveness score is also tied, seniority (as established by the most recent seniority list for the bargaining unit to which the tenured teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

At least 30 calendar days' notice of reduction in force will be provided, absent extenuating circumstances.

2. Teacher Recall Process

- a. A teacher is eligible for recall under this Policy for 12 months from the date the District implemented the reduction in force.
- b. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
- c. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent may reassign teachers to fill vacancies in accordance with Policy 4402.
- d. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
 - i. Recall the laid-off teacher who is certified and qualified for the vacancy, provided the teacher was rated at least effective. If more than 1 laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402; or
 - ii. Post the vacancy and consider all applicants if the Superintendent determines that:
 - A) the District's educational interests would not be furthered by recalling an otherwise eligible laid-off teacher who meets the certification and

qualification standards for the position, considering the factors in Policy 4402; or

- B) no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.
- e. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled teachers and will establish the time within which a teacher must accept recall to preserve the teacher's employment rights.
- f. A laid-off teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all rights to recall and continued employment.
- g. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

If a collective bargaining agreement or individual employment contract governs reduction in force or recall, the Superintendent or designee will adhere to the applicable language.

B. Reduction in Force and Recall of Non-Teaching Professionals Not Subject to Revised School Code Section 1249

For Non-Teaching Professionals governed by a collective bargaining agreement, the Superintendent will implement the collective bargaining agreement's standards and procedures that pertain to reduction in force or recall when recommending a reduction in force or recall to the Board.

If no collective bargaining agreement exists, or if an existing agreement does not address reduction in force or recall of Non-Teaching Professionals, the Superintendent will recommend a reduction in force or recall among Non-Teaching Professionals using the same standards and procedures as set forth in this Policy for teachers.

C. Unemployment Compensation

A teacher or Non-Teaching Professional who is laid off and who is paid unemployment compensation chargeable to the District during the summer immediately following a reduction in force and who is recalled on or before the beginning of the next school year will be paid according to an annual adjusted salary rate such that the employee's unemployment compensation received plus the adjusted annual salary rate will be equal to the annual rate of salary the

employee would have earned for the school year had the employee not been laid off.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1248, 380.1249, 380.1532; MCL 423.215

Date adopted: August 15, 2022

Date revised: January 15, 2024 (Effective 7-1-24)

Series 4000: District Employment

4400 Professional Staff

4404 *Intentionally Left Blank*

Date adopted: August 15, 2022

Date removed: January, 15, 2024

Series 4000: District Employment

4400 Professional Staff

4407 Discipline

Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by Professional Staff is a critical component in furthering an effective educational environment and in providing quality educational services to students. Off-duty conduct may result in discipline if it adversely impacts the District and is not a legally protected activity. Information about substantiated unprofessional conduct will not be suppressed or removed from a personnel file consistent with Revised School Code Section 1230b. This Policy must be implemented consistent with Policy 1101.

A. Probationary Professional Staff

Probationary Professional Staff discipline or demotion may occur for any lawful reason.

1. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
2. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.
3. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
4. Disciplinary measures may include warning, reprimand, unpaid suspension, financial penalty, or discharge. This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measures for the circumstances. The District may also consider preventative measures, including training, coaching, and other remedial measures.
5. Discipline will be confirmed in writing and placed in that person's personnel file. The person's year-end performance evaluation may also reflect the discipline.
6. The Superintendent or designee is authorized to impose discipline except for:
 - a. Nonrenewal of a probationary teacher; or
 - b. Discharge of a probationary teacher.

The Board's action may be based upon the Superintendent's or designee's written recommendation and applicable procedures set forth in the Teachers' Tenure Act.

B. Tenured and Non-Probationary Professional Staff

Tenured teacher discipline or demotion will occur only for a reason(s) that is not arbitrary or capricious. Likewise, the disciplining of Non-Teaching Professionals will be governed by the arbitrary or capricious standard unless expressly stated otherwise in a collective bargaining agreement, employee handbook, or individual employment contract. Under the arbitrary or capricious standard, a disciplinary decision must be supported by a preponderance of the evidence and the discipline must have a rational relationship to the established misconduct or inappropriate behavior.

Before imposing discipline, the Superintendent or designee will investigate whether a Professional Staff member engaged in conduct that may justify discipline. The investigation should include discussions with witnesses determined by the Superintendent or designee to have relevant information and a review of tangible evidence (e.g., documents, video, electronic communications). The Professional Staff member will be provided an opportunity to respond to the allegation(s).

If a Professional Staff member is governed by a collective bargaining agreement or individual employment contract, the Superintendent or designee will adhere to the disciplinary standards and procedures in that agreement. If the collective bargaining agreement or individual employment contract does not have an applicable provision, then the standards and procedures outlined below will apply.

The following procedures may be used for investigating allegations of Professional Staff misconduct or inappropriate conduct:

1. The Superintendent or designee may consult with legal counsel in appropriate cases and may request that legal counsel assist with an investigation.
2. The Superintendent or designee will give the Professional Staff member oral or written notice of the allegation(s).
3. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
4. The Superintendent or designee will give oral or written notice of the time, date, and location of a meeting to provide the Professional Staff member with an opportunity to respond to the allegation(s) and substantiating factor(s).
5. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.

6. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
7. If an investigation concludes that a preponderance of the evidence (i.e., more likely than not) establishes that the Professional Staff member engaged in conduct warranting discipline, the appropriate level of discipline will be guided by the following:
 - a. the seriousness of the offense;
 - b. the Professional Staff member's prior disciplinary and employment record;
 - c. whether other Professional Staff members have engaged in similar or like past conduct known to the District's administration and the discipline imposed for those infractions;
 - d. the existence of aggravating or mitigating factors, as determined by the Superintendent or designee;
 - e. applicable federal or state law;
 - f. the Professional Staff member's acceptance of responsibility;
 - g. the likelihood of recurrence; and
 - h. any other factors the Superintendent or designee determine are relevant.
8. Disciplinary measures may include:
 - a. warning;
 - b. reprimand;
 - c. unpaid suspension;
 - d. financial penalty; or
 - e. discharge.

This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measure. The District may consider additional preventative measures to address the misconduct, including training, coaching, and other remedial measures.

9. Discipline will be confirmed in writing and placed in that person's personnel file. The discipline imposed may also be reflected in the person's year-end performance evaluation.

10. The Superintendent or designee is authorized to impose discipline except for:
- a. the discharge of a Professional Staff member; or
 - b. the demotion of a tenured teacher, as defined in the Teachers' Tenure Act.

The Board's action may be based on the Superintendent's or designee's written recommendation and applicable procedures in the Teachers' Tenure Act.

11. A tenured teacher's salary may be escrowed after tenure charges are approved by the Board pursuant to Policy 4208.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted: August 15, 2022

Dated revised: January 15, 2024

Series 4000: District Employment

4400 Professional Staff

4408 Termination

This Policy must be implemented consistent with Policy 1101.

A. Probationary Teachers

For purposes of this Policy, the “termination” of a probationary teacher occurs when the probationary teacher is discharged during the term of an existing individual employment contract between the probationary teacher and the Board. Discontinuation of a probationary teacher’s employment at the expiration of an individual employment contract is not termination for purposes of this Policy and is addressed separately in Policy 4409.

The Board may terminate a probationary teacher for misconduct, inappropriate behavior, performance that is not effective, or for any other lawful reason at any time.

The Superintendent or designee may recommend the termination of a probationary teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Probationary teachers recommended for termination by the Superintendent or designee will be provided advance notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

B. Tenured Teachers

The Superintendent or designee may recommend the termination of a tenured teacher by filing tenure charges with the Board. The Board will consider whether to proceed on the tenure charges or modify the charges. A tenured teacher may be terminated for a reason that is not arbitrary or capricious.

The tenured teacher may challenge the Board’s decision to discharge or demote the teacher by timely filing an appeal with the State Tenure Commission.

C. Non-Teaching Professionals

Unless otherwise provided by a collective bargaining agreement or individual employment contract: (1) a Non-Teaching Professional who is not subject to the Teachers’ Tenure Act is subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and (2) after 5 years, the non-probationary Non-Teaching Professional may be terminated for any reason that is not arbitrary or capricious, subject to due process.

The Superintendent or designee may recommend the termination of a Non-Teaching Professional to the Board. The recommendation will include the reason(s) for the proposed termination.

Non-Teaching Professionals recommended for termination by the Superintendent or designee will be provided advance written notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

Legal authority: MCL 38.83(2), 38.101, 38.121

Date adopted: August 15, 2022

Date revised: January 15, 2024

Series 4000: District Employment

4400 Professional Staff

4409-R Non-Renewal (Effective July 1, 2024)

For purposes of this Policy, “non-renewal” of a probationary teacher refers to the discontinuation of the employment relationship between the Board and a probationary teacher at the expiration of the probationary year following the process set forth in the Teachers’ Tenure Act.

Teachers must serve a probationary period as required by the Teachers’ Tenure Act. A probationary teacher’s contract may be non-renewed for performance-based reasons or any other lawful reason.

This Policy must be implemented consistent with Policy 1101.

A. Probationary Period

1. A probationary teacher rated developing, or needing support may be subject to non-renewal consistent with the Teachers’ Tenure Act. To attain tenure, a probationary teacher must be rated effective (after July 1, 2024) or highly effective (before July 1, 2024) on the teacher’s 3 most recent year-end annual performance evaluations and serve at least 4 full school years. A teacher’s probationary period may extend beyond 4 years .
2. For a teacher who previously held tenure in another Michigan public school district, the teacher is subject to a 2-year probationary period, unless the Board acts to reduce the teacher’s probationary period.
3. Unless otherwise provided by a collective bargaining agreement or individual employment contract:
 - a. Non-Teaching Professionals who are not subject to the Teachers’ Tenure Act are subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and
 - b. After 5 years, the non-probationary Non-Teaching Professional may be non-renewed or terminated for any reason that is not arbitrary or capricious, subject to due process.

B. Non-renewal

1. Probationary teacher non-renewal is subject to the non-renewal procedures specified in the Teachers’ Tenure Act. This Policy shall be implemented consistent with that statute.
2. Before non-renewing a probationary teacher, the probationary teacher must receive written notice of the Superintendent’s or designee’s recommendation for non-renewal and the time, date, and place of the Board meeting at which

the Board will consider the recommendation. The recommendation for non-renewal will state the reason(s) for the recommendation and may include supporting documentation.

3. The probationary teacher must receive written notice of Board action to non-renew the teacher's contract at least 15 calendar days before the end of the school year (June 30) except as provided in subsection 4 below. If the teacher is hired after the beginning of the school year, notice of non-renewal must be received at least 15 calendar days before the teacher's anniversary date of hire.
 4. For a teacher who previously held tenure in another Michigan public school district, the teacher must receive written notice of non-renewal at least 60 calendar days before the completion of the probationary period.
- C. The probationary teacher will be provided an opportunity to address the Board in open or closed session and respond to the Superintendent's or designee's recommendation to non-renew.
 - D. The Board must take action in open session on the recommendation to non-renew the probationary teacher.
 - E. The probationary teacher must be served with written notice of the Board's action non-renewing the teacher's employment and a copy of the Board action within the timeframe required by the Teachers' Tenure Act. The non-renewal notice will specify that a probationary teacher has the right to appeal the timeliness or legal effect of a notice of non-renewal. The appeal must be filed with the State Tenure Commission within 20 calendar days after the probationary teacher's receipt of the notice of non-renewal. A copy of the Teachers' Tenure Act should also be included with the notice.

Legal authority: MCL 38.81 et seq., 38.91 et seq.

Date adopted: August 15, 2022

Date revised: January 15, 2024 (Effective 7-1-24)

Series 4000: District Employment

4500 Administrators/Supervisors

4503-R Performance Evaluation (Effective July 1, 2024)

Performance evaluations of Administrators are an essential element of providing quality educational services and measuring an employee's competency. This Policy does not alter the Board's authority or ability to terminate an Administrator's employment during the term of an individual employment contract or to non-renew an Administrator's contract at the end of the contract's term. This Policy must be implemented consistent with Policy 1101.

A. Building Level and Central Office Instructional Administrators

The Superintendent or designee will ensure that building level and central office Administrators who are regularly involved in instructional matters are evaluated consistent with a performance evaluation system under Revised School Code Sections 1249 and 1249b. This performance evaluation system will include, if appropriate, the following:

1. an annual evaluation process that meets statutory standards and is based on objective criteria;
2. an annual evaluation by the Superintendent or designee, unless the Administrator qualifies for a biennial evaluation. This paragraph does not preclude more frequent Administrator evaluations as determined necessary by the Superintendent or designee;
3. an individualized improvement plan if the Administrator is rated developing or needing support or if performance deficiencies are noted;
4. student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
5. an evaluation and feedback provided in writing with an overall effectiveness rating of effective, developing, or needing support;
6. dismissal of an Administrator rated ineffective or needing support on 3 consecutive evaluations;
7. opportunity for an Administrator rated needing support to request a review consistent with Revised School Code 1249b;
8. a mentor for an Administrator for the first 3 years in which the Administrator is in a new administrative position;
9. a midyear progress report each year that the administrator is evaluated that includes specific performance goals for the remainder of the year and any recommended training identified by the evaluator;

10. for a building level administrator's evaluation, the evaluator will visit the school building where the administrator works, review the building level school administrator's school improvement plan, and observe classrooms with the administrator to collect evidence of school improvement plan strategies being implemented and the impact the school improvement plan has on learning;
11. an evaluation tool approved by the MDE, a modified MDE tool, or a local evaluation tool adopted in compliance with Revised School Code Sections 1249 and 1249b;
12. website posting of required information pertaining to the evaluation tool;
13. appropriate training for evaluators; and
14. other components that the Superintendent or designee deems relevant, important, or in the District's best interest.

B. Non-Instructional Administrators, Supervisors, and Directors

The Superintendent or designee may evaluate Non-Instructional Administrators, Supervisors, and Directors based on the appropriate evaluation instrument as determined by the Board and consistent with any applicable collective bargaining agreement or individual employment contract. An individual improvement plan may be implemented to remediate and enhance employee performance.

Legal authority: MCL 380.11a, 380.601a, 380.1249, 380.1249b

Date adopted: August 15, 2022

Date revised: January 15, 2022 (Effective 7-1-24)

Series 4000: District Employment

4500 Administrators/Supervisors

4504 *Intentionally Left Blank*

Date adopted: August 15, 2022

Date removed: January 15, 2024

Sample Resolution:
Professional Staff Board Policy Update

Kent ISD
County of Kent, State of Michigan (the "Kent ISD")

A regular meeting of the Board of Education (the "Board") was held in the _____, within the boundaries of the Kent ISD, on the _____ day of _____, 20__, at ____ o'clock in the __.m.

The meeting was called to order by Andrea Haidle, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____

WHEREAS, following recent legislative changes, the Board identified a need to review its current Board policies for corresponding updates; and

WHEREAS, the Kent ISD administration ("Administration") has reviewed the Thrun Law Firm Policy Manual Updates ("Policy Manual Updates") and recommends the Policy Manual Updates for consideration, in the form presented for Board review and approval, to replace the Board's existing policies listed below; and

WHEREAS, the Administration has reviewed any and all legal settlements and resolution agreements between the Kent ISD and any state or federal agency, as applicable, that address the modification or agency review of existing Board policy and the Board has considered the impact of those settlements or agreements when recommending adoption of the Policy Manual Updates; and

WHEREAS, the Administration recommends that the Board adopt the Policy Manual Update as outlined below; and

WHEREAS, the Board has carefully reviewed, considered, and evaluated the Policy Manual Updates collectively and as individual Board members and the Administration's recommendation.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board accepts the Administration's recommendation to adopt the Policy Manual Updates.
2. The following existing Board policies are hereby repealed and replaced with the corresponding Policy Manual Updates: Policies 4108, 4207, 4404, 4407, 4408, and 4504.
3. The Board hereby adopts the Policy Manual Updates that correspond with the Board policies listed in Paragraph 2 in the form presented and recommended by the Administration as new policies for the purpose of governing the [Kent ISD].

Sample Resolution:
Professional Staff Board Policy Update

4. The following existing Board policies are hereby repealed, effective June 30, 2024, and replaced with the corresponding Policy Manual Updates: Policies 4402, 4403, 4405, 4409, and 4503.

5. The Board hereby adopts, effective July 1, 2024, the following Policy Manual Updates in the form presented and recommended by the Administration as new policies for the purpose of governing the [Kent ISD]: Policies 4402-R, 4403-R, 4405-R, 4409-R, and 4503-R.

6. The Administration shall promptly review [Kent ISD] publications and forms that may reference the now-repealed Board policies and revise those publications and forms as necessary to align them with the newly adopted Policy Manual within five calendar days after this resolution.

7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Kent ISD, County of Kent, State of Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on January 15, 2024, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education