

Kent ISD Regular School Board Meeting

Monday, June 17, 2024 4:00 PM

Grand Room ESC Building, 1633 East Beltline NE , Grand Rapids, MI 49525

A. Call to Order

B. Welcome Visitors and Roll Call

C. Action Items

Consent Grouping: Action items C.1-C.20 may be approved with one motion unless a board member requests that an item or items be removed for separate action.

C.1. Approve the Financial Report allowing bills from May 1, 2024, through May 31, 2024.

C.2. Approval of the minutes from the regular school board meeting.

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

C.4. Approve the hiring of a new principal for KEC Beltline.

C.5. Approve the addition of a Functional Communication Coach for the Student Services Department.

C.6. Approve the addition of two (1.0 FTE) CTE Curriculum Coordinators for College & Career Readiness.

C.7. Approve the addition of a Teacher Academy Career Tech Education Specialist for KCTC.

C.8. Approve the addition of an Early Childhood MTSS Coordinator.

C.9. Approve the purchase of furniture for Adult Education's GRCC location from Custer Office Environments in the amount of \$70,047.94.

C.10. Approve the purchase of furniture for Adult Education's Wyoming location from Custer Office Environments in the amount of \$61,791.21.

C.11. Approve the purchase of a modular wall system for the Early Childhood Center on the Lincoln Campus from Custer Office Environments in the amount of \$31,521.71.

C.12. Approve the purchase of therapy equipment from Rifton Equipment in the amount of \$61,775.25 for Lincoln Developmental Center.

C.13. Approve the purchase of 27 HP Elite 600 Desktop PCs from Sehi in the amount of \$35,462.65 for students enrolled in KCTC's Engineering program.

C.14. Approve the purchase of 28 HP G9 WorkStation PC's from Sehi in the amount of \$47,700 for students enrolled in KCTC's Computer Programming/3D Animation program.

C.15. Approve the application maintenance package contract from Bulb Digital in the amount of \$30,000 for the continued support of Our School Data and MiCIP integration applications.

- C.16. Approve the virtual welders from KCTC's Welding program as surplus equipment and grant permission for Kent ISD administration to dispose of these items per all applicable Kent ISD Policies.
- C.17. Approve the new Adult Education staff manual as outlined in the board packet.
- C.18. Approve the 23-24 donations from various donors outlined in the board packet.
- C.19. Approve the committed fund's designation for June 30, 2024.
- C.20. ADDENDUM: Approve the addition of two new community site classrooms and six additional positions for the 24-25 school year for Center Programs.
- D. Approve the bid from People Driven for Avigilon security cameras for Lincoln School in the amount of \$125,110.40.
- E. Approve the tentative agreements between Kent ISD/MEA/KCEA collective bargaining units.
- F. Approve the updated salary scales for non-union professionals and classified staff effective July 1, 2024.
- G. Approve the final budget amendments for the 23-24 school year.
- H. Approve adoption of the budget for the 24-25 school year.
- I. Approve the resolution to support the Ready By Five Early Childhood Millage renewal proposal.
- J. Approve the property transfer request located at 9367 108th St. SE, Middleville, MI 49333, from Caledonia Community School District to Thornapple Kellogg Public School District.
- K. Approve the resolution for Superintendent Koehler's retirement.
- L. Public Comment
- M. Items from Board Members
- N. Superintendent's Report
- O. Adjournment

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND
05/01/2024 - 05/31/2024**

11. GENERAL EDUCATION	\$	13,185,236.64
21. SPECIAL EDUCATION-CENTER PROGRAMS		749,386.32
22. SPECIAL EDUCATION		11,097,939.40
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)		20,038.10
26. CAREER TECHNICAL EDUCATION		740,432.40
27. COOPERATIVE EDUCATION **		32,831.26
29. STUDENT/SCHOOL ACTIVITY FUND		18,887.95
CAPITAL PROJECTS		
41. GENERAL EDUCATION		151,237.59
42. SPECIAL EDUCATION		786,206.35
46. CAREER TECHNICAL EDUCATION		405,153.72
81. INTERNAL SERVICE FUND		-
TOTAL	\$	27,187,349.73

Total Transfers Out to LEAs (K-12, Charter Schools and Parochial Schools)	\$	7,140,166.51
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*** Disbursements from fund 28 are included in fund 27-Cooperative Education totals.*

Kent ISD Check Register 5/1/2024 to 5/31/2024

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300030079	DEAN TRANSPORTATION	11	7,385.88		
	DEAN TRANSPORTATION	21	165.85		
	DEAN TRANSPORTATION	22	2,087,128.78		
			Check Total	2,094,680.51	LINCOLN - TRANSPORTATION
300030199	DEAN TRANSPORTATION	22	1,943,978.07		
			Check Total	1,943,978.07	MARCH 24 REG 1/2 TRANSPORT
600051424	MICH PUBLIC SCHOOL EMPLOYEES	11	1,723,851.71		
			Check Total	1,723,851.71	RETIREMENT 5.3.24
605292401	MICH PUBLIC SCHOOL EMPLOYEES	11	1,722,980.03		
			Check Total	1,722,980.03	RETIREMENT 05.17.24
605292402	MICH PUBLIC SCHOOL EMPLOYEES	11	1,708,080.94		
			Check Total	1,708,080.94	UAAL MAY 2024
300030157	GRAND RAPIDS PUBLIC SCHOOLS	22	1,259,694.58		
			Check Total	1,259,694.58	MAY24 SA SECT 51A SPED
59075	MICH EDUC SPECIAL SERVICES	11	1,027,148.15		
			Check Total	1,027,148.15	Insurance Premiums - June 2024
605312429	UNITED STATES TREASURY	11	916,158.84		
			Check Total	916,158.84	PAYROLL TAXES
605032429	UNITED STATES TREASURY	11	891,864.51		
			Check Total	891,864.51	PAYROLL TAXES
605172429	UNITED STATES TREASURY	11	890,852.57		
			Check Total	890,852.57	PAYROLL TAXES
605232401	NEXT GENERATION ENROLLMENT INC	11	846,464.77		
			Check Total	846,464.77	JUNE PREMIUMS
300030165	KENTWOOD PUBLIC SCHOOLS	22	663,381.22		
			Check Total	663,381.22	MAY24 SA SECT 51A SPED
58943	OWEN-AMES-KIMBALL CO	42	458,034.58		
	OWEN-AMES-KIMBALL CO	46	162,795.55		
			Check Total	620,830.13	KCTC EAST RENOVATION PHASE 2 P
300030214	MICH FAMILY RESOURCES	11	557,869.00		
			Check Total	557,869.00	GSRP THRU APR 2024

300030120	NORTHVIEW PUBLIC SCHOOLS	21	363,279.00	Check Total	363,279.00 TOTAL COMMUNICATION & EU FY24
300030092	GRAND RAPIDS PUBLIC SCHOOLS	22	335,115.00	Check Total	335,115.00 IDEA THRU MAY 2024
58966	VIDEOLAND SERVICE CO INC	42	170,818.20		
	VIDEOLAND SERVICE CO INC	46	150,931.80	Check Total	321,750.00 PA SYSTEMS FOR EUN, KAC, PGLC
300030151	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	278,086.48	Check Total	278,086.48 MAY24 SA SECT 51A SPED
300030180	SPARTA AREA SCHOOLS	11	100,672.54		
	SPARTA AREA SCHOOLS	22	173,140.84	Check Total	273,813.38 MAY24 SA SECT 51A SPED
300030159	GRANDVILLE PUBLIC SCHOOLS	22	252,012.90	Check Total	252,012.90 MAY24 SA SECT 51A SPED
300030179	ROCKFORD PUBLIC SCHOOLS	11	7,850.73		
	ROCKFORD PUBLIC SCHOOLS	22	215,821.42	Check Total	223,672.15 MAY24 SA SECT 51A SPED
300030112	KENTWOOD PUBLIC SCHOOLS	22	217,716.00	Check Total	217,716.00 IDEA THRU MAY 2024
300030189	WYOMING PUBLIC SCHOOLS	22	209,329.19	Check Total	209,329.19 MAY24 SA SECT 51A SPED
300030140	BYRON CENTER PUBLIC SCHOOLS	22	182,196.21	Check Total	182,196.21 MAY24 SA SECT 51A SPED
80515241	JPMORGAN CHASE BANK NA	11	65,061.09		
	JPMORGAN CHASE BANK NA	21	34,206.85		
	JPMORGAN CHASE BANK NA	22	12,997.03		
	JPMORGAN CHASE BANK NA	26	52,898.31		
	JPMORGAN CHASE BANK NA	27	2,196.28		
	JPMORGAN CHASE BANK NA	28	576.87		
	JPMORGAN CHASE BANK NA	29	6,339.63		
	JPMORGAN CHASE BANK NA	42	1,138.96	Check Total	175,415.02 SCHOOL SPECIALTY ECOMM
300030162	KELLOGGSVILLE PUBLIC SCHOOLS	22	166,606.25	Check Total	166,606.25 MAY24 SA SECT 51A SPED
300030108	KENOWA HILLS PUBLIC SCHOOLS	22	163,375.00		

			Check Total	163,375.00 IDEA THRU MAY 2024
300030142	CEDAR SPRINGS PUBLIC SCHOOLS	22	159,760.24	
			Check Total	159,760.24 MAY24 SA SECT 51A SPED
300030013	MICH FAMILY RESOURCES	11	156,718.00	
			Check Total	156,718.00 GSRP TRANSPORTATION 01/01/24-0
300030155	GODWIN HEIGHTS PUBLIC SCHOOLS	22	150,445.36	
			Check Total	150,445.36 MAY24 SA SECT 51A SPED
58969	ZSPACE INC	26	146,670.00	
			Check Total	146,670.00 ZSPACE LEARNING STATIONS
300030084	FOREST HILLS PUBLIC SCHOOLS ADMINISTRATION	22	146,370.00	
			Check Total	146,370.00 IDEA THRU MAY 2024
605312431	STATE OF MICHIGAN	11	142,121.17	
			Check Total	142,121.17 PAYROLL TAXES
300030163	KENOWA HILLS PUBLIC SCHOOLS	22	141,984.67	
			Check Total	141,984.67 MAY24 SA SECT 51A SPED
605172431	STATE OF MICHIGAN	11	139,367.03	
			Check Total	139,367.03 PAYROLL TAXES
605032431	STATE OF MICHIGAN	11	139,320.50	
			Check Total	139,320.50 PAYROLL TAXES
300030168	LOWELL AREA SCHOOLS	22	139,057.20	
			Check Total	139,057.20 MAY24 SA SECT 51A SPED
300030088	GODWIN HEIGHTS PUBLIC SCHOOLS	22	132,000.00	
			Check Total	132,000.00 IDEA THRU MAY 2024
300030145	COMSTOCK PARK PUBLIC SCHOOLS	22	128,731.81	
			Check Total	128,731.81 MAY24 SA SECT 51A SPED
300030141	CALEDONIA COMMUNITY SCHOOLS	22	126,286.64	
			Check Total	126,286.64 MAY24 SA SECT 51A SPED
300030110	KENT COUNTY TREASURER	11	1,979.47	
	KENT COUNTY TREASURER	22	79,713.98	
	KENT COUNTY TREASURER	23	19,989.72	
	KENT COUNTY TREASURER	26	19,589.81	
	KENT COUNTY TREASURER	42	2,312.16	
	KENT COUNTY TREASURER	46	2,312.16	
			Check Total	125,897.30 REFUND PROPERTY TAXES PER MICH
300030224	YMCA OF GREATER GR	11	120,732.00	

			Check Total	120,732.00 GSRP THRU APR 2024
300030126	ROCKFORD PUBLIC SCHOOLS	22	111,422.00	
			Check Total	111,422.00 IDEA THRU MAY 2024
300030095	GRANDVILLE PUBLIC SCHOOLS	22	107,651.00	
			Check Total	107,651.00 IDEA THRU MAY 2024
300030054	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	7,668.63	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	38,890.44	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	61,013.24	
			Check Total	107,572.31 ACCT#41000-ELECTRICITY APR24
300030069	CALEDONIA COMMUNITY SCHOOLS	22	98,110.00	
			Check Total	98,110.00 IDEA THRU MAY 2024
58869	VIDEOLAND SERVICE CO INC	41	4,964.00	
	VIDEOLAND SERVICE CO INC	42	24,220.00	
	VIDEOLAND SERVICE CO INC	42	26,251.00	
	VIDEOLAND SERVICE CO INC	46	4,801.00	
	VIDEOLAND SERVICE CO INC	46	35,431.00	
			Check Total	95,667.00 PA PROJECT FOR KCTC WEST & KEC
300030181	THORNAPPLE KELLOGG SCHOOLS	22	90,588.59	
			Check Total	90,588.59 MAY24 SA SECT 51A SPED
300030231	CEDAR SPRINGS PUBLIC SCHOOLS	11	86,451.00	
			Check Total	86,451.00 2024 GSRP - TRANSPORTATION
58886	BUIST ELECTRIC INC	41	83,520.00	
			Check Total	83,520.00 KCC AV UPGRADES
300030071	CEDAR SPRINGS PUBLIC SCHOOLS	22	81,786.00	
			Check Total	81,786.00 IDEA THRU MAY 2024
300030172	NORTHVIEW PUBLIC SCHOOLS	22	79,648.49	
			Check Total	79,648.49 MAY24 SA SECT 51A SPED
300030106	KELLOGGSVILLE PUBLIC SCHOOLS	22	79,599.00	
			Check Total	79,599.00 IDEA THRU MAY 2024
300030254	WYOMING PUBLIC SCHOOLS	11	78,230.00	
			Check Total	78,230.00 ADULT ED - TRANSPORTATION BUS
300030190	ZEELAND PUBLIC SCHOOLS	11	76,088.72	
			Check Total	76,088.72 MAY24 SA SECT 107 ADULT ED
300030164	KENT CITY COMMUNITY SCHOOLS	22	75,827.77	
			Check Total	75,827.77 MAY24 SA SECT 51A SPED
300030149	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	71,385.96	

			Check Total	71,385.96 MAY24 SA SECT 51A SPED
300030057	SPARTA AREA SCHOOLS	11	69,090.00	
			Check Total	69,090.00 GSRP 23/24 SITE COST
300030154	GODFREY LEE PUBLIC SCHOOLS	22	68,194.03	
			Check Total	68,194.03 MAY24 SA SECT 51A SPED
300030067	BYRON CENTER PUBLIC SCHOOLS	22	67,979.00	
			Check Total	67,979.00 IDEA THRU MAY 2024
300030121	NORTHVIEW PUBLIC SCHOOLS	22	65,838.00	
			Check Total	65,838.00 IDEA THRU MAY 2024
300030132	THORNAPPLE KELLOGG SCHOOLS	22	64,617.00	
			Check Total	64,617.00 IDEA THRU MAY 2024
300030050	KENTWOOD PUBLIC SCHOOLS	11	62,030.06	
			Check Total	62,030.06 CROSSROADS ALT OFF SITE PROFES
300030129	SPARTA AREA SCHOOLS	22	61,749.00	
			Check Total	61,749.00 IDEA THRU MAY 2024
300030116	LOWELL AREA SCHOOLS	22	57,225.00	
			Check Total	57,225.00 IDEA THRU MAY 2024
300030237	GODWIN HEIGHTS PUBLIC SCHOOLS	11	38,025.41	
	GODWIN HEIGHTS PUBLIC SCHOOLS	21	16,465.42	
			Check Total	54,490.83 GSRP SITE/FACILITY COSTS-SOUTH
300030123	PROGRESSIVE ARCHITECTURAL ENGINEERS	26	430.00	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	41	47,679.21	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	3,113.84	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	1,345.35	
			Check Total	52,568.40 PROJ# 51036037.0 - RESIDENTAL
300030038	CDW LLC	26	45,650.00	
	CDW LLC	46	4,663.12	
			Check Total	50,313.12 SPEAKERS FOR KCTC RENO PHASE 2
300030074	COMSTOCK PARK PUBLIC SCHOOLS	22	48,850.00	
			Check Total	48,850.00 IDEA THRU MAY 2024
300030173	ORCHARD VIEW SCHOOLS	11	48,051.86	
			Check Total	48,051.86 MAY24 SA SECT 107 ADULT ED
605232402	CITY OF GRAND RAPIDS	11	47,814.04	
			Check Total	47,814.04 GRAND RAPIDS CITY TAX
59094	STEEPLETOWN NEIGHBORHOOD SERVICES	11	44,050.00	
			Check Total	44,050.00 GSRP THRU APR 2024

300030167	LIGHTHOUSE ACADEMY	22	43,000.24	Check Total	43,000.24 MAY24 SA 56(7) SP ED
300030033	ADN ADMINISTRATORS INC	11	42,692.61	Check Total	42,692.61 CALEDONIA ITIN/DENTAL CLAIMS
300030193	APPLETREE LEARNING CENTERS WALKER LLC	11	39,280.00	Check Total	39,280.00 GSRP THRU APR 2024
300030196	CHILDTIME CHILDCARE INC	11	38,902.00	Check Total	38,902.00 GSRP THRU APR 2024
300030239	GRANDVILLE PUBLIC SCHOOLS	11	38,264.21	Check Total	38,264.21 GSRP SITE/FACILITY COSTS-2023/
300030031	WILLIAM C ABNEY ACADEMY	11	37,778.30	Check Total	37,778.30 TITLE 1 ACADEMIC INTERVENTIONI
300030043	ENVIRO-CLEAN	21	36,720.30	Check Total	36,720.30 JANITORIAL SERVICES - LINCOLN
300030217	SET INC	11	35,649.06	Check Total	35,649.06 JUNE PREMIUMS
300030122	MICHIGAN PREPARATORY VIRTUAL SCHOOL	22	35,310.00	Check Total	35,310.00 IDEA THRU MAY 2024
300030081	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	33,474.00	Check Total	33,474.00 IDEA THRU MAY 2024
59069	HISPANIC CENTER OF WESTERN MICHIGAN	11	33,369.00	Check Total	33,369.00 GSRP THRU APR 2024
58806	BASIS POLICY RESEARCH LLC	11	33,341.50	Check Total	33,341.50 MI STUDENT VOICE SURVEY REPORT
58905	ECIVIS INC	11	33,050.00	Check Total	33,050.00 E CIVIS - GRANT MANAGEMENT SYS
300030004	HEART OF WEST MICH UNITED WAY	11	32,846.41	Check Total	32,846.41 Q1 32P6 FY24 STATE
300030250	SEHI COMPUTER PRODUCTS INC	26	32,758.50	Check Total	32,758.50 CO-ELITEBOOK 600 FOR VARIOUS D
300030215	NEW BRANCHES SCHOOL	11	30,994.00	Check Total	30,994.00 GSRP THRU APR 2024
300030005	HEART OF WEST MICH UNITED WAY	11	29,432.90	Check Total	29,432.90 Q1 32P FY23 STATE
300030227	APPLE INC (ORDERS)	26	28,128.00	Check Total	28,128.00 CO-MAC MINI FOR GRAPHICS

300030216	P & M HOLDING GROUP LLP	11	27,500.00	Check Total	27,500.00 CYBERSECURITY SERVICES FEASIBI
300030186	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	27,447.98	Check Total	27,447.98 MAY24 SA 56(7) SP ED
59164	OWEN-AMES-KIMBALL CO	46	26,958.17	Check Total	26,958.17 KCTC WEST - PH 2 RENOVATIONS
300030109	KENT CITY COMMUNITY SCHOOLS	22	26,940.00	Check Total	26,940.00 IDEA THRU MAY 2024
605312428	GLP & ASSOCIATES	11	26,852.02	Check Total	26,852.02 ANNUITY
605172428	GLP & ASSOCIATES	11	26,786.51	Check Total	26,786.51 ANNUITY
605032428	GLP & ASSOCIATES	11	26,679.09	Check Total	26,679.09 ANNUITY
58964	VAN DYKEN MECHANICAL INC	42	26,625.00	Check Total	26,625.00 EU-S CONDENSER REPLACEMENT - M
300030099	HEART OF WEST MICH UNITED WAY	11	26,282.40	Check Total	26,282.40 Q1 32P FY23 CO & Q1 32P FY24 S
300030152	FREMONT PUBLIC SCHOOLS	11	26,103.87	Check Total	26,103.87 MAY24 SA SECT 107 ADULT ED
300030098	HEART OF WEST MICH UNITED WAY	11	25,943.00	Check Total	25,943.00 Q1 32P6 FY24 STATE
300030006	HEART OF WEST MICH UNITED WAY	11	25,157.49	Check Total	25,157.49 Q1 32P FY23 CO & Q1 32P FY24 S
300030139	BYRON CENTER CHARTER	22	24,322.83	Check Total	24,322.83 MAY24 SA 56(7) SP ED
271505324	EDUSTAFF LLC	11	2,966.59		
	EDUSTAFF LLC	21	12,377.91		
	EDUSTAFF LLC	22	1,066.32		
	EDUSTAFF LLC	26	7,862.86		
			Check Total	24,273.68	EDUSTAFF WEEK OF 05/03/2024
59121	TREECE HOME CARE INC	22	24,037.50	Check Total	24,037.50 COMMUNITY CARE GIVERS KENTWOOD
59081	OVER ACHIEVERS ACADEMY	11	24,018.00	Check Total	24,018.00 GSRP THRU APR 2024

58811	TREECE HOME CARE INC	22	23,612.50	Check Total	23,612.50 COMMUNITY CARE GIVERS FOREST H
271551724	EDUSTAFF LLC	11	2,990.31		
	EDUSTAFF LLC	21	12,420.27		
	EDUSTAFF LLC	22	1,181.19		
	EDUSTAFF LLC	26	6,996.47	Check Total	23,588.24 EDUSTAFF WEEK OF 05/17/2024
300029996	DEAN TRANSPORTATION	11	18,023.05		
	DEAN TRANSPORTATION	21	2,576.27		
	DEAN TRANSPORTATION	22	1,905.46	Check Total	22,504.78 LINCOLN DEV - TRANSPORTATION
300030203	GR COMMUNITY COLLEGE	11	21,708.00	Check Total	21,708.00 GSRP THRU APR 2024
271553124	EDUSTAFF LLC	11	2,249.06		
	EDUSTAFF LLC	21	12,780.95		
	EDUSTAFF LLC	22	1,058.15		
	EDUSTAFF LLC	26	4,991.27	Check Total	21,079.43 EDUSTAFF WEEK OF 05/31/2024
58867	VDA LABS LLC	11	20,340.36	Check Total	20,340.36 KENT CITY CROWDSTRIKE BILLBACK
300030221	TUTOR TIME LEARNING CENTERS LLC	11	20,004.00	Check Total	20,004.00 GSRP THRU APR 2024
300030135	WILLIAM C ABNEY ACADEMY	22	19,732.00	Check Total	19,732.00 IDEA THRU MAY 2024
300030046	GODFREY LEE PUBLIC SCHOOLS	11	19,600.00	Check Total	19,600.00 GSRP 23/24 SITE COST
300030127	SEHI COMPUTER PRODUCTS INC	11	18,690.00		
	SEHI COMPUTER PRODUCTS INC	26	820.00	Check Total	19,510.00 WMTC LAPTOPS FOR CANDIDATES
300030207	HOPE ACADEMY OF WEST MICHIGAN	11	19,338.00	Check Total	19,338.00 GSRP THRU APR 2024
300030174	PLAINWELL COMMUNITY SCHOOLS	11	19,257.49	Check Total	19,257.49 MAY24 SA SECT 107 ADULT ED
300030138	BELDING AREA SCHOOLS	11	19,059.79	Check Total	19,059.79 MAY24 SA SECT 107 ADULT ED
300030053	MERIDIAN CABLING SOLUTIONS	42	17,987.93		

			Check Total	17,987.93 CAMERA CABLING FOR KEC-B, KEC-
59142	INACOMP TECHNICAL SERVICES GROUP LLC	22	13,605.00	
	INACOMP TECHNICAL SERVICES GROUP LLC	26	4,208.00	
			Check Total	17,813.00 HP ELITEBOOK 630 G10 FOR VARIO
300030143	CENTRAL MONTCALM PUB SCH	11	17,237.83	
			Check Total	17,237.83 MAY24 SA SECT 107 ADULT ED
300030153	FRUITPORT COMMUNITY SCHOOLS	11	16,585.29	
			Check Total	16,585.29 MAY24 SA SECT 107 ADULT ED
59074	LANGLEY CHILD CARE	11	15,967.00	
			Check Total	15,967.00 GSRP THRU APR 2024
605172430	PARADIGM EQUITIES INC	11	15,673.53	
			Check Total	15,673.53 ANNUITY
300030048	GRAYBAR ELECTRIC CO	26	15,607.93	
			Check Total	15,607.93 KCC - ELECTRIC REPAIR SUPPLIES
300030072	CHANDLER WOODS CAMPUS	22	15,572.00	
			Check Total	15,572.00 IDEA THRU MAY 2024
605032430	PARADIGM EQUITIES INC	11	15,525.35	
			Check Total	15,525.35 ANNUITY
605312430	PARADIGM EQUITIES INC	11	15,522.13	
			Check Total	15,522.13 ANNUITY
300030015	NORTHVIEW PUBLIC SCHOOLS	21	15,301.99	
			Check Total	15,301.99 DHH - ASL IMMERSION ROOMS FIEL
300030078	CROSS CREEK CHARTER ACADEMY	22	15,029.00	
			Check Total	15,029.00 IDEA THRU MAY 2024
300030137	ALLEGAN PUBLIC SCHOOLS	11	14,708.68	
			Check Total	14,708.68 MAY24 SA SECT 107 ADULT ED
58873	MICANDY GARDEN GREENHOUSES INC	26	14,423.55	
			Check Total	14,423.55 FY24 RESALE SUPPLIES - OPEN PO
300030248	NORTHVIEW PUBLIC SCHOOLS	11	13,720.00	
			Check Total	13,720.00 GSRP SITE/FACILITY COSTS-2023/
59058	CUSTER OFFICE ENVIRONMENTS INC	41	13,442.38	
			Check Total	13,442.38 ESC FURNITURE
300030118	NEW BRANCHES SCHOOL	22	13,184.00	
			Check Total	13,184.00 IDEA THRU MAY 2024
59045	WHITEHALL DISTRICT SCHOOLS	11	13,152.24	
			Check Total	13,152.24 MAY24 SA SECT 107 ADULT ED

58990	ENGINEERED PROTECTION SYSTEMS INC	11	749.55	
	ENGINEERED PROTECTION SYSTEMS INC	21	7,560.24	
	ENGINEERED PROTECTION SYSTEMS INC	26	4,622.51	
			Check Total	12,932.30 CUST#183351014-BECKWITH ELEM-F
300030160	GRANT PUBLIC SCHOOLS	11	12,797.19	
			Check Total	12,797.19 MAY24 SA SECT 107 ADULT ED
59064	GR CHRISTIAN SCHOOLS	11	12,696.00	
			Check Total	12,696.00 GSRP THRU APR 2024
300030198	CREATIVE TECHNOLOGIES ACADEMY	11	12,295.00	
			Check Total	12,295.00 GSRP THRU APR 2024
59165	JENNY ORTON	11	12,155.61	
			Check Total	12,155.61 COGNITIVE COACHING PARTS I & I
300030114	LIGHTHOUSE ACADEMY	22	12,099.00	
			Check Total	12,099.00 IDEA THRU MAY 2024
300030086	GODFREY LEE PUBLIC SCHOOLS	22	12,058.00	
			Check Total	12,058.00 IDEA THRU MAY 2024
300030065	BLUUM OF MINNESOTA LLC	42	11,996.00	
			Check Total	11,996.00 EUN - CLEVERTOUCH & STANDS
59096	THE VILLAGE LEARNING CENTER INC	11	11,885.00	
			Check Total	11,885.00 GSRP THRU APR 2024
300030233	CONTROL SOLUTIONS INC	26	11,172.00	
			Check Total	11,172.00 KCTC-W BOILER CONTROLLER
58895	THE COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION INC	26	11,032.00	
			Check Total	11,032.00 Student IT Certs
300030169	MASON COUNTY CENTRAL SCHOOLS	11	10,906.97	
			Check Total	10,906.97 MAY24 SA SECT 107 ADULT ED
59065	GRAND RAPIDS EARLY DISCOVERY CENTER	11	10,793.00	
			Check Total	10,793.00 GSRP THRU APR 2024 IMAGINAIRE
300030243	KENT COUNTY TREASURER	26	10,704.19	
			Check Total	10,704.19 23-24 SRO OFFICER (JULY - JUNE
59076	MILESTONES CDC LLC	11	10,650.00	
			Check Total	10,650.00 GSRP THRU APR 2024 CASCADE
59067	GR BUILDING SERVICES INC	21	10,533.33	
			Check Total	10,533.33 JANITORAL SERVICES FOR OAKLEIG
300030040	CONTROL SOLUTIONS INC	26	10,469.00	

			Check Total	10,469.00	KCTC WEST - CONTROLS UPGRADE
58989	ERICKA KAY HARRIS	11	10,410.04		
			Check Total	10,410.04	23/24 ADAPTIVE SCHOOLS TRAININ
300030000	GODWIN HEIGHTS PUBLIC SCHOOLS	21	10,293.96		
			Check Total	10,293.96	SOUTH GODWIN CENTER PROGRAMS L
300030170	NEW BRANCHES SCHOOL	22	10,233.42		
			Check Total	10,233.42	MAY24 SA 56(7) SP ED
300030204	OCTAVIA PACE	11	10,174.00		
			Check Total	10,174.00	GSRP THRU APR 2024
300030202	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	26	10,098.44		
			Check Total	10,098.44	KCTC TRANSPORTATION - APRIL24
58851	SEVERIN INTERMEDIATE HOLDINGS LLC	22	9,965.12		
			Check Total	9,965.12	CUST#10008794 POWERSCHOOL PROG
605172416	GLP & ASSOCIATES - 457	11	9,848.83		
			Check Total	9,848.83	ANNUITY
605312416	GLP & ASSOCIATES - 457	11	9,833.83		
			Check Total	9,833.83	ANNUITY
605032416	GLP & ASSOCIATES - 457	11	9,808.83		
			Check Total	9,808.83	ANNUITY
58813	CONSUMERS ENERGY CO	21	7,864.69		
	CONSUMERS ENERGY CO	26	1,909.09		
			Check Total	9,773.78	100013175326 (4958 VAN LAAR UN
300030113	KNAPP CHARTER ACADEMY	22	9,738.00		
			Check Total	9,738.00	IDEA THRU MAY 2024
58994	FACILITIES MANAGEMENT EXPRESS LLC	26	9,728.68		
			Check Total	9,728.68	ANNUAL SUBSCRIPTION - 06/07/24
58875	ACTION CHEMICAL INC	11	4,855.00		
	ACTION CHEMICAL INC	26	4,855.00		
			Check Total	9,710.00	EXTRACTORS FOR ESC & KCTC-E
59172	SEYFERTH & ASSOCIATES INC	11	9,666.03		
			Check Total	9,666.03	PUBLIC RELATIONS
58853	COURIERED LLC	11	9,656.50		
			Check Total	9,656.50	Courier Services for Kent ISD
300030085	FRANCISCAN LIFE PROCESS CENTER	21	9,440.00		
			Check Total	9,440.00	MUSIC THERAPY - KEC OAKLEIGH

300030041	DEAN TRANSPORTATION	21	3,152.79	
	DEAN TRANSPORTATION	26	6,256.42	
			Check Total	9,409.21 EU SOUTH - TRANSPORTATION
58928	KSS ENTERPRISES	11	4,566.40	
	KSS ENTERPRISES	26	4,684.90	
			Check Total	9,251.30 CUSTODIAL SUPPLIES
59119	CITY OF GRAND RAPIDS	11	449.57	
	CITY OF GRAND RAPIDS	21	5,050.65	
	CITY OF GRAND RAPIDS	26	3,185.13	
	CITY OF GRAND RAPIDS	27	517.89	
			Check Total	9,203.24 POLE LINE & DUCT SYSTEM FEES
605032402	PLANMEMBER SECURITIES CORP	11	9,095.94	
			Check Total	9,095.94 ANNUITY
605172402	PLANMEMBER SECURITIES CORP	11	9,095.94	
			Check Total	9,095.94 ANNUITY
605312402	PLANMEMBER SECURITIES CORP	11	9,071.87	
			Check Total	9,071.87 ANNUITY
59101	XEROX CORPORATION	26	9,003.79	
			Check Total	9,003.79 XEROX MONTHLY LEASE PAYMENTS F
59185	XEROX CORPORATION	26	9,003.79	
			Check Total	9,003.79 XEROX MONTHLY LEASE PAYMENTS F
300030230	CDW LLC	26	8,999.65	
			Check Total	8,999.65 CO-ACER MONITORS FOR GRAPHICS
300030197	CLARK HILL PLC	22	8,850.40	
			Check Total	8,850.40 CLIENT# 58607 MATTER# 316996
58997	GEOTECH INC	27	8,680.50	
			Check Total	8,680.50 510-039 MISS DIG REVIEWS - TEL
59083	PRENTKE ROMICH COMPANY	22	8,359.00	
			Check Total	8,359.00 AT Supplies for Library
300030147	CREATIVE TECHNOLOGIES ACADEMY	22	8,258.59	
			Check Total	8,258.59 MAY24 SA 56(7) SP ED
59044	VERIZON WIRELESS SERVICES LLC	11	2,241.09	
	VERIZON WIRELESS SERVICES LLC	21	3,737.39	
	VERIZON WIRELESS SERVICES LLC	22	1,447.93	
	VERIZON WIRELESS SERVICES LLC	26	571.31	
	VERIZON WIRELESS SERVICES LLC	28	132.58	

			Check Total	8,130.30 ACCT# 587269487-00001 03/11/24
58930	RICHARD W LEMONS EdD	11	8,000.00	
			Check Total	8,000.00 Contractor (Richard W. Lemons)
300030188	WILLIAM C ABNEY ACADEMY	22	7,743.06	
			Check Total	7,743.06 MAY24 SA 56(7) SP ED
59059	DJ'S LANDSCAPE MANAGEMENT	21	7,649.22	
			Check Total	7,649.22 EU-NORTH LAWN MAINTENANCE THRU
58828	JEFFREY D HALSTED II	42	7,500.00	
			Check Total	7,500.00 KEC-OAKEIGH CARPET TILE REPAIR
58810	CITY OF GRAND RAPIDS	11	517.65	
	CITY OF GRAND RAPIDS	21	4,143.76	
	CITY OF GRAND RAPIDS	26	2,600.16	
			Check Total	7,261.57 WS2081139 (2930 KNAPP) 03/19/2
59137	GUST CONSTRUCTION COMPANY	26	7,218.00	
			Check Total	7,218.00 KCC - CREATE OFFICE IN OPEN AR
300030026	UNITED COMMERCIAL SERVICES INC	21	7,156.41	
			Check Total	7,156.41 JANITORIAL SERVICES - KEC BELT
58848	IMPERIAL DADE	11	1,755.88	
	IMPERIAL DADE	21	3,932.10	
	IMPERIAL DADE	26	1,340.66	
			Check Total	7,028.64 LN CAMP CUSTODIAL SUPPLIES
58829	JEFFREY D HALSTED II	42	7,000.00	
			Check Total	7,000.00 EUS DEMO RMS 133 & 139
300030134	VISTA CHARTER ACADEMY	22	6,786.00	
			Check Total	6,786.00 IDEA THRU MAY 2024
59066	GRAND RAPIDS EARLY DISCOVERY CENTER	11	6,785.00	
			Check Total	6,785.00 GSRP THRU APR 2024 MALAGUZZI
58859	SOLIANT HEALTH LLC	21	6,776.00	
			Check Total	6,776.00 SOLIANT/PROCARE THERAPY - CONT
605032427	ASR CORP	11	6,623.14	
			Check Total	6,623.14 KENT ISD FLEX
58947	REPUBLIC SERVICES INC	11	350.07	
	REPUBLIC SERVICES INC	21	3,985.55	
	REPUBLIC SERVICES INC	26	2,210.44	
			Check Total	6,546.06 ACCT#3-0240-0360530 05/01/24-0
59089	SKILLS USA INC	26	6,513.00	

			Check Total	6,513.00 NATIONALS REGISTRATION/HOTEL
300030096	GRAYBAR ELECTRIC CO	26	6,500.00	
			Check Total	6,500.00 KCTC-E MAGNETIC STARTER
58805	ARROWHEAD SCIENTIFIC	26	6,497.98	
			Check Total	6,497.98 FUMING CHAMBER FOR CJ
300029995	CLARK HILL PLC	11	2,163.00	
	CLARK HILL PLC	22	2,163.00	
	CLARK HILL PLC	26	2,163.00	
			Check Total	6,489.00 CLIENT# 58607 MATTER 448217 LA
605172427	ASR CORP	11	6,450.08	
			Check Total	6,450.08 KENT ISD FLEX
605312427	ASR CORP	11	6,450.08	
			Check Total	6,450.08 KENT ISD FLEX
58832	INACOMP TECHNICAL SERVICES GROUP LLC	21	6,342.00	
			Check Total	6,342.00 INACOMP TSG - 6 LAPTOPS FOR ST
605312414	PARADIGM EQUITIES-ROTH	11	6,288.00	
			Check Total	6,288.00 ANNUITY
603052414	PARADIGM EQUITIES-ROTH	11	6,188.00	
			Check Total	6,188.00 ANNUITY
300030077	CREATIVE TECHNOLOGIES ACADEMY	22	6,157.00	
			Check Total	6,157.00 IDEA THRU MAY 2024
605172414	PARADIGM EQUITIES-ROTH	11	6,143.00	
			Check Total	6,143.00 ANNUITY
59182	VERIZON WIRELESS SERVICES LLC	11	2,163.87	
	VERIZON WIRELESS SERVICES LLC	21	2,067.46	
	VERIZON WIRELESS SERVICES LLC	22	684.58	
	VERIZON WIRELESS SERVICES LLC	26	571.31	
	VERIZON WIRELESS SERVICES LLC	28	537.90	
			Check Total	6,025.12 587269487-00001 04/11/24-05/10
300030010	KNIGHT WATCH INC	26	2,110.00	
	KNIGHT WATCH INC	46	3,531.50	
			Check Total	5,641.50 KCTC-E CONTROLLER REPLACEMENT
300030130	SYSCO GRAND RAPIDS LLC	26	4,793.47	
	SYSCO GRAND RAPIDS LLC	29	762.25	
			Check Total	5,555.72 SECOND SEMESTER RESALE EXPENSE
300030161	HOPE ACADEMY OF WEST MICHIGAN	22	5,547.59	

			Check Total	5,547.59 MAY24 SA 56(7) SP ED
300030060	UNITED COMMERCIAL SERVICES INC	26	5,537.00	
			Check Total	5,537.00 CONTRACTED CUSTODIAL SERVICES
59068	HARBOR GROUP INCORPORATED	26	5,490.07	
			Check Total	5,490.07 HARBOR GROUP SECOND SEMESTER S
300030022	THE SCHOLAR FIRST INC	11	5,416.00	
			Check Total	5,416.00 THE SCHOLAR FIRST CONSULTATION
58888	BYTESPEED LLC	11	3,248.00	
	BYTESPEED LLC	22	1,276.00	
	BYTESPEED LLC	26	696.00	
	BYTESPEED LLC	27	116.00	
			Check Total	5,336.00 CO-24" MONITORS FOR VARIOUS DE
58940	SID TOOL CO INC	46	5,324.94	
			Check Total	5,324.94 STORAGE CABINETS-PREC MACHININ
300030103	HOPE ACADEMY OF WEST MICHIGAN	22	5,309.00	
			Check Total	5,309.00 IDEA THRU MAY 2024
300030037	BLUUM OF MINNESOTA LLC	42	5,192.00	
			Check Total	5,192.00 EUN - CLEVERTOUCH & STANDS
300030018	P & M HOLDING GROUP LLP	42	2,424.47	
	P & M HOLDING GROUP LLP	46	2,575.53	
			Check Total	5,000.00 PA PROJECT SOW THROUGH 6/30/24
300030052	MCALVEY MERCHANT & ASSOCIATES	11	5,000.00	
			Check Total	5,000.00 GOVERNMENTAL CONSULTING AND RE
59013	KEYSTONE AUTOMOTIVE OPERATIONS	26	4,878.75	
			Check Total	4,878.75 FINISHMASTER 2ND SEM. RESALE S
58934	MATHISON ARCHITECTS LLC	42	4,869.31	
			Check Total	4,869.31 EU SOUTH - RENOVATION 03/01/24
58923	DOLLY ANN KELLOGG	11	4,827.92	
			Check Total	4,827.92 Contracted services for GRSEPN
59055	COMCAST HOLDINGS CORPORATION	11	1,375.00	
	COMCAST HOLDINGS CORPORATION	21	3,450.45	
			Check Total	4,825.45 MONTHLY INTERNET ACCESS (TO RE
300030066	BYRON CENTER CHARTER	22	4,801.00	
			Check Total	4,801.00 IDEA THRU MAY 2024
58915	WW GRAINGER INC	21	4,768.25	
			Check Total	4,768.25 LPP SHELVING

605032403	MG TRUST COMPANY-MIDWEST	11	4,765.92	Check Total	4,765.92 ANNUITY
605172403	MG TRUST COMPANY-MIDWEST	11	4,765.92	Check Total	4,765.92 ANNUITY
59014	KSS ENTERPRISES	26	4,707.98	Check Total	4,707.98 CUSTODIAL SUPPLIES
300030195	BROADMOOR PRODUCTS INC	21	1,944.56		
	BROADMOOR PRODUCTS INC	26	2,717.30	Check Total	4,661.86 KCTC HVAC CHEMICALS
300030035	B&V MECHANICAL INC	21	4,640.00	Check Total	4,640.00 LDC - MINI SPLIT COOLING SYSTE
58979	BRECK GRAPHICS INC	11	4,616.00	Check Total	4,616.00 MAKRETING MATERIALS FOR SUMMER
605312403	MG TRUST COMPANY-MIDWEST	11	4,583.71	Check Total	4,583.71 ANNUITY
58938	MOSYLE CORPORATION	26	4,437.16	Check Total	4,437.16 SUBSCRIPTION 5/14/2024-6/30/20
300030093	GRAND RIVER PREPARATORY HIGH SCHOOL	22	4,433.00	Check Total	4,433.00 IDEA THRU MAY 2024
300030056	RELAYHUB LLC	22	4,324.00	Check Total	4,324.00 Monthly Licensing Fee
58916	FRED WARREN HAYWARD JR	11	4,282.50	Check Total	4,282.50 BLDG AUTOMATION SERVICE AND CO
59043	WESLEY FAMILY SERVICES	21	4,245.00	Check Total	4,245.00 WESLEY FAMILY SVCS-HEALTHY REL
58919	MICH HEALTH COUNCIL	26	4,240.00	Check Total	4,240.00 2024 STATE LEADERSHIP CONFEREN
59115	C&S ELECTRIC SERVICE LLC	46	4,240.00	Check Total	4,240.00 KCTC EAST - PH 2 RENOVATION
59027	PACIFIC NORTHWEST PUBLISHING INC	11	2,790.00		
	PACIFIC NORTHWEST PUBLISHING INC	22	1,395.00	Check Total	4,185.00 SAFE AND CIVIL SCHOOLS NATIONA
59090	SNAP-ON BUSINESS SOLUTIONS	29	4,174.66	Check Total	4,174.66 SNAP ON TOOL KITS FOR AUTO SCH
300030111	KENTWOOD PUBLIC SCHOOLS	11	4,160.00	Check Total	4,160.00 MV REIMB - TRANSPORTATION ITEM

300030209	UKG KRONOS SYSTEMS LLC	11	682.60	
	UKG KRONOS SYSTEMS LLC	21	2,295.69	
	UKG KRONOS SYSTEMS LLC	22	455.07	
	UKG KRONOS SYSTEMS LLC	26	682.61	
			Check Total	4,115.97 KRONOS WORKFORCE SOFTWARE FY24
58823	WEST MICH HORTICULTURAL SOCIETY INC	26	2,050.00	
	WEST MICH HORTICULTURAL SOCIETY INC	28	2,050.00	
			Check Total	4,100.00 KENT ISD STAFF KICKOFF - 08/14
58863	UNUM LIFE INSURANCE COMPANY OF AMERICA	11	4,086.96	
			Check Total	4,086.96 MAY PREMIUMS GRPS ITINS/KENT I
300030124	RIDGE PARK CHARTER ACADEMY	22	4,083.00	
			Check Total	4,083.00 IDEA THRU MAY 2024
59001	GR COMMUNITY COLLEGE	11	3,092.05	
	GR COMMUNITY COLLEGE	21	277.76	
	GR COMMUNITY COLLEGE	26	533.21	
	GR COMMUNITY COLLEGE	27	120.46	
			Check Total	4,023.48 Jamie Mueller
58973	ATTAINMENT COMPANY	22	3,948.11	
			Check Total	3,948.11 GoTalks for AT Library
58831	HERITAGE-CRYSTAL CLEAN INC	26	3,925.69	
			Check Total	3,925.69 ACCT# 51261 SERVICE 04/15/24
58868	VERSARE SOLUTIONS LLC	21	3,915.53	
			Check Total	3,915.53 PGLC ROOM DIVIDERS
58857	SEVERANCE ELECTRIC CO INC	26	310.00	
	SEVERANCE ELECTRIC CO INC	27	3,576.00	
			Check Total	3,886.00 IT - FIBER MARKER POSTS
58864	VANDENBERG HORTICULTURE	26	3,840.71	
			Check Total	3,840.71 FY24 RESALE SUPPLIES - OPEN PO
58912	GOODWILL INDUSTRIES OF GREATER GRAND	21	3,750.00	
			Check Total	3,750.00 GOODWILL-KISD CTC AGREEMENT &
605032432	VALIC	11	3,651.53	
			Check Total	3,651.53 ANNUITY
605172432	VALIC	11	3,651.53	
			Check Total	3,651.53 ANNUITY
605312432	VALIC	11	3,651.53	

			Check Total	3,651.53 ANNUITY
58814	CONTINUED.COM LLC	21	3,649.00	
			Check Total	3,649.00 CONTINU-ED.COM-LLC, CE TRAININ
300030024	THRUN MAATSCH AND NORDBERG PC	11	1,210.67	
	THRUN MAATSCH AND NORDBERG PC	22	1,210.67	
	THRUN MAATSCH AND NORDBERG PC	26	1,210.66	
			Check Total	3,632.00 CLIENT# 0720 MATTER 00001 - LE
300030206	GRAYBAR ELECTRIC CO	26	3,593.00	
			Check Total	3,593.00 KCTC WEST - ELECTRICAL SUPPLIE
58913	GORDON FOOD SERVICE INC	26	3,245.13	
	GORDON FOOD SERVICE INC	29	265.94	
			Check Total	3,511.07 FACILITIES - COFFEE
300029990	BARE BULB COMPANIES LLC	26	3,500.00	
			Check Total	3,500.00 SOW INTERVENTION LOGGING
300030201	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	3,480.00	
			Check Total	3,480.00 MRIC CONSULTING FEES - APR24
59173	SOLIANT HEALTH LLC	21	3,454.00	
			Check Total	3,454.00 SOLIANT/PROCARE THERAPY - CONT
59124	CUSTER OFFICE ENVIRONMENTS INC	42	3,432.68	
			Check Total	3,432.68 LCC FURNITURE FOR RMS 113A & 1
58954	SOLIANT HEALTH LLC	21	3,300.00	
			Check Total	3,300.00 SOLIANT/PROCARE THERAPY - CONT
59032	SOLIANT HEALTH LLC	21	3,300.00	
			Check Total	3,300.00 SOLIANT/PROCARE THERAPY - CONT
59091	SOLIANT HEALTH LLC	21	3,300.00	
			Check Total	3,300.00 SOLIANT/PROCARE THERAPY - CONT
58889	CALVIN UNIVERSITY	21	3,278.90	
			Check Total	3,278.90 VENUES AT CALVIN-FACILITY USE
58872	WINDEMULLER ELECTRIC INC	42	3,215.32	
			Check Total	3,215.32 EU SOUTH OFFICE - ELECTRICAL R
300030218	SPARTA AREA SCHOOLS	22	3,185.65	
			Check Total	3,185.65 EU NORTH - DTE ENERGY-GAS
300030076	COVENANT HOUSE ACADEMY	22	3,141.00	
			Check Total	3,141.00 IDEA THRU MAY 2024
58825	GR COMMUNITY COLLEGE	11	455.94	

	GR COMMUNITY COLLEGE	21	19.21	
	GR COMMUNITY COLLEGE	22	2,601.49	
	GR COMMUNITY COLLEGE	26	47.27	
			Check Total	3,123.91 Mary Fedewa
58839	MICH ASSN OF SECONDARY SCHOOL PRINCIPALS	11	3,000.00	
			Check Total	3,000.00 Staff PD Calibration Tune-Up
300030063	JON MICHAEL WASHBURN	11	3,000.00	
			Check Total	3,000.00 CONSULTATION SERVICES FOR THE
300030194	BRETT ATWOOD	27	3,000.00	
			Check Total	3,000.00 Videography services for Schoo
58804	AUTOMATIC EQUIPMENT SALES & SERVICE INC	21	2,982.67	
			Check Total	2,982.67 LNS DOOR REPAIR
58933	MICH ASSN OF SECONDARY SCHOOL PRINCIPALS	11	2,934.00	
			Check Total	2,934.00 LGISLATIVE UPDATES FOR KLC WIT
59023	PROLITERACY WORLDWIDE	11	2,925.00	
			Check Total	2,925.00 ADULT ED - GED READY VOUCHERS
300030252	THORNAPPLE KELLOGG SCHOOLS	11	2,867.75	
			Check Total	2,867.75 WM TEACHER COLLAB - SUB REIMBU
300030049	JOHNSON CONTROLS INC	26	2,758.00	
			Check Total	2,758.00 KCTC EAST - BOILER REPAIR
59156	MISDU	11	2,740.85	
			Check Total	2,740.85 GARNISHMENT
59123	CONSUMERS ENERGY CO	21	1,864.29	
	CONSUMERS ENERGY CO	26	858.65	
			Check Total	2,722.94 100013175532 (4958 VAN LAAR HS
58944	SEVERIN INTERMEDIATE HOLDINGS LLC	26	2,700.00	
			Check Total	2,700.00 PS LOAD BALANCER CONFIGURATION
58827	WW GRAINGER INC	21	2,656.93	
			Check Total	2,656.93 LPP SHELVING
58891	CENTRAL MICH PAPER	26	2,640.00	
			Check Total	2,640.00 Copy paper
59041	VERIZON WIRELESS SERVICES LLC	21	2,007.78	
	VERIZON WIRELESS SERVICES LLC	22	467.24	
	VERIZON WIRELESS SERVICES LLC	26	135.30	

			Check Total	2,610.32 742131649-00001 04/03/24 - 05/
58896	CONSUMERS ENERGY CO	21	2,606.13	
			Check Total	2,606.13 103047440922 (3630 BYRON CTR)
59078	MILLER WELDING SUPPLY CO	26	2,546.68	
			Check Total	2,546.68 SECOND SEMESTER MILLER WELDING
58834	KATERBERG VERHAGE INC	21	2,500.00	
			Check Total	2,500.00 LINCOLN CAMPUS-REPAIR STORM SE
59056	CONSUMERS ENERGY CO	22	185.44	
	CONSUMERS ENERGY CO	26	2,288.47	
			Check Total	2,473.91 103046645265 (1655 12 MILE NW)
58968	YOUNG SUPPLY COMPANY	26	2,446.52	
			Check Total	2,446.52 KCTC CULINARY FREEZER REPLACEM
58880	AUTOMATIC DOOR SERVICE OF GR INC	11	1,669.90	
	AUTOMATIC DOOR SERVICE OF GR INC	26	773.45	
			Check Total	2,443.35 CUST# 0000896-KCTC EAST DOOR C
605032411	PLANMEMBER-ER	11	2,414.76	
			Check Total	2,414.76 ANNUITY
605172411	PLANMEMBER-ER	11	2,414.76	
			Check Total	2,414.76 ANNUITY
605312411	PLANMEMBER-ER	11	2,414.76	
			Check Total	2,414.76 ANNUITY
58949	RIVERWORKS CONSTRUCTION	42	2,400.29	
			Check Total	2,400.29 LINCOLN CAMPUS DRAINAGE
58843	MISDU	11	2,392.11	
			Check Total	2,392.11 GARNISHMENT
59020	MISDU	11	2,392.11	
			Check Total	2,392.11 GARNISHMENT
59053	CINTAS CORP NO. 2	26	2,256.09	
			Check Total	2,256.09 KCTC - SERVICE EYE WASH STATIO
59134	GR COMMUNITY COLLEGE	11	1,148.54	
	GR COMMUNITY COLLEGE	21	353.45	
	GR COMMUNITY COLLEGE	22	507.59	
	GR COMMUNITY COLLEGE	26	225.79	
			Check Total	2,235.37 Lori Matthews
605032419	GLP ASSOCIATES EE ROTH	11	2,230.00	
			Check Total	2,230.00 ANNUITY

605172419	GLP ASSOCIATES EE ROTH	11	2,230.00	Check Total	2,230.00 ANNUITY
300030125	ROCKFORD PUBLIC SCHOOLS	11	2,202.60	Check Total	2,202.60 ROCKFORD ANCILLARY/HSA REPAYME
58998	GERALD DAWKINS ACADEMY	22	2,194.00	Check Total	2,194.00 IDEA THRU MAY 2024
58833	COMFORT CONTROL SUPPLY CO INC	11	1,578.28		
	COMFORT CONTROL SUPPLY CO INC	21	34.74		
	COMFORT CONTROL SUPPLY CO INC	26	563.07	Check Total	2,176.09 EUS PUMP REPAIR
605312419	GLP ASSOCIATES EE ROTH	11	2,085.00	Check Total	2,085.00 ANNUITY
300030047	GRANITE TELECOMMUNICATIONS LLC	11	2,060.23	Check Total	2,060.23 EPIK MONTHLY INVOICES FY24
59149	WIER ENTERPRISES ;LLC	11	1,086.75		
	WIER ENTERPRISES ;LLC	26	936.75	Check Total	2,023.50 CROSSWALK WARNING MAT REPAIR-D
300030107	KENOWA HILLS PUBLIC SCHOOLS	11	1,993.15	Check Total	1,993.15 MV REIMB-WELFARE/TRANSPORT/STUD
58914	MELODY VANDERWEIDE	11	1,978.00	Check Total	1,978.00 GSRP ADVERTISING
58920	COMFORT CONTROL SUPPLY CO INC	21	1,967.70	Check Total	1,967.70 KEC - HVAC REPAIR
59184	X-CEL CHEMICAL LLC	26	1,950.00	Check Total	1,950.00 CUSTODIAL SUPPLIES
300030104	HUMANWARE USA INC	22	1,938.00	Check Total	1,938.00 VI Department student equipmen
58970	AIRWAY OXYGEN INC	42	1,908.00	Check Total	1,908.00 LDC GAIT TRAINER
58847	GENUINE PARTS CO	26	1,904.18	Check Total	1,904.18 NAPA TEACHING SUPPLIES - AUTO
300030119	NEXTECH HIGH SCHOOL	22	1,900.00	Check Total	1,900.00 IDEA THRU MAY 2024
58824	GORDON FOOD SERVICE INC	26	1,871.19	Check Total	1,871.19 SECOND SEMESTER RESALE EXPENSE
58899	CUSTER OFFICE ENVIRONMENTS INC	42	1,846.15		

			Check Total	1,846.15	EUS ADULT ED PRIVACY PANELS
300030175	PORTLAND PUBLIC SCHOOLS	11	1,810.28		
			Check Total	1,810.28	MAY24 SA SECT 107 ADULT ED
300030036	BRETT ATWOOD	27	1,800.00		
			Check Total	1,800.00	Videography services for Schoo
58951	ROYAL TRUCK & TRAILER SALES & SERVICE INC	11	1,794.21		
			Check Total	1,794.21	FACILITIES - SALT TRUCK - INST
605032407	VALIC - 457	11	1,790.49		
			Check Total	1,790.49	ANNUITY
58871	WELLS FARGO FINANCIAL LEASING	26	1,782.00		
			Check Total	1,782.00	MONTHLY FAX SERVICES LEASE
605312406	PARADIGM - 457	11	1,755.00		
			Check Total	1,755.00	ANNUITY
58942	IMPERIAL DADE	21	0.00		
	IMPERIAL DADE	26	1,695.89		
			Check Total	1,695.89	LINCOLN - CUSTODIAL SUPPLIES
605172406	PARADIGM - 457	11	1,680.00		
			Check Total	1,680.00	ANNUITY
59103	4IMPRINT INC	28	1,671.63		
			Check Total	1,671.63	4 IMPRINT SWAG ORDER FOR MYSCH
605032413	MG TRUST-ROTH 403B	11	1,667.69		
			Check Total	1,667.69	ANNUITY
605172413	MG TRUST-ROTH 403B	11	1,667.69		
			Check Total	1,667.69	ANNUITY
605312413	MG TRUST-ROTH 403B	11	1,667.69		
			Check Total	1,667.69	ANNUITY
605032401	LEGEND GROUP/ADSERV	11	1,650.00		
			Check Total	1,650.00	ANNUITY
59084	PROPIO LS LLC	11	848.66		
	PROPIO LS LLC	21	517.21		
	PROPIO LS LLC	22	174.83		
	PROPIO LS LLC	28	28.35		
	PROPIO LS LLC	29	70.71		
			Check Total	1,639.76	Interpretation Services
300030219	SYSCO GRAND RAPIDS LLC	26	1,633.52		
			Check Total	1,633.52	CATERING EXPENSES SECOND SEMES

58808	BUIST ELECTRIC INC	41	1,632.00	Check Total	1,632.00 KCC AV - INSTALL POWER FOR PRO
58818	DESIGNS NOW INC	26	1,628.33	Check Total	1,628.33 WORKFORCE DEVELOPMENT - LOGO A
605172401	LEGEND GROUP/ADSERV	11	1,625.00	Check Total	1,625.00 ANNUITY
605312401	LEGEND GROUP/ADSERV	11	1,625.00	Check Total	1,625.00 ANNUITY
59127	TOYS FOR SPECIAL CHILDREN INC	22	1,611.80	Check Total	1,611.80 AT Supplies for Library
300030182	VANGUARD CHARTER ACADEMY	22	1,611.00	Check Total	1,611.00 MAY24 SA 56(7) SP ED
58815	CUSTER OFFICE ENVIRONMENTS INC	21	1,597.06	Check Total	1,597.06 KEC-B ADDITIONAL FURNITURE
605032406	PARADIGM - 457	11	1,580.00	Check Total	1,580.00 ANNUITY
300030150	EXCEL CHARTER ACADEMY	22	1,577.58	Check Total	1,577.58 MAY24 SA 56(7) SP ED
58937	MICH OFFICE SOLUTIONS	21	1,567.00	Check Total	1,567.00 XEROX C415DN COLOR PRINTER, EU
59077	MILESTONES CDC LLC	11	1,557.00	Check Total	1,557.00 GSRP THRU APR 2024 WILSON
59154	MATERIALS TESTING CONSULTANTS INC	26	1,541.00	Check Total	1,541.00 KISD STORAGE BARN-CONSTRUCT MA
59150	KSS ENTERPRISES	21	9.95		
	KSS ENTERPRISES	26	1,515.68	Check Total	1,525.63 CUSTODIAL SUPPLIES
300030034	AMAZON.COM LLC	11	215.80		
	AMAZON.COM LLC	26	1,279.68	Check Total	1,495.48 Classroom snacks for all sites
605172407	VALIC - 457	11	1,490.49	Check Total	1,490.49 ANNUITY
605312407	VALIC - 457	11	1,490.49	Check Total	1,490.49 ANNUITY
59085	REHADAPT NORTH AMERICA	22	1,485.00	Check Total	1,485.00 Telescopic Floor Mount

300030001	GRAND RAPIDS PUBLIC SCHOOLS	11	1,476.36	Check Total	1,476.36 GRPS ITIN FLEX SPENDING
300030148	CROSS CREEK CHARTER ACADEMY	22	1,457.98	Check Total	1,457.98 MAY24 SA 56(7) SP ED
58881	AVIS BUDGET GROUP INC	21	1,455.64	Check Total	1,455.64 AVIS MINIVAN RENTAL FOR ALL EU
300029993	CDW LLC	26	79.00		
	CDW LLC	42	1,369.29	Check Total	1,448.29 LCC TV MONITORS
300030183	VISTA CHARTER ACADEMY	22	1,439.52	Check Total	1,439.52 MAY24 SA 56(7) SP ED
59063	GORDON FOOD SERVICE INC	26	1,435.38	Check Total	1,435.38 KCTC WEST CULINARY - CLASSROOM
58882	AVIS BUDGET GROUP INC	21	1,422.00	Check Total	1,422.00 AVIS MINIVAN RENTAL FOR ALL EU
59109	AVIS BUDGET GROUP INC	21	1,422.00	Check Total	1,422.00 AVIS MINIVAN RENTAL FOR ALL EU
59110	AVIS BUDGET GROUP INC	21	1,422.00	Check Total	1,422.00 AVIS MINIVAN RENTAL FOR ALL EU
58836	KENTWOOD OFFICE FURNITURE LLC	42	1,415.57	Check Total	1,415.57 KEC OAKLEIGH - CHAIRS
59071	INTER-INDUSTRY CONFERENCE ON AUTO COLLISION REPAIR	26	1,410.00	Check Total	1,410.00 WELDING EXAM FEES-STUDENTS
59104	ACCESS OF WEST MICHIGAN	11	1,400.00	Check Total	1,400.00 ACCESS TRAINING PROGRAMS POVER
300030042	ELEVATOR SERVICE LLC	26	1,400.00	Check Total	1,400.00 KAC ELEVATOR EMERGENCY PHONE
59029	PROMOW LAWN CARE & LANDSCAPE LLC	21	1,388.14	Check Total	1,388.14 EU-S LAWN CARE (3 MOS)
58820	DTE ENERGY	21	1,371.48	Check Total	1,371.48 920052222329 (3600 BYRON CTR)
300030184	WALKER CHARTER ACADEMY	22	1,363.61	Check Total	1,363.61 MAY24 SA 56(7) SP ED
300030144	CHANDLER WOODS CAMPUS	22	1,356.31	Check Total	1,356.31 MAY24 SA 56(7) SP ED

58917	HERITAGE-CRYSTAL CLEAN INC	26	1,345.38	Check Total	1,345.38 KCTC EAST - 04/19/24 SERVICE
300030249	ROCKFORD PUBLIC SCHOOLS	11	1,329.88	Check Total	1,329.88 ROCKFORD ANCILLARY/H.S.A REPAY
300030205	GRANDVILLE PUBLIC SCHOOLS	26	1,328.50	Check Total	1,328.50 61I TUITION REIMB-CHRIS GROENH
59153	MARY FREE BED REHABILITATION HOSPITAL	21	1,284.00	Check Total	1,284.00 SERVICES FOR ROGER SWETS
300030158	GRAND RIVER PREPARATORY HIGH SCHOOL	22	1,278.88	Check Total	1,278.88 MAY24 SA 56(7) SP ED
58802	BUDGET HOLDINGS INC	21	1,274.00	Check Total	1,274.00 KEC-O WINDOW SAFETY FILM
59159	IMPERIAL DADE	26	1,273.90	Check Total	1,273.90 CUSTODIAL SUPPLIES
59170	ROSENDALL WELL DRILLING	11	1,273.50	Check Total	1,273.50 NATURE CENTER - PLUMBING REPAI
59112	BARUZZINI CONTRACTING LLC	21	1,272.50	Check Total	1,272.50 PINE GROVE - POOL SERVICE
300030166	KNAPP CHARTER ACADEMY	22	1,264.79	Check Total	1,264.79 MAY24 SA 56(7) SP ED
300030238	GRAND RAPIDS PUBLIC SCHOOLS	11	1,249.03	Check Total	1,249.03 WM TEACH COLLAB - SUB REIMBURS
59021	SID TOOL CO INC	26	1,244.71	Check Total	1,244.71 MSC TEACHING SUPPLIES - OPEN P
58982	CARELINC MEDICAL EQUIPMENT & SUPPLY CO LLC	21	1,238.48	Check Total	1,238.48 LINCOLN - NITRILE GLOVES & FAC
58883	AVIS BUDGET GROUP INC	21	1,211.20	Check Total	1,211.20 AVIS MINIVAN RENTAL FOR ALL EU
59111	AVIS BUDGET GROUP INC	21	1,211.20	Check Total	1,211.20 AVIS MINIVAN RENTAL FOR ALL EU
58957	STATE OF MICHIGAN	11	1,211.00	Check Total	1,211.00 CUST# 34870 - LIVESCAN FINGERP
59008	JEFFREY A TROSPER	11	1,210.00	Check Total	1,210.00 SY 23-24 CPR CLASSES
300030019	ROCKFORD PUBLIC SCHOOLS	11	1,163.64		

			Check Total	1,163.64	ROCKFORD ANCILLARY/HSA REPAYME
59151	LESLIE'S POOLMART INC	21	1,147.52		
			Check Total	1,147.52	LINCOLN - POOL SUPPLIES
300030055	NORTHVIEW PUBLIC SCHOOLS	11	1,143.38		
			Check Total	1,143.38	EARLY LITERACY COLLAB - SUBS
58952	SEVERANCE ELECTRIC CO INC	27	1,137.50		
			Check Total	1,137.50	FIBER MAINTENANCE 7/1/23-6/30/
300030177	RIDGE PARK CHARTER ACADEMY	22	1,129.68		
			Check Total	1,129.68	MAY24 SA 56(7) SP ED
58842	MILLER WELDING SUPPLY CO	26	1,116.57		
			Check Total	1,116.57	SECOND SEMESTER MILLER WELDING
58931	LITTLE HIPPO BOOKS LLC	11	1,116.00		
			Check Total	1,116.00	CUST#KAR2276-BRIGHT BEGINNINGS
59114	DIANNE CARROLL BURDICK	27	1,110.29		
			Check Total	1,110.29	School News Network photograph
300030051	KEYES REFRIGERATION INC	21	1,100.87		
			Check Total	1,100.87	PINE GROVE - REFRIGERATOR REPA
59033	STATE OF MICHIGAN	22	1,087.56		
			Check Total	1,087.56	SEH#DP-24-0005-DOCKET#24-00132
59108	ANDY J EGAN CO INC	21	1,077.00		
			Check Total	1,077.00	KEC BELTLINE - HVAC REPAIR
300030131	THORNAPPLE KELLOGG SCHOOLS	11	1,075.35		
			Check Total	1,075.35	MV REIMB - EDUCATION ITEMS
58959	SUPERIOR ASPHALT INC	21	1,070.00		
			Check Total	1,070.00	KEC OAKLEIGH - RESTRIPE PARKIN
58971	ALBERT USTER IMPORTS INC	26	1,048.17		
			Check Total	1,048.17	KCTC CULINARY - CLASSROOM SUPP
59135	GRAND HAVEN PUBLIC SCHOOLS	11	1,044.91		
			Check Total	1,044.91	WM TEACHER COLLAB - SUB REIMBU
58807	BOOKS BY THE BUSHEL LLC	11	1,033.15		
			Check Total	1,033.15	BRIGHT BEGINNINGS - BOOKS
58953	SNAP-ON BUSINESS SOLUTIONS	26	1,028.99		
			Check Total	1,028.99	REPAIR TO SNAP ON DIAGNOSTIC T
300030187	WEST MICH AVIATION ACADEMY	22	1,024.00		
			Check Total	1,024.00	MAY24 SA 56(7) SP ED
58826	BURNS BROTHERS POPCORN LLC	29	1,000.00		

			Check Total	1,000.00 EU NORTH - 2 SLUSH MACHINES
59024	ASCEND LEARNING HOLDINGS LLC	11	1,000.00	
			Check Total	1,000.00 ADULT ED - PHLEBOTOMY TECH ONL
300030014	MICHIGAN TECHNOLOGICAL UNIVERSITY	29	1,000.00	
			Check Total	1,000.00 SKUTT SCHOLARSHIP- WYAT BUTLER
300030223	WEATHER SHIELD ROOFING SYSTEMS	21	1,000.00	
			Check Total	1,000.00 LINCOLN DEV - ROOF REPAIR
	6/3/2024 7:14 AM		Grand Total	<u>27,073,891.02</u>

**Analysis of Banking Institutions
05/31/24**

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds	
Chase	Checking	A+	Yes	\$ -	\$ -	\$ 2,259,895	\$ 2,259,895	***
Chase	Savings	A+	Yes	250,000	-	60,831	310,831	
Huntington National Bank	Municipal Now Checking	A-	Yes	250,000	-	18,965	268,965	**
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	79,560,251	79,560,251	
MILAF	US Treasury Bonds/Notes	AA+	No	-	-	17,400,000	17,400,000	****
MILAF	US Treasury Bills	A-1+	No	-	-	3,800,000	3,800,000	****
MILAF	Commercial Paper	AAAm	No	-	-	5,000,000	5,000,000	****
Totals:				\$ 500,000	\$ -	\$ 108,099,942	\$ 108,599,942	

Balances as of 05/31/24

Bank ratings updated December 2023. Bank rating services used:
Standards & Poors (Chase, MILAF and Huntington Bank) and Kroll Bond Rating Agency (MILAF-TERM)

** These statements were not available & balances will be updated at the July 2024 meeting. April balances reflected on this report.

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

**** Reported at par value

Cash in all Accounts and Investment Assets of the Board as of 05/31/2024

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	\$ 310,831	250,000	60,831	1.75%	n/a	A+	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	1,233,675	-	1,233,675	0.00%	n/a	A+	Sweep
Chase Bank	Checking	81	1,024,219	-	1,024,219	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	268,965	250,000	18,965	4.58%	n/a	A-	
<i>MILAF Managed Account:</i>									
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	2,107	-	2,107	5.16%	n/a	AAAm	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	30,499,923	-	30,499,923	5.32%	n/a	AAAm	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	3,951,237	-	3,951,237	5.85%	06/21/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,070,285	-	2,070,285	5.82%	07/18/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,058,350	-	2,058,350	5.62%	08/19/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,051,113	-	2,051,113	5.47%	08/30/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,041,408	-	2,041,408	5.12%	09/27/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,020,502	-	2,020,502	5.27%	10/24/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,025,700	-	2,025,700	5.27%	11/25/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,008,910	-	2,008,910	5.42%	12/23/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,005,002	-	2,005,002	5.37%	01/24/25	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	9,964	-	9,964	5.16%	n/a	AAAm	Cash Management Class
MILAF-Grow Your Own	Local Gov't Invest Pool	11	7,302,675	-	7,302,675	5.32%	n/a	AAAm	MAX Class
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,119,792	-	4,119,792	5.65%	08/16/24	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,114,952	-	4,114,952	5.27%	11/22/24	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,109,048	-	4,109,048	5.37%	02/07/25	AAAf	TERM
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	9,093,017	-	9,093,017	5.16%	n/a	AAAm	Cash Management Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	76,265	-	76,265	5.32%	n/a	AAAm	MAX Class
MILAF-Extended Core	US Treasury Bonds/Notes	11-22-26	17,400,000	-	17,400,000	4.24%-5.24%	02/15/25-05/15/27	AA+	US Treasury Bonds/Notes
MILAF-Extended Core	US Treasury Bills	11-22-26	3,800,000	-	3,800,000	5.10%-5.31%	08/31/24-05/15/25	A-1+	US Treasury Bills
MILAF-Extended Core	Commercial Paper	11-22-26	5,000,000	-	5,000,000	5.47%-5.49%	12/20/24-02/21/25	AAAm	Commercial Paper
			\$ 108,599,942	\$ 500,000	\$ 108,099,942				

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

A regular Kent ISD School Board meeting was held at the administrative offices on Monday, May 13, 2024. President Haidle called the meeting to order at 6:07 p.m.

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

Member Absent:

Kent ISD Staff Present: Superintendent Koehler, Assistant Superintendents Finkel, Gorman, Gardner, Myers, Philipps, Rodgers; Directors Baine, Behm, Burns, Campbell, Castle, Hendry, Hofstee, Houtman, Karsten, Lillis, Maynard, McClintic, Preuss; Principals Lienesch, Verwey; Recording Secretary Lovell; Staff Members: David Breen, Vicki Powers

President Haidle welcomed visitors and turned the meeting over to Director Hendry to present the Leading Learning awards. This month's awards were presented to David Breen and Vicki Powers. Each of their supervisors was given the opportunity to share words of appreciation on their behalf.

Lincoln School Adaptive Art Teacher Whitney Ferrell introduced students who participated in the MAEA Michigan Art Education Region 9 Art Exhibition. The school board recognized the students for their hard work and dedication.

Kent ISD Nurse Consultant Rachel Vandenbrink shared the reproductive health curriculum that will be used in center programs and Myschool@Kent. Board Members were given the opportunity to ask questions and make comments.

Upon motion of Member Rettig, supported by Member Drake, it was resolved to combine and approve action items D.1-D.14.

Ayes: Hamming, Featherston, Rittig, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Featherston, supported by Hamming, it was resolved to approve the statement of work from Plante Moran for the administration of a regional cybersecurity feasibility study at the fixed fee of \$165,000.

Ayes: Featherston, Rettig, Hamming, Drake, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Rettig, supported by Member Drake, it was resolved to approve the new KCTC Principal starting in the 2024-2025 school year.

Ayes: Drake, Hamming, Featherston, Rettig, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Drake, supported by Member Featherston, it was resolved to approve the purchase of a Process Control Training System from Advanced Technologies Consultants for the KCTC Mechatronics program in the amount of \$124,805.00.

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

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Hamming, it was resolved to approve 4 KCTC students and 2 student advisors to attend the HOSA International Competition in Houston, Texas, on June 26-30, 2024.

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

Motion declared to have carried.

Upon motion of Member Drake, supported by Member Rettig, it was resolved to approve 2 KCTC students and 2 student advisors to attend the National Skills USA Competition in Atlanta, Georgia, on June 24-28, 2024.

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

Motion declared to have carried.

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

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

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Hamming, it was resolved to approve the KIASB board of directors seats for a three-year term.

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

Motion declared to have carried.

President Haidle provided the opportunity for public comment. No comment was given.

Member Featherston shared her experience attending MASB’s Behind-the-Scenes at the Capital event with President Haidle and Education Advocates of West Michigan Executive Director Dan Behm. They learned more about what’s happening in Lansing and how they can best advocate for education.

Superintendent Koehler shared that Dr. Davie Store received recognition this week for this research report on the MI Student Voice Perception Survey. Over 70,000 students responded to this year’s survey, representing 108 districts statewide.

The West Michigan Teacher Collaborative is fully underway, and 150 students are enrolled through Grand Valley State University. This will provide our districts with 100 new teachers next year and 50 current teachers with additional endorsements. According to Superintendent Koehler, the State Board of Education believes this is the state's flagship program.

President Haidle adjourned the meeting at 6:45 p.m.

Minutes Approved on May 13, 2024

Andrea Haidle, President

Laura Featherston, Secretary

/ml

The School Board of Kent Intermediate School District held a budget hearing at the administrative offices on May 13, 2024. President Haidle called the meeting to order at 5:00 p.m.

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

Kent ISD Staff: Superintendent Koehler; Assistant Superintendent Philipps, Rodgers, Gardner, Gorman; Recording Secretary Lovell.

President Haidle called the meeting to order at 5:01 p.m. Assistant Superintendent Philipps reviewed the presentation agenda and gave the board the following report.

State Budget Outlook

Assistant Superintendent Philipps gave an overview of the School Aid Fund projections from the January Revenue Conference. The fiscal year will end with a balance of \$525 million in school aid funds, estimated at \$1.1 billion for the 24-25 school year based on 23-24 appropriations. The May Revenue Conference will be held towards the end of the month to provide updated projections. The state surplus has been spent quickly, spiking from 12.1 billion in 2022 to 1.7 billion in 2024.

Assistant Superintendent Philipps presented the Governor's budget proposal, which included several significant changes. The general fund (Section 81) is set to increase by 2.5%, but there are no planned increases in CTE funding. The budget proposal also continues Section 51(e) at 100% of the foundation allowance, equating to \$9,849 per pupil and plans to eliminate Section 56(7) Special Ed Millage Equalization, which could result in a funding loss approximately \$900,000 for center programs. On a positive note, the Great Start Readiness program will receive a substantial funding increase for a full-day slot, from \$9,608 to \$10,342 per pupil. Additionally, the Governor has proposed a decrease in the MPSERS OPEB contributions from 16.89% to 10.58%. The healthcare trust of the retirement system is funded 99.2%; therefore, the Governor proposes to reduce the passthrough funding of \$670 million and redistribute it to fund other programs.

2024 Taxable Values

Kent County's taxable values have grown by 51.9% over the last decade and have increased by 9.07% this year. Based on the inflation rate multiplier, we will be subject to the reduction of the Headlee Amendment this year. A comparison of the Taxable values in relation to the State Equalized Value (SEV) was reviewed, and the gap continues to grow.

2024-25 Budget Assumptions

Assistant Superintendent Philipps reviewed the proposed budget assumptions based on the Governor’s proposal. These are listed below:

Revenues	Proposed Budget
Taxable Value Growth	6.5% increase
Section 81 Funding	2.5% increase
Section 51f Special Ed cost reimbursement	100% of foundation allowance (9,849)
Other State Funding (Section 61a &62)	No change
Special Education Millage Equalization 56(7)	\$0
GSRP	\$10,342 full day, 12,107 extended
Section 31n (Mental Wellness)	\$1,003,100 no change
Expenses	
Salaries/Wages	3.5% + step increment
Health Benefits	2.0% increase
MPSERS Retirement Rate	Gov’s employer rates, 22-23 147c rate
Risk Management Insurance	15% increase
Capital Outlay	4.0% increase

-Potential impacts from the MPSERS OPEB were shared should the Governor's proposal to lower the Section 147c allocation from 16.89% to 10.58% be approved.

Proposed 2024-2025 Budget(s)

Assistant Superintendent Philipps reviewed the proposed budget for all Kent ISD funds. The General Fund is in good health overall. Increases to property taxes will generate \$173,500 in revenue, and Section 81 will add an additional \$72,000 to the general fund. A one-time transfer of \$1.5 million will be made to capital funds for ESC building renovations.

The Special Education Fund will see a \$6.9 million increase due to property tax collection, of which 93.5% will be distributed to local districts and center programs. The Center Programs funds show an excess cost this year totaling \$5.3 million. The cost for these programs billed to our local districts is significantly higher this year due to the increased staff needed to support the complex needs of our students.

The CTE Fund is projected to increase by \$2.6 million, bringing its balance to \$22.7 million. This increase will support onboarding additional CTE personnel to provide direct instruction to students.

The Cooperative Education Fund is experiencing an overall fund reduction due to MySchool@Kent's structural deficit of \$650,000. This is due to the limited number of teachers per student and increased classroom aides. The budget will be modified to reduce the amount of technology departments expense charged to MySchool, which will reduce the deficit by \$250,000

Although CTE funds can currently absorb a \$300,000 to MySchool, movement back toward self-sustainability will need to occur in the future.

The Community Service fund represents the enhancement millage passed through to local districts. This is approximately \$330 per pupil for the 24-25 school year.

Capital Project Funds projects were reviewed along with expenses for upcoming projects. \$2.5 million will be set aside for ESC renovations, totaling \$6 million upon the completion of the project. In addition, PA system and security camera updates will begin in the 24-25 school year across all programs. Special Education Capital projects include Lincoln Developmental, Mayfield parking lot, Empower U South, and enhancements to the Wide Area Network. CTE Capital projects include renovations to the former Kent Innovation High building to support MySchool@Kent and Launch U.

The Assistant Superintendent updated the board on potential future issues facing Public Act 152 and the cost of medical premiums. More information will surface as we get closer to the Governor finalizing the budget.

Assistant Superintendent Philipps summarized the presentation and noted that he expects another strong budget in 2024-25. President Haidle thanked Assistant Superintendent Philipps for the budget update.

The meeting was adjourned by President Haidle at 6:04 p.m.

Minutes Approved: June 17, 2024

Andrea Haidle, President

Laura Featherston, Secretary

/ml

**PERSONNEL RECOMMENDATIONS AS OF 6/10/2024
FOR BOARD MEETING OF 6/17/2024**

RESIGNATIONS AND TERMINATIONS

1. Reganne Diener, Student Services, Special Education Center Programs, Teacher, KEC Oakleigh, resignation, effective 5/31/2024.
2. Kristen Doneth, Career and Talent Development, Career Readiness, Launch U Coordinator, resignation, effective 6/14/2024.
3. Julie Hartman, Instructional Services, School Improvement, Continuous Improvement Consultant, resignation, effective 6/30/2024.
4. Kristen Jones, Student Services, Early On, School Psychologist, Early Childhood Special Education/Early On, resignation, effective 5/31/2024.
5. Catherine Lewis, Student Services, Special Education Center Programs, Teacher, KEC Oakleigh, resignation, effective 5/31/2024.
6. Lisa Merritt, Student Services, Special Education Center Programs, Lincoln School, Principal, retirement, effective 5/31/2024.
7. Mary Musto, Instructional Services, Secondary Programs, KCTC-West, Teacher Consultant, retirement, effective 6/28/2024.
8. Bethany Neveau, Student Services, Special Education Center Programs, Empower U South, Teacher Consultant, resignation, effective 5/31/2024.
9. Timothy Peraino, Administrative Services, Facilities, Director, resignation, effective 6/7/2024.
10. James Swenson, Instructional Services, Secondary Programs, KCTC-West, Instructor - Welding, resignation, effective 5/31/2024.
11. Dawn VanSledright, Student Services, Special Education Center Programs, Physical Therapist, Lincoln Development Center, resignation, effective 5/31/2024.

APPOINTMENTS

1. Jeffrey Anama, Career and Talent Development, Career Readiness, Kent Conference Center, Work Based Learning Site Check Consultant, Professional, 1.0 FTE, 215 days per year, 8 hours per day, Grade 7 Step 10, \$83,876 per year, effective 06/03/2024.
2. Amanda Beemer, Student Services, Special Education Center Programs, Teacher - Autism Spectrum Disorder, Lincoln School, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 1, \$51,016 per year, effective 08/13/2024.
3. Statia Davey, Instructional Services, Teaching and Learning, Early Literacy Coach, ESC, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 7 Step 9, \$76,494 per year, effective 08/12/2024.
4. Nicole Goulet, Student Services, Special Education Center Programs, Principal, KEC Beltline, Professional, 1.0 FTE, 215 days per year, 8 hours per day, Grade 8 Step 12, \$95,990 per year, effective 08/12/2024.
5. Cassidy Haas, Student Services, Special Education Center Programs, Teacher - Autism Spectrum Disorder, Lincoln School, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 4, \$58,806 per year, effective 08/13/2024.
6. Sydney Leatherberry, Student Services, Special Education Center Programs, Physical Therapist, Center Program sites, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA+30 Step 1, \$57,765 per year, effective 08/13/2024.
7. Andrew Naranjo, Instructional Services, Secondary Programs, Instructor-Aviation Electronics, KCTC West, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 4, \$58,806 per year, effective 08/14/2024.
8. Kelly VanDyke, Student Services, Student Services, Wellbeing and Belonging Consultant, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 7 Step 9, \$76,494 per year, effective 08/12/2024.
9. Craig Weigel, Instructional Services, Secondary Programs, KCTC East and West, Principal, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 9 Step 14, \$132,848 per year, effective 07/01/2024.
10. Rebecca Winger, Student Services, Special Education, Autism Coach, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 7 Step 7, \$73,523 per year, effective 08/12/2024.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

1. Rachel Gerrie, from ISS Interpreter to Interpreter for DHH, Student Services, Special Education Center Programs, DHH TERP, 1.0 FTE, 182 days per year, 7 hours per day, Lane C Step 2, \$36,266 per year, effective 05/20/2024.
2. Mitchell Gross, from Instructional Support Specialist to Teacher - Severe Cognitive Impairment, Student Services, Special Education Center Programs, Lincoln School, KIEA, 1.0 FTE, 202 days per year, 7 hours per day, MA Step 2, \$66,427 per year, effective 08/13/2024.
3. Thomas Moore, from CTE Specialist to Instructor-Digital Animation & Game Programming, Instructional Services, Secondary Programs, KCTC East, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA+18 Step 5, \$64,531 per year, effective 08/14/2024.
4. Sebastian Tramper, from Temporary Employee to Instructor-Aviation Electronics, Instructional Services, Secondary Programs, KCTC East, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 2, \$54,126 per year, effective 08/14/2024.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X _____

Item: KEC Beltline Principal

Submitted by: Dave Rodgers

Date: 5-16-24

Recommended by: Kirsten Myers

Board Meeting Date: June 17, 2024

RECOMMENDATION:

It is recommended that the Board approve the hire of Nicole Goulet as the next KEC Beltline Principal. This recommendation comes as a result of the position being vacant from Kevin Zschak's recent resignation.

BACKGROUND:

Given the nature of the KEC programs, there can be a limited pool of qualified educational leaders to serve in such programs. We were very fortunate that Ms. Goulet was interested in relocating to the Grand Rapids area. Nicole currently serves in a very similar role supervising 14 classrooms across multiple school locations within the Charlevoix Emmet ISD.

Following an initial tour with Paul Dymowski, Nicole interviewed with a team of Student Services and Leadership representatives. Soon after, she returned to meet with a larger stakeholder panel at KEC Beltline. Ms. Goulet excelled in every phase and received supportive feedback from the KEC staff stakeholder panel. In many ways this position is very similar to her current role, but in the case of KEC Beltline, now within once school facility. We are pleased to recommend Nicole Goulet for the position. She brings a depth of knowledge and experience to this important leadership role.

NICOLE GOULET

PRINCIPAL, SPECIAL EDUCATION TEACHER

CONTACT

- **PHONE:** (517) 980-4322
- **EMAIL:**
nicolegoulet1515@gmail.com
- **ADDRESS:** Petoskey, MI 49770

PROFESSIONAL SUMMARY

Experienced educator at Char-Em ISD with a strong track record of collaboration, leadership, and staff development. Specializes in data-driven decision-making, systems development, problem-solving and coaching to support students and staff effectively. Committed advocate for all students, ensuring inclusivity and equity in education.

REFERENCES

Ben Hicks - MAASE
Associate Executive
Director Supervisor
(989) 239-9855
benhicks@maase.org

Kelly Rogers - Char-Em ISD
Special Education Coordinator
Colleague
(231) 330-6971
rogersk@charemisd.org

Kristi Long - Char-Em ISD
Assistant Principal Colleague
(989) 598-4711
longk@charemisd.org

Lisa Meyer - Char-Em ISD
Service Area Supervisor Colleague

EXPERIENCE

Principal

2017.07 - Present

Char-Em ISD, Charlevoix, MI

- Led a school team of 50-60 staff, supporting 14 classrooms (MOCI, SCI & EI) for students K-age 26 with moderate to severe disabilities, located in districts across the ISD.
- Provided instructional leadership through professional development sessions, classroom observations, and teacher feedback.
- Utilized data-driven decision making methods to identify areas of improvement within the school environment.
- Developed strong working relationships with classroom teams to support student growth and development.
- Liaised between school and local community, encouraging community to participate in educational process.
- Observed teaching methods and examined learning materials to evaluate and standardize curricula and teaching techniques and to determine areas needing improvement.
- Recruited, hired, trained, and evaluated teachers, itinerant staff and supplemental staff.

Special Education Teacher (MOCI)

2012.08 - 2017.06

Char-Em ISD, Charlevoix, MI

- Lead multiple age level classrooms for students with moderate to severe disabilities.
- Established MS/HS classrooms in new local public schools and coordinated inclusive opportunities for students with the support of classroom staff.
- Developed, implemented and reviewed IEPs for students with complex needs.
- Provided academic, behavioral, and social-emotional support for students in need.
- Evaluated student performance using formative and summative assessments.
- Used student data and FBA information to design and implement positive behavior plans to foster and effective learning environments.
- Collaborated with multidisciplinary teams to develop appropriate interventions and accommodations.
- Established and maintained cooperative working relationships with students, parents, and schools.

Special Education Teacher (MOCI)

2008.08 - 2012.06

(231) 330-2160
meyerl@charemid.org

Jessica Fettig - Char-Em ISD
Human Resources Coordinator
Colleague

(231) 758-2846
fettigj@charemid.org

Eagle Co. Schools, Edwards, MI

- Lead a self-contained classroom for elementary students moderate to severe disabilities such as CI, SXI and ASD.
- Developed and implemented IEPs with student's parents, school administrators and student's general education teachers.
- Provided instruction in academics, behavior, communication, life skills and independence.
- Worked with trans-disciplinary teams in planning and developing appropriate IEP goals.
- Monitored student conduct and utilized approved behavior management techniques to redirect and modify inappropriate behaviors.
- Organized and supported a classroom team of 2 teachers and 4-7 paraprofessionals to support students in the special education classroom and in inclusive settings with general education peers.

EDUCATION

Grand Valley State University,

Aug 2017

Master of Education : Educational Leadership, Special Ed. Administration

Central Michigan University,

Jun 2008

Bachelor of Science: Special Education - Cognitive Impairment K-12 (SA)

CERTIFICATIONS

Professional Teaching Certificate
School Administrator Certificate

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____

Item: Request for Additional Staff for 2024-25

Submitted by: Kirsten Myers & Abbey Mix

Date: 6/6/24

Kirsten Myers
E50D1C303030CE3A1F0EFDAA338B1A115 ready2sign

Abbey Mix
145A9E36A9A9B8538A8B4C18138E248 ready2sign

Recommended by: Dave Rodgers

Board Meeting Date: 6/17/2024

Dave Rodgers
BB96C31528D8C2E588A54F16AE56275 ready2sign

RECOMMENDATION:

We would like to recommend the addition of the following position for the 2024/2025 school year.

- Functional Communication Coach

RATIONALE:

This position will be split between Student Services and Center Programs to support capacity building across local/regional/center programs for students with limited communication skills, enhancing their ability to engage in academic and other instructional activities effectively.

A significant number of students exhibit limited communication skills, impacting their ability to participate fully in classroom activities socialize with peers and achieve academic success. Additionally, students with limited communication skills are at higher risk of demonstrating challenging behavior toward others or self-injury.

The Functional Communication Coach will work alongside local/regional/center program staff to systematically build effective communication instruction at the student, classroom, and program level. The position will empower special education teachers and related service providers to effectively implement their professional learning regarding this critical skill, ensuring fidelity and achieving better outcomes for students with disabilities and their families.

Location/Program	FTE	Account Number
Center Programs	0.5	21-1-221-1290-076-0000-21000-2900-2100
Special Education	0.5	22-1-221-1290-076-0000-00000-2301-

POSITION DESCRIPTION

Title:	Functional Communication Coach
Classification:	Professional
Reports to and Evaluated By:	Supervisor of Specialized Programming and Instructional Supports
Terms of Employment:	200 Days
Positions Supervised:	None

BROAD STATEMENT OF RESPONSIBILITIES:

This position is responsible for providing educational leadership and expertise in the field of functional communication and AAC through coaching, consultation, technical assistance, and professional development to local and regional programs.

DUTIES AND RESPONSIBILITIES:

1. Works with staff, students, parents, local educational agencies, public school academies, and community to build a shared vision of learning for students with high communication support needs.
2. Works with staff, students, families, and community agencies to support students and programs which align to county, district, and building goals.
3. Assist local districts primarily through coaching, in addition to consultation in supporting effective instruction around communication and use of AAC with the implementation of appropriate evidence-based practices
4. Uses the working knowledge of effective instruction in establishing school processes and routines that engage teachers/staff in regular monitoring of student progress and evaluation, adaptation, and improvement of instructional strategies which meet the individualized needs of students with communication support needs.
5. Develop, coordinate, and implement coaching models and cycles of support for local/regional/center programs, including the development of coaching plans with clear coaching goals, modeling, observation, and feedback.
6. Consult with LEA's and/or Center Programs regarding MTSS (Multi-Tiered Systems of Support) model implementation relative to intensifying interventions for students with communication support needs.
7. Works with staff to deepen student and school data analysis to support increased student growth and achievement around behavior, communication, and language.
8. Provide county, district, and building professional development and coaching.
9. Learns and uses emerging technologies and collaborates with Special Education Instructional Services Department to support professional learning and implementation of ACC.
10. Attend IEP's as determined for the purpose of facilitating process.

11. Assist local districts' special education staff with Least Restrictive Environment decision-making matrices.
12. Coordinate with staff pursuant to referrals, requests for service, and other identified needs.
13. Attend Kent ISD Board meetings, Parent Advisory Committee, Coaching Collaborative, and/or other county-wide meetings as assigned.
14. Represent Kent ISD at State/Regional meetings as assigned.
15. Works with local districts to establish building and district systems, processes, trainings, and shared leadership to ensure full compliance with the IDEA, Michigan Administrative Rules for Special Education, and the Kent Intermediate School District Special Education Plan.
16. Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Michigan Administrative Rules for Special Education (MARSE), Kent ISD Board of Education and Organizational Policies, and other applicable rules and regulations.
17. Performs other duties as directed by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Valid Michigan professional certification in an area related to Special Education required; Autism endorsement preferred.
2. Master's degree in Speech-Language Pathology or related field and Board Certified Behavior Analyst Certification preferred.
3. Three years' successful experience in education related field; experience with autism and behavior support required.
4. Experience developing training and support programs.
5. Must possess exceptional organizational, verbal and written communication skills to effectively interact with superiors, peers, subordinates, local/state/national education representatives and regulatory/funding agencies, constituent districts and the public-at large.
6. Knowledge of special education laws, rules, regulations, and compliance responsibilities.
7. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.

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.

POSITION DESCRIPTION

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

BROAD STATEMENT OF RESPONSIBILITIES:

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Curriculum development and alignment work with instructors to identify and establish excellence, innovation, and areas of need.
2. Align CTE curriculum with state program standards and labor market needs.
3. Provide training and collaborate with instructors on teaching and learning practices in the classroom.
4. Provide support and direction for program evaluation and improvement to establish and maintain high quality programming.
5. Support and maintain KCTC program coordination and curriculum articulation with postsecondary agencies.
6. Be responsible for promoting and/or providing CTE in-service activities for personnel.
7. Initiate and/or guide positive system changes and staff development for the CTE functions, roles, and responsibilities.
8. Participate in state-sponsored in-services, meetings, and conferences to remain current in the OCTE policy, procedures, and requirements.
9. Coordinate and conduct staff training for CIP Self review requirements.

10. Collaborate on the use of web-based information systems: CTEIS, GEMs, etc.
11. Coordinate Regional Improvement Plan/Strategic Plan Implementation.
12. Support the integration of core content with in CTE programs.
13. Accepts additional tasks and responsibilities as assigned by the Administration.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

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

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

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: Request for New KCTC Position

Submitted by: Sue Gardner

Date: June 10, 2024

Recommended by: Joe Lienesch



Board Meeting Date: June 17, 2024

RECOMMENDATION:

Kent Career Tech Center (KCTC) is recommending hiring the new position listed below, for the 2024-2025 school year. This will be funded out of the CTE budget.

- **One (1) FTE – Teacher Academy Career Tech Education Specialist (CTES)**

BACKGROUND:

To address the changing Course of Study for the Teacher Academy program, it is recommended that a new Career and Technical Education Specialist (CTES) position be created to support students with the increased instructional time and program rigor. Students will be engaging in additional college coursework and will be on campus engaged in additional instruction, as there will be a decrease in the amount of time the students will be in their classroom placements. With this program and curricular change, this CTES position will be an essential support in ensuring the academic success of the students in the program.

Job Description

Job Title:	<u>Teacher Academy Program - CTES (1.0 FTE)</u> Kent Career Tech Center
Reports To:	Principal or Designee (Immediate Supervisor)
Classification:	Union - KIEA CTE Specialist 7 Hours Daily (FT) / 182 Days (Full School Year)
Terms of Employment:	Governed by KIEA Master Agreement

Summary: To assist in providing a well-organized and smoothly functioning class environment that reflects the actual work environment in which students can take full advantage of the adapted instructional program and the available resource material.

Job Qualifications:

1. Must have graduated from high school (Associate's or Bachelor's Degree preferred).
2. Must have had a minimum of two (2) years (4,000 hours) of recent work experience in the occupational area of instruction.
3. Experience working with a team to collect, interpret, and use data to make decisions.
4. Demonstrates interpersonal skills to interact with students, staff, and parents effectively.
5. Ability to concentrate and pay close attention to details, organize, prioritize, and work independently, as well as schedule and produce work in a timely manner.
6. Must have demonstrated ability to work with culturally diverse student populations, including special population students (economic and academic disadvantaged, special education, and Limited English Proficient students).
7. Ability to develop effective working relationships with students, staff, and the school community.
8. Ability to implement instructional philosophy accurately and consistently.
9. Ability to be flexible and maintain confidentiality.

Specific Duties and Responsibilities:

1. Assists in providing specialized and accommodated instruction in the various aspects of Vocational and Career Technical Education (CTE).
2. Supplements the instructor's demonstration of the safe and proper use of the program's tools and equipment with students needing additional assistance.
3. Uses remedial and tutorial techniques, as directed, to assist students in gaining the most from their instruction.
4. Assists students on a one-to-one or small group basis as directed by the lead instructor.

5. Assists students with work assignments that may require strenuous physical exertion.
6. Assists in maintaining discipline, aiding individual students, and assisting the lead instructor to have a greater influence on the learning process.
7. Assists the instructor in maintaining a safe learning environment and monitors student behavior to maximize learning in the lab, on the work site, and during field trips.
8. Assists in the setup and operation of equipment used in the teaching process.
9. Assists instructors with implementing Student Success Plans - including curricular supports, accommodating or removing barriers, and assistive technology.
10. Demonstrate initiative and creativity – is self-directed.
11. Shares the student progress data with the Student Services team - following Special Education and MTSS data review cycles.
12. Assists other Student Support Services members and instructors with student visits - including tours, program visits, and internships.
13. Participates in staff meetings and professional in-service opportunities as provided by the Kent Career Technical Center.
14. Assists with supervision and transporting students to and from job sites and field trips.
15. Accepts additional tasks and responsibilities as assigned by the Principal or designee.

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

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Creation of MTSS Early Childhood Coordinator

Submitted by: Ashley Karsten

Date: 6.3.24

Recommended by: Ron Gorman

Board Meeting Date: 6/17/24

RECOMMENDATION:

It is recommended that the Kent ISD Board approves the creation of a new position, MTSS Early Childhood Coordinator, beginning on August 12, 2024 under a 200 day contract.

BACKGROUND:

As our local districts work with Kent ISD to implement MTSS in K-12 classrooms, it is imperative that this work starts in the Early Childhood programs. MTSS is designed to help programs identify struggling students early and intervene quickly. It focuses on the “whole child.” That means it supports academic growth, but many other areas, too. These include behavior, social, and emotional needs. Under the direction of the Director of Early Childhood, the Early Childhood MTSS Coordinator will support the development and implementation of a wide-ranging infrastructure at the ISD level for application of the elements of Early Childhood MTSS/EC-PBIS. This position will work with Early Childhood staff, district leaders, and families in creating home and school environments that support students’ social and emotional well-being to increase positive student outcomes. The Early Childhood MTSS Coordinator will help to promote the use of a conceptual framework of evidence-based practices (Pyramid Model Practices) through a multi-tiered approach with social, emotional, and behavioral supports in order to combat disproportionality and to decrease racial disparities in early childhood education. The position will be supported under the GSRP grant (.75FTE) and Special Education Budget (.25 FTE).

POSITION DESCRIPTION

Title: Early Childhood MTSS Coordinator

Location: Early Childhood/GSRP

Classification: Professional

**Reports to and
Evaluated By:** Director of Early Childhood

**Terms of
Employment:** Full Time, Grade 7–200 Days

**Positions
Supervised:** None

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Director of Early Childhood, the Early Childhood MTSS Coordinator will support the development and implementation of a wide-ranging infrastructure at the ISD level for application of the elements of Early Childhood MTSS/EC-PBIS. This position will work with Early Childhood staff, district leaders, and families in creating home and school environments that support students' social and emotional well-being to increase positive student outcomes. The Early Childhood MTSS Coordinator will help to promote the use of a conceptual framework of evidence-based practices (Pyramid Model Practices) through a multi-tiered approach with social, emotional, and behavioral supports in order to combat disproportionality and to decrease racial disparities in early childhood education.

KEY DUTIES AND RESPONSIBILITIES:

The Early Childhood MTSS Coordinator will possess the knowledge, skill and/or ability to satisfactorily perform the duties described below. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential duties. Essential duties include:

- Promote the acquisition of a full working knowledge of a multi-tiered system of support for behavior and social emotional competencies (EC-MTSS/EC-PBIS).
- Serve as a leader in implementation of Early Childhood MTSS and positive behavior support systems at the building, program, and district level by supporting, collaborating, and leading GSRP, district, and state leadership teams in MiMTSS county-wide scale up and implementation.

- Work collaboratively with the district implementation teams to plan, organize, and provide professional development activities related to implementation and sustainability with EC-PBIS (Pyramid Model Practices).
- Collaborate with local district early childhood administrators and implementation teams to plan, organize and facilitate district EC-MTSS/EC-PBIS activities.
- Work with district teams and administrators to support data system implementation (BIRS/EC-SWIS); along with establishing data collection, analysis, decision making rules, action planning, evaluation and reporting processes.
- Support in coordinating, implementation, and building capacity for PTR-YC and Tier 3 interventions within ISD, local districts, and sub-recipient early childhood programs.
- Provides training and support to practitioner coaches and primary service providers with EC-PBIS building-wide implementation.
- Develop and sustain a continuous improvement process that involves analyzing and synthesizing data to inform decisions to improve student and program outcomes across the county.
- Communicate effectively orally and in writing with internal and external sources, information about EC-MTSS implementation and outcomes as needed.
- Represents Kent ISD by providing leadership and services across the agency, region, and state, as well as attending meetings and relevant professional learning opportunities.
- Fulfill MiMTSS/EC-PBIS 2023-24 grant requirements as a Program Leadership Coach and Leadership Team Facilitator.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Valid Michigan professional certification in an area related to Early Childhood Education.
- Master's degree in Early Childhood, Special Education or related field, preferred.
- Three years of successful experience in early childhood education.
- Experience in facilitation and implementation of EC-MTSS at the ISD and/or local level required
- Strong understanding of the logic and application of EC-MTSS and the continuum of early childhood behavior supports at all levels (universal/targeted/intensive).
- Strong understanding of evidence-based implementation practices and their applications.
- Demonstrates strong project management skills with ability to exercise independent judgment and work collaboratively with various constituent groups.
- Ability to collect, analyze and use data and apply appropriate research within a strategic planning or intervention process.
- Experience/previous training in PTR-YC and BIRS/EC-SWIS, preferred.
- Interpersonal skills to communicate effectively with a variety of audiences and an ability to gain cooperation of others internally and externally.

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

Salary: Professional Salary Schedule for 200 day staff, Grade 7, commensurate with education and experience.

Benefits: Robust full benefit package includes medical, dental, and vision insurance; generous sick and personal time

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ x _____

Item: Adult Education Furniture - GRCC

Submitted by: Tim Peraino

Date: 6/7/24

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 6/17/24

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of furniture for Adult Education from Custer Office Environments in the amount of \$70,047.94.

BACKGROUND:

This furniture will be used at Adult Education's new space at Grand Rapids Community College. It is being purchased using the E&I Cooperative Purchasing, NCPA and Omnia Partners contracts, which satisfy the State of Michigan bidding requirements.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____ x _____

Item: Adult Education Furniture – Wyoming

Submitted by: Tim Peraino

Date: _____ 6/7/24 _____

Recommended by: Kevin Philipps *KP*

Board Meeting Date: _____ 6/17/24 _____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of furniture for Adult Education's Wyoming location from Custer Office Environments in the amount of \$61,791.21.

BACKGROUND:

This furniture has been designed and selected to best serve the students of Adult Education. It is being purchased using the E&I Cooperative Purchasing, and Omnia Partners contracts, which satisfies the State of Michigan bidding requirements.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Wall System – Early Childhood Center

Submitted by: Tim Peraino

Date: 6/7/24

Recommended by: Kevin Philipps *KL*

Board Meeting Date: 6/17/24

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of a modular wall system for the Early Childhood Center on the Lincoln Campus from Custer Office Environments in the amount of \$31,521.71.

BACKGROUND:

This wall system will create a supervisor's office within a larger space. It is being purchased using the E&I Cooperative Purchasing contract, which satisfies the State of Michigan bidding requirements.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Physical Therapy Equipment for LDC

Submitted by: Tim Peraino

Date: 5/20/24

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 6/17/24

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of Therapy Equipment from Rifton Equipment in the amount of \$61,775.25.


BACKGROUND:

This new PT equipment will replace old and failing equipment in Lincoln Developmental Center to better serve the student's needs. The equipment is being purchased using the TIPS Cooperative Purchasing contract. We will utilize Center Program Capital Outlay funds for this purchase.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X _____

Item: Purchase- Classroom Set Computer and Monitors Engineering

Submitted by: Joe Lienesch 

Date: 6/10/24 _____

Recommended by: Sue Gardner

Board Meeting Date: 6/17/24 _____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of 27 HP Elite 600 Desktop PCs from Sehi in the amount of \$35,462.65.

BACKGROUND:

This purchase will support the increase in enrollment in the Engineering program for the 2024-25 school year by providing a second computer lab for students. This purchase will utilize REMC pricing, which meets the State of Michigan's bid requirements.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Purchase- Classroom Set Computer and Monitors 3D Animation

Submitted by: Joe Lienesch 

Date: 6/10/24

Recommended by: Sue Gardner

Board Meeting Date: 6/17/24

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of 28 HP G9 WorkStation PCs from Sehi in the amount of \$47,700.

BACKGROUND:

This purchase will support the increase in enrollment in the Computer Programing/3D Animation program for the 2024-25 school year by providing a third computer lab for students. This purchase will utilize REMC pricing, which meets the State of Michigan's bid requirements.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X _____

Item: Approval of Support Contract

Submitted by: Mark Maynard

Date: 05.30.2024

Recommended by: Glen Finkel

Board Meeting Date: 06.17.2024

RECOMMENDATION:

It is recommended that the Kent ISD school board approve the application maintenance package contract from Bulb Digital in the amount of \$30,000 for the continued support of the Our School Data and MiCIP integration applications.

BACKGROUND:

Kent ISD has had a long-standing relationship with Bulb Digital to provide both major revisions to the system architecture that powers Our School Data, as well as maintenance/support to keep the application healthy.

This contract will allocate resources to ensure that Our School Data has a basic level of recurring monitoring and maintenance, update the application dependencies to ensure security and performance, as well as bug fixes. This contract will cover July 1, 2024 – June 30, 2025.



Our School Data + MiCIP Integration Application Maintenance 2024-2025

DATE
May 24, 2024

PRESENTED BY:
Bulb Digital
2090 Celebration Dr.
Suite 204B
Grand Rapids, MI 49525

PRESENTED FOR:
Kent Intermediate School
District
2930 Knapp St. NE
Grand Rapids, MI 49525

Executive Overview

Choosing to build a custom web application (Our School Data) comes with the responsibility to actively maintain and support the solution. While Kent ISD is providing support and maintenance to the infrastructure behind Our School Data, they need a partner who can identify and ensure basic maintenance is being performed on the custom solution components.

In today's digital world, Bulb Digital recognizes you have many partner choices. We thank you for this opportunity to work together and combine your domain expertise with our technology and digital experience implementation capabilities. We look forward to investing in our relationship and working diligently to deliver a best-in-class modern application experience for the users of Kent Intermediate School District's Our School Data application.

Key Project Objectives:

OSD + MiCIP Integration

- To ensure Our School Data has a basic level of recurring monitoring and maintenance.
- To update application dependencies to ensure security and performance.

OSD Only

- To report on monthly metrics and updates.

What is included in the Application Maintenance Package?

Our team will perform an audit of the website monthly to review platforms, packages, or dependencies that may be out of date or have vulnerabilities. In addition, the application admin (Mark Maynard) will have unlimited 24/7 access to our team via phone, email, and chat. We will return all messages no later than the next business day, although in practice response time is much quicker (particularly between 9am to 5pm ET).

Every month Bulb Digital will perform the following:

- Updates to any frameworks or libraries that have known vulnerabilities or upgrades, provided there are no breaking changes in the updated packages.
- Identify any abnormal amounts of errors occurring in any particular area of Our School Data and the MiCIP Integration.
- Fixes to any bugs identified by Kent ISD that interfere with the original intended operation of the application.
- Create and deliver a report of what was conducted in the above bullets and deliver it to Kent ISD.

When we identify larger efforts that introduce breaking changes or have an impact on the daily operation of the solution, it would be our intention to carve these out as separate project engagements and is not included in the Application Maintenance Package.

Cost

Bulb Digital will never assess an hourly or daily fee for this engagement, since you should not have to make an investment decision every time assistance may be needed.

The price for Application Maintenance and Support the size of Our School Data and the MiCIP Integration is \$30,000 for a period of 12 months, covering July 1, 2024 to June 30, 2025.

Our work is guaranteed. If at any point in the first 30 days you decide we are not meeting the standards described herein, just request a refund and we'll send your money back, no questions asked.

This proposal is good for 15 days from the date on page 1.

Bill to Address	Client Contact
2930 Knapp St. NE Grand Rapids, MI 49525	Glen Finkel

Agreement

This Statement of Work (SOW) is between Kent ISD and Bulb Digital, and is effective the date of signing. This SOW may be subject to the terms and conditions contained in a Standard Terms and Conditions Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

KENT INTERMEDIATE SCHOOL
DISTRICT

BULB DIGITAL

By: _____

By: _____

Date:

Date:

Name:

Name:

Title:

Title:

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ x _____

Item: Surplus Equipment – Virtual Welders

Submitted by: Tim Peraino

Date: 5/31/24

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 6/17/24

RECOMMENDATION:

It is recommended that the Kent ISD School Board declares the Virtual Welders as surplus, approves the removal of these items from the Kent ISD inventory, and grants permission to the Kent ISD administration to dispose of these items per all applicable Kent ISD policies and/or guidelines.

BACKGROUND:

This equipment was under a 5-year plan with a grant received by the ISD, which expired last year. We will still be retaining some of the items that we do still use. We have not used the equipment in question for several years and have not found a single “virtual welding employment opportunity” for our students. For the last few years, it has been taking up valuable space, which can be used for more productive purposes. Equipment sitting idle is a lost opportunity. Sending it to surplus allows another organization to put it to good use, maximizing its value.

After Board approval, the Facilities staff will arrange for donations to area school districts. District representatives are reminded that any equipment received from Kent ISD is for school use only. A detailed list of equipment donated is provided to Kevin Philipps, Assistant Superintendent. The remaining equipment is sold at auction, donated to non-profits, recycled, or properly disposed of.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X _____

Item: Adult Education Staff Manual

Submitted by: Dave Rodgers

Date: 6-6-24

Recommended by: Sue Gardner & Laura Preuss

Board Meeting Date: June 17, 2024

RECOMMENDATION:

It is recommended that the Board approve a new Adult Education Staff Manual, inclusive of the terms and conditions of employment for program staff.

BACKGROUND:

As a non-union program, Human Resources has worked closely with Sue Gardner, Dr. Laura Preuss and Kevin Philipps in the development of a much needed program manual. We have carefully considered benchmarking data from other adult education programs that indicates that our program is consistently among the highest paid for adult education instructors. This manual includes a revised instructor wage scale. It is recommended that the instructor wage scale be increased in 2025-26 and 2026-27 by 3%. Another notable change is providing the option of two-person and full-family medical insurance, versus what has been limited to single subscriber only. That option may have to be revisited in the future subject to program funding.



DRAFT

**EMPLOYMENT MANUAL
SCHEDULE OF WAGES & BENEFITS**

for

**ADULT EDUCATION
PROGRAM STAFF**

2024 – 2025

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INTRODUCTION

The Kent ISD Adult Education Program serves adult learners via a variety of educational programs, at multiple locations.

Our dedicated employees are essential in providing adult education services and supports to our adult learners and families throughout our communities. Our staff represent Kent ISD in our classrooms, offices satellite locations, etc. With their expertise, able assistance and support in this important work, Kent ISD Adult Education gives our students the opportunity to access services and resources to create opportunity.

This Manual summarizes key components of employment with Kent ISD Adult Education. It may be amended from time to time, as needed, in the ISD's discretion to adapt to changing circumstances. Any amendments will be published before they are in effect. In the meantime, if staff have any questions about this Manual, or any other facet of their work with the Program, please contact Dr. Laura Preuss, Director, or the Office of Human Resources.

Thank you for your dedicated service to our students, community and staff.

Sincerely,

Dr. Laura Preuss
Director of Adult Education

Sue Gardner
Asst. Superintendent of Career and
Talent Development

DISTRICT RIGHTS

All management rights are solely and exclusively the function of Kent ISD, including but not limited to the establishment of wages and fringe benefits, the assignment of work to employees, the right to hire, promote, discharge, discipline, reductions in workforce and to maintain discipline and efficiency, the scheduling of hours and shifts, the determination of the number and kinds of classifications to be established or continued and the number of employees in such classifications.

Employment status for all positions designated in this manual is at-will. Kent ISD retains the sole right to establish, adopt, publish, change, amend and enforce District work rules and conditions of employment for Adult Education staff to follow.

DEPARTMENTS and CLASSIFICATIONS

Kent ISD designates the following Adult Education classifications, and may be subject to change based on the needs of the Adult Education program:

- A. Instructors
 - 1. Adult Basic Education (ABE)
 - 2. GED
 - 3. English Language Learners (ELL)

Full-time instructors are those assigned to positions consistently working the full 6-hour work day, Monday – Friday during the Adult Education program calendar.

Part-time instructors are those consistently working fewer than 30 hours per week.

The administration designates the calendar and schedule for all full-time and part-time instructors.

- B. Other Professional Positions
 - 1. Site Manager
 - 2. WIOA Community Outreach
 - 3. Student Advocate
 - 4. Social Worker
 - 5. IELCE Navigator
 - 6. Special Programs Navigator

- C. Other Support
 - 1. Test Proctor

- D. Office Staff
 - 1. Registrar
 - 2. Administrative Assistant(s)

The **Staff Handbooks** linked below apply, respectively, to Adult Education Staff. Staff are expected to be familiar with the content of the Staff Handbook that applies to their position.

- [Non-Union Professional Staff Handbook](#)
- [Non-Union Classified Hourly Staff Handbook](#)

WORK YEAR

The District reserves the right to establish the annual program calendar, including any breaks, based on the need and interests of the program, state requirements and terms of the respective grants that fund the program.

Instructors – Full-time instructors work 182 work days, subject to the program calendar established by the administration and approved by the Board of Education. Part-time instructors are subject a prorated portion of the workday and/or calendar as determined by administration, based on the needs of the program.

Other Professional Positions: – Positions within this Kent ISD designation work 200, 215 day or 260 days based on the respective position.

Office Staff – Subject to the needs of the program, full-time office staff positions are generally 260 day (year-round) unless otherwise designated.

Part-Time Support Staff: – Subject to the approved calendar, schedule and hours for the respective position(s).

/

WORK DAY / HOURS

The Adult Education program administration schedules the hours of work of the employees according to the needs of the program. The normal work week shall be Monday through Friday.

For hourly positions, any work authorized in advance by the administration and performed by employees in excess of forty (40) hours in any one (1) work week will be paid at the rate of one and one-half (1-½x) times their regular rate. Any non-work time that may be paid (paid leave) does not count toward the calculation of overtime.

In the event that any unpaid time is approved and taken by the employee during the work week, he/she shall be paid at their regular hourly rate of pay for all hours up to 40 hours in a week.

Full-time Instructional Staff – *At least 6 hours / day (6.5 inclusive of 30 min unpaid lunch)*

Full-Time Professional & Office Staff – *8 hours / day (inclusive of 30 min unpaid lunch)*

Lunch Break

Full-time employees are allowed a thirty (30) minute unpaid lunch period. The lunch break is not part of the instructor 6 hour work day. Employees may not alter the hours of work schedule established by his or her supervisor without preauthorization. Likewise, employees may not work additional hours beyond the designated work schedule without pre-authorization from the supervisor.

School Closures

The District may determine that employees are not to report to work when students are not in attendance due to inclement weather, utility failure, health or safety conditions, or similar circumstances. Employees are encouraged to sign up for automated notifications about school closings. Announcements may also be available through the local media. While the Board and administration retain the right to determine whether any individual school closure occurrence will result in compensation for employees not required to work during that closure, in general, it may be anticipated that where the District continues to receive full state funding without having to make-up any days, such dates are typically compensated at the normal rate of pay for the employees otherwise scheduled to work that day.

When the District or one or more district buildings is closed due to the above conditions, some program staff may be required to report to work or to work remotely. For those required to work, they will receive their regular rate of pay in cases where those not required to work are not paid. When those not required to work are paid, the employee required by the supervisor to work during the closure will receive double the normal rate.

In the event that any program days are required to be made up in order to receive full funding of the program, staff will be required to work such days without additional compensation if staff were paid for the closure days.

Staff Meetings

Regular staff meetings are a means to foster communication and collaboration within the Adult Ed department. These meeting will typically be held monthly at one of the Adult Ed locations to ensure everyone can participate without difficulty. These meetings serve as valuable opportunities to discuss goals, share updates, address challenges, and brainstorm ideas to improve the department's effectiveness. Professional collaboration and participation are expected.

Professional Development

Professional Development beyond that which is scheduled by the administration is encouraged of all employees. For professional development costs to be covered, proper request to attend must be submitted to the Adult Education Director for approval prior to attending. Requests must be approved in advance.

Travel / Mileage

If you anticipate a circumstance that you believe may qualify for mileage reimbursement, you must first consult with the Director of Adult Education, who may also verify that request with the Kent ISD Business Office.

LEAVES OF ABSENCE

Regular and consistent attendance is an essential function of each position addressed by this Manual. Punctuality and consistent attendance is expected. Patterns of absenteeism may be addressed through performance evaluation, and/or disciplinary action, up to and including dismissal.

Time and Attendance

Excessive absenteeism, excessive tardiness or unacceptable patterns of attendance may constitute abuse. Employees who abuse leave usage, are excessively tardy or misrepresent actual work time will be subject to progressive discipline up to a recommendation or discharge.

Reporting Absences

When Adult Education staff are unable to be at work on a scheduled work day he/she shall notify the Director as early as possible, but no later than sixty (60) minutes prior to the employees starting time by accurately entering the absences in Kronos.

In the event any employee subject to this Manual knows that he/she will be unable to return to work the next day, he/she shall report this fact to his/her supervisor or a person designated by the supervisor before 4:00 p.m.

Failure to follow protocol for timely absence reporting may result in denial of paid leave for such absence(s) and/or discipline, up to and including dismissal.

Failure to follow protocol for requesting time off in advance, may result in denial of the request, and/or denial of paid leave.

Except in unusual or extenuating circumstances that may be approved in advance at the discretion of Human Resources, in consultation with the Director, employees should not expect to be granted leave time beyond that which is allocated under the terms of this Manual.

PAID LEAVE

SICK DAYS

The allocations below are indicative of full-time status, and shall be prorated for less than full-time. Note: *Sick days are not personal business days and are not approved for days off except where necessary due to illness or a documented medical condition.*

Instructors: 182 Day Staff – 10 sick days

Other Professional Staff: 260 Day Staff – 12 sick days

 215 Day Staff - 11 sick days

 200 Day Staff – 10 sick days

Classified (Hourly) Support Staff:

 260 Day Staff – 12 sick days

 215 – 225 Day Staff - 11 sick days

 195 – 214 Day Staff – 10 sick days

 182 – 194 Day Staff - 9 sick days

- Prorated for part-time

PERSONAL BUSINESS LEAVE

The allocations below are indicative of full-time status, and shall be prorated for less than full-time:

Instructors: 3 Days

Other Professional Staff:

Less than year-round positions - 3 Days

Year-round Professional Staff receive vacation in lieu of PB Days

Classified (Hourly) Support Staff:

Less than year-round but at least 182 days – 3 Days

Please see the respective Staff Handbooks for additional details.

BEREAVEMENT LEAVE

The allocations below are indicative of full-time status, and shall be prorated for less than full-time:

All Positions:

Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member.

These days do not have to be consecutive, but may not be split into more than two occurrences.

Consideration of any absence for other than immediate family as detailed above requires advance written approval from the Asst. Superintendent of Human Resources & Legal Services.

UNPAID LEAVE

All requests for leave must be pre-approved. Requests for use of non-FMLA qualifying unpaid leaves are generally not permitted. Under extenuating circumstances, a request for unpaid time without pay or benefits may be granted to full-time employees for reasonable periods at the sole discretion of the Asst. Superintendent of Human Resources & Legal Services. Requests must be submitted to Human Resources in writing. Reinstatement for any such leave, if approved, is subject to an available position and verification of the employee's ability to fully perform the essential functions of the position.

The reinstatement rights of an employee who enters the military services of the United States by reason of an Act or Law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

FAMILY MEDICAL LEAVE ACT (FMLA)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as "hours worked" and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee's eligibility within five (5) business days in accordance with applicable FMLA regulations.
2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care;
 - b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
 - c. The employee's own serious health condition that makes the employee unable to work.
 - d. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.

- e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:
 - f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
- 3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be approved by the District beyond the two weeks with appropriate medical documentation.
 - 4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

- 5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.
- 6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - a. the birth of a son or daughter and bonding with the newborn child,
 - b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
 - c. the care of a parent with a serious health condition

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.
8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. **The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.**
9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash in lieu payments will not continue during unpaid FMLA.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.

COMPENSATION

Wages for all salaried positions shall be spread across 26 pays.

Movement on the wage scale is subject to annual determination made by the Board in consideration of the program finances.

Full-Time Instructors

Step	Hourly Equivalent	Salary
1	40.52	\$44,245
2	42.54	\$46,457
3	44.67	\$48,780
4	46.90	\$51,219
5	49.25	\$53,780
6	51.71	\$56,469
7	53.78	\$58,728
Based on 182 Days / 6 hours		

Part-Time Instructors

Step	Per Hour
1	\$35.00
2	\$36.75
3	\$38.59
4	\$40.52

Other Professional Positions

Other non-instructional professional positions shall be compensated according to the respective 200, 215 or 260 day Non-Union Professional scale for that position's designated Grade.

Testing Staff

Part-time GED Test Proctoring is paid at \$25/hour

Office Staff

Full-Time Registrar is compensated at the Classified Hourly Grade IV Scale

Full-Time Administrative Assistant(s) are compensated at the Classified Hourly Grade III Scale

Part-Time Administrative Assistant(s) are compensated at \$18/hour

Any annual wage adjustments determined by the Board become effective on the beginning of the pay period after the effective date of the increase.

BENEFITS

Full-Time Adult Education staff are eligible for insurance, as follows:

Medical Insurance

For the balance of the 2024 medical benefit plan year, the Employer contributions specified during the 2024 Open Enrollment remain in effect, including but not limited to the single subscriber employer contribution of not more per month towards the medical plan than the following amount: \$641.90 single. Full-time Instructors will receive up to \$8,500 toward the purchase of health insurance for two-person or full family plans in 2024. Beginning with the 2025 medical benefit plan year, instructors may elect two-person or full family coverage, subject to the respective employer contribution limits as required by PA 152. *Note: the administration may modify benefit eligibility for adult education program employees for any future medical benefit plan year based on the needs of the program's budgetary circumstances.*

Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans for 2025:

Plan A – WMHIP Versatile Plan 4 \$500/\$1000 10% Co-Insurance

Plan B – WMHIP Simply Blue Versatile 2 \$500/\$1000 10% Co-Insurance

Plan C – WMHIP Flexible Blue 3 \$2000/\$4000 0% Co-Insurance

Plan D – WMHIP Simply Blue 2 \$2000/\$4000 20% Co-Insurance

Plan E – WMHIP Flexible Blue 6 \$1600/\$3200 10% Co-Insurance

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors are not be subject to challenge or dispute.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

Adult education staff members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.

If a program staff member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

Any claim settlement between the employee and the above carrier will not be the employer's responsibility. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.

Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.

If the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, these terms shall be modified by administration. Likewise, the administration may elect to provide additional plan options in order to comply with PPACA or its successor.

Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.

The District must comply with the Affordable Care Act or its successor and therefore may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

F. Dental Insurance

ADN Dental
100/100/90/85

Deductible \$50 Individual
\$2500 Individual Annual Maximum
\$1500 Individual Ortho Lifetime Maximum

G. Vision Insurance

EyeMed Vision
Examination and lenses covered
Coverage - Frames up to \$130 or Contact Lenses up to \$135

H. Life Insurance

1 x Annual Salary (\$50,000 Max.)

I. Long-Term Disability

The Board will pay the premium for Long Term Disability insurance with the following provisions:

Benefits Coverage – 66-2/3%
Maximum Monthly Benefit – \$7,000.00

The insurance coverage listed above shall be discontinued on the last day of the last month in which the employee was employed and compensated. In case of all other leaves of absence, said insurance coverage will be continued to the end of the month in which the leave began.

The above periods are subject to applicable COBRA and FMLA regulations.

The failing of an insurance provider to provide any of the benefits which have been contracted for shall not result in any liability to the District.

Incentive Health Care Opt Out

Full-time employees who decline the District medical coverage will receive cash in lieu of benefits payments (CILO) totaling up to not less than \$5,777.14 for a full plan year. It is also anticipated that eligibility for the health care opt out may be based on declining the medical coverage only.

Notification must be accompanied by proof of other insurance coverage for that period that provides minimal essential coverage (MEC), is compliant with the Affordable Care Act, and is not purchased from the marketplace. To receiving the CILO benefit, the employee must opt out of medical insurance via the annual benefit elections open enrollment.

Should the regulations pertaining to employers offering CILO change, Kent ISD may amend or discontinue this benefit at the employer's discretion.

GENERAL

The District may, at its discretion, require that employees submit to physical and medical tests and examinations by a District appointed doctor when such tests and examinations are considered to be of value to the District in maintaining a capable work force, employee health and safety, student health and safety, etc., provided, however, that the District will pay the cost of such tests and examinations.

DRESS CODE

Consistent with Board policy, employee attire conveys an important image to students and the community. Employees must maintain professional dress and appearance, including appropriate hygiene, cleanliness, and grooming.

Employees must dress in business casual attire except as otherwise appropriate to their individual assignments. Attire must not distract other employees or students from the learning environment or pose a safety risk. Employees shall not dress in a manner that expresses partisan or political speech unless expressly permitted by law, a collective bargaining agreement, or approved in writing by a building administrator.

DISCIPLINE AND DISCHARGE

While the District subscribes to the principles of due process and progressive discipline, it is understood that based on the seriousness and nature of the offense and other applicable factors, disciplinary action, up to and including dismissal may be initiated at any level deemed appropriate by administration.

STAFFING AND ASSIGNMENTS

The District will determine the positions, schedules, hours and assignments necessary to meet the changing needs of the Adult Education program. Vacancies are posted via the Kent ISD website as internal/external for interested qualified candidates to apply. The District will award the position to the most qualified candidate for the job based on skill, ability, experience and prior work record. The District has the sole discretion in determining who is most qualified.

PERFORMANCE EVALUATION

Unless otherwise specified by law, the administration will establish and implement a framework and performance evaluation tool for the positions within the Adult Education program. Performance evaluation is intended to assist staff in growing their practice and skills, while also addressing any potential areas of deficiency.

BOARD POLICIES

Board of Education Policies can be found on the Kent ISD website www.kentisd.org.

In the event that an employee has a concern regarding any Policy, or wishes to submit a complaint, the employee should contact his or her supervisor, and/or the Office of Human Resources.

CONCLUSION

The Kent ISD Adult Education program depends on each of our employees' continuing commitment to service in all that we do, to serve our students and families. The administration values your collaboration and welcomes your input in growing and maintaining a program of excellence. Therefore, your comments and input may be shared through your supervisor, the Office of Career and Talent Development and/or the Office of Human Resources.

APPENDIX

WORK RULES

In order to provide guidelines for the safe and orderly operation of the Adult Education program and to insure that all employees will have a clear understanding of their responsibilities the following work rules are provided.

All employees have the right to a work environment free from intimidation and harassment because of their sex, race, age, religion, marital status, handicap or ethnic origin. The District prohibits any form of harassment. Employees are to report all complaints to their supervisor or designated administrator immediately.

Employees found to be in violation of these Work Rules will be subject to disciplinary action. The following are not intended to be either complete or comprehensive, but are only given as examples.

I. BASIC RULES

1. Employees are prohibited from unauthorized use of District property or resources for personal use and/or use for any other purpose, including outside of the work day.
2. Employees are to report for work at the beginning of their scheduled work day. If unable to do so the supervisor must be notified in a timely manner.
3. Employees are expected to work a full shift. Do not leave your assigned job or punch out early without permission of the building leader and/or supervisor.
4. Orderliness and cleanliness are important factors in supporting an environment conducive to learning, and in preventing injuries, sickness, etc. Therefore, employees have a responsibility to practice good housekeeping in the work area.
5. Employees are expected to report any and all safety hazards or unsafe conditions to their immediate supervisor.

6. All accidents must be reported immediately to supervision. A “Employee Accident Report” must be completed each time an employee suffers a work-related injury.

II. NEGLECT OF DUTY

1. Failure to be on actively engaged in the essential functions of the employee’s assigned position during his/her regular work hours and to effectively fulfill those duties of their position.
2. Leaving the job during work hours without permission.
3. Excessive absenteeism
4. Clocking out or leaving early without permission. Misrepresenting actual work time in Kronos.
5. Dishonesty or knowing misleading statements.
6. Loss of School District property or misuse.

III. INSUBORDINATION

Although this runs the total continuum of behavior, it is basically the failure to follow a clear and reasonable request or directive.

1. Violation of posted safety rules or any common safety practices.
2. Failure to follow directions or instructions of supervision. Employees are expected to follow the instructions of leaders and/or supervisors without argument or prolonged discussion.
3. Employees are to dress appropriately for their job.
4. Repeated violation of School District work rules including safety rules.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: 2023 -2024 Acceptance of Donations

Submitted by: Kevin Philipps

Date: 6/10/2024

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 6/17/2024

RECOMMENDATION:

Request that the Kent ISD School board formally accept the donations from the various donors as listed on the attached document.

BACKGROUND:

Per Board Policy, the Board should officially accept, after the fact, the donations as itemized on the attached document for the school year 2023-2024

All the items listed were reviewed by the appropriate staff and were found to be of value to Kent ISD and will be used in the departments specified.

Kent ISD 2023-24 Donated Items

Donor	Item Donated	Department	Current Value
Patricia Zeilbeck	Exerpeutic recumbent bike (Item @1111)	Empower U South	\$300.00
Pamela Herringshaw	Various Professional Assessment Testing Kits and Protocols	Center Programs	\$2,500.00
Pageworks	Strive for Less Than 5 Attendance Campaign - 50K Flyers, 1K Poster	Attendance Office	\$5,840.00
Memorial Donations - Family of Marlene Post	Money for classrooms/student supplies	Lincoln Developmental Center	\$500.00
Knights of Columbus	Money for classrooms/student supplies	Lincoln Developmental Center	\$479.45
Vickers Family	Custom Wheelchair Quickie IRIS	Lincoln Developmental Center	\$8,000.00
Vickers Family	Evolve - Easy Stand	Lincoln Developmental Center	\$3,000.00
Greer Family	Amtryke Bike	Lincoln Developmental Center	new - \$3,000.00
Greer Family	Hoyer Pads (2)	Lincoln Developmental Center	\$150.00
Tol Family	Lg. Dynamic Pacer	Lincoln Developmental Center	\$5,000.00
Tol Family	Med HTS	Lincoln Developmental Center	\$2,000.00
Tol Family	Plexi Glass Trays	Lincoln Developmental Center	\$100 a piece
Vickers Family	Rolling Shower Chair	Lincoln Developmental Center	\$500.00
Greer Family	Med Rifton Activity Chair - high/low base	Lincoln Developmental Center	\$6,000.00
Little Family	EZ Rider - Convoid Stroller	Lincoln Developmental Center	\$1,500.00
Olivia's Gift/Green Family	Med Pink Rifton Pacer (frame only)	Lincoln Developmental Center	\$1,500.00
Little Family	Small Helmet	Lincoln Developmental Center	\$150.00
Greer Family	Benik Trunk Brace	Lincoln Developmental Center	\$200.00
Estela Peevy	Money for SXI Student Teaching Supplies	Lincoln Developmental Center	\$100.00
First Steps Kent	Snacks for families at Laugh and Learn	Early Childhood	\$513.53
Bellline Burgers	check	KCTC Aggsicence	\$36.00
Constructive Sheet metal	metal	Deisel dept. KCTC	\$1,506.42
Carla Smith / Vitreo-Retinal Associates	Blood draw tubes	Health / KCTC	\$500.00
Dean Transportation	2010 Freightliner C2 School Bus- Vin 4UZABPDXACAP3340	Deisal dept. KCTC	\$14,600.00
InnoGroup	Check	KCTC / IT Cyber Patriots	\$1,000.00
Leggett & Platt - Moiron	various diameters of metal tubing in 20' lengths	KCTC/ welding	\$4,000.00
Harbor Freight	Digital Gift Card	Intro to Auto / KCTC	\$200.00
Meijer	Check	KCTC IT	\$10,000.00
Intertek	22 fenders	KCTC Auto Collision	\$1,500.00
OAM-REI	3ring binder	KCTC	\$106.00
BizStream	Check	Work Force Development	\$1,000.00
Cummings	QuickServe Online Subscription	Diesel dept. KCTC	\$750.00
Amphenol Bonsch Tech	Scrap Wire	Aviation Maint. KCTC	\$1,000.00
West Michigan Works	Check	WFD	\$500.00
Juliette Magers	Check	KCTC/ IT	\$5,000.00
ACF Greater Grand Rapids	Check	ACF scholarship / Hospitality KCTC	\$2,000.00
Lawns Of Distinction	Check	Auto Tool Scholarship - KCTC	\$500.00
Amy and Michael Pranglely	Check	Auto Tool Scholarship - KCTC	\$4,200.00
Andy Close & Thomas Close	Universal Training Equipment	Mechatronics - KCTC	\$4,500.00
Andy Close & Thomas Close	Instructor Certification Training	Mechatronics - KCTC	\$2,600.00
Family Farm and Home	Gloves, ear plugs, and safty glasses	Construction - KCTC	\$782.00
Ford Automotive Career Exploration Program	2023 Ford Transit 350 - VIN:1FTBW3X83KC13043	Automotive - KCTC	\$40,000.00
State of Michigan	3 - Thermal Imagers	KCTC - Mechatronics, Constuction, & HVAC (\$300/ea)	\$2,700.00
Scott Cool	2004 Infinity G35 - Vin #JNKCV54E14M304145 - 2 door, black	KCTC	\$4,055.00
Gleason Family	Large Rifton Pacer	Lincoln Developmental Center	\$1,915.00
Ripmaster Family	Large Dynamic Pacer	Lincoln Developmental Center	\$1,518.00
Longo Family	S Rifton Activiy Chair	Lincoln Developmental Center	\$1,550.00
Anderton Family	Adaptive Tricycle	Lincoln Developmental Center	\$1,640.00
Mirzai Family	Adaptive Stroller	Lincoln Developmental Center	\$2,035.00
Cruz Family	2 Regular Wheelchairs - 1 PDG Fule Wheelchair	Lincoln Developmental Center	\$2,110.00
Moleski Family	Quckie Wheelchair	Lincoln Developmental Center	\$1,476.00
Cassidy Family	(1) each - Rifton Pacer, Rifton Activiyt Chair, Adaptive Tricycle, Amtryke Special Needs Tricycle, Yellow Chld-Rite Floor Support - (\$100.00 each)	Lincoln Developmental Center	\$500.00
Knights of Columbus	Monetary Donation (\$800) & (\$169.73)	Lincoln Developmental Center	\$969.73
Family & Friends of Katelyn Cassidy	Monetary Memorial Donation - in memory of Katelyn Cassidy	Lincoln Developmental Center	\$1,150.00
Vivacity	Demo Computer Cart	Lincoln Developmental Center	\$500.00
SeyferthPR	Check	Listen. Learn. Lead Event	\$850.00
SETSEG	check	Listen. Learn. Lead Event	\$850.00
Williams & Company	check	Listen. Learn. Lead Event	\$850.00
Gallagher	check	Listen. Learn. Lead Event	\$850.00
Dean	check	Listen. Learn. Lead Event	\$5,000.00
OAK	check	Listen. Learn. Lead Event	\$2,500.00
McAvey Merchant	check	listen. Learn. Lead Event	\$850.00

TOTAL DONATIONS **\$168,382.13**

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Fund Equity Designation – “Committed Funds”

Submitted by: Kevin Philipps

Date: 6-10-2024

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 6-17-2024

RECOMMENDATION:

Request that the Kent ISD Board approve the committed funds designations for June 30, 2024.

BACKGROUND:

Committed funds designate a portion of the fund balance for tentative plans on how financial resources will be used in the future. The list of committed funds is updated periodically, typically each June, to align with the goals and direction of the organization. Designations for 2023-24 are detailed below:

General Fund:

- \$1,000,000 to continue the ESC renovation project.

Special Education Fund:

- \$3,000,000 to potentially supplement the 0.1 mill set aside for center program facilities.

Career Tech Fund:

- \$6,000,000 to potentially supplement the 0.1 mill set aside for CTE facility needs
- \$1,500,000 for major equipment purchases to support CTE programming

General Education Capital Projects Fund:

- \$2,000,000 to fund the ESC renovation project.

Special Education Capital Projects Fund:

- \$2,000,000 to fund center program facility improvements.
- \$1,500,000 to fund the ESC renovation project

CTE Capital Projects Fund:

- \$1,000,000 to support CTE facility needs
- \$1,500,000 to support the ESC renovation project

As a reminder, committed funds can be altered at any time by “formal action of the governments highest decision-making authority” which, of course, is the Board.

KP/kg

Attachment

COMMITTED FUNDS

June 30, 2024

	Major Operating			Capital Projects			TOTAL
	General Fund	Special Education	Career Technical Education	General Fund	Special Ed	CTE	
Nonspendable:							
Inventories (as of 6/30/23)	\$124,395	\$171,145	\$485,022				\$485,022
Prepaid items (as of 6/30/23)			\$809,175				\$1,133,007
Restricted for: (not included in total fund balance)							
Special education		\$14,125,729					\$14,125,729
Career technical education			\$11,835,645				\$11,835,645
Committed:							
Capital Improvements/Projects:							
Center program facility needs	\$3,000,000				\$2,000,000		\$5,000,000
CTE program facility needs			\$1,500,000			\$0	\$1,500,000
Other capital needs	\$1,000,000	\$0	\$6,000,000	\$2,000,000	\$1,500,000	\$2,500,000	\$13,000,000
TOTAL COMMITTED	\$1,000,000	\$3,000,000	\$7,500,000	\$0	\$2,000,000	\$2,500,000	\$19,500,000
Unassigned:	\$8,840,349	\$0	\$0	\$3,007,727	\$18,994	\$183,009	\$12,124,205
PROJECTED FUND TOTAL (as of 6/30/24)	\$9,964,744	\$17,296,874	\$20,144,820	\$3,036,019	\$2,074,126	\$2,683,009	\$58,718,586

General Accounting Standards Board Statement No. 54 (GASB 54) of 2010 requires Kent ISD to change from "Designated Funds" to "Committed Funds". Prior to GASB 54, each year Kent ISD would designate a portion of the fund balance for tentative plans for how financial resources would be used in the future. The portion not designated would be considered "undesignated funds". GASB 54 is similar in nature, however instead of designated funds the term is now committed funds. By definition, committed funds include amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision making authority before the end of the fiscal year. This new classification of funds will now be in the annual financial audit as well.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Request for two new community site classrooms and 6 additional positions for 2024-2025;
Empower U-North and Empower U-Central

Submitted by:

Heather Sneider



Date: June 13, 2024

Kirsten Myers



Recommended by: Dave Rodgers



Board Meeting Date: June 17, 2024

RECOMMENDATION:

Additional Community Site Classroom (1) at Empower U-North:

- 1 Special Education Teacher
- 2 Instructional Support Specialists

Additional Community Site Classroom (1) at Empower U-Central:

- 1 Special Education Teacher
- 2 Instructional Support Specialists

Rationale:

- **Empower U** is divided into three regions: North, Central, and South
 - Empower U North – 8 classrooms currently
 - Empower U Central – 13 classrooms currently
 - Empower U South – 11 classrooms currently
- Empower U has level 3 levels of programming based on the students' level of need/abilities and independence.
 - We have seen an increase in the number of students with complex behavioral and communication needs. We have needed to add lower ratio level 3 classrooms at all 3 locations.

- Over the last 4 years at Empower U
 - 2021-2022 – 217 young adults
 - 2022-2023 – 295 young adults
 - 2023-2024 – 315 young adults
 - 2024-2025 – 354 young adults projected
 - We anticipate around 60 referrals
- Given the increase in numbers and complex needs two new classrooms are needed at Empower U North and Central
- Transition programs and services involve employability, adult daily living, and community participation. Our Transition programs focus on all 3 areas of transition. We have a growing number of students who have the employability skills and only need adult daily living and community living coordination and services.
- We continue to see an increase in students in our transition program at Empower U. Of the 354 students anticipated next school year, we predict over 20 students could benefit from Transition Programming in the community vs. Transition Programming in the building.

Position	Location	FTE	Accounting Code
Teacher – RR (1)	Empower U-North	1.0	21-1-122-1240-194-0000-21240-2930-2125
ISS – RR (2)	Empower U-North	2.0	21-1-122-1630-193-0000-21240-2930-2125
Teacher – RR (1)	Empower U-Central	1.0	21-1-122-1240-194-0000-21250-2931-2125
ISS – RR (2)	Empower U-Central	2.0	21-1-122-1630-193-0000-21250-2931-2125

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Cameras – Lincoln School

Submitted by: Tim Peraino

Date: 6/7/24

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 6/17/24

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the bid from People Driven for Avigilon cameras in the amount of \$125,110.40.

Bidder	Cost
Knight Watch	\$121,604.48
People Driven	\$125,110.40
Presidio	\$134,953.80
Security Designs	\$137,235.94
Allied Universal	\$150,649.39

BACKGROUND:

These cameras will be installed at Lincoln School and were identified by center program administration as a high priority and urgent need. While not the lowest bidder, we have utilized People Driven in the past to purchase cameras, and they have provided excellent service and follow up. People Driven has extensive experience with our camera system and our IT infrastructure needs. We have also worked with Knight Watch, but we have experienced service and response issues. We will utilize center program capital project funds for this purchase.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Tentative Agreements with Employee Units

Submitted by: Dave Rodgers

Date: June 10, 2024

Recommended by: Dave Rodgers / Kevin Philipps Board Meeting Date: June 17, 2024

RECOMMENDATION: It is recommended that the Board approve the following tentative agreements reached with the respective collectively bargained Kent ISD / MEA /KCEA units.

BACKGROUND:

As previously discussed with the Board, the District’s negotiations team has been engaged in good faith bargaining with each union unit. Tentative agreements have been reached as summarized below. We believe these the tentative agreements are within Board parameters and represent fair and mutual agreement between the parties. The basic economic provisions are summarized below, with the actual complete details of each Tentative Agreement also provided separately for your review.

KIEA

Three year contract expiring in August 2027

Unit employees advance one step in each year with the 2023-24 salary schedule increased:

- 4.5% in 2024-25
- 3.5% in 2025-26
- 3.0% in 2026-27

MySchool@Kent Instructors

Three year contract expiring in August 2027

Unit employees advance one step in each year with the 2023-24 salary schedule increased:

- 4.5% in 2024-25
- 3.0% in 2025-26
- 3.0% in 2026-27

GSRP Lead Teachers

Three year contract expiring in August 2027

Unit employees advance one step in each year with the 2023-24 salary schedule increased:

- 4.0% in 2024-25
- 3.5% in 2025-26
- 3.0% in 2026-27

Step 1 on the scale deleted.

GSRP Associate Teachers

Three year contract expiring in August 2027

Unit employees advance one step in each year with the 2023-24 salary schedule increased:

4.0% in 2024-25

3.5% in 2025-26

3.0% in 2026-27

CTE Specialists

Three year contract expiring in August 2027

Unit employees advance one step in each year with the 2023-24 salary schedule increased:

4.5% in 2024-25

3.5% in 2025-26

3.0% in 2026-27

Added a new Step 9

KISSA

Three year contract expiring in August 2027

Unit employees advance one step in each year with the 2023-24 salary schedule increased:

4.0% in 2024-25

3.5% in 2025-26

3.0% in 2026-27

* Additional \$1.50 per hour for LPN, COTAs and PTAs.

Interpreters

Three year contract expiring in August 2027

Unit employees advance one step in each year with the 2023-24 salary schedule increased:

4.0 % in 2024-25

Removed Step 1 in each lane. Underqualified Lane A equal to \$33,078.

3.5% in 2025-26

3.0% in 2026-27

Transportation (Drivers)

Three year contract expiring in August 2027

Unit employees advance one step in each year with the 2023-24 salary schedule increased:

Flat hourly rate of \$22.00 in 2024-25

Flat hourly rate of \$22.90 in 2025-26

Flat hourly rate of \$23.75 in 2026-27

No step scales anymore.

Transportation (Attendants)

Three year contract expiring in August 2027

Unit employees advance one step in each year with the 2023-24 salary schedule increased:

Flat hourly rate of \$18.75 in 2024-25

Flat hourly rate of \$19.25 in 2025-26

Flat hourly rate of \$19.90 in 2026-27

No step scales anymore.

Common areas of language modifications for consistency across contracts include grievance process, non-discrimination, physical assault, workers compensation, bereavement leave, FMLA, medical insurance, and FMLA.

6-5-24

TA
Susan Porter
Alex Rogers
6-5-24

KENT INTERMEDIATE SCHOOL DISTRICT

-and-

KIEA – TRANSPORTATION (AIDES)

EMPLOYER PACKAGE PROPOSAL

6-5-24

Note: This proposal is offered as a package proposal only. The District reserves the right to alter or remove any or all portions if the package is not accepted in whole. Any alterations shall not be considered regressive bargaining.

The District proposes a three-year contract for 2024-25, 2025-26 and 2026-27 commencing on August 12, 2024 and expiring on August 13, 2027. All provisions of the current contract remain in effect with the exception of those noted below.

Note: This proposal moves away from a September 1st date given the pre-Labor Day start.

Throughout – change any references to Assistant Superintendent of Human Resources -Training to the current title. (editorial)

ARTICLE II

RECOGNITION

A. Bargaining Representative

1. The Board hereby recognizes the Kent County Education Association/MEA/NEA as the exclusive bargaining representative for the Kent Intermediate Education Association, as defined in Section II of Act 379 of the Michigan Public Acts of 1965, for support personnel employed by the Board in the areas of Special Education and Career and Technical Education, including:

a. Bus Aides

but excluding all supervisory, administrative, Business & Community Resources Network Coordinators, teaching/professional, clerical, custodial and maintenance personnel and all persons employed by the Board in any other area.

2. Additional positions excluded from the Transportation bargaining unit:

a. All casual Substitute Special Education Bus Aides assigned to Special Education bus duties will be excluded from the bargaining unit.

- b. ~~Four (4)~~ **Two (2)** ~~Field Road~~ Supervisors will be excluded from the bargaining unit.

These positions will substitute for Special Education Bus Aides who are absent from their assigned runs. They will primarily have supervisory duties as assigned by the administration.

3. The term "bargaining unit member" when used hereinafter in this Agreement shall refer solely to those bargaining unit members represented by the Association in the bargaining unit defined in A.1. above.
4. The term "Board" shall include its officers and agents, including the Superintendent and his designees.

B. Negotiations

The Board agrees not to negotiate with any organization other than that designated above as the bargaining representative of the bargaining unit members covered under Paragraph A.1. above.

ARTICLE III

BOARD RIGHTS AND RESPONSIBILITIES

C. Terms of Agreement

3. Change "busstop" website reference to www.kentisd.org

ARTICLE IV

ASSOCIATION PRIVILEGES

A. Membership Rights

The Board agrees that it will not discriminate against any bargaining unit member with respect to hours, wages, terms or conditions of employment because of membership in the Association or participation in any activities of the Association.

B. Statutory Rights

The Association, on its own and its individual members' behalf, retains and reserves without limitations all powers, rights, authority, duties and responsibilities, if any,

conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States.

C. Building Use

1. The Board agrees that the Association may use the District's building and utilities at any reasonable time with the prior approval of the Superintendent for the purpose of holding meetings of the Association or conducting Association business.
2. The Association may use the equipment (copying machines, typewriters, audio visual equipment, computers) within the buildings when such equipment is not otherwise in use, provided that the Board may request reimbursement for the cost of supplies used and any equipment damages due to negligence. The Association may also have the use of telephones for local calls.
3. Existing bulletin board space shall be made available to the Association to post notices of a non-political nature. The Association shall be allowed to distribute materials provided the building administrator is kept informed of the Association member(s) designated the responsibility for such distribution.

D. Information

The Board agrees to furnish to the Association, in response to reasonable requests, public information when available to the Board, in the form in which it is kept, concerning the financial resources of the District, tentative budgetary requirements and appropriations and such other public information in the possession of the Board as may assist the Association in developing accurate and constructive programs on behalf of the bargaining unit members covered under this Agreement or which may be necessary for the Association to process any grievance or complaint.

E. Recognition at Board Meetings

The Board agrees that a bargaining unit member, so designated by the Association, will be recognized at a regular Board Meeting so long as prior arrangements have been made with the Superintendent.

F. Union Member

The Parties recognize that being a dues paying member of the Association is voluntary. Those bargaining unit members electing to pay dues will do so directly to the Association.

G. Association Business/Leave

1. The Board agrees that it may be necessary for officers or agents of the Local Association to conduct Association business during working hours. This will be allowed subject to the following provisions:
 1. A maximum of seven (7) Association leave days will be allowed per school year for KIEA use with no deduction in pay.

An additional six (6) work days total may be requested by the bargaining unit members to attend the annual MEA Conference. Each member may request no more than two (2) days for conference attendance.

2. Prior authorization from the Administration must be obtained. Requests for Association leave will be submitted in writing five (5) workdays in advance through the immediate supervisor. All requests must be signed by the Association President and Associate Superintendent of Human Resources-Training. The request will state the date(s) to be absent, the person(s) requesting use of Association leave, the length of time the Association leave will require absence from the job.
 3. Unused days are not cumulative and may not be used in another contract year.
 4. No one individual will be absent from a classroom/student caseload assignment more than five (5) work days per school year while on Association leave.
 5. Association days shall not be used during scheduled conference times, open house meetings, orientation/in-service days, or immediately before or after holiday and vacation periods.
 6. Persons who are not bargaining unit members of the Board shall obtain prior approval of the Superintendent or his representative before conducting any Association business during the normal working hours of the bargaining unit member. Such approval shall not be unreasonably withheld.
2. Released time for Association Meetings. The Association shall have the right to schedule two (2) membership meetings per year during the workday. All bargaining unit members scheduled to work at such time shall be released with pay for attendance at such meeting(s). Said meetings shall be no longer than 1 ½ hours at any one time, shall be scheduled at a time to minimize disruption, and shall be arranged at least five (5) days in advance.
 3. No one individual will be absent from the classroom/student case load assignment more than five (5) work days per school year while on association leave.

4. It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or employee reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year.

ARTICLE V

GRIEVANCE PROCEDURE

D. Level 1 (Verbal/Field Supervisor)

An aggrieved shall, within ten (10) days after the facts giving rise to the grievance have first occurred, or when the alleged grievance first became know, discuss the grievance, either alone or with an Association representative, with their Field Supervisor, specifically identifying the discussion as being a Level 1 grievance matter. ~~The minutes of this meeting shall be prepared and distributed to both parties by the immediate supervisor.~~

E. Level 2 –Written (Immediate Supervisor/Human Resources)

1. In the event the grievance is not resolved within ten (10) days of the level 1 discussion, the grievance may be reduced to writing using the Official Grievance Form, stating the facts giving rise to the grievance and identifying the provisions of this Agreement which have been violated, stating how it believes the Agreement had been violated, relief sought, signed by the aggrieved, and delivered to the grievant's Field Supervisor. The written grievance shall be delivered no later than 3:30 p.m. on the 16th day following the first occurrence of the facts giving rise to the grievance.
2. Within ten (10) work days of receiving the written grievance form, the aggrieved bargaining unit member and the Field Supervisor (together with the appropriate Director, if the Director is not the bargaining unit member's immediate supervisor) and a representative of the Association shall meet to discuss the matter in an effort to resolve it.

For bus drivers, immediate supervisor will be considered the Field Supervisor. If the issue is with the Field Supervisor, all Level 2 meetings will be held with the Assistant Superintendent of Human Resources and Legal Services shall provide written response to the aggrieved within five (5) days of the grievance meeting.

3. The immediate supervisor shall provide a written response to the aggrieved within five (5) days of the grievance meeting.

G. Level 4 (Mediation)

If the grievance is not resolved at Level 3, **subject to mutual agreement Association and the aggrieved may**, within ten (10) days from the final decision of the Superintendent or the date such was due, whichever is shorter, **the parties may** submit the grievance to mediation. ~~The resolution of such grievance shall be mediated by the parties through the interest-based dispute resolution process. The process will be reduced to writing and added as Appendix E. of this Agreement.~~ Grievances that are not satisfactorily resolved through this process shall be submitted to Level 5, Arbitration, only after **mediation** ~~the interest-based resolution process~~ has been fully exhausted. **Neither party shall be obligated to mediation.**

I. Power of the Arbitrator

The arbitrator shall have the power and authority as set forth herein to resolve such grievance.

1. It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the **contractual** question submitted to him.
2. Further, it is agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement; nor shall the arbitrator substitute his discretion for that of the Board or the Association where such discretion has been retained by the Board or the Association under Article III or IV, respectively; nor shall the arbitrator exercise any responsibility or function of the Board or of the Association.
3. The decision of the arbitrator shall be final and binding on both parties.

J. Limitations of Arbitrator (no change but simply moved up from the bottom to follow Powers of the Arbitrator)

The arbitrator shall have no power to rule on any of the following:

1. The termination of services or failure to re-employ any probationary bargaining unit member.
2. The termination of services or failure to re-employ any bargaining unit member to a position other than his basic position.

L. (ADD)

10. Any grievance which arose prior to the effective date of this agreement shall not be processed under this agreement.

1.

ARTICLE VI

INDIVIDUAL BARGAINING UNIT MEMBER
PRIVILEGES AND REPOSIBILITIES

A. Civil Rights

The hours, wages, terms and conditions of this contract will be applied without regard to race, ~~ered~~, color, religion, national origin, age, sex (**including pregnancy, gender identity, or sexual orientation**) height, weight, marital status, physical characteristics, disability, ~~sexual orientation~~ or any other legally protected characteristics.

C. Bargaining Unit Member Records

Upon appointment, bargaining unit members shall have access to their personnel files to review any document prepared by the bargaining unit member, college transcripts, progress evaluation forms prepared by the principal or supervisor, and information which is not received as privileged, confidential or considered as such according to law. ~~Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.~~ **A bargaining unit member will be notified via email if a person other than the supervising administrator or Human Resources team member requests access to their personnel file and whether that access was granted.**

A. Complaints and Reprimands

D 2(d)

d. Discipline ~~Just Cause~~ and Grievance

- (1) No non-probationary bargaining unit member shall be disciplined **for reason that are arbitrary or capricious without just cause**. Discipline includes reprimands, suspensions, reductions in rank or pay and discharge. Any such discipline, which is to be made a permanent part of the bargaining unit member's personnel files, shall be subject to the grievance procedure herein set forth.

The Board agrees with the concept of progressive discipline, except in cases where there has been violations of the law or extreme violations of the rules and policies of the District; and will endeavor to follow the normal progression of oral warnings, written reprimands, suspensions with or without pay, and finally dismissal, if necessary.

- (2) Reprimands issued under this Article may be the subject of a grievance within the terms and conditions of the grievance procedure set forth in Article V in this Agreement.

B. Bargaining Unit Member Evaluation

1. Each non-probationary bargaining unit member will be evaluated a minimum of once every two (2) years and may be evaluated more frequently if the need arises. The staff evaluation program shall aim at the early identification of specific areas in which the bargaining unit member needs help, so that appropriate assistance may be provided or arranged for. The evaluation of the performance of each bargaining unit member shall be the responsibility of the immediate supervisor. The name of the evaluator shall be provided to each member in ~~writing via a courier signed receipt letter~~ by the fifteenth (15th) day of September. In the event the bargaining unit member has not received notification by the above date, the building principal shall be the evaluator.

ARTICLE VIII

GENERAL WORKING CONDITIONS FOR BARGAINING UNIT MEMBERS

Situation #3 – Center program closed

On days that a center program does not operate because of an emergency closing, students that attend those programs will not be transported.

In these situations, a bus aide will be paid his/her normal (average) daily riding hours and will not be expected to ride that day.

If there is any confusion or question as to whether a bus aide is to assist students, transport to a particular building, on any given day they are to communicate directly with the Transportation Field Supervisor and/or the Transportation Supervisor at the district where their run originates.

Kent Intermediate School District Regions I and II Special Education Bus Aides are expected to tune into local television and radio stations for updates regarding school

closings. It should be noted that when the Kent ISD closes the Kent Career/Technical Center, the Kent Transition Center, or the Educational Service Center buildings that does not automatically impact special education runs from local districts. Each district, including districts operating center programs, will make individual decisions and bus aides need to listen very carefully to how that may or may not impact their special education run.

~~*Situation #4*—Region I & II Bus Aides shall be compensated for all appropriately performed work. All Bus Aides will be paid for two (2) hours if not notified by the employer prior to reporting to work and school has been canceled because of snow or inclement weather conditions, or if the student is not riding that day. This also applies when a Bus Aide reports to work and school is delayed because of snow or inclement weather conditions.~~

In an effort to maintain an adequate number of Bus Aides, the KIEA and the District have agreed to adjust the number of positions of bus aides.

A. Bargaining Unit Member Protection/Assault

- ~~1. If a bargaining unit member, acting in the line of duty, is assaulted, the incident shall be immediately reported to the School Board or its representative. The School Board shall provide legal assistance to the bargaining unit member in connection with handling of the incident. Such assistance shall include the provision of legal counsel.~~
- ~~2. In case of an assault by a student or students on a bargaining unit member, while the bargaining unit member is acting in the line of duty and while the student is under the school's jurisdiction, causing damage to the bargaining unit member's clothing and/or glasses, the School Board shall make an equitable financial settlement for such loss with the bargaining unit member involved. Such damage shall be reported immediately to the building Administrator of the building in which such damage occurred.~~
- ~~3. In cases of an assault resulting in an injury inflicted by a student(s) on a bargaining unit member while the bargaining unit member is acting in the line of duty and the student is under the jurisdiction of the school and when the bargaining unit member is found not to have provoked the incident, the time lost, if any, by the bargaining unit member shall not be charged against the bargaining unit member's accumulated leave day(s) and the bargaining unit member shall continue to be paid by the School Board. When Workers' Compensation is paid, the School Board shall pay the difference between that sum and the bargaining unit member's regular salary. During the above period of such disability, said bargaining unit member shall be entitled to full applicable privileges included in this Agreement.~~

Bargaining Unit Member Protection/Assault

If a bargaining unit member, acting in the line of duty, is assaulted, the incident shall be immediately reported to the School Board or its representative. The School Board shall provide legal assistance to the bargaining unit member in connection with handling of the incident **which may include legal counsel if the District is subject to legal action as a result of the incident.** ~~Such assistance shall include the provision of legal counsel~~

In case of an assault by a student or students on a bargaining unit member, while the bargaining unit member is acting in the line of duty and while the student is under the school's jurisdiction, causing damage to the bargaining unit member's clothing and/or glasses, the School Board shall make an equitable financial settlement for such loss with the bargaining unit member involved. Such damage shall be reported immediately to the building Administrator of the building in which such damage occurred.

In cases of ~~an~~ **physical** assault resulting in an injury inflicted by a student(s) on a bargaining unit member while the bargaining unit member is acting in the line of duty and the student is under the jurisdiction of the school and when the bargaining unit member is found not to have provoked the incident, the time lost, if any, by the bargaining unit member shall not be charged against the bargaining unit member's accumulated leave day(s) and the bargaining unit member shall continue to be paid by the School Board **up to a maximum of 30 work days subject to supporting medical documentation.** When workers' compensation is paid, the School Board shall pay the difference between that sum and the bargaining unit member's regular salary **utilizing the bargaining member's accumulated paid leave, if any.** **At such time that bargaining unit member has exhausted all paid leave, the Board will pay that difference for a period not to exceed one year from the injury resulting from assault.** ~~During the above period of such disability, said bargaining unit member shall be entitled to full applicable privileges included in this agreement.~~

During the first twelve (12) months from initial injury by a student, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months of the initial injury by a student causing disability, or once the employee has exhausted all paid leave – if after one year of injury, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

ARTICLE IX

COMPENSATION AND BENEFITS

A. Salary/Wages

~~The hourly wages, including longevity, of bargaining unit members covered by this Agreement are set forth in the salary schedules attached hereto (Appendix A). Bus Aides will for the 2021-22 year of this agreement transition to the new salary schedule, for the 2022-23 year of this agreement receive 1 step and an increase of 2.5% on schedule and for the 2023-24 year of this agreement receive 1 step and an increase of 2.0% on schedule with \$250.00 contributed to members 403B at the completion of each school year.~~

2024-25: All bus aides will be paid an hourly rate of \$18.75

~~#~~ **2025-26: All bus aides will be paid an hourly rate of \$19.25**

2026-27: All bus aides will be paid an hourly rate of \$19.90

These rates replace all prior wage scales, longevity, 403b contributions and retention stipends which are no longer applicable.

Bus aides will be paid their hourly wage for the time actually worked or when on approved paid leave. It is understood that the route times will vary from day-to-day because of traffic, weather, construction, student absences, changes in the routes, breakdowns, accidents, etc.

H. Insurance

1. Medical Insurance

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than \$641.90. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the

difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans:



Plan A – WMHIP Versatile 4

Plan B – WMHIP Flexible Blue 3

Plan C – WMHIP Simply Blue 2

Plan D – WMHIP Flexible Blue 6

Plan E – Simply Blue Versatile 2

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

- 1. Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.**
- 2. If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.**

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

- 3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited**

to paying its stated monthly contribution towards the annual medical costs.

4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.
5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.
6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

- ~~a. Region I & II Bus Aides with regular scheduled runs (excludes extra runs and overtime) that total thirty (30) hours or more per week are eligible for single subscriber medical insurance and life insurance. The Board will pay the premium for health and surgical insurance for a twelve (12) month period for one of the following options for a single subscriber subject to the following statutory caps for medical benefits (inclusive of prescription) for single subscriber. GPI to begin on January 1 of each year.~~
- ~~b. It is understood that the District will not willfully or purposefully reduce employee hours whereby making the employee ineligible for insurance coverage.~~

~~1) All eligible Region I and II bus aides shall option of choosing either WMHIP Select 8 PPO Plan with the following riders: \$250/\$500 deductible, 100% after deductible, a co-payment of \$20.00 for doctor visits, and Rx \$10/\$40 drug card or WMHIP Versatile 3 PPO Plan with a \$250/\$500 deductible, 90%/70% after deductible and Rx \$10/\$40 prescription coverage or WMHIP H. S. A Flexible Blue Plan 2 with \$1300/\$2600 deductible, 100% after deductible and Rx \$10/40. It is further understood that the District will not willfully or purposefully reduce employee hours whereby making the employee ineligible for insurance coverage.~~

2. Flexible Spending Account

Transportation Unit (applies to the Region I & II Bus Aides only) members will have the availability of a Flexible Spending Account.

~~3. Dental Insurance:~~
yes Employer paid single subscriber ADN Dental 70%-100% or

~~4. Vision Insurance:~~
yes Employer paid single subscriber EyeMed Vision

5. Options:

~~Region I & II Bus Aides with regular scheduled runs (excludes extra runs and overtime) that total thirty (30) hours or more may choose one (1) of the following Flexible Benefit Program Options:~~

~~a. WMHIP Select 8 PPO
\$250/\$500 deductible
Single Subscriber Medical~~

~~b. WMHIP Versatile 3 PPO
\$250/\$500 deductible
Single Subscriber Medical~~

~~c. WMHIP H. S. A Flexible Blue Plan 2
\$1300/\$2600 deductible
Single Subscriber Medical~~

~~d. In lieu of medical insurance, a Transportation Unit member may elect the following option:
1) For Transportation Unit members working thirty (30) or more hours per week, 75% of the Single Subscriber cap per calendar year will be available to the bargaining unit member in lieu of taking the medical insurance.~~

~~2) If a Region I & II Bus Aides chooses the No Medical option listed above, it will be necessary to show proof of insurance coverage from another source for the coverage not taken.~~

~~e. All eligible Region I and II drivers shall have the option of choosing Set-Seg Vision or Dental coverage for the full premium cost.~~

6. Bargaining Unit Members Working 26 or More Hours per Week

Members working twenty six (26) or more hours per week, will be eligible for \$1000 cash in lieu of medical insurance. Eligibility will be determined no later than the first pay period in November. The payment shall be made no later than the first pay in December.

7. Open Enrollment

Changes in insurance plans (all options) can only be made during the open enrollment period (month of ~~November~~ ~~December~~) except in the case of a qualifying event as allowed by the underwriter.

I. Assigned Hours: Insurance Benefits

Benefit levels will be determined based on the initial run selection held on the second (2nd) Thursday of August. It is understood that from August through October, bus schedules/routes are fluid and subject to change. On or about November 1st of each year, work schedules will be determined. At this time, the bus aide's benefits will be reviewed and a determination will be made as to their benefit level.

Changes to work schedules during the second semester of the school year will be reviewed on or about February 1st to determine the need for changes in benefits. Time records for the two (2) weeks prior to November 1st and February 1st will be assessed to determine the average number of hours per day that will apply for the remainder of the semester.

Every effort will be made to keep the bus aide at the minimum number of hours necessary to maintain the level of benefits that was established on November 1st and February 1st, provided there is work available.

M. Wellness Incentive

~~1. A \$250.00 wellness incentive will be paid for the completion of three (3) wellness goals. Payments will be made on the final pay in June. Some~~

~~examples may include having a yearly physical, doctor recommended health screening, maintaining a membership to a gym or health club, working in an organized fitness/athletic/weight control or nutrition club or organization, completion of smoking cessation programs or other agreed upon fitness or health tracking measures with prior approval from Human Resources or a documented wellness fitness management session with a financial advisor.~~

~~— All goal options will be approved by the KIEA President or designee in agreement with the Administration; working together with the goal of providing a healthy workforce to Kent ISD.~~

~~— All completed goals concerning health will fall under the same privacy guidelines as HIPPA.~~

N. Payroll Deduction

1. The District shall make arrangements for approved systematic payroll deductions for insurances, annuities, mutual funds, Lake Michigan Credit Union, et cetera, if these deductions are authorized by the bargaining unit member.
2. The Board may limit the number of such deductions to no more than eight (8) (excluding deductions required by law).

ARTICLE X

LEAVE PROVISIONS

A. Paid Leave Provisions

1. Bargaining unit members will receive **eight (8)** ~~seven (7)~~ paid sick leave days and **three (3)** ~~two (2)~~ personal days per school year. If the personal day is unused at the end of the school year, such day shall be rolled into the member's sick day bank. *PB days - Spring break.*
3. Bargaining unit members who maintain perfect attendance while performing their summer run will receive one (1) PTO day that will be credited to their bank in September. Such day must be used during Christmas break, Spring Break or on one of the furloughed holidays.
4. The Family Medical Leave Act (FMLA) is effective with regard to terms of the Master Agreement between Kent Intermediate School District and KCEA/KIEA.

It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

Days that can be counted toward those provided under FMLA will be deducted from that liability.

C. Paid Holidays

1. Bargaining unit members shall receive **seven (7)** ~~six (6)~~ floating holidays to be taken on non-scheduled student days.

**Bargaining unit members shall receive the day after Thanksgiving as a paid Holiday in lieu of submitting for additional compensation to complete the required annual Safe Schools training. Members will be required to complete the training on their own time prior to November 1.*

D. Bereavement

Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

 **Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law**

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

These days do not have to be consecutive, but may not be split into more than two occurrences.

Any absence for other than immediate family as detailed above requires advance written approval from the Asst. Superintendent of Human Resources.

~~Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family. Immediate family shall include only the spouse, child, grandchild, father, mother, brother, sister, brother in law, sister in law, grandfather, grandmother, father in law, mother in law, son in law, daughter in law, grandfather in law, grandmother in law, aunts, uncles, cousins, nieces, and nephews of the bargaining unit members. Absence for an immediate family bereavement shall not exceed five (5) working days per incident. These days do not have to be consecutive.~~

~~Any absence for other than immediate family requires approval from the Superintendent, which will be limited to five (5) working days per year.~~

D. Worker's Compensation



Disabilities Compensable Under Worker's Comp Act: In the event a bargaining unit member suffers a disability arising out of or in the course of his/her employment, the Employer shall assist the bargaining unit member in securing Worker's Compensation Benefits. All other rights and benefits of the labor agreement shall continue **except as follows:** and accrue as if the bargaining unit member was actively employed.

During the first twelve (12) months if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable

leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months, or once the employee has exhausted all paid leave, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

ARTICLE XV

DURATION OF AGREEMENT

A. Duration

This contract shall be effective as of **August 12, 2024** September 1, 2018, and shall continue in effect until **August 13, 2027** ~~31, 2021~~.

B. Extension

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

KENT INTERMEDIATE SCHOOL BOARD

KENT INTERMEDIATE EDUCATION
ASSOCIATION/KCEA/MEA

Dave Rodgers, Assistant Superintendent – Human
Resources & Legal Services

TA - Janine Hartzel
6-5-24
Drew Rogers
6-5-24

KENT INTERMEDIATE SCHOOL DISTRICT

-and-

KIEA – TRANSPORTATION (DRIVERS)

EMPLOYER PACKAGE PROPOSAL

6-5-24

Note: This proposal is offered as a package proposal only. The District reserves the right to alter or remove any or all portions if the package is not accepted in whole. Any alterations shall not be considered regressive bargaining.

The District proposes a three-year contract for 2024-25, 2025-26 and 2026-27 commencing on August 12, 2024 and expiring on August 13, 2027. All provisions of the current contract remain in effect with the exception of those noted below.

Note: This proposal moves away from a September 1st date given the pre-Labor Day start.

Throughout – change any references to Assistant Superintendent of Human Resources -Training to the current title. (editorial)

ARTICLE II

RECOGNITION

A. Bargaining Representative

1. The Board hereby recognizes the Kent County Education Association/MEA/NEA as the exclusive bargaining representative for the Kent Intermediate Education Association, as defined in Section II of Act 379 of the Michigan Public Acts of 1965, for support personnel employed by the Board in the areas of Special Education and Career and Technical Education, including:

a. Regular Quad Substitutes (RQS) ~~Eight [8]~~ **Two [2]** positions)

but excluding all supervisory, administrative, Business & Community Resources Network Coordinators, teaching/professional, clerical, custodial and maintenance personnel and all persons employed by the Board in any other area.

2. Additional positions excluded from the Transportation bargaining unit:

a. All casual Substitute Special Education Bus Drivers assigned to Special Education bus duties will be excluded from the bargaining unit.

- b. ~~Four (4)~~ **Two (2)** ~~Field-Road~~ Supervisors will be excluded from the bargaining unit.

Field Supervisors ~~may will~~ substitute for Special Education Bus Drivers who are absent from their assigned runs. They will primarily have supervisory duties as assigned by the administration.

3. The term "bargaining unit member" when used hereinafter in this Agreement shall refer solely to those bargaining unit members represented by the Association in the bargaining unit defined in A.1. above.
4. The term "Board" shall include its officers and agents, including the Superintendent and his designees.

ARTICLE III

BOARD RIGHTS AND RESPONSIBILITIES

B. Terms of Agreement

3. Change "busstop" website reference to www.kentisd.org

ARTICLE IV

ASSOCIATION PRIVILEGES

G. Association Business/Leave

1. The Board agrees that it may be necessary for officers or agents of the Local Association to conduct Association business during working hours. This will be allowed subject to the following provisions:
 - a. A maximum of seven (7) Association leave days will be allowed per school year for KIEA use with no deduction in pay pursuant to all applicable cost reimbursement requirements.

An additional six (6) work days total may be requested by the bargaining unit members to attend the annual MEA Conference. Each member may request no more than two (2) days for conference attendance.

- b. Prior authorization from the Administration must be obtained. Requests for Association leave will be submitted in writing five (5) workdays in advance through the immediate supervisor. All requests must be signed by the Association President and Associate Superintendent of Human Resources-Training. The request will state the date(s) to be absent, the person(s) requesting use of Association leave, the length of time the Association leave will require absence from the job. Unused days are not cumulative and may not be used in another contract year.
 - c. No one individual will be absent from a classroom/student caseload assignment more than five (5) work days per school year while on Association leave.
 - d. Association days shall not be used during scheduled conference times, open house meetings, orientation/in-service days, or immediately before or after holiday and vacation periods.
 - e. Persons who are not bargaining unit members of the Board shall obtain prior approval of the Superintendent or his representative before conducting any Association business during the normal working hours of the bargaining unit member. Such approval shall not be unreasonably withheld.
2. Released time for Association Meetings. The Association shall have the right to schedule two (2) membership meetings per year during the workday. All bargaining unit members scheduled to work at such time shall be released with pay for attendance at such meeting(s). Said meetings shall be no longer than 1 ½ hours at any one time, shall be scheduled at a time to minimize disruption, and shall be arranged at least five (5) days in advance.
3. No one individual will be absent from the classroom/student case load assignment more than five (5) work days per school year while on association leave.
4. **It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or employee reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year.**

ARTICLE V

GRIEVANCE PROCEDURE

D. Level 1 (Verbal/Field Supervisor)

An aggrieved shall, within ten (10) days after the facts giving rise to the grievance have first occurred, or when the alleged grievance first became known, discuss the grievance, either alone or with an Association representative, with their Field Supervisor, specifically identifying the discussion as being a Level 1 grievance matter. ~~The minutes of this meeting shall be prepared and distributed to both parties by the immediate supervisor.~~

E. Level 2 –Written (Immediate Supervisor/Human Resources)

1. In the event the grievance is not resolved within ten (10) days of the level 1 discussion, the grievance may be reduced to writing using the Official Grievance Form, stating the facts giving rise to the grievance and identifying the provisions of this Agreement which have been violated, stating how it believes the Agreement had been violated, relief sought, signed by the aggrieved, and delivered to the grievant's Field Supervisor. The written grievance shall be delivered no later than 3:30 p.m. on the 16th day following the first occurrence of the facts giving rise to the grievance.
2. Within ten (10) work days of receiving the written grievance form, the aggrieved bargaining unit member and the Field Supervisor (together with the appropriate Director, if the Director is not the bargaining unit member's immediate supervisor) and a representative of the Association shall meet to discuss the matter in an effort to resolve it.

For bus drivers, immediate supervisor will be considered the Field Supervisor. If the issue is with the Field Supervisor, all Level 2 meetings will be held with the Assistant Superintendent of Human Resources and Legal Services shall provide written response to the aggrieved within five (5) days of the grievance meeting.

3. The immediate supervisor shall provide a written response to the aggrieved within five (5) days of the grievance meeting.

G. Level 4 (Mediation)

If the grievance is not resolved at Level 3, **subject to mutual agreement** ~~Association and the aggrieved may~~, within ten (10) days from the final decision of

the Superintendent or the date such was due, whichever is shorter, **the parties may submit the grievance to mediation. The resolution of such grievance shall be mediated by the parties through the interest-based dispute resolution process. The process will be reduced to writing and added as Appendix E. of this Agreement.** Grievances that are not satisfactorily resolved through this process shall be submitted to Level 5, Arbitration, only after **mediation the interest-based resolution process** has been fully exhausted. **Neither party shall be obligated to mediation.**

I. Power of the Arbitrator

The arbitrator shall have the power and authority as set forth herein to resolve such grievance.

1. It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the **contractual** question submitted to him.
2. Further, it is agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement; nor shall the arbitrator substitute his discretion for that of the Board or the Association where such discretion has been retained by the Board or the Association under Article III or IV, respectively; nor shall the arbitrator exercise any responsibility or function of the Board or of the Association.
3. The decision of the arbitrator shall be final and binding on both parties.

J. Limitations of Arbitrator (no change but simply moved up from the bottom to follow Powers of the Arbitrator)

The arbitrator shall have no power to rule on any of the following:

1. The termination of services of or failure to re-employ any probationary bargaining unit member.
2. The termination of services or failure to re-employ any bargaining unit member to a position other than his basic position.

L. **(ADD)**

10. **Any grievance which arose prior to the effective date of this agreement shall not be processed under this agreement.**

ARTICLE VI

INDIVIDUAL BARGAINING UNIT MEMBER PRIVILEGES AND REONSIBILITIES

A. Civil Rights

The hours, wages, terms and conditions of this contract will be applied without regard to race, ~~ered~~, color, religion, national origin, age, sex **(including pregnancy, gender identity, or sexual orientation)** height, weight, marital status, physical characteristics, disability, ~~sexual orientation~~ or any other legally protected characteristics.

C. Bargaining Unit Member Records

Upon appointment, bargaining unit members shall have access to their personnel files to review any document prepared by the bargaining unit member, college transcripts, progress evaluation forms prepared by the principal or supervisor, and information which is not received as privileged, confidential or considered as such according to law. ~~Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.~~ **A bargaining unit member will be notified via email if a person other than the supervising administrator or Human Resources team member requests access to their personnel file and whether that access was granted.**

D 2(d)

d. Discipline ~~Just Cause~~ and Grievance

- (1) No non-probationary bargaining unit member shall be disciplined **for reason that are arbitrary or capricious without just cause**. Discipline includes reprimands, suspensions, reductions in rank or pay and discharge. Any such discipline, which is to be made a permanent part of the bargaining unit member's personnel files, shall be subject to the grievance procedure herein set forth.

The Board agrees with the concept of progressive discipline, except in cases where there has been violations of the law or extreme violations of the rules and policies of the District; and will endeavor to follow the normal progression of oral warnings, written reprimands, suspensions with or without pay, and finally dismissal, if necessary.

- (2) Reprimands issued under this Article may be the subject of a grievance within the terms and conditions of the grievance procedure set forth in Article V in this Agreement.

F. Bargaining Unit Member Evaluation

1. Each non-probationary bargaining unit member will be evaluated a minimum of once every two (2) years and may be evaluated more frequently if the need arises. The staff evaluation program shall aim at the early identification of specific areas in which the bargaining unit member needs help, so that appropriate assistance may be provided or arranged for. The evaluation of the performance of each bargaining unit member shall be the responsibility of the Field Supervisor. The name of the evaluator shall be provided to each member in ~~writing via a courier signed receipt letter~~ by the fifteenth (15th) day of September. In the event the bargaining unit member has not received notification by the above date, the building principal shall be the evaluator.

ARTICLE VII

SENIORITY, LAYOFF AND RECALL

D. Vacancies and Job Postings (Region I & II Drivers)

1. A vacancy is defined as a new position/run or an existing position/run not belonging to a driver **within any ISD or Dean run**.
2. When a vacancy occurs in an existing position or if a new run is created, it will be posted and filled as follows:
 - a. to all active Regions I & II Special Education drivers in the bargaining unit;
 - b. then all Regions I & II Special Education drivers on laid off and leave status
 - c. finally, applications will be taken from outside the bargaining unit.

G. Access to Regular Jobs for Substitute Drivers (Region I & II Drivers)

3. The terms "regular driver", "~~permanent substitute drivers~~" and "regular quadrant substitute driver" shall have the following definitions:
 - a. Regular Driver – is a bargaining unit member who is presently assigned a run in one of the quadrants.

- b. Regular Quadrant Substitute (RQS) - is a bargaining unit member who will be guaranteed forty (40) hours per week. Such individual(s) will be selected by an interview committee consisting of KISD administration and association members selected by the KIEA president. Factors to be considered when determining the most qualified candidate shall be attendance records, performance evaluation and knowledge of the routes. If all factors are deemed equal, then KISD seniority will be the determining factor for hire.
- 1) The RQS will receive a shift premium of \$.50 over their regular hourly rate.
 - 2) Regular driver candidates may revert back to a regular driver at the end of the school year, if so desired.
 - 2) The RQS is permanent (no re-bidding or reapplication necessary from year to year). However; if staff reductions occur, the RQS positions are subject to the layoff provisions of this agreement.
 - 3) RQS does not include summer runs (there is no RQS position during summer).
 - 4) The RQS may bid on a summer run if they so choose by seniority within the quad.
 - 5) The RQS will not be assigned to a regular run; rather he/she will be "on call" to perform substitute work on a day to day basis for short term absences, or other related work as assigned.

ARTICLE VIII

GENERAL WORKING CONDITIONS FOR BARGAINING UNIT MEMBERS

Situation #3 – Center program closed

On days that a center program does not operate because of an emergency closing, students that attend those programs will not be transported.

In these situations, a driver will be paid his/her normal (average) daily driving hours and will be not be expected to drive that day.

If there is any confusion or question as to whether a driver is to pick up students, transport to a particular building, etc. on any given day they are to communicate directly with the Field Supervisor at the district where their run originates.

~~Note: In all situations where the driver does not pick up a student because of inclement weather/emergency closing, the driver will be expected to attempt to communicate personally (via telephone) with the parents of students not being transported. Compensation for the time it takes to make these calls is already included in pay provided as described above in Situation #1, #2 and #3.~~

Kent Intermediate School District Special Education Bus Drivers are expected to tune into local television and radio stations for updates regarding school closings. It should be noted that when the Kent ISD closes the Kent Career/Technical Center, the Kent Transition Center, or the Educational Service Center buildings that does not automatically impact special education runs from local districts. Each district, including districts operating center programs, will make individual decisions and drivers need to listen very carefully on how that may or may not impact their special education run.

~~Situation #4 – Region I & II Permanent Substitute Bus Drivers shall be compensated for all appropriately performed work. All Permanent Sub Drivers will be paid for two (2) hours if not notified by the employer prior to reporting to work and school has been canceled because of snow or inclement weather conditions. This also applies when a Permanent Sub Driver reports to work and school is delayed because of snow or inclement weather conditions.~~

J. Annual Run Assignment/Selection

Runs will be reviewed annually and assignments will be adjusted if necessary to ensure that the drivers with the most seniority will have the opportunity to drive the runs with the most hours. This Assignment/Selection will be scheduled for a mutually agreed upon date, generally two (2) weeks prior to the start of the school year. **Runs will be made available to drivers for review a minimum of 3 business days prior to run selection, with runs being subject to change.**

The definition of a run will include the AM/PM portion of a bid run and shall include the noon run that was also bid on

If a run is modified during the year the time change will be factored into calculations for all relevant wage and contractual calculations.

O. Bargaining Unit Member Protection/Assault

If a bargaining unit member, acting in the line of duty, is assaulted, the incident shall be immediately reported to the School Board or its representative. The School Board shall

provide legal assistance to the bargaining unit member in connection with handling of the incident **which may include legal counsel if the District is subject to legal action as a result of the incident.** ~~Such assistance shall include the provision of legal counsel~~

In case of an assault by a student or students on a bargaining unit member, while the bargaining unit member is acting in the line of duty and while the student is under the school's jurisdiction, causing damage to the bargaining unit member's clothing and/or glasses, the School Board shall make an equitable financial settlement for such loss with the bargaining unit member involved. Such damage shall be reported immediately to the building Administrator of the building in which such damage occurred.

In cases of ~~an~~ **physical** assault resulting in an injury inflicted by a student(s) on a bargaining unit member while the bargaining unit member is acting in the line of duty and the student is under the jurisdiction of the school and when the bargaining unit member is found not to have provoked the incident, the time lost, if any, by the bargaining unit member shall not be charged against the bargaining unit member's accumulated leave day(s) and the bargaining unit member shall continue to be paid by the School Board **up to a maximum of 30 work days subject to supporting medical documentation.** When workers' compensation is paid, the School Board shall pay the difference between that sum and the bargaining unit member's regular salary **utilizing the bargaining member's accumulated paid leave, if any.** **At such time that bargaining unit member has exhausted all paid leave, the Board will pay that difference for a period not to exceed one year from the injury resulting from assault.** ~~During the above period of such disability, said bargaining unit member shall be entitled to full applicable privileges included in this agreement.~~

During the first twelve (12) months from initial injury by a student, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months of the initial injury by a student causing disability, or once the employee has exhausted all paid leave – if after one year of injury, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

ARTICLE IX

COMPENSATION AND BENEFITS

A. Salary/Wages

~~The hourly wages, including longevity, of bargaining unit members covered by this Agreement are set forth in the salary schedules attached hereto (Appendix A). All RQS, Regular, and will for the 2021-22 year of this agreement transition to the new salary schedule in Appendix A, for the 2022-23 year of this agreement receive 1 step and an increase of 2.5% on schedule for the 2023-24 year of this agreement receive 1 step and an increase of 2.0% on schedule with \$250.00 contributed to members 403B at the completion of each school year.~~

2024-25: All drivers will be paid an hourly rate of \$22.00

2025-26: All drivers will be paid an hourly rate of \$22.90

2026-27: All drivers will be paid an hourly rate of \$23.75

These rates replace all prior wage scales, longevity, 403b contributions and retention stipends which are no longer applicable.

Drivers will be paid their hourly wage for the time actually worked or when on approved paid leave. It is understood that the route times will vary from day-to-day because of traffic, weather, construction, student absences, changes in the routes, breakdowns, accidents, etc.

B. Training/Non-Driving Rate

Mandatory meetings, committees, conferences, bus school, training sessions, parent conferences, run construction and duties as assigned by the supervisor will be paid at the training/non-driving rate. These hours must be approved in advance by the supervisor. ~~For 2021-22 the training/non-driving rate is \$14.00, for 2022-23 the training/non-driving rate is \$14.25, and for 2023-24 the training/non-driving rate is \$14.50.~~

2024-25 Training / Non-Driving Rate - \$14.95

2025-26 Training / Non-Driving Rate - \$15.38

2026-27 Training / Non-Driving Rate - \$15.85

C. Insurance

1. Medical Insurance

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than \$641.90. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans:

Plan A – WMHIP Versatile Plan 4

Plan B – WMHIP Flexible Blue 3

Plan C – WMHIP Simply Blue 2

Plan D – WMHIP Flexible Blue 6

Plan E – Simply Blue Versatile 2

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

- 1. Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.**
- 2. If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.**

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

- 3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.**
- 4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.**
- 5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be reopened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.**
- 6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.**

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

~~1) All eligible Region I and II drivers shall have the option of choosing either WMHIP Select 8 PPO Plan with the following riders: \$250/\$500 deductible, 100% after deductible, a co-payment of \$20.00 for doctor visits, and Rx \$10/\$40 drug card or WMHIP Versatile 3 PPO Plan with a \$250/\$500 deductible, 90%/70% after deductible and Rx \$10/\$40 prescription coverage or WMHIP H. S. A. Flexible Blue Plan 2 with \$1300/\$2600 deductible, 100% after deductible and Rx \$10/40. It is further understood that the District will not willfully or purposefully reduce employee hours whereby making the employee ineligible for insurance coverage.~~

- 2) All eligible Region I and II drivers shall have the option of choosing single subscriber Set-Seg Dental or Vision coverage for the full premium cost.
 - a. Transportation Unit members with regular scheduled runs (excludes extra runs and overtime) that total twenty (20) hours or more per week are eligible for single subscriber medical insurance.
 - b. Transportation Unit (applies to the Region I & II Bus Drivers only) members selecting health options with annual premiums under the cap amounts will be eligible for payment of the differential up to the cap amounts into a qualifying Health Savings account (HSA) or medical flex spending account (FSA). This will eliminate current FSA contributions or RX reimbursement that would result in the Board contribution exceeding the cap amounts.
 - c. CPI to begin on January 1 of each year.

2. Flexible Spending Account

Transportation Unit (applies to the Region I & II Bus Drivers only) members will have the availability of a Flexible Spending Account on and after January 1, 2004.

3. **Dental Insurance:**
Employer paid single subscriber ADN Dental 70%-100%

4. **Vision Insurance:**
Employer paid single subscriber EyeMed Vision

5. Options:

~~Bargaining unit members may choose one (1) of the following Flexible Benefit Program options:~~

~~In lieu of medical insurance, a Transportation Unit member (applies to the Region I & II Bus Drivers only) may elect one of the following option:~~

~~a. For Transportation Unit (applies to the Region I & II Bus Drivers only) members working twenty (20) or more hours per week, 75% of the Single Subscriber cap per calendar year will be available to the bargaining unit member in lieu of taking the medical insurance.~~

~~b. If a Transportation Unit member chooses the option listed above, it will be necessary to show proof of insurance coverage from another source for the coverage not taken. Replaced by CILO~~

6. Open Enrollment

Changes in insurance plans (all options) can only be made during the open enrollment period (month of ~~November~~ December) except in the case of a qualifying event as allowed by the underwriter.

K. Assigned Hours: Insurance Benefits

Benefit levels will be determined based on the initial run selection held on a mutually agreed upon date, generally two (2) weeks prior to the start of the school year. It is understood that from August through September, bus schedules/routes are fluid and subject to change. On or about November 1st of each year, work schedules will be determined. At this time, the bus driver's benefits will be reviewed and a determination will be made as to their benefit level.

Changes to work schedules during the second semester of the school year will be reviewed on or about February 1st to determine the need for changes in benefits. Time records for the two (2) weeks prior to ~~November~~ October 1st and February 1st will be assessed to determine the average number of hours per day that will apply for the remainder of the semester.

Every effort will be made to keep the bus driver at the minimum number of hours necessary to maintain the level of benefits (20 hours for single subscriber) that was

established on ~~November~~ October 1st and February 1st, provided there is work available.

L. Payroll Deduction

1. The District shall make arrangements for approved systematic payroll deductions for insurances, annuities, mutual funds, Lake Michigan Credit Union, et cetera, if these deductions are authorized by a bargaining unit member.
2. The Board may limit the number of such deductions to no more than eight (8) (excluding deductions required by law).

M. Longevity/Severance Payout

~~Kent Intermediate School District will pay \$700.00 longevity severance, upon retirement, to each bargaining unit member who has ten (10) years of continuous service. Replace with Bus Aides current language.~~

N. Sick/PTO Severance Payout

~~Kent Intermediate School District will pay, upon retirement, to each bargaining unit member who has ten (10) years of continuous service, \$50.00 \$35.00 per day for unused sick and/or PTO leave for up to 50 days; \$45.00 for 51 to 100 days; \$50.00 for 101 to 200 days.~~

O. Wellness Incentive

- ~~1. A \$250.00 wellness incentive will be paid for the completion of three (3) wellness goals. Payments will be made on the final pay in June. Some examples may include having a yearly physical, doctor recommended health screening, maintaining a membership to a gym or health club, working in an organized fitness/athletic/weight control or nutrition club or organization, completion of smoking cessation programs or other agreed upon fitness or health tracking measures with prior approval from Human Resources or a documented wellness fitness management session with a financial advisor.~~

~~—All goal options will be approved by the KIEA President or designee in agreement with the Administration; working together with the goal of providing a healthy workforce to Kent ISD.~~

~~—All completed goals concerning health will fall under the same privacy guidelines as HIPPA.~~

ARTICLE X

LEAVE PROVISIONS

A. Paid Leave Provisions (Bus Drivers)

1. Bargaining unit members will receive **eight (8)** ~~seven (7)~~ paid sick leave days and **three (3)** ~~two (2)~~ personal days per school year. If the personal days is unused at the end of the school year, such day shall be rolled into the members sick day bank. *PB- may be used during spring break.*

C. Paid Holidays

Bargaining unit members shall receive **seven (7)** ~~six (6)~~ floating holidays to be taken on non-scheduled student days.

D. Bereavement

Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

These days do not have to be consecutive, but may not be split into more than two occurrences.

Any absence for other than immediate family as detailed above requires advance written approval from the Asst. Superintendent of Human Resources.

~~Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family. Immediate family shall include only the spouse, child, grandchild, father, mother, brother, sister, brother in law, sister in law, grandfather, grandmother, father in law, mother in law, son in law, daughter in law, grandfather in law, grandmother in law, aunts, uncles, cousins, nieces, and nephews of the bargaining unit member. Absence for an immediate family bereavement shall not exceed five (5) working days per incident. These days do not have to be consecutive.~~

~~Any absence for other than immediate family requires approval from the Superintendent, which will be limited to five (5) working days per year.~~

I. Worker's Compensation

Disabilities Compensable Under Worker's Comp Act: In the event a bargaining unit member suffers a disability arising out of or in the course of his/her employment, the Employer shall assist the bargaining unit member in securing Worker's Compensation Benefits. All other rights and benefits of the labor agreement shall continue **except as follows:** ~~and accrue as if the bargaining unit member was actively employed.~~

During the first twelve (12) months if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months, or once the employee has exhausted all paid leave, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

J. Sick Bank-Donation Protocol

1. Intent and Purpose: A sick leave ~~bank-donation protocol~~ shall be administered for circumstances using the FMLA guidelines.

The intent of the sick leave ~~bank-donation protocol~~ is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

- a. A **unit staff member** wishing to **request donation of days** ~~withdraw days from the SLB~~ must submit the following information in writing or electronically to Human Resources ~~the KIEA union president or the president's designee~~ for communication to the members:

Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.

- b. Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).
- c. A bargaining unit member requesting **donated** sick days ~~from the bank~~ must have exhausted his/her sick leave day balance at the time of the request.
- d. Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.

2. Donation of Sick Days by Bargaining Unit Members

- a. Up to 2 sick days per year/per bargaining unit member may be donated.
- b. Members must have accumulated a minimum of twenty (20) sick days in order to donate to the Sick Bank.

3. Administration of Sick Leave Donation Protocol Bank

The donation and usage of sick leave donations will be monitored and

maintained by The District.

It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

Article XV – Duration of Agreement

ARTICLE XV

DURATION OF AGREEMENT

A. Duration

This contract shall be effective as of **August 12, 2024** September 1, 2018, and shall continue in effect until **August 13, 2027** ~~31, 2021~~.

Appendix B – FOIA (**remove —strikeout, already determined by law**)
Appendix D & E – still needed?

Alvin Rogers
6-6-24

TA
Sonia James
June 6, 2024

KENT INTERMEDIATE SCHOOL DISTRICT

-and-

KIEA- Great Start Readiness Program Associate Teachers (GSRP-AT)

EMPLOYER PACKAGE PROPOSAL #2

June 6, 2024

Note: This proposal is offered as a package proposal only. The District reserves the right to alter or remove any or all portions if the package is not accepted in whole. Any alterations shall not be considered regressive bargaining.

The District proposes a three-year contract for 2024-25, 2025-26 and 2026-27 commencing on August 12, 2024 and expiring on August 13, 2027. All provisions of the current contract remain in effect with the exception of those noted below.

Note: This proposal moves away from a September 1st date given the pre-Labor Day start.

Article II – Recognition

A. Bargaining Representative

1. The Board hereby recognizes the Kent County Education Association/MEA/NEA as the exclusive bargaining representative for the Kent Intermediate Education Association, as defined in Section II of Act 379 of the Michigan Public Acts of 1965, for support personnel employed by the Board in the areas of ~~Special Education and Career and Technical Education,~~ **and Great Start Readiness Program** including:

- a. Associate Teachers

but excluding all supervisory, administrative, Business & Community Resources Network Coordinators, teaching/professional, clerical, custodial and maintenance personnel and all persons employed by the Board in any other area.

Article IV – Association Privileges

C. Building Use

1. The Board agrees that the Association may use the **Kent ISD's** District's building and utilities at any reasonable time with the prior approval of the Superintendent for the purpose of holding meetings of the Association or conducting Association business.
2. The Association may use the equipment (copying machines, typewriters, **printers**, audio visual equipment and computers) within the buildings when such equipment is not otherwise in use, provided that the Board may request reimbursement for the cost of supplies used and any equipment damages due to negligence. The Association may also have the use of telephones ~~for local calls~~.

D. Information

The Board agrees to furnish to the Association, in response to reasonable requests, public information when available to the Board, in the form in which it is kept, concerning the financial resources of the District, tentative budgetary requirements and appropriations and such other public information in the possession of the Board as may assist the Association in developing accurate and constructive programs on behalf of the bargaining unit members covered under this Agreement or which may be necessary for the Association to process any grievance or complaint. **The Board agrees to be responsive to the Association's requests for information such as unit staffing assignments and changes, not to be more often than once monthly.**

G Association Business Leave

(NEW) #4

It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or unit member reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year.

Article V – Grievance Procedure

D. Level 1 (Verbal)

An aggrieved shall, within ten (10) days after the facts giving rise to the grievance have first occurred, or when the alleged grievance first became know, discuss the grievance,

either alone or with an Association representative, with their immediate supervisor, specifically identifying the discussion as being a Level 1 grievance matter. ~~The minutes of this meeting shall be prepared and distributed to both parties by the immediate supervisor.~~

G. Level 4 (Mediation)

If the grievance is not resolved at Level 3, **subject to mutual agreement Association and the aggrieved may**, within ten (10) days from the final decision of the Superintendent or the date such was due, whichever is shorter, **the parties may submit the grievance to mediation. The resolution of such grievance shall be mediated by the parties through the interest-based dispute resolution process. The process will be reduced to writing and added as Appendix E. of this Agreement.** Grievances that are not satisfactorily resolved through this process shall be submitted to Level 5, Arbitration, only after **mediation the interest-based resolution process** has been fully exhausted. **Neither party shall be obligated to mediation.**

I. Power of the Arbitrator

The arbitrator shall have the power and authority as set forth herein to resolve such grievance.

1. It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the **contractual** question submitted to him.
2. Further, it is agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement; nor shall the arbitrator substitute his discretion for that of the Board or the Association where such discretion has been retained by the Board or the Association under Article III or IV, respectively; nor shall the arbitrator exercise any responsibility or function of the Board or of the Association.
3. The decision of the arbitrator shall be final and binding on both parties.

J. Limitations of Arbitrator (no change but simply moved up from the bottom to follow Powers of the Arbitrator)

The arbitrator shall have no power to rule on any of the following:

1. The termination of services of or failure to re-employ any probationary bargaining unit member.
2. The termination of services or failure to re-employ any bargaining unit member to a position other than that member's position.

M. General Provisions

(NEW) #10

10. Any grievance that arose prior to the effective date of this agreement shall not be processed under this agreement unless the parties mutually agree to do so.

Article VI – Individual Bargaining Unit Member Privileges and Responsibilities

A. Civil Rights

The hours, wages, terms and conditions of this contract will be applied without regard to race, ~~ered~~, color, religion, national origin, age, sex (**including pregnancy, gender identity, or sexual orientation**) height, weight, marital status, physical characteristics, disability, ~~sexual-orientation~~ or any other legally protected characteristics.

C. Bargaining Unit Member Records

Upon appointment, bargaining unit members shall have access to their personnel files to review any document prepared by the bargaining unit member, college transcripts, progress evaluation forms prepared by the principal or supervisor, and information which is not received as privileged, confidential or considered as such according to law. ~~Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.~~ **A bargaining unit member will be notified via email if a person other than the supervising administrator or Human Resources team member requests access to their personnel file and whether that access was granted.**

D 2(d)

d. Discipline Just Cause and Grievance

- (1) No non-probationary bargaining unit member shall be disciplined for reasons that are arbitrary or capricious

~~without just cause.~~ Discipline includes reprimands, suspensions, reductions in rank or pay and discharge. Any such discipline, which is to be made a permanent part of the bargaining unit member's personnel files, shall be subject to the grievance procedure herein set forth.

The Board agrees with the concept of progressive discipline, except in cases where there has been violations of the law or extreme violations of the rules and policies of the District, **as determined in the discretion of the administration;** and will endeavor to follow the normal progression of oral warnings, written reprimands, suspensions with or without pay, and finally dismissal, if necessary.

- (2) Reprimands issued under this Article may be the subject of a grievance within the terms and conditions of the grievance procedure set forth in Article V in this Agreement.

E. Health of Bargaining Unit Members

1. ~~Each person prior to entering the employment of the Kent Intermediate School District shall have a drug screen by a doctor of the Board's choice at Board expense. Physical examinations shall not be required as a general condition of employment unless otherwise required for licensure or other legal mandated reasons.~~ **Physical examinations and/or drug testing by a doctor of the Board's choice at Board expense shall not be required as a general condition of employment unless otherwise permitted or required by Board policy, for licensure or other legally mandated reason.**

F. Bargaining Unit Member Evaluation

~~The parties agree that during the summer of 2014, a committee comprised of administration and the GSRP TA will meet to design a new evaluation tool/process to be implemented in the 2014-2015 school year.~~

1. Each non-probationary bargaining unit member will be evaluated in accordance with the requirements of the grant or a minimum of once every two (2) years and may be evaluated more frequently if the need arises. The staff evaluation program shall aim at the early identification of specific areas in which the bargaining unit member needs help, so that appropriate assistance may be provided or arranged for. The evaluation of the performance of each bargaining unit member shall be the responsibility of the immediate supervisor. ~~The name of the evaluator shall be provided to~~

~~each member in writing via a courier signed receipt letter by the fifteenth (15th) day of September. In the event the bargaining unit member has not received notification by the above date, the building principal shall be the evaluator.~~

5. The performance of probationary bargaining unit members shall be observed no less than one times during the **90 day calendar day** probationary period with a written evaluation after each evaluation. The number of observations will be increased in the event that performance concerns are identified in the initial observation. In the event that additional observations are deemed necessary, the staff member will be notified in writing of the concerns necessitating the additional observations and an appropriate performance improvement plan will be implemented.

a. In the event that the supervisor is unable to complete the one (1) observation, the staff member's performance will be deemed "effective".

Article VII – Seniority, Layoff and Recall

A. Probationary Period (Moved / relocated from VIII without change)

1. An individual hired to fill a permanent vacancy shall be considered to be on probation and shall have no seniority until she/he has been a bargaining unit member for ninety (90) calendar days. This period may be extended to a maximum of six (6) months if mutually agreed by the Association and the Administration.
2. Upon successful completion of the probationary period, the bargaining unit member shall acquire seniority and shall be placed on the seniority list retroactive to their date of hire.
3. The Assistant Superintendent for Human Resources & Legal Services or her/his designee shall provide a written notice to each bargaining unit member and Association following the successful completion of the probationary period indicating their status as a permanent bargaining unit member.

A. Seniority Defined

1. Seniority shall be defined as the length of continuous service within the district as a member of the bargaining unit i.e. all classifications represented in the recognition clause of this Agreement minus any time spent on layoff or unpaid leave (except that time spent on military leave, career exploration or child care leave shall count toward years of service and shall not be deducted). Absence due to illness shall not constitute an unpaid leave within the meaning of this provision unless the bargaining unit member is formally placed on leave of absence.
2. Part-time employment of seventeen and one-half (17.5) hours per week or more shall be counted as continuous service and shall not be prorated. For purposes of continuous service part-time employment of less than seventeen and one-half (17.5) hours per week shall be counted at one-half (1/2) year seniority for each year.

As of 8/12/24, for new hires, if two or more bargaining unit members have the same seniority date, their placement on the seniority list shall be determined by the sum of the individual's last four digits of the Social Security Number will be applied - with the greatest sum being most favorable.

~~a lottery drawing of the names of the bargaining unit members. The drawing shall be held on or before the first day of the second semester. It will be conducted by the Assistant Superintendent for Human Resources and Legal Services and in the presence of the Association President. Each affected bargaining unit member will be invited to attend the drawing.~~

3. Seniority shall be lost for all purposes where:
 - (1) employment is terminated for any reason;
 - (2) a bargaining unit member does not return to employment within (5) days after an approved leave of absence expires;
 - (3) a bargaining unit member has been on layoff for more than three (3) years

D. Vacancies and Assignments

~~A bargaining unit member awarded a new position may return to her/his original position during the posting period of his/her former position, to a maximum of thirty (30) days.~~

*See Appendix D

F. Layoff and Recall

1. Reduction of Staff

Reduction in the staff of the Kent Intermediate School District shall be based upon the principles of seniority, and qualifications, and shall be carried out within each department and/or section of the District.

Preference may be given to staff with greater credentials relevant to the position, and/or those with successful lead teacher experience and/or supporting or collaborating with Early Childhood Special Education classrooms. No bargaining unit employee with a less than effective rating on the most recent performance evaluation shall be retained over an effective teacher with less seniority.

Whenever it becomes necessary in the judgment of the School Board to reduce the number of support personnel (Article II.A.1 of this Agreement) on the staff of the Kent Intermediate School District because of insufficient funds, decreases in student enrollment, lack of work, changes in the educational and administrative programs of the District, or for other reasons, or to recall staff from layoff, the following procedures shall be followed in making such a reduction.

- a. The Assistant Superintendent for Human Resources & Legal Services and Training will meet with the Association President to discuss the proposed layoff;
- b. The Assistant Superintendent for Human Resources & Legal Services and Training and the Association President will attempt to reduce staff through attrition and/or voluntary layoff in the appropriate area(s);
- c. If reduction is still necessary, probationary bargaining unit members in the affected programs/areas shall be laid off in inverse order of seniority, **first taking into account relevant credentials**. Such bargaining unit members shall be given thirty (30) calendar days notice of layoff.
- d. If reduction is still necessary, non-probationary bargaining unit members in the affected programs/areas shall be laid off in inverse order of seniority. Such bargaining unit members shall be given thirty (30) calendar days notice of layoff.

2. Bumping

GSRP-TA bargaining unit members; if the bargaining unit member holds the necessary credentials of certification who are on layoff or reduced hour status shall have the option to bump into a comparable for which he/she has more seniority, provided they are not recalled to their current position by August 30th of the current fiscal year. Bargaining unit members placed on layoff status shall be eligible for recall for **one year** ~~three years~~ or the length of their service at the time of layoff, whichever is **less greater**.

3. Recall

In the event the Board finds it necessary to recall staff from layoff, the following procedure will be used:

- a. It shall be the responsibility of support personnel on layoff to keep the Kent Intermediate School District fully informed of an address, **email** and telephone number at which they may be reached should contact be necessary.
- b. Probationary personnel may be reinstated, upon request, at the sole discretion of the Superintendent.
- c. The Board will **attempt to** provide assistance to laid-off staff, seeking employment with constituent districts, through proper notification to the districts of the availability of the personnel on lay-off status.

Article VIII – General Working Conditions for Bargaining Unit Member

(Moved probation section up to Article VII)

A. Work Day/Work Year

1. Work hours. A bargaining unit member's working day shall be the same hours as the normal (7) work hours at the buildings in which the bargaining unit member performs services. **The (7.5) hour day is inclusive of 7 paid work hours and a 30 minute unpaid lunch.** ~~There shall be a minimum of 45 minutes and a maximum of 60 minutes between student sessions. During that time between sessions, the bargaining unit~~

~~member shall have a thirty (30) minute duty free lunch break.~~ Each bargaining unit member shall be provided with a minimum of ten (10) minutes of time in the workday both before student time at the start of the day and after student time at the end of the day. When a bargaining unit member is assigned to work at a local district, normal work hours shall be performed within the scope of the standard Local Education Agency (LEA) building hours. All full-time bargaining unit members shall have a duty free lunch outside of the normal workday.

In the event that a building schedule does not allow for a minimum of 45 minutes or exceeds 60 minute maximum between each session, the parties agree to meet and explore a mutually acceptable solution.

2. Work Year. The work year for GSRP-AT shall be at least 172 days, which coincides with the student attendance year.
3. Bargaining unit members will be made aware of in-service days as listed on the school calendar.

Each year, upon approval of the school calendar, administration will inform the bargaining unit member which in-service day(s) they will be expected to attend during that year. Attendance at in-service may vary by building/program assignment.

4. Lunch periods. Each bargaining unit member shall have a duty-free period of thirty (30) minutes within the scheduled workday. Bargaining unit members whose schedules do not provide for said lunch period shall be paid for the additional time worked.
5. Overtime. Time and one-half (1-1/2) of the bargaining unit member's regular hourly rate of pay shall be paid for all hours in excess of forty (40) hours worked in any work week, provided that overtime pay shall not be pyramided. ~~The bargaining unit member and employer may mutually agree to allow compensatory time in lieu of paid overtime, provided such time is to be credited at time and one half (1 1/2), and does not accumulate past 240 hours, as outlined in the FLSA.~~

C. Building Closing

1. In the event weather or other conditions necessitates the closing of an assigned building or program, bargaining unit members of that building will be informed via radio and television stations.

In addition, if the district or the building in which the program operates is closed for any reason other than professional development or district in-

service, bargaining unit members need not report. Consideration shall be given by administration to all requests from bargaining unit members to work in an alternate location when such closures occur. **In the event that Kent ISD is closed, but one or more local districts served by GSRP remain in session, the GSRP staff employed by Kent ISD will report to work at the assigned local district, as usual.**

2. In the event that a bargaining unit member is scheduled to participate in professional development or professional learning community meeting in another LEA or at KISD, bargaining unit members will follow the following closing policy:
 - a. If the location of the PD/PLC is open but the bargaining unit member's LEA building is closed, the bargaining unit member is only required to work during the scheduled hours of the planned PD/PLC.
 - b. If the location of the PD/PLC is closed but the bargaining unit member's LEA building is open, the PD/PLC will be cancelled and the bargaining unit member will report to their LEA for their normal work hours.
 - c. If the location of the PD/PLC and bargaining unit member's LEA building are both closed, the bargaining unit member need not report to either location.

4. **In the event that pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county or state health authorities the calendar will be adjusted, if necessary, in order to insure the student instruction days/hours as required by law for the District to receive full State aid or comply with required days / hours of instruction. The parties have agreed to adjust the program calendars to conform with this section. If additional days/hours are necessary, the District and the Association will meet to extend the calendar/hours and such adjustments will be carried out without additional compensation to the extent such days/hours do not exceed the equivalent days/hours lost due to cancellations.**

E. Records and Reports

Each bargaining unit member is responsible for maintaining the proper files of services rendered and such permanent records as directed by the appropriate Supervisor **during work hours.**

K. Additional Time

1. Each bargaining unit member recognizes that additional work time during the day or in the evening may be necessary from time to time to improve or to further the efficiency of the educational program within the bargaining unit member's specialization. When necessary, as determined by the Administration, such time will be paid at the bargaining unit member's regular hourly rate, or overtime rate, whichever is appropriate. **It is expected and required that unit employees be in attendance for Parent-Teacher Conferences and Open Houses. In the event that bargaining unit members are required to attend additional events beyond the workday, they will be compensated at \$15 per hour.**

L. Bargaining Unit Member Protection/Assault

1. If a bargaining unit member, acting in the line of duty, is assaulted, the incident shall be immediately reported to the School Board or its representative. The School Board shall provide ~~legal~~ assistance to the bargaining unit member in connection with handling of the incident **which may include legal counsel if the District is subject to legal action as a result of the incident.** ~~Such assistance shall include the provision of legal counsel.~~
2. In case of an assault by a student or students on a bargaining unit member, while the bargaining unit member is acting in the line of duty and while the student is under the school's jurisdiction, causing damage to the bargaining unit member's clothing and/or glasses, the School Board shall make an equitable financial settlement for such loss with the bargaining unit member involved. Such damage shall be reported immediately to the building Administrator of the building in which such damage occurred.
3. In cases of ~~an~~ **physical** assault resulting in an injury inflicted by a student(s) on a bargaining unit member while the bargaining unit member is acting in the line of duty and the student is under the jurisdiction of the school and when the bargaining unit member is found not to have provoked the incident, the time lost, if any, by the bargaining unit member shall not be charged against the bargaining unit member's accumulated

leave day(s) and the bargaining unit member shall continue to be paid by the School Board up to a maximum of 30 work days, subject to supporting medical documentation. When Workers' Compensation is paid, the School Board shall pay the difference between that sum and the bargaining unit member's regular salary utilizing the bargaining member's accumulated paid leave, if any. At such time that bargaining unit member has exhausted all paid leave, the Board will pay that difference for a period not to exceed one year. ~~During the above period of such disability, said bargaining unit member shall be entitled to full applicable privileges included in this Agreement.~~

During the first twelve (12) months from initial injury by a student, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months of the initial injury by a student causing disability, or once the employee has exhausted all paid leave – if after one year of injury, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

Article IX – Professional Compensation and Benefits

B. Salary Schedules

1. A bargaining unit member's hourly wages shall be determined by his placement on the attached salary schedule (See Appendix A).

~~Bargaining unit members shall receive one (1) step and a new salary schedule for the 2021-22 school year and a wage reopener in the 2023-24 school year.~~

2024-25: Step + 4% on wage scale
2025-26: Step + 3.5% on wage scale
2026-27: Step + 3% on wage scale

2. A bargaining unit member who has had no experience in his or her specialization, or in an approved related field, shall receive the hourly wages at Step 1 of the salary schedule.
3. A bargaining unit member with experience outside the Kent Intermediate School District will be given credit to and including three (3) years, or more if approved by the Superintendent or designee.

C. Merit Stipend

1. ~~A \$100 merit stipend shall be paid for Associate teachers that receive an overall rating of effective or higher on their annual evaluation.~~

D. Training

Mandatory meetings, committees, conferences, training sessions, parent conferences, and duties as assigned by the supervisor will be paid at the regular hourly rate. These hours must be approved in advance by the supervisor.

E. Long Term Substitute

When staffing needs for the GSRP classrooms leads to Associate instructors being assigned duties that are typically the responsibility of the Lead instructors, it is understood that this will result in "lead teacher" compensation for the associate staff, **provided the associate successfully fulfills all required functions of the Lead Teacher during that time.**

In the event that the associate teacher is assigned to the lead teacher responsibilities when the lead teacher position is vacant, there shall be no waiting period. When a lead teacher is assigned to the classroom, but is out for a short term absence and the associate teacher assumes the lead teacher responsibilities, he/she will begin to receive lead teacher compensation following a two (2) consecutive day waiting period.

It is also understood that not all Associate teachers have the desire and/or experience to assume the lead teacher role. As a result, this shall apply only to those associate teachers who have been assigned and accepted the lead teacher responsibilities.

H. Insurance

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than the following amount: \$641.90 single subscriber. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the Healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans: (needs discussion 4, possibly 5 of below plan options.)

Plan A – WMHIP Versatile Plan 4 \$500/\$1000 10% Co-Insurance

Plan B – WMHIP Simply Blue Versatile 2 \$500/\$1000 10% Co-Insurance

Plan C – WMHIP Flexible Blue 3 \$2000/\$4000 0% Co-Insurance

Plan D – WMHIP Simply Blue 2 \$2000/\$4000 20% Co-Insurance

Plan E – WMHIP Flexible Blue 6 \$1600/\$3200 10% Co-Insurance

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

In spring of 2025, in preparation for the 2026 medical benefit plan year (1/1/2026 – 12/31/2026) the parties agree to collaborate to identify and compare at least three different medical insurance carriers with various plan options to be presented and considered via a side-by-side analysis prior to the end of the 2025-26 school year. This

with the intention of allowing the unit members to make informed decisions for open enrollment 2026.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

- 1. Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.**
- 2. If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.**

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

- 3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.**
- 4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.**
- 5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.**
- 6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.**

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

F. Dental Insurance

- a. **Employer paid single subscriber SET-SEG/ADN Dental Basic 70%-100% (10% incentive plan), Major 80%, Deductible \$50, Annual Max \$2,000, Ortho \$1500 per person lifetime maximum**
- b. ~~SET-SEG/ADN Dental Basic 50%, Major 50%, Deductible \$50, Annual Max \$2,000, Ortho \$1500 per person lifetime maximum~~

G. Optional Vision Insurance

Employer paid single subscriber vision coverage (same as non-union coverage.)

~~CPI (Consumer Price Index) begins on January 1 of each year.~~

- ~~1. Associate teachers will be offered the WMHIP single subscriber health insurance subject to the current annual cap on employer contributions. Cash in lieu of insurance will be offered at the rate of 75% of the single subscriber cap. Associate teachers will be offered the option to purchase non-medical benefits through SET SEG.~~

~~2. Health Insurance Options~~

- a. ~~WMHIP PPO
\$500/\$1000 deductible; 10% co-insurance~~
- b. ~~WMHIP Flexible Blue 2
\$1350/\$2700 deductible~~
- c. ~~WMHIP Flexible Blue 3
\$2000/\$4000 deductible~~
- d. ~~WMHIP Simply Blue
\$1350/\$2700 deductible; 20% co-insurance~~
- e. ~~No Medical
Cash in lieu of insurance annual amount (prorated for partial year)~~

~~3. Optional Dental & Vision Coverages~~

- ~~a. SET SEG/ADN Dental Basic 70% 100% (10% incentive plan),
Major 80%, Deductible \$50, Annual Max \$2,000, Ortho \$1500 per
person lifetime maximum~~
- ~~b. SET SEG/ADN Dental Basic 50%, Major 50%, Deductible \$50,
Annual Max \$2,000, Ortho \$1500 per person lifetime maximum~~
- ~~d. SET SEG/ADN Vision~~

I. Continuing Education

~~Bargaining unit members shall be given access to any two (2) courses per year offered at the Kent Intermediate School District, subject to administrative approval.~~

~~All other opportunities for training, classes, etc., will be available to bargaining unit members as are available through learning and growth activities to other classified non-bargaining unit staff.~~

~~Bargaining unit members will be reimbursed for courses taken through adult education programs, or college level credits, up to three (3) credits per year, for job related course work, if requested by the administration.~~

~~Bargaining unit members will receive reimbursement for classes taken provided they receive a passing grade of "C" or above.~~

~~If there are any changes in laws affecting the education or certification requirements of the bargaining unit members, the parties agree to work collectively to resolve the resulting issues.~~

~~Unless prohibited by the grant, reimbursement for the cost of completing SCECHs shall be paid by the district upon documentation of successful completion of approved course work. Approved SCECHs will be in a topic related to the bargaining unit member's employment. Reimbursement will be paid for up to five (5) SCECHs per school year.~~

J. Automobile Travel Costs

~~Mileage allowances will be in accordance with the current rate approved by the Internal Revenue Service. A monthly travel record, by the odometer and places of visitation, is required.~~

K. Conference Leave and Expense

~~Bargaining unit members may be permitted to attend one (1) conference or convention per year, which may be called by the Michigan Department of Education, or its agents, or by a comparable professional society, for which attendance by the bargaining unit member is compulsory in the opinion of the Director of Early Childhood. Additional conferences/conventions may be attended provided there are sufficient funds to provide for said, as determined by the Administration. Reimbursement for travel expense to such conference shall be allowed as follows:~~

- ~~a. — The rate of reimbursement for automobile travel shall be based upon the actual mileage (not to exceed 2,000 actual miles) times the current IRS mileage rate. Provide their own transportation and only one person per vehicle is eligible for reimbursement.~~
- ~~b. — Staff member using commercial travel for conference attendance should have the ticket purchases preapproved by his/her supervisor.~~

L. Sick/PTO Severance Payout

Kent Intermediate School District will pay, upon retirement, to each bargaining unit member who has 5 (five) years of continuous service, ~~\$50~~ ~~\$30.00~~ per day for unused sick leave up to 100 days.

Severance shall be defined as the bargaining unit member not returning to the job for reasons of a confirmed ORS retirement, with written notification provided to Human Resources not later than March 15th of the year of retirement. Mid-school year retirements are not eligible, unless the parties mutually agree to an exception.

Article X – Leave Provisions

B. Personal Leave

Each bargaining unit member will be allowed three (3) days of absence during each school year without loss of salary to transact personal business or to attend to affairs of a personal nature, which cannot be conducted outside the

regular school day. Personal days may be taken in ½ day increments No more than five (5) individuals per program will be allowed to take personal business leave on any one student day/date. When building administrators deem it viable they may exceed the above guideline, **including using the three days consecutively.**

It is recognized that such request shall be made five (5) days in advance except in the case of emergency.

Personal days may not be used immediately before or after a holiday or vacation period. Personal days will be allowed at the discretion of the supervisor at all other times of the year.

At the end of the school year, any unused personal time will be compensated at the bargaining unit member's discretion using one of the following methods:

1. Seventy-five dollars (\$75.00) per individual per day,
2. Day for day transfer into the bargaining unit member's accumulated sick leave.

E. Bereavement

Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family **as follows:**

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

~~Immediate family shall include only the spouse, child, grandchild, father, mother, brother, sister, brother-in-law, sister-in-law, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces, and nephews of the bargaining unit member. Absence for an immediate family bereavement shall not exceed five (5) working days per incident. These days do not have to be consecutive, but may not be split into more than two occurrences.~~

Any absence for other than immediate family as detailed above requires advance written approval from the Assistant Superintendent of Human Resources & Legal Services, which will be limited to five (5) working days per year.

D. Paid Holidays

Bargaining unit members shall receive the following paid holidays, provided they work the last scheduled workday preceding and the first scheduled workday proceeding the holiday:

Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas
Christmas Day
Day after Christmas
New Year's Eve
New Years Day
Friday before Spring Break (if not a scheduled work day)
Memorial Day (if it falls within the GSRP calendar)

Holidays that fall on a Saturday shall be observed on the preceding Friday.
Holidays that fall on a Sunday shall be observed on the following Monday.

I. Worker's Compensation

1. Disabilities Compensable Under Worker's Comp Act: In the event a bargaining unit member suffers a disability arising out of or in the course of his/her employment, the Employer shall assist the bargaining unit member in securing Worker's Compensation Benefits. All other rights and benefits of the labor agreement shall continue **except as shown below:** ~~and accrue as if the bargaining unit member was actively employed.~~

During the first twelve (12) months if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months, or once the employee has exhausted all paid leave, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

- a. Sick Leave Deduction: The bargaining unit member shall have the right to use his/her accumulated sick leave to supplement the difference between their Worker's Compensation benefits and their current salary. A pro-rata deduction of a portion of a sick leave day shall be made for the salary differential paid pursuant to the above (e.g., if daily salary is \$100.00 less daily Worker's Compensation amount of \$70.00, then salary differential owed by Employer is \$30.00, which would result in the deduction of 3/10ths of a sick leave day.)
 - b. Compensation shall not exceed the difference between his/her normal wage prior to Worker's Compensation benefits and the actual benefits paid under the provisions of said Worker's Compensation Act.
 - c. Bargaining unit members will reimburse the Kent Intermediate School District for any additional sick leave as outlined in A. above within thirty (30) days of his/her return to work.
 - d. Kent Intermediate School District will reimburse the bargaining unit member for any additional sick leave pay as outlined in A. above within thirty (30) days of his/her return to work.
2. **Right to return to work**: A bargaining unit member who is on leave as a result of a work-related disability shall be reinstated upon receipt of doctors notification, in that bargaining unit member's former position or providing that the position is still being offered by the services of KISD.

J. Sick Leave Donation Protocol Bank

Intent and Purpose: A sick leave **donation protocol bank** shall be administered for circumstances using the FMLA guidelines.

1. The intent of the sick leave **donation protocol bank** ~~(elb)~~ is to bridge the time/days between a bargaining unit member's accumulated sick days and

long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

- a. A **unit employee** ~~KIEA professional or educational support personnel wishing to request donated days withdraw days from the SLB~~ must submit the following information in writing or electronically to **Human Resources** ~~the KIEA union president or the president's designee~~ for communication to the members:
 - b. Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.
 - c. Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).
 - d. A bargaining unit member requesting donated sick days ~~from the bank~~ must have exhausted his/her sick leave day balance at the time of the request.
 - e. Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.
2. Donation of Sick Days by Bargaining Unit Members
- a. Up to 2 sick days per year/per bargaining unit member may be donated.
 - b. Members must have accumulated a minimum of twenty (20) sick days in order to donate ~~to the Sick Bank~~.
3. Administration of **Donation Protocol Sick Leave Bank**
The donation and usage of sick leave donations will be monitored and maintained by The District.
- a. It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

J. Workers' Compensation

1. Disabilities Compensable Under Worker's Comp Act: In the event a bargaining unit member suffers a disability arising out of or in the course of his/her employment, the Employer shall assist the bargaining unit member in securing Workers Compensation benefits. All other rights and benefits of the labor agreement shall continue **except as follows:** ~~and accrue if the bargaining unit member was actively employed.~~

During the first twelve (12) months, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months, or once the employee has exhausted all paid leave, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

Article XI – Unpaid Leaves of Absence

A. Medical Leave

1. Any support personnel who is unable to perform their duties because of a personal illness or disability (including for this purpose maternity) which extends beyond the period for which sick pay is received under Paragraph A., Article X, above ~~may shall~~ be granted a medical leave of absence without pay for the duration of such illness or disability, up to a total of one (1) calendar year provided that this period may be extended at the sole discretion of the Board ~~up to the number of years of service of such bargaining unit member in the District.~~
2. Any application for Medical Leave shall be in writing and be supported by a doctor's statement if requested by the Superintendent.

B. Other Leaves Without Pay

1. A leave of absence without pay and without credit on the salary schedule may be granted at the Board's discretion subject to the conditions outlined in Section C. 3. of this Article.
2. A child care leave of absence without pay to care for children, **including child bonding as define by law**, not to exceed three (3) months duration, shall be granted to bargaining unit members under the following terms:
 - a. A written request for leave must be submitted as much in advance of the beginning of such leave as possible; and
 - b. If the period of unpaid absence does not exceed three (3) months, then the bargaining unit member shall be reinstated to the bargaining unit member's former position upon return from the leave providing that the position is still being offered by the services of KISD.
 - c. A three month extension of this leave may be granted by the request of the bargaining unit member and the approval of the Kent ISD Board.
3. Days that can be counted toward those provided under FMLA will be deducted from that liability.

D. Fringe Benefit Continuation

~~The insurance premiums provided under the terms of Article IX, Paragraph E. above shall be paid for support personnel on leave under this Article XI as follows:~~

- ~~1. For any leave under Paragraph A, monthly premiums shall be paid for the balance of the school year in which the leave began;~~
- ~~2. For any leave under Paragraph C., the Board will pay a pro-rata share of the annual insurance premium cost, based on the percentage of the student days actually worked by the bargaining unit member during that school year.~~
- ~~3. Fringe benefits will continue as specified under FMLA for any leave~~
~~which meets with the provisions of FMLA. Added under FMLA~~

E. Family Medical Leave Act (FMLA) (updated)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as "hours worked" and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee's eligibility within five (5) business days in accordance with applicable FMLA regulations.
2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care; .

- b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
 - c. The employee's own serious health condition that makes the employee unable to work.
 - d. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.
 - e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:
 - f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be approved by the District beyond the two weeks with appropriate medical documentation. **Upon return from an approved FMLA leave for the birth of a child (or legal adoption) the district will restore up to 5 paid leave days that were used during the leave. If the employee had no paid leave to use, no such restoration shall be made.**
4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a

serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.
6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - a. the birth of a son or daughter and bonding with the newborn child,
 - b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
 - c. the care of a parent with a serious health condition

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.

8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.

9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash in lieu payments will not continue during unpaid FMLA.

A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.

Seniority will continue to accrue during the leave.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.

11. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.

~~The employer shall grant unpaid leave of up to twelve (12) weeks for only those bargaining unit members eligible under the law (currently defined as bargaining unit members who have been employed at least twelve (12) months immediately prior to the Leave and who have worked a minimum of 1,250 hours in the previous twelve (12) months immediately prior to the Leave), for the following reasons:~~

- ~~1. the serious health condition of the bargaining unit member; or~~
- ~~2. the serious health condition of the bargaining unit member's spouse, parent or child; or~~
- ~~3. the birth of a child; or~~

~~4. the placement of a child for adoption or foster care.~~

~~Child includes any individual under 18 for whom the bargaining unit member serves in loco parents; a child over 18 who is incapable of self care because of physical or mental disability; or biological, adopted or foster child.~~

~~Upon return from the Leave, the bargaining unit member shall be returned to the position held immediately before the Leave began or to a position equivalent in pay, benefits, hours and other terms and conditions of employment.~~

~~The bargaining unit member shall have the option of first using accrued paid accumulated leave during the Leave. The remainder of any leave time will be unpaid.~~

~~Staff members who qualify for FMLA due to child birth shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the individual continues to experience a physical or mental condition related to the birth beyond the initial 6/8 weeks. Accrued paid leave may be used by staff member to care for a partner/spouse who has given birth for two weeks following the birth. Use of additional accrued paid leave may also be approved beyond the two weeks with appropriate medical documentation.~~

~~Medical, dental and vision benefits will be continued during the Leave under the same conditions and at the same level as if the bargaining unit member were still at work. A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.~~

~~Seniority shall continue to accrue during the FMLA Leave.~~

~~The bargaining unit member shall have the right to take the Leave on a reduced or intermittent schedule.~~

~~Whenever practicable, the bargaining unit member will provide the School Board at least thirty (30) calendar day's written notice of the request for the Leave. In non-emergency situations, the bargaining unit member shall complete the forms for a FMLA Leave prior to taking the Leave.~~

Article XV – Duration of Agreement

A. Duration

Both parties have entered into and conducted good faith negotiations in which each party has had the right and opportunity to make demands and proposals with regard to all mandatory subjects of bargaining. Agreement has been reached between the parties hereto including formal ratification of the terms hereof by the governing body of the Board and by the employees represented by the Association and as such, it is understood that no changes involving the terms of this agreement which may affect the parties may be made without the written agreement of both the Board and the Association.

This contract shall be effective as of **August 12, 2024** ~~September 1, 2021~~, and shall continue in effect until **August 13, 2027** ~~August 31, 2024~~. ~~Prohibitive subjects of bargaining shall be addressed pursuant to the attached letter of agreement.~~

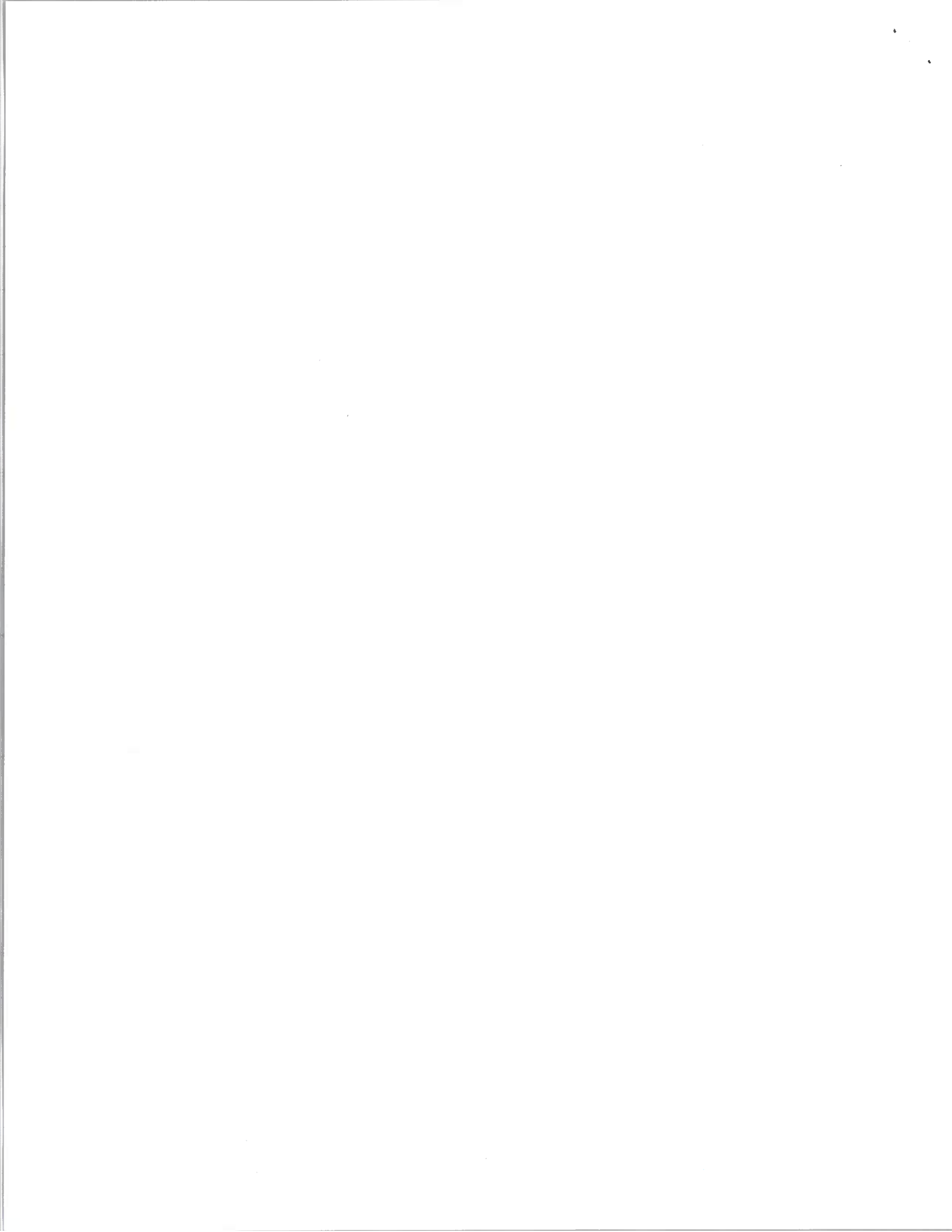
B. Extension

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

Appendix B – FOIA (**remove – ~~strikeout~~, already determined by law**)

Appendix C – Performance Appraisal (outdated, **remove – ~~strikeout~~**)

Appendix E – Update Appendix alphabetic letter based on any changes in Appendix items above



KENT INTERMEDIATE SCHOOL DISTRICT

-and-

**KISSA – INSTRUCTIONAL SUPPORT SPECIALISTS,
EMPLOYMENT TRAINING SPECIALISTS,
~~NON-CERTIFIED TEACHERS~~, LICENSED PRACTICAL NURSES, CERTIFIED
OCCUPATIONAL THERAPIST ASSISTANTS AND PHYSICAL THERAPY
ASSISTANTS
(KISSA)**

EMPLOYER PACKAGE PROPOSAL

5-29-24

*TA
5-29-24
Andrew Rogers*

*TA
5/29/24
Victoria Baker*

Note: This proposal is offered as a package proposal only. The District reserves the right to alter or remove any or all portions if the package is not accepted in whole. Any alterations shall not be considered regressive bargaining.

The District proposes a three-year contract for 2024-25, 2025-26 and 2026-27 commencing on August 12, 2024 and expiring on August 13, 2027. All provisions of the current contract remain in effect with the exception of those noted below.

Note: This proposal moves away from a September 1st date given the pre-Labor Day start.

Article 2 – Recognition

A. RECOGNITION

The District recognizes the Association as the sole and exclusive bargaining representative for all of the KISSA employees (hereinafter called “employee”) excluding all temporary employees, management support staff, substitutes, paraprofessionals, students and all other positions in the Kent Intermediate School District. The District agrees to meet with the Association to negotiate the effects resulting from the transfer of job functions or positions. The specific positions represented by the Association are listed below:

1. Instructional Support Specialists
2. ~~Non-Certified Teachers~~
3. LPNs
4. Certified Occupational Therapy Assistants
5. Physical Therapy Assistants

Any new position created during the life of this Agreement will be added to the unit providing it is similar to any position heretofore recognized.

Article 3 – Employee Rights and Responsibilities

~~C. District Agenda~~

~~The Association shall be recognized as part of the Agenda for all regular District meetings.~~

F. Negotiation Committee

The District recognizes a negotiating committee not to exceed six (6) employees. The Association shall furnish the District a written list of the members of its negotiating committee. The District shall furnish the Association a written list of the members of its negotiating committee. The negotiating committees for the District and the Association shall represent the respective bodies in meetings for the purpose of collective bargaining. The members of the negotiating committee who are engaged in negotiations with the District during the work day shall be entitled to release time without loss of salary provided, however that negotiations may, at the discretion of the District, be conducted on off duty hours in an amount not to exceed one-half of the total negotiation time.

It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or employee reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year. See also Article VII Section B, and Article VIII Section 9.

I. PROBATION AND Employment Security

For each new employee, the first ~~80~~ **120** paid work days of employment is a probationary period. During this period, the employee may be discharged by the District for any reason at any time.

The Superintendent or designee may discipline any employee for failure to properly perform the duties of his/her assignment or position and/or misconduct. ~~constituting just cause leading up to and including discharge.~~ **The range of disciplinary action shall be up to and including termination of employment. A non-probationary employee shall not be disciplined for reasons that are arbitrary or capricious.**

~~No non-probationary bargaining unit or Association member shall be disciplined without just cause.~~ An Association or bargaining unit member shall be entitled to have an Association representative present during a meeting from which the employee or

supervisor reasonably expects disciplinary action may result. The District will provide reasonable opportunity for the employee to secure such representation.

Any Association or bargaining unit member who wishes to take exception to a written disciplinary action may respond in writing by presenting a copy to either his/her supervisor or Human Resources within five (5) working days. The response shall be permanently attached to the written discipline and placed in the employee's personnel file. An Association or bargaining unit member who files an exception shall not be precluded from also seeking relief through the grievance procedure or other remedy.

O. Impasse

~~If the negotiations described in Section A. above have reached an impasse, the procedure described in Act 379 of the Michigan Public Acts of 1965 will be followed.~~

Article 4 – Association Rights

A. Employee Change of Status

When requested and not more than once per month, the District shall provide, in writing, to the Association, an excel file including the name(s) of all employees in the bargaining unit which includes current employment status of each employee and the status of all open positions. **Address in Article 11**

B. Reduction in Force

The Board shall not reduce, eliminate, transfer, or otherwise reorganize any program or service so as to diminish the number of actively employed bargaining unit members without first providing notice to the Association. **Move to Article 14?**

Note sure we need this Article 4? Renumber Articles

Article 6 – Grievance Procedure

Distinctly different than the other Kent ISD CBAs which have uniformity. Propose striking existing language aligning to other standard language for continuity. Such as:

GRIEVANCE PROCEDURE

A. Grievance Defined

- 1. For the purpose of this Agreement, a grievance is defined as any claim or complaint by a bargaining unit member or by the Association that there has been a violation, misinterpretation, or misapplication of a specific provision of the Agreement.**
- 2. An “aggrieved bargaining unit member” is the bargaining unit member or bargaining unit members who is/are employed by the Board.**
- 3. Any such grievance shall be processed as hereinafter provided.**

B. Purpose

- 1. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, proper solutions to grievances. Both parties agree that grievance proceedings shall be kept as informal and confidential as appropriate at all levels of the procedure.**
- 2. Nothing herein shall prohibit any aggrieved bargaining unit member from discussing his/her grievance informally with any member of the administration.**
- 3. Administration will evidence good faith efforts at resolving said grievance; the aggrieved bargaining unit member will evidence good faith efforts in his/her pursuit of the grievance.**

C. Procedure

Since it is important that grievances be processed as rapidly as possible, the time limits referred to in this procedure are maximums. Time limits may be extended only by the written agreement of the Board and the Association. All time limits are calendar days, excluding Saturdays, Sundays, scheduled Christmas and spring vacation periods, and legal holidays when the KISD Administration Office is closed.

D. Level 1 (Verbal)

An aggrieved shall, within ten (10) days after the facts giving rise to the grievance have first occurred, or when the alleged grievance first became known, discuss the grievance, either alone or with an Association representative, with their immediate supervisor, specifically identifying the discussion as being a Level 1 grievance matter.

E. Level 2 (Immediate Supervisor)

In the event the grievance is not resolved within ten (10) days of the Level 1 discussion, the grievance may be reduced to writing using the Official Grievance Form, stating the facts giving rise to the grievance and identifying the provisions of this Agreement which have been violated, stating how it believes the Agreement had been violated, relief sought, signed by the aggrieved, and delivered to the aggrieved's immediate supervisor. The written grievance shall be delivered no later than 3:30 p.m. on the 16th day following the first occurrence of the facts giving rise to the grievance.

Within ten (10) work days of receiving the written grievance form, the aggrieved bargaining unit member and the immediate supervisor (together with the appropriate district administrator, if the district administrator is not the bargaining unit member's immediate supervisor) and a representative of the Association shall meet to discuss the matter in an effort to resolve it.

The immediate supervisor shall provide a written response to the aggrieved within five (5) days of the grievance meeting.

F. Level 3 (Superintendent)

If the grievance is not resolved at Level 2, the aggrieved may, within five (5) days from the immediate supervisor's response or the date such response was due, or whichever is shorter, deliver the grievance to the office of the Superintendent.

The Superintendent or designee shall, within ten (10) days from the receipt of the grievance, meet with the aggrieved and, if requested by the aggrieved or the Association, an Association representative. The Superintendent or designee shall provide a written response to the aggrieved and the Association within five (5) days from the Level 3 meeting.

Grievances claiming a violation of Association Rights may be filed at Level 3 by an Association representative. Such grievances shall be filed within the Level 1 time limits and shall be in writing the same as at Level 2.

G. Level 4 (Mediation)

If the grievance is not resolved at Level 3, subject to mutual agreement, within ten (10) days from the final decision of the Superintendent or the date such was due, whichever is shorter, the parties may submit the

grievance to mediation. Grievances that are not satisfactorily resolved through this process shall be submitted to Level 5, Arbitration, only after mediation has been fully exhausted. Neither party shall be obligated to mediation.

H. Level 5 (Arbitration)

If the grievance is not resolved at Level 4, the Association and the Aggrieved may, within ten (10) days from the final decision or the date such decision was due, whichever is shorter, submit the grievance to a mutually satisfactory arbitrator under and in accordance with the rules of the American Arbitration Association. The dismissal of a probationary bargaining unit member shall not be arbitrable.

I. Power of the Arbitrator

The arbitrator shall have the power and authority as set forth herein to resolve such grievance.

- 1. It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the contractual question submitted to him.**
- 2. Further, it is agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement; nor shall the arbitrator substitute his discretion for that of the Board or the Association where such discretion has been retained by the Board or the Association under Article III or IV, respectively; nor shall the arbitrator exercise any responsibility or function of the Board or of the Association.**
- 3. The decision of the arbitrator shall be final and binding on both parties.**

J. Limitations of Arbitrator

The arbitrator shall have no power to rule on any of the following:

- 1. The termination of services of or failure to re-employ any probationary bargaining unit member.**
- 2. The termination of services or failure to re-employ any bargaining unit member to a position other than his basic position.**

K. Fees and Expenses

- 1. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.**
- 2. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.**

L. Retroactivity

No decision in any case shall require a retroactive adjustment in any other case.

M. General Provisions

- 1. It is expressly understood that the grievance procedure shall not apply to any matter for which a statute or regulation provides a procedure for obtaining relief.**
- 2. In the event a grievance is raised after May 1 of any school year, the Board, the Association, and the aggrieved shall use their best efforts to process the grievance before the end of the school year.**
- 3. Any grievance not advanced to the next step by the aggrieved in accordance with this Article shall be deemed resolved on the basis of the last response, or if no response has been given, shall be deemed to have been abandoned.**
- 4. Only one grievance shall be presented to an arbitrator in any one hearing unless the parties mutually agree to combine grievances for the same arbitrator.**
- 5. Awards for back pay shall be limited to one pay period prior to the first filing in writing of the grievance. (Exception: Any error in individual contract compensation shall be limited to the current fiscal year.)**
- 6. The time and date of receipt of all grievance documents shall be placed on the documents and shall be initialed or signed by the person receiving the documents. For timeline purposes, official delivery of grievance documents will be receipted by the Local Association President or Grievant for the Association, and by the Assistant Superintendent for Human Resources & Legal Services or Superintendent for the Board.**

7. **Conferences relating to grievances shall be held during non-working hours or at otherwise mutually agreeable times.**
8. **Settlement of grievances shall be in writing and signed by all parties. Those grievances settled at Level 1, Level 2, or Level 3 shall be without precedent unless also signed by the Superintendent and Association representative.**
9. **In the event more than one person is an aggrieved, only two such persons may be present at conferences or other meetings regarding the grievance unless otherwise agreed. Further, only one such person need acknowledge receipt of grievance documents.**
10. **Any grievance which arose prior to the effective date of this agreement shall not be processed under this agreement, unless mutually agreed by the parties.**

Matters Not Subject to Grievance Shall Include:

1. **Discipline, termination of services or failure to reemploy any probationary unit employee.**
2. **Evaluation of probationary unit member**

N. Grievance Forms

Forms for filing and processing grievances shall be made available by the Board. This form will be entitled "Official Grievance Form."

Article 7 – Negotiations Procedure

A. RECORDS AND INFORMATION

During negotiations or for the purpose of assisting the Association in developing accurate, informed and constructive proposals concerning the rates of pay, wages, hours of work and other conditions of employment for employees, the District shall provide the Association with documents related to financial resources, budgetary requirements and allocation within 15 work days of its request. The District shall also provide the Association with any other related information which is presented to any regular and/or special meetings (**held in open session**) called by the Board to conduct official business or to any other governmental body.

Article 8 – Leaves of Absence

Suggest replacing most of Article with the language from the CTES contract, as proposed – as shown below. 4 Business Days and no EMR time remains.

A. Paid Sickness Leave

1. Each bargaining unit member shall accumulate sick leave at the rate of ten (10) days for each school year without limitation as to accumulation.
2. Absence on “sick leave” shall be allowed for either personal illness or immediate family illness. Immediate family shall include only the spouse, child, grandchild, father, mother, brother, sister, brother-in-law, sister-in-law, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law of the bargaining unit member. Such sick leave days shall be limited to three (3) days per incident. If in excess of (3) days, a request for FMLA is to be initiated by the employee subject to eligibility.
3. If there is probable cause to suspect the misuse of sick absence, a bargaining unit member, upon the request of the Superintendent or designee, shall promptly substantiate such sick absence by a written physician’s statement or by such other evidence as the Superintendent may require.

B. Personal Leave

Each bargaining unit member will be allowed four (4) days of absence during each school year without loss of salary to transact personal business or to attend to affairs of a personal nature, which cannot be conducted outside the regular school day.

It is recognized that such request shall be made five (5) days in advance, except in cases of a verified emergency circumstance.

Three (3) Personal Days may be used together if approved in advance by the Supervisor.

At the end of the school year, any unused personal time will be compensated at the bargaining unit member’s discretion using one of the following methods:

- a. one hundred twenty-five dollars (\$125) per individual per day,
- b. Day for day transfer into the bargaining unit member's accumulated paid sick leave.

D. Paid Holidays (no longer need Article 15)

Bargaining unit members shall receive the following paid holidays, provided they work the last scheduled workday prior to the holiday and the first scheduled workday following the holiday:

- Friday before Labor Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Day before Christmas
- Christmas Day
- Day after Christmas
- New Year's Eve
- New Years Day
- Day before Spring Break
- Memorial Day

Holidays that fall on a Saturday shall be observed on the preceding Friday. Holidays that fall on a Sunday shall be observed on the following Monday.

Note: Where any extenuating circumstances may result in a request for additional review and consideration by Human Resources, in consultation with the supervisor, the employee's record of attendance, including attendance preceding and following prior holidays or breaks will be part of any such consideration. Any such decisions are at the discretion of Human Resources and shall not be subject to grievance.

E. Bereavement

Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts,

uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

These days do not have to be consecutive, but may not be split into more than two occurrences.

Any absence for other than immediate family as detailed above requires advance written approval from the Asst. Superintendent of Human Resources.

F. Pro-ration

The benefits provided in this Article (excluding automobile travel costs) shall be prorated in the case of part-time bargaining unit members.

G. Military Leave

1. Leave and Return

Bargaining unit members who are inducted into the Armed Forces of the United States, or who join the Armed Forces, in lieu of being inducted under provisions of the Selective Service Act, shall be entitled to leave without pay for the period of service required.

Upon an honorable discharge, the bargaining unit member shall be reinstated with full credit on the salary schedule for time in service.

2. Reserve Training

A bargaining unit member may request leave to participate in armed services reserve training programs and such leave shall be granted upon proper documentation by his/her commanding officer.

He/she shall be paid by the District the difference between the amount received for the training and his/her full salary

H. Jury Duty/Court Appearance

1. Should a staff member be called for jury duty, she/he shall provide a copy of the subpoena to the immediate supervisor.

Staff members who serve during their normal work schedule will not be penalized in any way for doing so. They will receive full pay if they endorse the check received from the court or pay the amount shown on their record slip, less travel allowance, within fifteen (15) days of return from jury duty.

While on jury duty, a staff member is required to report daily their schedule for the following day and must report to work when his/her presence is not required at court.

The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Staff members must submit to their supervisor a record from the courts of the number of days served.

2. A staff member will be excused with pay for the time necessary for appearances in legal (court) proceedings connected with the staff member's employment or with the school district, provided that the staff member is subpoenaed to appear by the Board, the Administration or someone acting on their behalf.

I. Worker's Compensation

1. Disabilities Compensable Under Worker's Comp Act: In the event a bargaining unit member suffers a disability arising out of or in the course of his/her employment, the Employer shall assist the bargaining unit member in securing Worker's Compensation Benefits. All other rights and benefits of the labor agreement shall continue **except as follows**: and ~~accrue as if the bargaining unit member was actively employed.~~

During the first twelve (12) months if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months, or once the employee has exhausted all paid leave, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

J. **Sick Day Donation Protocol**

1. **Intent and Purpose:** A sick leave ~~bank~~ **donation protocol** shall be administered for circumstances using the FMLA guidelines.

The intent of the sick leave ~~bank~~ **donation protocol** is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

- a. A **unit staff member** wishing to **request donation of days** ~~withdraw days from the SLB~~ must submit the following information in writing or electronically to **Human Resources** ~~the KIEA union president or the president's designee~~ for communication to the members:

Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.

- b. Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).
- c. A bargaining unit member requesting **donated** sick days ~~from the bank~~ must have exhausted his/her sick leave day balance at the time of the request.
- d. Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.
2. Donation of Sick Days by Bargaining Unit Members
- a. Up to 2 sick days per year/per bargaining unit member may be donated. **Bargaining unit members with more than 200 accrued days may donate up to three 3 sick days.**
- b. Members must have accumulated a minimum of twenty (20) sick days in order to donate to the Sick Bank.
3. Administration of Sick Leave Donation Protocol ~~Bank~~

The donation and usage of sick leave donations will be monitored and maintained by The District.

It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

K. Other Provisions

Each employee working a summer school session shall earn additional accumulated leave time based on the schedule below:

Summer Work Schedule – calculations are based on a 7 hour work day – if the program runs less seven hours, time will be prorated appropriately based on the number of hours worked in a summer program.	# of earned accumulated leave hours
26 full days / 182 hours	9.5 hours
24 full days / 168 hours	8.84 hours
22 full days or 154 hours	8.1 hours
20 full days or 140 hours	7.37 hours
18 full days or 126 hours	6.63 hours
16 full days or 112 hours	5.89 hours
14 full days or 98 hours	5.16 hours
12 full days or 84 hours	4.42 hours
10 full days or 70 hours	3.5 hours

This additional earned accumulated leave bank will be added to the employee’s leave bank in October.

Accumulated sick leave time shall terminate upon severance or suspension of employment. Employees on unpaid leaves of absence shall not accumulate sick leave benefits. Employees returning from such leave and/or reinstated following any suspension shall be credited with previously earned accumulated benefits.

If an employee is returning from a personal illness or injury and the District has reason to believe the employee is not yet medically fit to return, the District may request written medical verification that the employee is fit to return. The Board may, at its expense, send the employee to a Board identified physician for a second opinion.

An employee shall personally notify, if possible his/her immediate superior or designee of his/her intended absence stating the nature of the leave (illness, death, etc.) and where they can be contacted during the day. Employees shall give

such notification prior to their starting time in accordance with building/program/department expectations, if reasonably possible. Failure to do so may result in denial of leave pay for that day.

Unpaid leave is not allowed unless pre-approved in writing by administration, and may not be considered in lieu of use of available paid leave. Use of leave for purposes other than as stated in this article shall be cause for disciplinary action up to and including discharge.

In case of a reasonable suspicion of abuse, the District will notify the employee in writing of the basis for the suspicion and notify the employee that the employee will be required to provide written medical verification of future accumulated leave use for a period of time not to exceed six (6) months of active employment.

Unpaid Leaves of Absence

L. Medical Leave

- 1. Any support personnel who is unable to perform their duties because of a personal illness or disability (including for this purpose maternity) which extends beyond the period for which sick pay is received under Paragraph A., Article X, above may be granted a medical leave of absence without pay for the duration of such illness or disability, up to a total of one (1) calendar year provided that this period may be extended at the sole discretion of the Board up to the number of years of service of such bargaining unit member in the District.**
- 2. Any application for Medical Leave shall be in writing and be supported by a doctor's statement if requested by Human Resources.**

M. Family Medical Leave Act (FMLA) (replace existing with updated below)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as "hours worked" and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is

foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee's eligibility within five (5) business days in accordance with applicable FMLA regulations.

2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care; .
 - b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
 - c. The employee's own serious health condition that makes the employee unable to work.
 - d. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.
 - e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:
 - f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be

approved by the District beyond the two weeks with appropriate medical documentation. **Upon return from an approved FMLA leave for the birth of a child (or legal adoption) the district will restore up to 5 paid leave days that were used during the leave. If the employee had no paid leave to use, no such restoration shall be made.**

4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.
6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - a. the birth of a son or daughter and bonding with the newborn child,
 - b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
 - c. the care of a parent with a serious health condition.

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.

8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.

9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash in lieu payments will not continue during unpaid FMLA.

A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.

Seniority will continue to accrue during the leave.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.

11. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.

Article 10 – Assignment, Transfers and Vacancies

Replace A – D with:

The District shall have the right of placement and assignment for all bargaining unit positions based on the needs of the program.

i. During the school calendar year – August to June

Kent ISD administration shall have the right to determine placements deemed to be in the best interest for the students, staff, and classroom team. During the school year, requests for transfers or changes may be considered but may only be granted if administration determines there to be minimal disruption to the learning environment for students and the transfer will not be disruptive to the current classroom teams.

ii. School year to school year changes

Kent ISD administration recognizes that Center Program staff may periodically express a preference for a change in assignment related to responsibilities given the complex needs of students or to seek a position in building that is closer to their residence. Annually, Kent ISD will have a transfer request process for current unit staff.

• In March, a transfer request survey will be sent to all bargaining unit staff:

- Any voluntary survey responses are due by April 1st.**
- Not earlier than April 15, Kent ISD will respond to those staff that requested a transfer.**
- Transfer requests will be considered if administration determines that the staff member has the knowledge, skills and experience to meet the needs of students in the new placement. If staff meet the criteria, the transfer may be granted at the discretion of the administration, subject to the needs of the programs effected.**
- In the event that multiple staff request a transfer to a placement, the program administration will review all requests before deciding which to approve, if any.**

- **Transfer requests that were submitted prior to April 1st will be considered if positions should become available during the current school year, up until June 15th.**

Human Resources shall post all vacancies on the applicant tracking portal located on the Kent ISD website.

It is recognized that an involuntary transfer may be necessary at times. When involuntary transfers occur, affected employees will receive written notice of the involuntary transfer. If a transfer occurs during the school year, the affected employee shall be given the rationale for such transfer.

For the purpose of this Agreement, a vacancy shall be defined as a position for which an employee is required and will be assigned or hired in a building or program at the discretion of the administration.

A position that is temporarily unfilled as a result of an approved leave of absence and where the employee has return rights, will not be considered as a vacancy and may be filled by a temporarily contracted person.

In determining staffing assignments, the administration will in good faith consider the preferences or requests of staff. Staffing assignments shall not be subject to the grievance process.

Article 12 – Working Conditions

A. Working Hours

1. **Each full-time employee shall at least work a seven and a quarter (7.25) hour day. The normal working hours shall be assigned by the Administration and shall be the same for each building. The seven and a quarter hour day will include two paid breaks of 15 minutes each. Staff may request up to 15 additional minutes per day as needed for purposes of cleaning, record keeping and documentation that could not be completed during the normal workday.**

C. Compensatory Payment

1. **When an employee is requested by his/her immediate supervisor and agrees to work hours longer than those which he/she is regularly obligated to work by this Agreement, compensatory payment shall be granted.**

2. If compensatory payment is approved by the supervisor, the employee will be paid an hourly rate calculated by determining an hourly rate using his/her current pay step and level.
3. **Compensatory time Compensation** for actual hours-worked under 40 in a week will have a value of one hour for each additional hour worked. **Compensatory time Compensation** for actual hours worked over 40 hours in a week will have a value of 1½ hours for each hour worked.

D. Attendance At Required Events:

Time worked beyond the ~~seven and a ¼ (7.25) hour~~ **work day (as defined in Section A)** will be scheduled by the administration with reasonable notice of five (5) working days, (except emergency situations) for required scheduled events.

Required events include:

- ❖ Parent/Teacher Conferences if requested by building/program administrator
- ❖ Committee Meetings
- ❖ Staff Meetings
- ❖ Team Meetings
- ❖ Emergencies (e.g. transportation, medical, behavior, weather)

Other required events may include:

- ❖ Certain Training – related to job responsibilities
- ❖ IEPT
- ❖ PSO/PTA Events
- ❖ School Sponsored Events

Staff involved in approved after-hours job related activities will be compensated with ~~compensatory time or~~ pay for hours of work in accordance with section C, the policies and procedures of the Board of Education and state and federal law.

E. REQUIRED EVENTS Exchange Days

Bargaining unit and/or Association members will be allowed to use accumulated ~~compensatory time, accumulated~~ leave time, earned vacation or personal business time for pay on conference required events exchange days. **Need this?**

F. Reprimand

1. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of professional benefits provided in this Agreement **for reasons that are arbitrary or capricious without just cause**. Any evidence of alleged misbehavior shall be immediately deleted from an employee's personnel file if found to be untrue. Information forming the basis for the reduction of benefits provided in this Agreement will be available to the employee and the Association.
2. Before placing a written reprimand in an employee's personnel file, the administrator making the reprimand shall:
 - a. present the employee being reprimanded a copy of the reprimand.
 - b. ~~give the employee an opportunity to have an Association representative hear the reasons for the reprimand.~~
 - c. ~~require the employee to sign the original which indicates only that the employee has had the opportunity to read the reprimand.~~

~~The signature is in no way to be construed as acceptance or approval of the reprimand but is verification that the employee is aware the reprimand is in his/her permanent file. The employee shall receive a copy at the time of signing.~~

3. Furthermore, the Employer agrees that any written documentation pertaining to discipline (including warning, reprimand, suspension or discharge) will be entered into the employee's personnel file **within one calendar year of issuance** ~~file no later than October 31 of the school year following the school year in which discipline was issued. For discipline occurring during the summer, the District will have six (6) months to file the documentation in Human Resources. Any materials not entered into the file within these time periods shall be without effect. Materials physically present at the Human Resources Services Office, but not yet converted to microfiche, shall be considered to be part of the personnel file.~~

g. Access to Personnel File

1. Employees shall have access to his/her personnel files during normal business hours at the District's main office in Human Resources not more than two (2) times per year, unless further access is granted by the District. This file shall be the official file maintained with respect to each employee.
2. The personnel file shall consist of (but not by way of limitation) the following: application for employment; letters of reference; other than those which are exempt from disclosure under law; employee performance evaluations; letters of recommendation, praise, or thanks; disciplinary materials; and letters of resignation.
3. The District agrees to notify the employee ~~by either telephone or FAX~~ when the District receives a request for all or part of that employee's personnel file under the Freedom of Information Act. The employee will be provided an opportunity to review the contents before the release of the file. The employee may request Association representation in this review. The parties recognize that, under the exceptions provided under Section 13 (1) of the Freedom of Information Act and under the Bullard-Plawecki Employee Right to Know Act, and other federal and state laws, **shall be applied to any required redactions** ~~any of the following information will be automatically redacted~~ from any materials prior to the release of the file:
 - a. race
 - b. ~~personal insurance information~~
 - c. ~~social security number(s)~~
 - d. ~~bank account information~~
 - e. ~~credit union information~~
 - f. ~~medical and/or psychological records, facts, or evaluations if an individual's identity would be revealed~~
 - g. ~~documents relating to a criminal investigation where no charge(s) was filed or where the charge(s) was found to be unsubstantiated as per Bullard-Plawecki~~
 - h. ~~documents relating to allegations of misconduct or incompetence (excluding evaluation documents), where no charge(s) was filed or the allegations were found to be unsubstantiated (nothing prohibits the District from maintaining separate investigative files)~~
 - i. ~~documents relating to closed tenure proceedings (except for documents containing public information), including the charges themselves (including exhibits, testimony, etc.), prior to a final disposition on the charges~~
 - j. ~~any disciplinary information more than four (4) years old, unless the disclosure is required by law~~

- ~~k. Any references to the employees political or other associations or affiliations, as required under Bullard Plawecki~~
- ~~l. student records or references to specific students as required by FERPA~~
- ~~m. evidence concerning authorization to work in the U.S.~~
- ~~n. employer references, as required under Bullard Plawecki~~
- ~~o. educational transcripts~~
- ~~p. documents pertaining to current litigation involving the requesting party~~
- ~~q. privileged attorney communications, opinions, work products~~

4. The parties recognize that this Agreement is based on his/her best mutual understanding of current law in this area; they agree to meet to discuss changes should further judicial proceedings or legislative action so require. The parties understand a binding court interpretation supersedes this agreement or any provision of the contract that conflicts with the court's opinion.

l. ~~Travel Time~~

~~Time shall be allowed for each employee required to travel between buildings. Such travel is not to be considered part of regular release time or lunch period.~~

~~Mileage will be paid to employees who are involuntarily transferred and need take more than one assignment in order to remain full time. This will be paid for the first year after the involuntary transfer, provided the employee bid on vacant positions during the bidding process. Mileage reimbursements requests for this reason must be submitted to Human Resources within the IRS guidelines outlined below.~~

K. Automobile Vandalism/Damage and/or Theft

1. Reimbursement to employees for validated damage to personal automobile property due to vandalism and/or theft shall be **limited to the employee's auto insurance deductible.** ~~made under the following conditions:~~
 - ~~a. The employee is acting in the line of duty during his/her regular assignment when such loss occurs and the automobile is parked in the designated area, as assigned by the building administrator or supervisor or the employee is transporting students at the request of the District, and loss occurs as a result of an action taken by a student or students.~~
 - ~~b. The District will pay a maximum of \$150 per incident or the cost of the repair; whichever is less, per fiscal year pending confirmation of repair.~~
 - ~~c. The items damaged or stolen are attachments to or are regular accessories of the automobile or personal equipment and/or materials used in District employment.~~

- d. ~~The automobile was secured (windows closed, doors and trunk locked), except when the employee is transporting students.~~
- e. ~~The damage was properly reported to the employee's supervisor immediately after discovery of the loss. In the case of unintentional damage by a student, the report will be made to the building administrator or supervisor immediately after discovery of the loss. The Auto Vandalism Reimbursement Form will be obtained from the building principal or the immediate supervisor.~~
- f. ~~The employee signs the claim form stating the damage and/or loss was to the best of his/her knowledge done while he/she was acting in the line of duty and his/her automobile was parked in the area designated as the parking area or that he/she was transporting a student.~~
- g. ~~At least two (2) estimates from reputable local businesses shall be attached.~~
- h. ~~All reimbursement requests must be submitted within 60 days of payment for the damage.~~

L. Retirement Benefit

- 1. Any employee who has reached the age and service requirement of the Michigan Public School Employee's Retirement System (MPSERS) and has completed at least ten (10) years of service with the Kent Intermediate School District shall receive, upon retirement, payment for unused sick leave days (accumulated at the time of retirement) at a rate of **\$50 per unused sick day as outlined below. This provision shall require a commitment to a confirmed ORS retirement, with written notification provided to Human Resources not later than March 15th of the year of retirement. Mid-school year retirements are not eligible, unless the parties mutually agree to an exception.**

;
;

~~2. Qualifications for the \$50.00 payment:~~

- a. ~~To qualify for the \$50.00 per day/year whichever is greater. Early Notice payment, you must work through the end of your scheduled work year,~~

~~this may vary by assignment. Official notification must be made to Human Resources.~~

And

~~b. Notification to Human Resources after your first scheduled work day of the contract year and up to the last District business day before spring break, the amount paid for each unused day/year, whichever is greater shall be \$50.00.~~

~~3. Qualifications for the \$35.00 payment:~~

~~a. Official notification to Human Resources after the last District business day before spring break, and up to the individuals last scheduled work day (this may vary based on the individuals assignment), the amount paid for each unused day/year shall be \$35.00.~~

~~b. Employees wishing to retire before the completion of their last scheduled assignment date will upon official notification to Human Resources receive \$35.00 per day/year, whichever is greater.~~

~~e. There shall be no payment for notification after an individual's last scheduled work day, (this may vary based on the individual's assignment).~~

Universal Service Credit

~~a. In accordance with MPSERS requirements of either Basic or MIP, each retiring employee has the option of using accumulated sick leave time to purchase Universal Service Credits up to the maximum allowed at the accumulated leave time payout rate. The retiring employee shall initiate the tax deferred purchase process with MPSERS. Upon approval of the application by MPSERS, and pursuant to IRS guidelines, the District will pay the accumulated leave money at the time the retiring employee receives his or her last pay. The amount may be set up as a payroll deduction and forwarded to MPSERS to facilitate this purchase.~~

Special Pay Plan

~~a. The payment for accumulated leave days or vacation days, if applicable, will be placed in a Special Pay Plan 403(b) account if the dollar value of the payment is \$500.00 or more. The account is subject to IRS contribution amount limits. The plan will be under the employee's name and social security number. The employee may request from the authorized company a distribution in cash or self-direct the investment of his/her money.~~

~~b. If the dollar value for accumulated leave days and/or vacation days, if applicable, is less than \$499.99, the employee shall receive the payment via the normal payroll process and subject to a withholding of all applicable taxes.~~

~~c. — Employees who are under age 55, and who prior to their retirement, notify payroll in writing that they will be withdrawing their funds in cash and have received the cash distribution from the Special Pay Plan 403(b) account within 90 days of their retirement, the District will provide on a payroll check an additional amount equal to the difference between the tax penalty and the FICA savings.~~

~~M. — Lab Coats~~

~~Each employee, has the option to request a lab coat on an as needed basis as determined by the immediate supervisor.~~

n. Physical Assault Or Injury Inflicted By A Student

2. If an employee, acting in the line of duty, is assaulted as defined by the school code and District policy, the incident shall be immediately reported to the District representative.
3. An employee who is **physically** injured or harmed by a student's act, while the employee is acting in the line of duty and the student is under the jurisdiction of the District, the employee will follow all guidelines and procedures for the reporting of a work related injury, including completing the Employee Injury Report.
4. In cases of physical assault or injury inflicted by a student (whether or not the student's action was intentional) on an employee while he/she is acting in the line of duty as an employee of the Board, the time lost, if any, by the employee shall not be charged against the employee's sick leave and the employee shall continue to be paid by the Board **for up to 30 days**, provided there is appropriate medical document that supports the time off duty and **Worker's Compensation is not in effect**. This provision does not include disease or illness, including but not limited to: colds, flu conjunctivitis, measles, mumps, chicken pox, impetigo, or head lice. Illnesses shall be covered under the sick leave provisions of this contract. This provision does cover severe allergic reactions when it can be demonstrated that contact with the student (perfume, smoke, etc.) was the cause of the allergic reaction. When Worker's Compensation is paid, the Board shall pay the difference between the sum and the employee's regular salary **utilizing the bargaining member's accumulated paid leave, if any. At such time that bargaining unit member has exhausted all paid leave, the Board will pay that difference for a period not to exceed one year from the injury.** ~~Should the injury to the employee be of such nature as to cause an inability on the part of the employee to perform the essential functions of his/her position beyond the above two (2) year provision, this section shall in no way waive the rights of the employee to pursue claims for liability. During the above period of such disability, said employee shall be entitled to full applicable benefits of all employees' rights and privileges included in the Agreement.~~

During the first twelve (12) months from initial injury by a student, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months of the initial injury, or once the employee has exhausted all paid leave – if after one year of injury by a student causing disability, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

Consistent with Article XIII

P. ~~Parking Spaces~~

~~Each employee shall be furnished with a free parking space.~~

Q. Extended School Year/Summer School

1. When a school year employee continues to be employed during the summer in his/her regular position, the wage for the position in which he/she is engaged shall be in force pro-rated to the time worked.
2. Bargaining unit summer positions shall be filled in the following order:
 - a. By bargaining unit member within individual buildings/program before District wide postings, based on qualifications (qualified is defined as meeting the requirements specified in the posted job description.) then seniority.
 - b. With any bargaining unit member within the bargaining unit, based on qualifications (qualified is defined as meeting the requirements specified in the posted job description) then seniority.
3. Any positions not filled shall be posted as soon as positions are approved, but no later than June 1 of each school year. When a school year employee desires summer

employment in a position other than his/her regular position, he/she shall submit his/her request to Human Resources under the regular posting practice. Each employee shall be paid his/her per diem rate of pay. ~~Selection will be based upon the regular procedure defined in Article 9 Transfers/Vacancies.~~

r. Performance Evaluation

1. Process

- a. Probationary employees will be formally evaluated at the completion of their probationary period. They will also have at least one informal meeting during the probationary period.
- b. All non-probationary employees will be evaluated at least once every three (3) years.
- c. All employees new to the position/building should be evaluated during the first year in the position/building.
- d. The evaluation process for non-probationary employees will include the following:
 1. An initial meeting will be held by the 6th Friday of the school year. The initial meeting will include a review of the process, the evaluation form and timelines.
 2. Each employee's performance will be observed at least twice during the evaluation year by the evaluator. If any concerns are noted during these observations, the employees will receive written notification of those concerns and that the concerns may lead to an ineffective evaluation. The written notification must occur within ten (10) working days of the observation. The first observation will occur between the initial meeting and the end of 1st semester. The second observation will occur between the beginning of 2nd semester and spring break.
 3. A final meeting will be held before the third Friday of May each year. At that time the evaluation form will be completed, signed and filed with Human Resources.
 4. Any time an employee receives a minimally effective annual evaluation, the supervisor will provide the employee with a written Improvement Plan. The Improvement Plan will describe the

actions the employee must take to improve, with time lines for achievement of the actions. It will also describe the steps the District and the immediate supervisor will take to assist the employee in the improvement. The plan must be reasonable and achievable within the time frames indicated. It will include regularly scheduled meetings between the employee and the supervisor to discuss the employee's progress. Except in the case of probationary employees or a health and safety issue, the improvement plan will last a minimum of sixty (60) work days.

5. At the conclusion of the improvement plan, the immediate supervisor will provide the employee with a written summary of the employee's progress under the plan. It will include a summary statement in which one of the following conclusions is provided:
 - a. The employee has successfully completed the plan of improvement and is considered effective
 - b. The employee has made progress under the plan and will be retained subject to a new or continued plan of improvement;
 - c. With the prior approval of Human Resources and the Association, the employee will be transferred to an available Association position (provided the employee has the necessary qualifications) or;
 - d. The employee has not made progress under the improvement plan and is recommended for termination.

2. Out of sequence evaluations

If at any time the quality of the work of an employee is **of concern to the administration** ~~deemed minimally effective~~ such employee shall receive a written communication from the immediate supervisor that an out of sequence evaluation will occur. The above timelines do not apply in the case of an out of sequence evaluation.

3. General rules regarding performance evaluations

- a. In the event an employee receives an ineffective evaluation; they will have the right to a waiting period of two (2) business days before signing the ineffective evaluation for the purpose of consulting with an Association representative.
- b. A short-term leave will not, due to the absence of the employee, cause any evaluation time line to expire. Any evaluation time line that falls during a short term leave will be extended for the number of work days equal to the length of the short term leave, beginning the day the employee returns from leave.
- c. ~~GREA~~ employees may not evaluate Association or bargaining unit members; the evaluator may seek input from GREA staff.

~~T. Wages and Fringe Benefits Designee~~

~~In the case of death of an employee the District is required to follow wage and hour and probate laws regarding disbursement of all owed wages and fringe benefits.~~

~~Pursuant to Section 3 of the Wage and Fringe Benefits Act, MCL 408.480, the employee may designate someone to receive such payments.~~

~~Designee forms must be signed and on file in Human Resources. The employee designation may be cancelled or changed only by filing a new form with Human Resources.~~

~~u. Liability Insurance~~

~~The Board currently provides not less than \$1,000,000 liability insurance for each employee during the time they are employed with the Board and acting within the scope of their assigned duties.~~

v. State Required License Reimbursement

The District will reimburse LPN's, Physical Therapy Assistants (PTA's) and COTA's for state required license, upon proof of payment. The amount paid will reduce the available amount

of tuition reimbursement equal to the credit calculation necessary at the GRCC rate. The request for reimbursement must be made within 60 days of the payment.

Article 13 – ~~Worker’s Compensation~~ (addressed in paid leave)

A. ~~Workers’ Compensation~~

~~Whenever an employee receives workers’ compensation benefits, the employee has the option to be paid the difference between such benefits and the employee’s regular salary or wage by the District provided the employee has accumulated leave days available. Such difference shall be deducted from the employee’s accumulated leave bank. The decision whether or not to utilize accumulated leave will be in effect for the duration of the absence and is not subject to change. The District’s Human Resources Office shall be notified by the employee, in writing, as to whether or not the employee elects to use accumulated leave time while receiving workers’ compensation.~~

~~During the first twelve (12) months from initial injury, an employee is qualified for workers’ compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority.~~

~~Following the twelve (12) months of the initial injury causing disability, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee’s position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee’s expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.~~

Article 15 - Holidays (addressed in paid leave)

B. ~~General Conditions~~

Each employee is eligible for holiday pay provided:

- ~~1. The employee completes his/her last scheduled work day in his/her regular school year position prior to the holiday and commences work at the scheduled time on his/her next scheduled work day after the holiday.~~

2. ~~In the event an employee is unable to work the days before or after the holiday because of proven illness or injury, requirement in "2" above will not apply.~~

Article 136 - Benefits (replace existing language with:)

A. INSURANCE BENEFITS

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than the following amounts: \$641.90 single; \$1,342.42 two person and \$1,750.65 family. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans: (needs discussion: 4 or possibly 5 of the below plan options.)

Plan A – WMHIP Versatile Plan 4 \$500/\$1000 10% Co-Insurance

Plan B – WMHIP Simply Blue Versatile 2 \$500/\$1000 10% Co-Insurance

Plan C – WMHIP Flexible Blue 3 \$2000/\$4000 0% Co-Insurance

Plan D – WMHIP Simply Blue 2 \$2000/\$4000 20% Co-Insurance

Plan E – WMHIP Flexible Blue 6 \$1600/\$3200 10% Co-Insurance

**Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap
The employee must be at least half-time, prorated for less than full-time.**

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

In spring of 2025, in preparation for the 2026 medical benefit plan year (1/1/2026 – 12/31/2026) the parties agree to collaborate to identify and compare at least three different medical insurance carriers with various plan options to be presented and considered via a side-by-side analysis prior to the end of the 2025-26 school year. This with the intention of allowing the unit members to provide input for open enrollment 2026.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

- 1. Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.**
- 2. If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.**

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

- 3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.**
- 4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.**
- 5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.**

6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

F. Dental Insurance

Delta Dental
100/100/90/85

NOTE: \$2,500.00 maximum per person total per contract year for Class I and Class II benefits.

NOTE: \$3,000 lifetime maximum per person for Orthodontics.

G. Vision Insurance

MESSA Vision Preferred
Examination and lenses covered
Frames or Contact Lenses covered up to \$135

H. Life Insurance

1 x Annual Salary (\$50,000 Max.)

I. Long-Term Disability

The Board will pay the premium for Long Term Disability insurance with the following provisions:

Benefits Coverage – 66-2/3%
Maximum Monthly Benefit – \$6,000.00
Qualifying Period – 90 Calendar Day Modified

Group Term Life Insurance

- a. The Board will pay the premium for group term life insurance for each bargaining unit member in an amount which is equal to the nearest one thousand dollars (\$1,000.00) of the bargaining unit member's annual base contract salary.
- b. Salary amounts of five hundred dollars (\$500.00) or more shall be increased to the next highest one thousand dollars (\$1,000.00).
- c. Amounts of group term life insurance provided under major medical health insurance, and any other life insurance offered under any other program of the District, shall be included in arriving at the amount of coverage under this section.
- d. Insurance shall become effective on the first day of the month next following the day all requirements have been met.
- e. The limit of group term life insurance, paid for by the Board, shall be set at fifty thousand dollars (\$50,000.00).
- f. Such group term life insurance program shall contain an accidental death and dismemberment clause in an amount equal to the face amount of the policy.
- g. The Board of the Kent Intermediate School District retains the sole right to determine the insurance carrier, or carriers, and the servicing agent, or agents, for the group term life insurance program.

The parties agree to move LTD and Life coverage from MESSA to NIS at the earliest opportunity that does not disadvantage anyone currently on LTD through MESSA.

~~1. General Provisions~~

- ~~a. Except where the Board expressly agrees to provide the funds for specific benefits, the responsibility of the Board is limited to the timely payment of its portion of benefit premiums.~~
- ~~b. The Board Shall pay the following annual amounts toward the total cost of the medical plans available to members inclusive of the medical premium and Health Savings Account (HSA) funding described below for each medical benefit plan coverage year.~~
 - ~~1. Single person coverage: \$6,818.87~~
 - ~~2. Two person coverage: \$13,268.93~~
 - ~~3. Family coverage: \$18,596.96~~

~~—These annual employer paid amounts shall adjust annually at the beginning of each medical benefit plan coverage year, to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution act.~~

~~c. The employer paid amounts shall be prorated if the employee begins employment after the first month of school. The proration shall reflect the number of months employed including subsequent summer months.~~

~~d. Medical premiums are payroll deducted from 20 pays, beginning in September and ending in June.~~

~~e. The remaining annual cost for the employee's elected medical plan premiums shall be paid by the employee via payroll deduction through the pre tax premium portion of the District's section 125 flexible benefits plan, and as such, will not be subject to withholding. The employee contribution shall be prorated for part-time employees who are less than full time, but work at least 16.5 hours.~~

~~f. The employee's contribution for medical premiums shall be paid via payroll deduction through the pre tax premium portion of the District's section 125 flexible benefits plan.~~

~~2. Eligibility~~

~~a. Employees are eligible for benefits beginning on the first day of employment.~~

~~b. Each eligible employee and his/her eligible dependent(s) as defined by the underwriters are to assure insurance coverage for the full period covered by this Agreement.~~

~~3. Benefits Plans~~

~~a. Members may select one of the following benefit plans: —~~

~~a. *As of August, 2021 — Switch to MESSA health pending August renewal rates.
Parties agree to look at rates when 2022 prices are made available~~

~~Choice A~~

Medical:	WMHIP Versatile 4 PPO
IN Deductible:	\$500/\$1000
IN Coinsurance:	10%
IN Copay (OV/UC/ER):	\$20/\$20/\$50 or coinsurance amount

Rx Coverage:	\$10/\$40; step therapy

Choice B

Medical:	WMHIP HDHP Flexible Blue 2
IN Deductible:	\$1400/\$2800
IN Coinsurance:	0%
IN Copay (OV/UC/ER):	Subject to deductible
Rx Coverage:	\$10/\$40; step therapy

Choice C

Medical:	WMHIP HDHP Flexible Blue 3
IN Deductible:	\$2000/\$4000
IN Coinsurance:	0%
IN Copay (OV/UC/ER):	Deductible amount
Rx Coverage:	\$10/\$40; step therapy

Choice D

Medical:	WMHIP HDHP Simply Blue
IN Deductible:	\$1400/\$2800
IN Coinsurance:	20%
IN Copay (OV/UC/ER):	Subject to the deductible or co-insurance
Rx Coverage:	\$10/\$40; step therapy

4. Non-Medical Benefits:

- a. ~~In the case of non-medical premiums, the Board shall pay the entire premium effective upon ratification and execution and shall not under any circumstances require the Board to provide the described benefits.~~
 - a. ~~As of August, 2021, switch to same non-medicals as KIEA Instructor group.~~

b. Dental: Delta Dental

Class I:	100%
Class II:	100%
Class III:	90%
Annual Max	\$2500
Class IV:	85%
Class IV/Lifetime Max	\$1500

c. Vision: VSP 3G

Co-payment - None	Participating Provider	Non-Participating Provider
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Examination Once Ever Plan Year	Covered 100%	Reimbursed Amount Up to \$35 (OD) up to \$45 (MD)
Lenses: Once Every Plan Year <ul style="list-style-type: none"> ● Single Vision ● Bifocal ● Trifocal ● Lenticular ● Oversized Lenses 	Covered	<ul style="list-style-type: none"> ● Up to \$38 ● Up to \$60 ● Up to \$72 ● Up to \$108 ● Not covered
Frames Once Every Plan Year	Retail Allowance Up to \$135	Up to \$55
Contact Lenses Once Every Plan Year Elective Contact Lenses	In lieu of Lenses & Frame Up to \$130 Retail	In lieu of Lenses and Frame Up to \$115

d. ~~Long Term Disability:~~

~~In the event that a member qualifies for LTD, the Board shall pay its portion of all insurance benefits for the first six months, from the date of disability, contingent on receipt of the member's portion of the payment. For the next six months, the Board shall pay its portion of medical insurance premiums only, and all non-medical coverages will be terminated. After 12 months, all benefits will be terminated.~~

LTD Insurance Company: Reliance Standard

Benefits Coverage:	66 2/3%
Monthly LTD Benefit	66 2/3% of the first \$4,500 of your monthly predisability earnings, reduced by deductible income.
Maximum Monthly Benefit:	\$7,000
Qualifying Period	90 day calendar modified
Maternity Coverage	Yes
Mental/Nervous Waiver	Yes

e. ~~Life Insurance and Accidental Death and Dismemberment: One times salary, capped at \$50,000~~

f. ~~Cash In Lieu (employees working 50% or more)~~

~~Employees electing cash in lieu must certify they have medical coverage elsewhere. Cash in Lieu total yearly amount of 75% of single subscriber hard cap prorated based on part-time hours and start date.~~

g. Health Savings Account

The Board will establish and maintain a Health Savings Account (H.S.A) for employees choosing the High Deductible Health Plan. Health Equity shall be one of the HSA plan options.

Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HEQ HAS up to the maximum amounts allowed by Federal law.

The parties understand that in the event the minimum deductible necessary for a medical plan to comply with HSA eligibility is increased beyond the current deductible level for any plan with the minimum deductible, the deductible will automatically adjust to meet the federal minimum requirement.

h. Medical Plan Evaluation

~~In September of 2021, the association will secure a MESSA quote for medical insurance for 2022. If the medical insurance rate for the MESSA ABC 1 plan is less for two of the three rate (single, 2 person, family) than the 2022 renewal of WMHIP like product (Flexible Blue 2?), then the district will implement the MESSA plans offered by the district (KIEA contract if available). These plans will be implemented with a start date no later than January 1, 2022.~~

These don't belong under Optional/Voluntary – relocate appropriately if not already covered.

a. The Board shall pay its portion of insurance premiums during the summer for laid off employees. However, employees must continue to pay their portion of the insurance premiums.

b. All other medical, negotiated group term life, dental, vision, LTD or cash in lieu changes will become effective the first of the month following the change of employment status.

c. The Board shall be responsible for providing insurance information to employees that is made available to the Board by the provider.

d. All newly hired employees must enroll in benefits within 30 days of hire. An employee may change the level of coverage only during the annual open enrollment period or within 30 days of a qualifying event.

e. If the employee becomes totally disabled from any cause before reaching age sixty (60), the Negotiated Group Term Life insurance provided will be continued for the duration of his/her total disability without payment of

further premiums regardless as to whether or not the carrier is still in force. The employee is responsible for making application for the waiver of premium in a timely fashion.

5. Changes in Carrier

- a. The parties agree that future changes of carrier will be made after mutually conducting a thorough evaluation to assure it meets the specifications of this Agreement ~~and currently approved certificate booklet.~~

B. TUITION REIMBURSEMENT

After six (6) months of continuous full-time employment each employee shall be entitled to tuition reimbursement provided that he/she is not eligible for tuition reimbursement from another source(s) according to the following:

1. Course Approval

- a. A Kent Intermediate School District **Request for Tuition Reimbursement Approval** ~~Course Approval Application~~ Form shall be completed by the employee and submitted to the District's Benefits Office at least ten (10) days prior to the beginning of the course.
- b. Such courses must be for college credit ~~or workshop equivalent to college credit.~~ ~~In addition employees shall be reimbursed for Community Education courses related to the employee's regular assignment.~~ In all cases, the content of the courses must be work-related and/or part of a formal degree program. The District's judgment of relevancy is final and binding and is not subject to the grievance procedure.

2. Eligibility

- a. The maximum number of hours eligible for reimbursement per year (September 1 through August 31) shall be:

9 semester hours ~~or 12 term hours~~

- b. Tuition will be reimbursed based upon the actual charge per semester or term hours up to the actual rates of:

WMU, GVSU or GRCC for a full-time employee at the undergraduate rate, whichever is highest.

- c. Approved courses must be completed with a minimum of a "C" to qualify for reimbursement.

3. Reimbursement Procedures

- a. **Upon completion of an approved course, the employee shall complete Part 2 of the Form specified in Section 1 above.** ~~a Grand Rapid Public Schools Tuition Reimbursement form. The completed form along with a copy of the earned grade and proof of payment for the course shall be submitted to the Benefits Office for processing.~~
- b. The District shall process the claim according to its policies and procedures in effect for all other **reimbursements billings**.
- e. ~~Job related full day workshops will count as a (1 credit course) for tuition reimbursement at the GRCC rate. The workshop reimbursement request must be submitted to the Benefits Office for processing within 60 days of payment for the workshop.~~

C. Payroll Deduction

The following payroll deductions will be available to employees and are strictly voluntary.

- a. Annuity Programs approved by the Board
- b. 457 – deferred income programs
- c. **Voluntary** ~~Optional~~ insurance premiums (including but not limited to medical, life/survivor and short term disability)
- d. United Way
- e. ~~Student Advancement Foundation~~
- f. MESSA and MEA Financial Services Programs
- g. Other programs mutually agreed to by the Board and the Association

The Board shall not be liable for any errors or losses in the administration of payroll deduction unless it is shown that the Board was negligent in the care and handling of monies involved.

Article 17 – Wages

A. Schedule

- 1. A bargaining unit member's hourly wages shall be determined by his placement on the attached salary schedule. *(Agree to remove Step Zero and add Step 8 which shall be 3% higher than Step 7)*

2. A bargaining unit member who has had no experience in his specialization, or approved related field, shall receive the hourly wages at Step 1 of the salary schedule.
3. A bargaining unit member with experience outside of Kent Intermediate School District will generally be given credit up to and including **three (3) years, or more at the discretion of the Superintendent or designee where prior experience applies.**

2024-25: Step + 4.0% on wage schedule

2025-26: Step + 3.5% on wage schedule

2026-27: Step + 3.0% on wage schedule

1. **Each LPN, COTA or PTA shall be placed at Step 4, 5, 6, 7 or 8 of the wage scale and shall be eligible for an hourly rate that is \$1.50/hour higher than the standard step amount subject to an effective performance evaluation in the prior school year.**
2. **For the 2024-25 school year, Instructional Support Specialists who are regularly and consistently assigned to a daily classroom that is designated as an ASD or EI classroom shall receive additional compensation in the amount \$500 in December and \$500 in June (if completing the full school year.) The additional compensation is based on actual classroom designation (not based on any one student or students in a classroom.) An otherwise eligible Instructional Support Specialists who exhausts their annual allocation of paid leave and incur unpaid time are not eligible (except where an approved FMLA applies). The administration reserves the right to continue, modify or discontinue this additional compensation following the 2024-25 school year and such decision will not be subject to grievance or arbitration.**

B. DIRECT DEPOSIT

All employees are required to participate in direct deposit of their payroll check to at least one financial institution of their choosing. The board will allow direct deposit to an additional financial institution.

C. Step Progression

Each employee working at least one-half of the school year will move one (1) step, in contract years that provide for step advancement.

D. Employees will be paid bi-weekly for hours worked and/or for holiday and other approved paid leave time within the district pay period. All employees will be paid on an hourly basis and are therefore required to accurately record their work time using the method established by the District.

E. Longevity

For longevity purposes, years of services in the District shall be computed once per year. Each full-time employee shall be paid longevity the second pay period in June as follows:

<u>Years</u>	<u>Amount</u>
1-4 years beyond step 7	\$600 \$700
5-9 years beyond step 7	\$1000 \$1,100
10-14 years beyond step 7	\$1400 \$1,500
15-19 years beyond step 7	\$1800 \$1,900
20-24 years beyond step 7	\$2200 \$2,300
25+ years beyond step 7	\$2600 \$2,700

The portion of the first year of employment shall be counted as a full year provided such portion is six (6) months or more. For all subsequent years, an employee who works at least 50% of his/her contractual year shall have earned a year toward longevity.

Employees whose employment terminates for any reason other than disciplinary action, after the December holiday break but prior to the 2nd pay period in June shall be paid longevity at the time of the termination of employment, prorated to the time of termination of employment through the last full month of employment.

F. Pay Increases

All pay rate increases shall be effective at the start of the school year, unless otherwise negotiated.

G. Step Increases

Employees who are eligible for step advancement **in years for which step advancement was agreed upon by the parties**, will receive it at the start of the school year, unless otherwise negotiated.

H. Substitute Stipend AND COMPENSATION

1. A \$300.00 stipend will be paid to each KISSA bargaining unit member who:
 - has 60 credit hours, has an official (with seal) transcript on file in Human Resources from a college or university or has a teaching certificate on file,
 - Agrees to substitute for day-to-day subbing in their own building/program.
 - Is granted a permit by the State of Michigan to substitute teach (note: the employee is responsible for the annual fee).

The stipend will be paid in June and adjusted at the semester only.

2. When an employee agrees to substitute as a certified teacher the employee will earn an additional ~~\$40.00~~ **50.00** per day in addition to their regular rate. This compensation will be reflected within the pay period of the days worked as a substitute.

I. Overpayment/Underpayment

The parties agree that where an overpayment or underpayment to a member has been discovered, restitution will be made based upon the amount overpaid or underpaid over the past three (3) years.

In the case of overpayment, the member shall be given the opportunity to make restitution through payroll deduction, for a period of time at least equal in length to the time period during which the overpayment was made or until the termination of employment, whichever is less.

Article 18 – Provisions

D. Copies of Agreement

The Board will post this agreement on the district’s intranet and on the district website www.kentisd.org.

Article 19 – Duration

This Agreement shall be effective upon ratification by both parties and shall continue in effect until the, 13th day of August 2027. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated. ~~This Agreement is entered into this day, by the parties.~~

This agreement may be re-negotiated during its term **only at the mutual agreement of both parties** ~~at the option of either party after March 1, 2024. If this agreement is re-negotiated, the negotiations shall be specifically limited to the direct pay rates, inclusive of steps, and hardcap of employees covered by this.~~ All other provisions of this agreement shall remain in full force and effect during the **life of the agreement.** ~~re-negotiations and until this agreement is re-negotiated or terminated.~~

IN WITNESS WHEREOF the parties have caused this Agreement to be extended on their behalf by their duly authorized representatives.

THE BOARD OF EDUCATION OF
THE KENT INTERMEDIATE SCHOOL DISTRICT

KISSA ASSOCIATION
of INSTRUCTIONAL SUPPORT SPECIALISTS,
~~EMPLOYMENT TRAINING SPECIALISTS,~~
~~NON-CERTIFIED TEACHERS,~~ LICENSED
PRACTICAL NURSES, CERTIFIED
OCCUPATIONAL THERAPY ASSISTANTS AND
PHYSICAL THERAPY ASSITANTS

by _____

by _____

For Kent ISD: Dave Rodgers,
Assistant Superintendent for Human Resources
& Legal Services

Its President

by _____

by _____

Its MEA Uniserve Director

Appendix A (also noted B) – Drug & Alcohol Agreement and Notice of
Rights (**remove —strikeout**)

KENT INTERMEDIATE SCHOOL DISTRICT

-and-

KENT INTERMEDIATE EDUCATION ASSOCIATION (KIEA)

EMPLOYER PACKAGE PROPOSAL #4

5-9-24

TA
Dan Rogers
5-9-24
Wendy
5-9-24

Note: This proposal is offered as a package proposal only. The District reserves the right to alter or remove any or all portions if the package is not accepted in whole. Any alterations shall not be considered regressive bargaining.

The District proposes a three-year contract for 2024-25, 2025-26 and 2026-27 commencing on August 12, 2024 and expiring on August 13, 2027. All provisions of the current contract remain in effect with the exception of those noted below.

Note: This proposal moves away from a September 1st date given the pre-Labor Day start.

Article II – Recognition

A. Bargaining Representative

The Board hereby recognizes the Kent County Education Association/MEA/NEA as the exclusive bargaining representative for the Kent Intermediate Education Association, as defined in Section II of Act 379 of the Michigan Public Acts of 1965, for certified, licensed and non-certified professional personnel employed by the Board in the areas of Special Education and Career and Technical Education, including:

- a. Instructor
- b. Career Advisor/Counselor
- c. Community-Based Vocational Training Coordinator
- d. ~~Enrollment Coordinator~~
- e. ~~Marketing Coordinator~~
- f. ~~Outreach Coordinator~~
- g. Physical Therapist
- h. ~~Retail Coordinator~~
- i. Support Teacher
- j. Teacher Consultant,
- k. ~~Technology Coordinator~~
- l. ~~Transition Assessment/Planning Facilitator~~
- m. Work-Based Learning Coordinator
- n. ~~Work Readiness Coordinator~~
- o. ~~Work Study Coordinator~~
- p. Center-Based Occupational Therapist
- q. Center-Based Social Worker

- r. Center-Based Speech Pathologist
- s. Center-Based Psychologist
- t. Center-Based Physical Therapist
- ~~u. CTE Curriculum Coordinator~~
- v. Certified Orientation and Mobility Specialist
- ~~w. Center Based Related Services Professionals~~
- x. Early On Service Providers

but excluding all supervisory, administrative, Business & Community Resources Coordinators, clerical, custodial and maintenance personnel and all persons employed by the Board in any other area.

- 2. The term "Bargaining Unit Member" when used hereinafter in this Agreement shall refer solely to those bargaining unit members represented by the Association in the bargaining unit defined in A.1. above, **regardless of membership status**. Bargaining unit members not covered by the Teacher Tenure Act, shall be referred to as "Professional Ancillary Staff" where appropriate. **Teacher or Instructor shall refer to bargaining unit members subject to sections 1248 and 1249 of the Michigan Revised School Code.**
- 3. The term "Board" shall include its officers and agents, including the superintendent and his designees.

Article III – Board Rights and Responsibilities

B

- 3. The district email system will be used to inform Kent ISD staff of changes to Board policies. Staff will be directed to ~~the intranet site~~ www.kentisd.org for new and updated policies under the School Board page.

Article IV – Association Privileges

C

- 2. The Association may use the equipment (copying machines, **printers typewriters,** audio visual equipment, computers) within the buildings when such equipment is not otherwise in use, provided that the Board may request reimbursement for the cost of supplies used and any equipment damages due to negligence. The Association may also have the use of telephones ~~for local calls~~.

G ADD #8

It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or unit member reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year.

Article V – Grievance Procedure

D. Level 1 (Verbal)

An aggrieved shall, within ten (10) days after the facts giving rise to the grievance have first occurred, or when the alleged grievance first became known, discuss the grievance, either alone or with an Association representative, with their immediate supervisor, specifically identifying the discussion as being a Level 1 grievance matter. ~~The minutes of this meeting shall be prepared and distributed to both parties by the immediate supervisor.~~

G. Level 4 (Mediation)

If the grievance is not resolved at Level 3, **subject to mutual agreement** ~~Association and the aggrieved may~~, within ten (10) days from the final decision of the Superintendent or the date such was due, whichever is shorter, **the parties may** submit the grievance to mediation. ~~The resolution of such grievance shall be mediated by the parties through the interest-based dispute resolution process. The process will be reduced to writing and added as Appendix E. of this Agreement.~~ Grievances that are not satisfactorily resolved through this process shall be submitted to Level 5, Arbitration, only after **mediation** ~~the (interest-based resolution process)~~ has been fully exhausted. **Neither party shall be obligated to mediation.**

I. Power of the Arbitrator

The arbitrator shall have the power and authority as set forth herein to resolve such grievance.

1. It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the **contractual** question submitted to him.
2. Further, it is agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement; nor shall the arbitrator substitute his discretion for that of the Board or the Association where such discretion has been retained by the Board or the Association under Article III or IV, respectively; nor shall the arbitrator exercise any responsibility or function of the Board or of the Association.

3. The decision of the arbitrator shall be final and binding on both parties.

J. Limitations of Arbitrator (no change but simply moved up from the bottom to follow Powers of the Arbitrator)

The arbitrator shall have no power to rule on any of the following:

1. The termination of services of or failure to re-employ any probationary bargaining unit member.
2. The termination of services or failure to re-employ any bargaining unit member to a position other than that member's position.

M. Matters Not Subject to Grievance Shall Include:

1. **Discipline, termination of services or failure to re-employ any probationary unit employee.**
2. **Evaluation of probationary unit member**
3. **Any matters for which the Michigan Teacher Tenure Act, as revised, provides an avenue for dispute, challenge or appeal.**
4. **Any decisions regarding selection or assignment of extra-duty positions.**
5. **Any grievance which arose prior to the effective date of this agreement shall not be processed under this agreement, unless mutually agreed to by the parties.**

Article VI – Individual Bargaining Unit Member Privileges and Responsibilities

A. Civil Rights

The hours, wages, terms and conditions of this contract will be applied without regard to race, ~~ered~~, color, religion, national origin, age, sex (**including pregnancy, gender identity, or sexual orientation**) height, weight, marital status, physical characteristics, disability, ~~sexual orientation~~ or any other legally protected characteristics.

C. Bargaining Unit Member Records

Upon appointment, bargaining unit members shall have access to their personnel files to review any document prepared by the bargaining unit member, college transcripts, progress evaluation forms prepared by the principal or supervisor, and information which is not received as privileged, confidential or considered as such according to law. ~~Each file shall contain a record indicating who has reviewed it, the date reviewed, and the~~

~~reason for such review.~~ A bargaining unit member will be notified via email if a person other than the supervising administrator or Human Resources team member requests access to their personnel file and whether that access was granted.

E. Health of Bargaining Unit Members

1. ~~Each person prior to entering the employment of the Kent Intermediate School District shall have a drug screen by a doctor of the Board's choice at Board expense. Physical examinations shall not be required as a general condition of employment unless otherwise required for licensure or other legal mandated reasons.~~ **Physical examinations and/or drug testing by a doctor of the Board's choice at Board expense shall not be required as a general condition of employment unless otherwise permitted or required by Board policy, for licensure or other legally mandated reason.**

F. Evaluation

1. Each Professional Ancillary Staff member will be evaluated a minimum of once every three (3) years and may be evaluated more frequently if the need arises. The staff evaluation program shall aim at the early identification of specific areas in which the Professional Ancillary Staff member needs help, so that appropriate assistance may be provided or arranged for. The evaluation of the performance of each Professional Ancillary Staff member shall be the responsibility of the immediate supervisor or other designated Administrator(s).
2. All monitoring ~~or observations~~, including the use of closed circuit television, audio systems, and similar devices when used for professional evaluation, shall be conducted openly and with the full knowledge and consent of the Professional Ancillary Staff member ~~at a mutually acceptable time.~~ **Conducting observations does not require consent unless the observation involves recording or technology as described above.**
3. Each Professional Ancillary Staff member shall be given a copy of the evaluation tool prior to any formal evaluation or observation. Professional Ancillary Staff members shall also receive a copy of the written evaluation at the time of the personal conference following the evaluation. In the event a Professional Ancillary Staff member disagrees with any evaluation, the Professional Ancillary Staff member may put his/her objections in writing and shall have them attached to the evaluation report for the personnel file.
4. If a Professional Ancillary Staff member, after receiving suggestions for improvement and reasonable degree of assistance to correct any deficiencies, fails to correct the deficiencies or perform his/her assignments in a satisfactory manner, then non-renewal or dismissal procedures may be invoked. However, if any deficiency previously noted in earlier evaluations fails to appear in subsequent

evaluations, then the Professional Ancillary Staff member shall consider sufficient improvement/correction was made.

5. The performance of probationary Professional Ancillary Staff members shall be observed no less than ~~three~~ **two** times each year with a written evaluation **at least once each school year semester** of the probationary period.
6. A Professional Ancillary Staff member shall review and sign all evaluation materials that are to be included in the personnel files. Such signing does not necessarily indicate agreement, and the bargaining unit member may submit any written statement in regard to such materials.
7. The content of any evaluation is not subject to arbitration.
8. The evaluation process for all other bargaining unit members shall be delineated in Board policy and corresponding administrative guidelines.
9. ~~Bargaining unit members will receive an off schedule merit pay of \$250.00 for an evaluation greater than ineffective to be paid on or before the last pay date in June, of that school year.~~

Article VII – Seniority, Layoff and Recall

(seems to be some items in this article that do not pertain to these topics?)

A - 5

5. After completion of the probationary period, the bargaining unit member who is not eligible to be covered by the Tenure Act shall be placed on non-probationary status. ~~In addition, non-tenured bargaining unit members~~ **and** shall not be disciplined or terminated without just cause.

B. Method of Payment (Move to Article IX)

1. A bargaining unit member shall ~~elect in writing prior to the first payroll period of the school year beginning in August September whether the salary shall be paid in 22 or 26~~ biweekly installments. **Salary and installments shall be prorated for less employment that is less than a full school year.**
2. ~~The election, once made, shall be irrevocable for that year, except that a~~ bargaining unit member may elect to receive all earned salary in the final pay check of the fiscal year, in which the salary was earned, if the bargaining unit member has filed a written request with the Associate Superintendent for Administrative Services prior to May 1st of the fiscal year.

C. Extended Periods of Employment (Move Section to Article IX?)

1. The Board shall attempt to provide extended employment opportunities during the summer months, to bargaining unit members covered by this Agreement. Work performed during the summer months does not create a binding employment contract for the upcoming school year; rather, such work is an extension of the previous school year. Only those contractual rights identified by the parties shall extend into the summer employment opportunities.
2. Notices of any such summer work opportunities, including the rate of pay, will be posted by appropriate Administrative personnel, including Department Supervisors, within three (3) school days of knowledge of such opportunities, with a copy of such notice being sent to the President of the Association.
 - a. **Bargaining unit members who are advisors to student organizations (i.e. Skills USA, HOSA, MITES, etc.) are compensated per Appendix**
~~Bargaining unit members who are advisors to student organizations (currently Skills USA, HOSA and MITES) will be compensated at a flat fee of \$400 for the 2012-2013 school year. Additional organizations may be considered. In order to qualify, the staff member will submit to Human Resources the desired organization along with a description of the organization and an outline of the work required. MOU 2023-24 and MOU 1/13/22 (Becomes an Appendix per recent MOU)~~
 - b. Bargaining unit members who serve as mentors will receive an annual Flat Fee - the fee will be the same as current fee paid to student organization advisors.
 - c. The principal will ~~determine~~ **approve** the recognition of all student organizations and advisors.
 - d. Required meetings held after the regular work day must be approved by the principal. Major projects/assignments will be brought to the attention of the principal and will be considered on a case by case basis. If more than five (5) after school meetings are required and approved by the principal, the bargaining unit member will be paid at eighty percent (80%) of BA Step 3. Meetings shall not exceed sixty (60) minutes in duration. This rate will be adjusted yearly to reflect the increase placed on the salary s/schedule.
 - e. Off-contract work on curriculum development and other related work shall be paid at the rate of ~~\$27.00~~ **\$32.00** per hour and shall be voluntary.

- f. **Any center program unit extra duty stipends that originated from GRPS shall be discontinued at the time that the individual currently receiving the stipend no longer performs that extra duty role, changes positions, or is no longer employed with Kent ISD. Center programs extra duty stipends shall not be continued following that form of attrition. Consideration of any potential future extra duty will be subject to the Kent ISD process.**
3. It is understood that in selecting the particular bargaining unit members who are to be offered **temporary** ~~extended~~-contracts or other comparable professional summer employment, the criteria utilized shall include competence, experience and years of service, and that other things being equal, bargaining unit members with the most service shall be given preference.
4. During the period of any such extended employment, the terms of this Agreement shall be applicable only with respect to any extended work period in the same position as held during the school year.

D. Reduction of Staff

Whenever it becomes necessary to reduce the number of professional ancillary personnel (Article II.A.1. of this Agreement) on the staff of the Kent Intermediate School District because of insufficient funds, decreases in student enrollment, lack of work, changes in the educational and administrative programs of the District, or for other reasons, or to recall staff from layoff, the following procedures shall be followed in making such a reduction:

Reduction in the Professional Ancillary Staff of the Kent Intermediate School District shall be based upon the principles of, seniority, certification and/or approval*, and qualifications, where applicable, and shall be carried out within each department and/or section of the District.

The reduction and recall procedures for all other bargaining unit members will be delineated in Board Policy and corresponding Administrative Guidelines.

E. Seniority

1. Seniority shall be computed from the most recent date of hire in a professional position minus any time spent on layoff or unpaid leave (except that time spent on sabbatical, military leave, career exploration or child care leave shall count toward years of service and shall not be deducted). Absence due to illness shall not constitute an unpaid leave within the meaning of this provision unless the bargaining unit member is formally placed on leave of absence.
2. Seniority will not accrue for those individuals who assume administrative positions. For the duration of their administrative position, their seniority will be "tolled". An individual may return from an administrative position if a vacancy

exists. If an individual returns from an administrative position, their seniority will continue to accrue from the point at which their seniority was tolled.

3. **As of the 2024-25 school year, for new hires within the bargaining unit having the same date of hire / Board approval, the sum of the individual's last four digits of the Social Security Number will be applied - with the greatest sum being most favorable for initial seniority.**

~~*See Appendix F~~

4. Part-time employment of ~~seventeen and one half (17.5) hours per week or more~~ **0.5 FTE or more** shall be counted as continuous service and shall not be prorated. For purposes of continuous service part-time employment of less than ~~seventeen and one half (17.5) hours per week~~ **0.5 FTE** shall not be counted.
5. For purposes of continuous service, an individual working full-time must be actively employed for a minimum of ninety-one (91) days during the regular contract year.
6. Seniority shall be lost for all purposes where:
 - a. employment is terminated for any reason;
 - b. a bargaining unit member does not return to employment after an approved leave of absence;
 - c. a bargaining unit member has been on layoff for more than three (3) years;
or
 - d. a bargaining unit member's certificate/approval lapses.
7. Credit given, for salary or other purposes, for prior experience or for any other reason other than continuous service to the Kent Intermediate School District shall not be included for purposes of determining seniority hereunder.
8. Reduction Process for Professional Ancillary Staff

In the event it becomes necessary for the Board to reduce the Professional Ancillary Staff, the following procedures shall be followed:

- a. The Board shall prepare a seniority list by either department or section showing professional personnel who are currently working or are qualified to be working in that program/department/section.
- b. The seniority list above shall be made available to the Association by January 31st of the fiscal year.

c. Each professional bargaining unit member shall have five (5) work days to request any appropriate correction in the seniority list should the bargaining unit member believe that information contained therein is inaccurate. The final decision as to accuracy of information contained on the seniority list shall be left to the Superintendent. If no request is made within five (5) workdays, this shall constitute a waiver of a bargaining unit member's right to a change or correction unless allowed by administration for extenuating circumstances.

d. In the event it becomes necessary to reduce Professional Ancillary Staff, the Board shall issue layoff notices to those individuals who are lowest on the seniority list for that department/section as defined in E-7.a. above.

~~In the event that more than one Professional Ancillary Staff Member in a department/section has the same seniority date, every attempt will be made to determine the order of hire on that date. This order will be used to determine the sequential listing of individuals for purposes of layoff. If no sequence can be determined a lottery agreed to by all affected individuals will be used to determine the layoff order.~~

e. Persons holding positions in other sections/departments who are on layoff status shall have the option to bump the least senior Professional Ancillary Staff member in another department/section holding a position for which he/she has more seniority, provided they are not recalled by August 1st of current fiscal year to a position which requires their certification/approval.

1) In the event of staff reductions where one staff member intends to bump into another position for which he or she is certified and qualified, such intent must be declared no later than June 1. The process must be completed by July 1 in order to provide ample notice of displacement to the affected staff member(s).

To be placed in a position, a Professional Ancillary Staff member is qualified if he/she has State of Michigan approved certifications/qualifications to perform the specific assignment for which he/she is requesting, and has recent and relevant work experience.

1. "Certified" for purposes of bumping rights shall be indicated by State Certification or LARA licensure.

2. "Qualified" for purposes of bumping rights shall be defined as follows:

a. Staff member must hold the certifications/licenses needed to teach the curriculum. A point of reference for the curriculum shall include TRAC duties and tasks.

b. Staff member must work within the same career pathway as the staff member he or she is bumping.

3. The certifications and licenses for each position are contained in the job descriptions. Job descriptions are subject to **periodic revision to be reflected in the posting of vacancies. The administration will make a good faith effort to keep the Association president apprised of substantive changes to such job descriptions.** ~~each year and will be posted on the district website by March 31st. The certifications and licenses noted in the job description are binding.~~

~~4. New outside hires into the Kent Transition Center (KTC) will be required to hold a Special Education Certificate/Endorsement effective the 2009-2010 school year. Current KTC staff members are grandfathered into his/her current position. Kent Career and Technical Center (KCTC) staff members may bump into KTC without the Special Education Certificate through the 2011-2012 school, but must attain such certification within eight (8) years. Beginning the 2012-2013 school year, any KCTC staff wishing to bump into KTC must possess the Special Education Certificate.~~

9. Recall of Professional Ancillary Staff Members

In the event the Board finds it necessary to recall Professional Ancillary Staff from layoff, the following procedure will be used:

- a. Professional Ancillary Staff on layoff shall have the right of first recall on a seniority basis to any vacant position for which they are properly certified/approved and qualified.
- b. It shall be the responsibility of Professional Ancillary Staff on layoff to keep the Kent Intermediate School District fully informed of an address and telephone number at which they may be reached should contact be necessary.
- c. Professional Ancillary Staff having less than two (2) years of continuous service may be reinstated, upon request, at the sole discretion of the Superintendent.
- d. Professional Ancillary Staff on layoff must accept any full-time Professional position offered for which they are qualified and certified/approved within **four (4)** ~~ten (10)~~ calendar days after such offer has been made **via email and phone** ~~mailed by certified mail~~ to the last known **contact information address**.
- e. Professional Ancillary Staff who fail to accept an offered full-time Professional position within **four (4)** ~~ten (10)~~ calendar days after such offer

has been mailed shall be considered to have forfeited their rights to recall with the Kent Intermediate School District.

- f, The Board will provide assistance to laid off staff, seeking employment with constituent districts, through proper notification to the districts of the availability of the personnel on lay off status.

10. Conflict

In the event of conflict between this policy and the Michigan Teachers' Tenure Act, the Tenure Act shall prevail.

Article VIII – General Working Conditions for Bargaining Unit Member

A. Work Day

1. A bargaining unit member's working day, **inclusive of a 30 min lunch period**, shall be the same hours as the normal (7.5) work hours at the buildings in which the bargaining unit member performs services. When a bargaining unit member is assigned to work at a local district, normal work hours shall be performed within the scope of the standard Local Education Agency (LEA) building hours. All **full-time** bargaining unit members shall have a duty-free lunch period within the normal workday.
2. Bargaining Unit members working in the Center-Based Programs shall receive a minimum of 225 minutes of duty free planning time per week. **Duty-free planning time must occur at the designated school work place, unless a periodic exception may be pre-approved by the supervisor that supports the needs of the program.**
3. When a bargaining unit member is scheduled to work at a different location, the hours of work shall be determined with the prior approval of the bargaining unit member's supervisor.
4. On any day when a bargaining unit member is working at the Educational Service Center, normal work hours shall be performed within the scope of the standard Educational Service Center office hours.
5. Any deviation from the general work schedule to attend special meetings or conferences or out-of-KENT ISD meetings (trips) must be approved by the Department Supervisor and the **Assistant Superintendent of Human Resources.**
6. Staff members who teach an additional section of his/her course (or other course that he or she is certified and qualified to teach) shall be compensated at one third

(1/3) of his or her salary for the additional work to be spread out and paid in the bi-weekly payroll. Teaching of the additional section is voluntary.

7. Staff members in the Center-Based Programs who teach an additional section of their course (or other course for which they are certified and qualified to teach) shall be compensated at one sixth (1/6) of his or her salary for the additional work to be spread out and paid in the bi-weekly payroll.
8. In the event that State mandated caseloads as prescribed in statute or State approved Kent Intermediate Special Education Services Plan are exceeded for Itinerant Staff members, the parties agree to meet and develop a mutually agreed to resolution to address the overage.
9. **Direct supervisors for TCVI, O&M, and PT will meet with their staff at least once per semester to review caseloads for the purpose of balancing workloads to the degree feasible. Following input from the team, the decisions of the supervisors shall be final and not subject to grievance.**

C. Flex Scheduling for Support Services Staff

1. A flexible work schedule ~~may will~~ be **requested** allowed for work performed outside of the normal contractual day by the professional staff. Time outside the school day does not include **Additional Time as defined in Section D of this Article.** ~~staff meetings and two open house events a year for KCTC and KTC or staff meetings, two evenings of parent teacher conferences and one open house for the Center-Based Programs.~~ It is the intent to allow for a flexible work schedule for the staff for activities that might take place prior to or immediately following the normal work year and/or throughout the summer. **Under no circumstances shall qualifying support services staff exceed 2 work days of flex time in any school year, with the exception of up to 10 work days for a school counselor. Additional requests for flex time exceeding these amounts may be considered at the sole discretion of Human Resources administration.**
2. Flex-time days worked from the last day after school ends through the Friday before Labor Day will be considered part of the **contractual school year calendar** ~~school year 184 day total contract~~ on an hour by hour basis for the ensuing school year. Flex time activity and hours must be approved by administration prior to a staff member earning and taking the flex time. In lieu of pay for flex-time, the staff will be granted the earned flex time off during the regular school year on an hour for hour basis, during non-classroom instruction time with students.
3. The school year calendar will remain the basis for the staff member. Contractual language will govern the use of time during the school year. The scheduling of

hours for flex time worked will be submitted by the staff member and **shall be pending approved** by the supervisor in consideration of the entire staff and needs of the school.

Staff members may not request or use sick days, personal days, emergency absence, or bereavement days in conjunction with flex time.

D. Additional Time

Each bargaining unit member recognizes that additional work time during the day or in the evening may be necessary from time to time to improve or to further the efficiency of the educational program within the bargaining unit member's specialization.

For staff working at KCTC, bargaining unit members are required to attend staff meetings, student orientation and two other open house events each year. The student orientation will be five consecutive hours or less the day before staff report for the new school year of PD. For the 2024-2025 school year, this will be August 13. The open house events are evening events of not more than 2 hours and scheduled by the first staff-report day of each school year.

For staff working for Center-Based Programs, bargaining unit members are required to attend staff meetings, participate in one open-house and 2 evenings of parent teacher conferences each school year. The open house will not be more than 2 hours in length and scheduled by the first staff-report day of each school year. The parent-teacher conferences will be scheduled by the first staff-report day of each school year and together will not be more than five hours in length.

E. Schedules for Physical Therapists and Teacher Consultant for the Visually Impaired

Professional Ancillary staff supporting local districts or providing services to families Each Physical Therapist (PT) and Teacher Consultant for the Visually Impaired (VI-TC) will maintain a weekly schedule which will be accessible to the appropriate Special Education administrator, or designee secretary. ~~The PT or VI-TC~~ **The Professional Ancillary staff** will notify the Secretary of significant deviation, e.g. building changes, when changes cannot be made directly to the schedule.

F. Building Closing

1. In the event weather or other conditions necessitates the closing of an ISD building or program, bargaining unit members of that building or program will be informed via text, auto call, radio, and television stations. **Bargaining unit members are encouraged to sign up for the automated notifications.**

2. **When Kent ISD remains open / in-session, bargaining unit members shall follow their normal work schedule except for the specific exceptions detailed below:**
 - **Bargaining unit members (including but not limited to CTE instructors supporting offsite CTE programs, Early On, Itinerants, etc.) assigned to, or are scheduled to provide services to one or more local school districts that are closed on that day shall report to, or provide services only to the assigned districts that are in-session that day. This includes Early On staff providing services to families within assigned school districts that remain open. If none of the local districts they were assigned to that day are in-session, the unit member is not required to work that day.**
 - **Center Program closures may become necessary when the ISD remains open, subject to local district closures where each Center Program is located, and/or the total number of local school district closures. In such cases, bargaining unit members at Center Programs that are closed are not required to report to work.**
3. **When Kent ISD is closed, bargaining unit members will not report to work except for the specific exceptions detailed below:**
 - **Bargaining unit members (including but not limited to CTE instructors supporting local CTE programs, Early On, Itinerants, etc.) assigned to, or were scheduled to provide services to one or more local school districts that are remaining in-session on that day shall report to, or provide services to the districts that are open that day.**
4. **In the event that pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county or state health authorities the calendar will be adjusted, if necessary, in order to ensure the student instruction days/hours as required by law for the District to receive full State aid or comply with required days / hours of instruction. The parties have agreed to adjust the program calendars to conform with this section. If additional days/hours are necessary, the District and the Association will meet to extend the calendar/hours and such adjustments will be carried out without additional compensation to the extent such days/hours do not exceed the equivalent days/hours lost due to cancellations.**

1. ~~In the event weather or other conditions necessitates the closing of an ISD building or program, bargaining unit members of that building or program will be informed via text, auto call, radio, and television stations.~~
2. ~~To verify an announcement or to check for building closings, a bargaining unit member may call 365-2234 to secure the status of Kent ISD operations.~~
3. ~~Any bargaining unit members scheduled to work in a local district that is not in session may be asked to report to work that day at the Intermediate District office, or at such other work location as may be approved by the employee's supervisor. If staff have no alternate work location, the staff member will not be expected to work remotely if his/her program/building is closed. Planned remote instruction periods do not constitute a closure of the program.~~
4. ~~In the event of inclement weather and other conditions, Center Based Program closures will be considered if the district where the building(s) are located close and by the total number of districts in the county that close. Staff will be notified by text, auto call, radio, and television stations that their program is closed.~~
5. ~~In the event of inclement weather and other conditions, Itinerant and Early On staff cannot service children/families that reside in a district that is closed due to weather conditions. Staff should service children/families in the districts that are open. Staff are expected to report to work remotely if there are gaps in scheduled service times or if partial services areas are closed, unless agreed upon by their Supervisor. If all assigned districts are closed, staff members will not be expected to work.~~

L. Vacancies and Assignments

1. Vacancies or newly created positions within the bargaining unit shall be posted for a period of ten (10) days prior to the position being permanently filled.

The Board, however, may set aside the ten (10) days if there is an urgent need to fill the position.

Vacancy notices shall be emailed to all staff, **and be** posted on the district website, ~~posted on bulletin boards in each district building, along with a copy of such posting to the Association.~~
2. Should a change in assignment be necessitated, the affected Professional Ancillary Staff member shall be notified as soon as practical.
2. Professional Ancillary Staff members in "good standing" who apply for any position posted by the Board will be given priority consideration in hiring if properly certified and otherwise qualified for the position.

O. Bargaining Unit Member Protection/Assault

If a bargaining unit member, acting in the line of duty, is assaulted, the incident shall be immediately reported to the School Board or its representative. The School Board shall provide ~~legal~~ assistance to the bargaining unit member in connection with handling of the incident **which may include legal counsel if the District is subject to legal action as a result of the incident.** ~~Such assistance shall include the provision of legal counsel~~

In case of an assault by a student or students on a bargaining unit member, while the bargaining unit member is acting in the line of duty and while the student is under the school's jurisdiction, causing damage to the bargaining unit member's clothing and/or glasses, the School Board shall make an equitable financial settlement for such loss with the bargaining unit member involved. Such damage shall be reported immediately to the building Administrator of the building in which such damage occurred.

In cases of ~~an~~ **physical** assault resulting in an injury inflicted by a student(s) on a bargaining unit member while the bargaining unit member is acting in the line of duty and the student is under the jurisdiction of the school and when the bargaining unit member is found not to have provoked the incident, the time lost, if any, by the bargaining unit member shall not be charged against the bargaining unit member's accumulated leave day(s) and the bargaining unit member shall continue to be paid by the School Board **up to a maximum of 30 work days subject to supporting medical documentation.** When workers' compensation is paid, the School Board shall pay the difference between that sum and the bargaining unit member's regular salary **utilizing the bargaining member's accumulated paid leave, if any. At such time that bargaining unit member has exhausted all paid leave, the Board will pay that difference for a period not to exceed one year from the injury resulting from assault.** ~~During the above period of such disability, said bargaining unit member shall be entitled to full applicable privileges included in this agreement.~~

During the first twelve (12) months from initial injury by a student, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months of the initial injury by a student causing disability, or once the employee has exhausted all paid leave – if after one year of injury, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

Article IX – Professional Compensation and Benefits

C. Salary Schedules

1. A bargaining unit member's salary shall be determined by his placement on the attached salary schedule.

The salaries of bargaining unit members covered by this Agreement are set forth in the salary schedules attached hereto. Bargaining unit members shall receive:

2024-25: One (1) Step and 4.5% increase on schedule

2025-26: One (1) Step and 3.5% increase on schedule

2026-27: One (1) Step and 3% increase on schedule

~~one (1) step and 2.5% salary increase on schedule for the 2021-22 school year and~~

~~one (1) step and 2.5% salary increase on schedule for the 2022-23 school year and~~

~~one (1) step and 2.0% salary increase on schedule for the 2023-24 school year.~~

(See Appendix A)

2. A bargaining unit member's placement on the schedule will depend upon his/her academic degree and the number of years' experience in his/her particular specialization, or in an approved related field, as determined by the Board.
3. Credit on the salary schedule for a new degree or preparation level shall be given in the first semester after such degree is granted.
4. Any advanced hours must be earned after a degree is awarded in order to be credited on the salary schedule, except for those Master's degrees requiring more than thirty (30) hours, in which event the bargaining unit member's record will be evaluated at the time of initial employment and credit shall be given, in accordance with university requirements, for those hours required by the university in excess of thirty (30) hours.

To receive salary schedule advancement credit, all courses taken and degrees conferred will be from a regionally accredited college or university. Official transcripts will be ordered by the bargaining unit member and sent to the Human Resources Department by the college or university to document the advanced credit. Transcripts will be paid for by the bargaining unit members. Placement on the salary schedules listed in the Appendix of the agreement is determined by the following:

BA = Completion of an undergraduate BA degree program with a four (4) year diploma from a college or university. (See Section ~~C.6~~ **C.10** for Annual Authorization of Vocational Education Instructors.)

BA +18 = To qualify for the BA +18 salary schedule, a bargaining unit member must have successfully completed probation in a KENT ISD bargaining unit position. In addition, eighteen (18) semester hours of approved graduate credit in education or work related courses must be earned after a BA degree is awarded.

MA = Master's degree in education or a work related field acceptable to the Board.

MA +15 = Fifteen (15) semester hours of approved graduate credit in education or work related courses earned after the award of a Master's degree described above.

MA +30 = Thirty (30) semester hours of approved graduate credit in education or work related courses earned after the award of a Master's degree described above, **or holding an active ancillary license that required an MA graduate degree program of at least 57 graduate credits.**

MA + MA shall be accepted as an alternative to MA +30.

5. Any bargaining unit member that has a Master's degree and qualifies for the M.A. salary schedule may receive SCECH or DPPD credit for salary schedule advancement if all of the following conditions are met.
 - a. approval of the Assistant Superintendent for HR/Legal Services is received prior to registration;
 - b. all workshop, class or conferences that will be used for SCECH credit will be taken after 9/90;
 - c. the workshop, class, or conferences for which SCECH credit is issued must be in an area directly related to the bargaining unit member's current work responsibilities with the Board;
 - d. a SCECH "certificate of completion" will be provided the Personnel Office indicating the date, topic of workshop/class, and number of CEU/SCECH credits;
 - e. the bargaining unit member's participation in the workshop/class for SCECH credit will be during non-contract work hours;
 - f. a staff member cannot receive both college credit and SCECH credit for the same activity;
 - g. SCECH may only be used for MA +15, MA +30 and MA +MA salary advancement.
6. For salary advancement twenty five (25) SCECHs will be equivalent to one (1) semester hour of graduate credit. The SCECH formula follows:
 - College credit: 1 semester credit = 25 professional learning hours

- SCECH hours: 1 SCECH hour = 1 professional learning hour
- DPPD hours: 1 DPPD hour = 1 professional learning hour

7. Bargaining unit members achieving a doctoral degree will receive a \$1,000.00 doctoral bonus, to be paid annually.
8. For subsequent school years following the first school year spent at after reaching step 20 of any column on the salary schedule, the following payments will take place off schedule, and be paid in June: ~~;\$1,200.00 for one (1) through ten (10) years and a \$2,500.00 for eleven (11) through 20 years.~~
 - 1st such year after Step 20 - \$1200
 - 2nd such year after Step 20 - \$1300
 - 3rd such year after Step 20 - \$1400
 - Increasing each such year by \$100 as shown above, not to exceed a maximum of \$3,000.
9. Bargaining unit members are considered full-time if they are scheduled to work at least seven (7) hours per day. The salary schedules attached hereto are intended to be the compensation for full-time work. If a person works less than seven (7) hours their salary will be prorated.
10. Annual Career Authorization for Career and Technical Education Instructors

Application for Annual Career Authorization is made by the District for those instructors who do not possess teacher certification for the Vocational area to which they are assigned.

Instructors approved for Annual Career Authorization will be placed on the BA schedule. No Career and Technical Education Instructor will be placed on a salary schedule beyond the BA until s/he obtains teacher certification and meets all other criteria as defined above. Step placement on the BA salary schedule for Annual Authorization instructors shall be determined by the Administration. Consideration of related work experience will be given when determining initial placement.

Note: In the case that a new CTE instructor on an ACA is placed competitively on the BA scale based on industry experience, the parties agree that the BA step increment at the time of hire does not by default carry over to the instructor's placement at a higher degree lane once a CTE endorsement is achieved. Doing so may disadvantage those instructors who are hired with a CTE credential. In such circumstances, the administration may apply discretion in placing the instructor at the corresponding lane step increment that is aligned to the instructor's credential, salary and experience.

Example: A CTE instructor requiring an ACA is placed at Step 10 of the BA scale at hire. Upon earning the required CTE certification / endorsement the instructor may be placed in the appropriate degree lane at a Step that is most closely aligned with (without being less than) the most recent BA salary, regardless of the BA Step increment.

- 11. For the 2024-25 school year, center program bargaining unit members who are regularly and consistently assigned to a classroom that is designated by administration as an ASD or EI classroom shall receive additional compensation in the amount \$750 in December and \$750 in June (if completing the full school year.) The additional compensation is based on actual classroom designation (not on any one student or students in a classroom.) The administration reserves the right to continue, modify or discontinue this additional compensation following the 2024-25 school year and such decision will not be subject to grievance or arbitration.**

D. Salaries for New Bargaining Unit Members

- 1. A bargaining unit member who has had no experience in his specialization, or in an approved related field, shall receive the salary at Step 1 for his/her particular degree.**
- 2. Bargaining unit members with experience outside the Kent Intermediate School District will be given credit to and including five (5) years, or more if approved by the Superintendent or designee.**

E. Reinstatement on Salary Schedules

A previous bargaining unit member who was covered by the terms and conditions of a contract with the Board, when seeking re-employment, may be reinstated at the step on the salary schedule which would have applied if he had not left employment.

F. Medical Insurance (Replace existing language with language below)

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than the following amounts: \$641.90 single; \$1,342.42 two person and \$1,750.65 family. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans:

Plan A – MESSA ABC Plan 1 \$1600/\$3200 0% Co-Insurance

Plan B – MESSA Balance+ \$1600/\$3200 20% Co-Insurance

Plan C – MESSA Choices \$1000/\$2000 10% Co-Insurance

Plan D – MESSA Essentials \$375/\$750 20% Co-Insurance

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments as defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

In spring of 2025, in preparation for the 2026 medical benefit plan year (1/1/2026 – 12/31/2026) the parties agree to collaborate to identify and compare at least three different medical insurance carriers with various plan options to be presented and considered via a side-by-side analysis prior to the end of the 2025-26 school year. This with the intention of allowing the unit members to make informed decisions for open enrollment 2026.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

1. Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.

2. If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.
4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.
5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.
6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

G. Dental Insurance

**Delta Dental
100/100/90/85**

**Class I & II Benefits – 100%
Class III Benefits – 90%**

NOTE: \$2,500.00 maximum per person total per contract year for Class I and Class II benefits.

Class IV Benefits – 85%

NOTE: \$3,000 maximum per person total per contract year for Class IV benefits plus adult rider.

Deductible: None

H. Vision Insurance

**MESSA Vision Preferred
Examination and lenses covered
Frames or Contact Lenses covered up to \$135**

I. Life Insurance

1 x Annual Salary (\$50,000 Max.)

J. Long-Term Disability

The Board will pay the premium for Long Term Disability insurance with the following provisions:

**Benefits Coverage – 66-2/3%
Maximum Monthly Benefit – \$6,000.00
Qualifying Period – 90 Calendar Day Modified
Maternity Coverage – Yes
Mental/Nervous Waiver – Yes**

Group Term Life Insurance

- a. The Board will pay the premium for group term life insurance for each bargaining unit member in an amount which is equal to the nearest one thousand dollars (\$1,000.00) of the bargaining unit member's annual base contract salary.**
- b. Salary amounts of five hundred dollars (\$500.00) or more shall be increased to the next highest one thousand dollars (\$1,000.00).**
- c. Amounts of group term life insurance provided under major medical health insurance, and any other life insurance offered under any other program of the District, shall be included in arriving at the amount of coverage under this section.**
- d. Insurance shall become effective on the first day of the month next following the day all requirements have been met.**

- e. **The limit of group term life insurance, paid for by the Board, shall be set at fifty thousand dollars (\$50,000.00).**
- f. **Such group term life insurance program shall contain an accidental death and dismemberment clause in an amount equal to the face amount of the policy.**
- g. **The Board of the Kent Intermediate School District retains the sole right to determine the insurance carrier, or carriers, and the servicing agent, or agents, for the group term life insurance program.**

K. Payroll Deduction

- 1. The District shall make arrangements for approved systematic payroll deductions for insurances, annuities, mutual funds, ~~Grand Rapids Teachers' Credit Union~~, et cetera, if these deductions are authorized by a bargaining unit member.
 - a. Employees shall have the opportunity to invest pre-tax dollars into the 457(B) and 403(B) retirement plans up to the legal limit set by the IRS.
 - b. The Association shall have the right to designate MEA Financial Services as one of the financial service providers.
- 2. ~~The Board may limit the number of such deductions to no more than eight (8) (excluding deductions required by law).~~

L. Severance Pay

- 1. Kent Intermediate School District will pay the following rate based on the accumulation of sick leave days:
 - a. \$35 for having accumulated up to ~~50~~75 days
 - b. ~~\$45 for having accumulated 51 to 100 days~~
 - c. \$50 or having accumulated ~~76 to 101~~ to 200 days
- 2. Kent Intermediate School District will pay for a maximum of two hundred (200) days. The member must have ten (10) years of continuous service or a combined fifteen (15) years of service in the district to be eligible for this severance pay. Severance shall be defined as the bargaining unit member not returning to the job for reasons of a **confirmed ORS retirement, with written notification provided to Human Resources not later than March 15th of the year of retirement. Mid-school year retirements are not eligible, unless the parties mutually agree to an exception.**

- a. If a member is forced into an involuntary separation based on staff reductions due to program closures the member shall receive a sick day payout.
3. The following will disqualify a teacher from eligibility for severance pay:
 - a. Any teacher whose dismissal is sustained by the Michigan State Tenure Commission.
 - b. Any teacher who is dismissed or resigns at the request of the Board.
 - c. Any teacher who leaves the system contrary to the provisions of the Michigan State Tenure Act or contrary to the terms of the teacher's employment contract.

I. Reimbursement for Costs of Continuing Education

1. Bargaining unit members shall have the right to submit a written request for reimbursement toward the cost of continuing education. The Board shall have the right to use its sole discretion in approving or rejecting any such request.
2. Reimbursement for the cost of tuition (to the amounts defined below) will be paid by the Board upon documentation of successful completion (grade of 2.5 or better) of approved course work. Prior approval of the appropriate Principal and the Assistant Superintendent for HR/Legal Services is required before registration if the staff member intends to request reimbursement. Such course work will be in an area directly related to the bargaining unit member's employment or in a degree program related to the education profession offered through a regionally accredited college or university unless prior approval is received from the Assistant Superintendent for HR/Legal Services for attendance at an alternative college.
3. Subject to language and available funds each member may be reimbursed 3 credits per school year. Reimbursement for credits taken beyond the three (3) up to a maximum of nine (9) credits is subject to funds remaining in the reimbursement pool at the end of the school year.
 - a. Classes taken during the Summer and Fall will be reimbursed and counted toward the current school year and will be eligible for the first semester reimbursement. Classes taken in the Winter and Spring will be eligible for second semester reimbursement. Reimbursement for Summer courses will be paid no later than the first pay period in October assuming all required documentation is submitted to the HR office no later than September 15. Reimbursement for Fall courses will be paid no later than the first pay in February assuming all required documentation is submitted to the HR

office no later than January 30th. Reimbursement for Winter and Spring courses will be paid no later than the final pay in June assuming the required documentation is submitted no later than June 1st.

- b. At the end of the school year any remaining funds in the pool will be redistributed for reimbursement to any members who still have amounts outstanding for reimbursement.
- c. The tuition reimbursement pool applies only to existing bargaining unit members and will not be used for classes taken solely at the request of Administration. Classes requested by Administration will be paid from different funds. The pool allocation for tuition reimbursement shall be ~~\$60,000~~ **\$70,000**. The tuition reimbursement pool and disbursement language will be maintained at the above stated amount; however, half of the total pool will be available first semester and half will be offered second semester.
- d. An additional \$5,000.00 (\$2,500.00 each semester) shall be available exclusively for those staff members who are working under a temporary vocational authorization and are required by the district to complete six (6) credits annually. Such staff members shall be eligible for reimbursement from the general tuition pool subject to the disbursement language in section 3(a) – 3(b).

~~NOTE: SCECH or DPPD (1 SCECH or DPPD = 1 contact hour) will be converted to semester hour equivalents in order to calculate the tuition reimbursement amounts owed in each circumstance.~~

J. Conference Leave and Expense

- 1. Bargaining unit members shall be permitted to attend one (1) conference or convention (per year) which may be called by the Michigan Department of Education, or its agents, or by a comparable professional society, for which attendance by the bargaining unit member is compulsory in the opinion of the Superintendent or Assistant Superintendent. Reimbursement for travel expenses to such conference shall be allowed as follows:
 - a. The rate of reimbursement for automobile travel shall be based upon the actual mileage (not to exceed 2,000 actual miles) times the current IRS mileage, provided their own transportation is used and only one person per vehicle is eligible for reimbursement.
 - b. Staff members using commercial travel for conference attendance should have the ticket purchase preapproved by his/her supervisor.

2. American Physical Therapy Association Membership

The Board may pay, for Physical Therapists only, the annual membership dues in the national organization, namely, the American Physical Therapy Association (APTA).

Licensed Ancillary Credential Memberships

The Board may reimburse a licensed professional ancillary bargaining unit member for a professional membership fee only where the membership is required for achieving and renewing Michigan licensure.

K. Wellness Incentive

- a. — A \$250 wellness incentive will be paid for the completion of three (3) wellness goals. Payments will be made on the final pay in June. Some examples may include having a yearly physical, doctor recommended health screening, maintaining a membership to a gym or health club, working in a an organized fitness/athletic/weight control or nutrition club or organization, completion of smoking cessation programs, other agreed upon fitness, health tracking measures with prior approval from Human Resources or a documented wellness fitness management session with a financial advisor.

All goal options will be approved by the KIEA President or designee in agreement with Administration; working together with the goal of providing a healthy workforce to Kent ISD.

All completed goals concerning health will fall under the same privacy guidelines as HIPPA.

Article X – Leave Provisions

B. Sick Leave Bank Donation Protocol

1. Intent and Purpose: A sick leave bank donation protocol shall be administered for circumstances using the FMLA guidelines.

The intent of the sick leave bank donation protocol is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

- a. A KIEA professional or educational support personnel wishing to **request donation of days** ~~withdraw days from the SLB~~ must submit the following information in writing or electronically to **Human Resources** ~~the KIEA union president or the president's designee~~ for communication to the members:

Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.

- b. Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).
- c. A bargaining unit member requesting **donated** sick days ~~from the bank~~ must have exhausted his/her sick leave day balance at the time of the request.
- d. Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.

2. Donation of Sick Days by Bargaining Unit Members

- a. Up to 2 sick days per year/per bargaining unit member may be donated. **Bargaining unit members with more than 200 accrued days may donate up to three 3 sick days.**
- b. Members must have accumulated a minimum of twenty (20) sick days in order to donate ~~to the Sick Bank~~.

3. Administration of Sick Leave Donation Protocol ~~Bank~~

The donation and usage of sick leave donations will be monitored and maintained by The District.

It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

C. Emergency Absence

At times it may be necessary for a bargaining unit member to request time off in order to take care of personal affairs that cannot be postponed. Such absences involve emergencies, business or family affairs, health needs, or crises.

A request shall be **communicated made**, in writing, stating the reason for such request and length of time required. It is to be submitted to the staff member's immediate supervisor as early as possible prior to the time the absence is requested, **and be entered by the employee in the designated time and attendance program.** For bargaining unit members working in local districts, a phone call to the supervisor will suffice with the request form submitted as soon as possible thereafter.

1. These absences shall not exceed two (2) hours in length and may not be used in conjunction with any other type of absence.
2. Emergency absences shall not be deducted from allowances made for other forms of absence.
3. Emergency absences shall not exceed a maximum of four (4) two hour periods per school year, **or eight (8) one hour periods.**
4. Only one (1) such request may be used on any one (1) day.
5. Final approval, or disapproval, shall rest entirely with the immediate supervisor.
6. As much as possible, these absences will be scheduled during the bargaining unit member's planning period.

D. Personal Leave

1. Each bargaining unit member will be allowed three (3) days of absence during each school year without loss of salary for personal use. No more than five (5) individuals in a building who require substitutes will be allowed to take personal business leave on any one day/date. When building administrators deem it viable they may exceed the above guideline.

It is recognized that such request shall be made five (5) days in advance except in the case of emergency.

2. ~~When, on November 15 or the day prior to spring break, more than five (5) individuals per building request personal leave, a lottery will be used for the selection process. The same individuals are eligible only once every three (3) years. All names are submitted to the KIEA President and a lottery is held by November 1st and March 1st or the first business day thereafter if this date falls on a weekend. Should applicants request a personal day after the drawing dates for which they are applying they will need to apply five days prior to the date requested. Any remaining slots will be filled on a first come, first serve basis.~~
3. Personal days may not be taken the first two (2) weeks of the school year except in extenuating circumstances. Personal days may not be used immediately after a holiday or vacation period, **and may not be used immediately before a holiday**

or vacation period, nor on Professional Development days, unless approved in writing in-advance by the supervisor, in consultation with Human Resources. Personal days will be allowed at the discretion of the supervisor at all other times of the year.

4. ~~Two (2)~~ **Three (3)** Personal Days may be used together if approved **in advance** by the Supervisor.
5. There will be no carry-over of Personal Days.
6. At the end of the school year, any unused personal time will be compensated at the bargaining unit member's discretion using one of the following methods:
 - a. Two hundred dollars (\$200) per individual per **full-day**,
 - b. Day for day transfer into the bargaining unit member's accumulated paid sick leave (default.)

F. Bereavement

1. Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family **as follows:**

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

~~Absence for an immediate family bereavement shall not exceed five (5) working days per incident.~~

These days do not have to be consecutive, but may not be split into more than two occurrences within nine months of the loss.

2. Any absence for other than immediate family **as detailed above** requires **advance written** approval from the Asst. Superintendent of **Human Resources & Legal Services.** ~~which will be limited to five (5) working days per year.~~

J. Workers' Compensation

1. Disabilities Compensable Under Worker's Comp Act: In the event a bargaining unit member suffers a disability arising out of or in the course of his/her employment, the Employer shall assist the bargaining unit member in securing Workers Compensation benefits. All other rights and benefits of the labor agreement shall continue **except as follows:** ~~and accrue if the bargaining unit member was actively employed.~~

During the first twelve (12) months, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months, or once the employee has exhausted all paid leave, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

Article XI – Unpaid Leaves of Absence

A. Medical Leave

1. Any professional personnel who is unable to perform their duties because of a personal illness or disability (including for this purpose maternity) which extends beyond the period for which sick leave pay is received under Paragraph A., Article X, above ~~shall~~ **may** be granted a medical leave of absence without pay for the duration of such illness or disability, up to a total of one (1) calendar year provided that this period may be extended at the sole discretion of the Board ~~up to the number of years of service of such bargaining unit member in the District.~~
2. Any applications for Medical Leave shall be in writing and be supported by a doctor's statement if requested by the Superintendent.

D. Fringe Benefit Continuation

~~The insurance premiums provided under the terms of Article XI, Paragraph E. above shall be paid for professional personnel on leave under this Article XI as follows:~~

1. ~~For any leave under Paragraph A., monthly premiums shall be paid for the balance of the school year in which the leave began;~~
2. ~~For any leave under Paragraph C., the Board will pay a pro-rata share of the annual insurance premium cost, based on the percentage of the 187 work days actually worked by the bargaining unit member during that school year.~~
3. ~~Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.~~ **Moved into FMLA**

E. Family Medical Leave Act (FMLA) (replace existing language with language below)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as "hours worked" and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee's eligibility within five (5) business days in accordance with applicable FMLA regulations.

2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care; .
 - b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
 - c. The employee's own serious health condition that makes the employee unable to work.
 - d. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.
 - e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:
 - f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be approved by the District beyond the two weeks with appropriate medical documentation. **Upon return from an approved FMLA leave for the birth of a child (or legal adoption) the district will restore up to 5 paid leave days that were used during the leave. If the employee had no paid leave to use, no such restoration shall be made.**
4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the

District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.
6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - a. the birth of a son or daughter and bonding with the newborn child,
 - b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
 - c. the care of a parent with a serious health condition

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.
8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.
9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash -in lieu payments will not continue during unpaid FMLA.

A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.

Seniority will continue to accrue during the leave.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.
11. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.

Article XVI – Duration of Agreement

A. Duration

Both parties have entered into and conducted good faith negotiations in which each party has had the right and opportunity to make demands and proposals with regard to all mandatory subjects of bargaining. Agreement has been reached between the parties hereto including formal ratification of the terms hereof by the governing body of the Board and by the employees represented by the Association and as such, it is understood that no changes involving the terms of this agreement which may affect the parties may be made without the written agreement of both the Board and the Association.

This contract shall be effective as of **August 12, 2024** ~~September 1, 2021~~, and shall continue in effect until **August 13, 2027** ~~August 31, 2024~~. ~~Prohibitive subjects of bargaining shall be addressed pursuant to the attached letter of agreement.~~

B. Extension

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

Appendix B – FOIA (remove —~~strikeout~~, already determined by law)
Appendix E – remove – intended for GSRP

(New) Appendix B (replacing FOIA)

Additional Personnel Provisions and Procedures Pertaining Only to Classroom Teachers

For the purposes of this collective bargaining agreement, subjects contained in this Appendix “B” shall apply only to Teachers as defined in Section 1249 of the Michigan Revised School Code as of July 1, 2024. That definition and the associated provisions within this Appendix shall not apply to professional ancillary staff nor shall it apply to any certificated persons within the bargaining unit who are not currently assigned to deliver instruction directly to pupils as teacher of record. Should Michigan Revised School Sections 1248 or 1249 be amended, the parties agree to meet and bargain over the impact of the amendments, if evaluation, placement, and layoff/recall decisions remain a mandatory subject of bargaining.

Teacher Placement

This language is intended only as a summary of Board policy 4402, the portions referring specifically to teachers as defined above. This summary does not alter or limit the Board policy in any way, nor does it subject the policy, including this summary, to grievance or arbitration unless expressly provided by law. (See Board Policy 4402 for additional details)

Decisions regarding the appropriate placement of effective teachers shall be determined by the Superintendent or designee at their discretion. The uniqueness of CTE and Center Programs operated by Kent ISD require that the administration have the discretion to determine teacher placement.

Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. Placement does not include reduction in force or recall decisions.

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.

- 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.

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.

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.

Each year, not later than March 1st, a teacher may express in writing a preference for and/or request for consideration for a teacher position for which the bargaining unit member is certified and qualified. Such requests submitted to the KCTC Principal or the Director of Center Programs and may be considered by the administration, but does not guarantee any request will be honored. All placement decisions must be made in compliance with the ISD's clear and transparent placement procedures.

Vacant Positions

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. Consistent with Board Policy 4205, vacancies may be posted by the administration and be filled by a certified and qualified internal or external candidate consistent with 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.

Teacher Reduction in Force and Recall

This language is intended only as a summary of Board policy 4405, the portions referring specifically to teachers as defined above. This summary does not alter or limit the Board policy in any way, nor does it subject the policy, including this summary, to grievance or arbitration unless expressly provided by law. (See Board Policy 4405 for additional details)

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 shall guide the implementation of that statute.

General Provisions:

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.

Reduction in force and recall decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.

Decisions about the reduction and recall of teachers will be guided by the same criteria as shown above in Teacher Placement (d, i -iii, including iii A-M)

Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.

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.

A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.

Failure to maintain current contact information may negatively impact the teacher's recall.

Teacher reductions and recalls are by formal Board action.

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.

The Superintendent or designee will provide written notice of Board reduction in force or recall decisions to each affected teacher.

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.

Teacher reduction in force and recall decisions will be implemented by the process defined in Board Policy 4405.

Teacher Performance Evaluation

This language is intended only as a summary of Board policy 4403, the portions referring specifically to teachers as defined above. This summary does not alter or limit the Board policy in any way, nor does it subject the policy, including this summary, to grievance or arbitration unless expressly provided by law. (See Board Policy 4403 for additional details)

The Board's authority shall not be limited by policy or this summary in any decisions to non-renew a professional staff member's contract at the end of the contract's term.

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:

2. a year-end evaluation process that meets statutory standards;
3. 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.
4. 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 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.

The parties agree to convene and determine student growth measures for Center Program teachers and KCTC teachers during the summer of 2024. If no mutual agreement can be met by the start of the 2024-25 school year, unless contrary to RSC 1249, the same growth measures used in the 2023-24 school shall apply for the 20% of the teacher's evaluation.

Grievance Procedure. An alleged violation of this Appendix is not subject to grievance or arbitration. Probationary teachers cannot challenge any decision concerning evaluation, placement, and layoff/recall. An Arbitrator, however, has jurisdiction to consider a grievance filed under the Article V grievance procedure by a tenured teacher

after receiving two (2) consecutive ratings of "Needing Support" on their most recent performance evaluations.

(New) Appendix C (re-letter remaining Appendices accordingly)

Personnel Provisions Pertaining Only to Certificated Non-Classroom Teachers

For the purposes of this collective bargaining agreement, subjects contained in this Appendix "C" shall apply only to certificated persons within the bargaining unit who are not currently assigned to deliver instruction directly to pupils as teacher of record.

Placement

This language is intended only as a summary of Board policy 4402, the portions referring specifically to certificated non-teaching professionals. This summary does not alter or limit the Board policy in any way, nor does it subject the policy, including this summary, to grievance or arbitration unless expressly provided by law. (See Board Policy 4402 for additional details)

Certificated Non-Teaching Professionals

If no applicable collective bargaining agreement or individual employment contract exists or if an existing collective bargaining agreement or individual employment contract agreement does not address the assignment or transfer of Certificated Non-Teaching Professionals, the Superintendent or designee is authorized to assign and transfer Certificated Non-Teaching Professionals at the Superintendent's or designee's discretion.

Reduction in Force and Recall

This language is intended only as a summary of Board policy 4405, the portions referring specifically to certificated non-teaching professionals. This summary does not alter or limit the Board policy in any way, nor does it subject the policy, including this summary, to grievance or arbitration unless expressly provided by law. (See Board Policy 4405 for additional details)

Reduction in Force and Recall of Certificated Non-Teaching Professionals

If no collective bargaining agreement exists, or if an existing agreement does not address reduction in force or recall of Certificated 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.

Performance Evaluation

This language is intended only as a summary of Board policy 4403, the portions referring specifically to certificated non-teaching professionals. This summary does not alter or limit the Board policy in any way, nor does it subject the policy, including this summary, to grievance or arbitration. (See Board Policy 4403 for additional details)

Certificated Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate who is 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.

Grievance Procedure. An alleged violation of this Appendix is not subject to grievance or arbitration.

KENT INTERMEDIATE SCHOOL DISTRICT

-and-

KIEA- Great Start Readiness Program Instructors (GSRP-L)

EMPLOYER PACKAGE PROPOSAL #3

5-31-24

David Rogers
5-31-24

JA

Stan Serba
5/3/24

Audra Maycroft
5/31/24

Note: This proposal is offered as a package proposal only. The District reserves the right to alter or remove any or all portions if the package is not accepted in whole. Any alterations shall not be considered regressive bargaining.

The District proposes a three-year contract for 2024-25, 2025-26 and 2026-27 commencing on August 12, 2024 and expiring on August 13, 2027. All provisions of the current contract remain in effect with the exception of those noted below.

Note: This proposal moves away from a September 1st date given the pre-Labor Day start.

Article III – Board Rights and Responsibilities

G. Terms of Agreement

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connections therewith shall be limited by and subject to the specific and express terms of this Agreement.

1. The Employer will honor (will not violate) all bargaining unit members' legal rights and privileges.
2. Changes in Board policy will be disseminated in the current manner. Changes will be forwarded to the Association president and secretary.
3. E-Mail will be used to inform Kent ISD staff of changes to Board policies. Staff will be directed to the Kent ISD "Intranet Site" for new and updated policies.
4. **The staff handbook may not supersede provisions of this Master Agreement.**

Article IV – Association Privileges

C. Building Use

1. The Board agrees that the Association may use the **Kent ISD's District's** building and utilities at any reasonable time with the prior approval of the Superintendent for the purpose of holding meetings of the Association or conducting Association business.
2. The Association may use the equipment (copying machines, ~~typewriters~~, **printers**, audio visual equipment, computers) within the buildings when such equipment is not otherwise in use, provided that the Board may request reimbursement for the cost of supplies used and any equipment damages due to negligence. The Association may also have the use of telephones ~~for local calls~~.
3. Existing bulletin board space shall be made available to the Association to post notices of a non-political nature. The Association shall be allowed to distribute materials provided the building administrator is kept informed of the Association member(s) designated the responsibility for such distribution.

D. Information

The Board agrees to furnish to the Association, in response to reasonable requests, public information when available to the Board, in the form in which it is kept, concerning the financial resources of the District, tentative budgetary requirements and appropriations and such other public information in the possession of the Board as may assist the Association in developing accurate and constructive programs on behalf of the bargaining unit members covered under this Agreement or which may be necessary for the Association to process any grievance or complaint. **The Board shall be responsive to requests from the Association for information regarding bargaining unit members (including hires, resignations and reassignments,) not to exceed once per month.**

G. Association Business/Leave

1.
 - b. Prior authorization from the Administration must be obtained. Requests for Association leave will be submitted in writing five (5) work days in advance through the immediate supervisor. All requests must be signed by the Association President and Assistant Superintendent - Human Resources and **Legal Services Training**. The request will state the date(s) to be absent, the person(s) requesting use of Association leave, the length of time the Association leave will require absence from the job.

(NEW)

4. **It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or employee reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year.**

Article V – Grievance Procedure

D. Level 1 (Verbal)

An aggrieved shall, within ten (10) days after the facts giving rise to the grievance have first occurred, or when the alleged grievance first became know, discuss the grievance, either alone or with an Association representative, with their immediate supervisor, specifically identifying the discussion as being a Level 1 grievance matter. ~~The minutes of this meeting shall be prepared and distributed to both parties by the immediate supervisor.~~

G. Level 4 (Mediation)

If the grievance is not resolved at Level 3, **subject to mutual agreement Association and the aggrieved may**, within ten (10) days from the final decision of the Superintendent or the date such was due, whichever is shorter, **the parties may** submit the grievance to mediation. ~~The resolution of such grievance shall be mediated by the parties through the interest-based dispute resolution process. The process will be reduced to writing and added as Appendix E. of this Agreement.~~ Grievances that are not satisfactorily resolved through this process shall be submitted to Level 5, Arbitration, only after **mediation the interest-based resolution process** has been fully exhausted. **Neither party shall be obligated to mediation.**

I. Power of the Arbitrator

The arbitrator shall have the power and authority as set forth herein to resolve such grievance.

1. It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the **contractual** question submitted to him.

2. Further, it is agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement; nor shall the arbitrator substitute his discretion for that of the Board or the Association where such discretion has been retained by the Board or the Association under Article III or IV, respectively; nor shall the arbitrator exercise any responsibility or function of the Board or of the Association.
3. The decision of the arbitrator shall be final and binding on both parties.

J. Limitations of Arbitrator (no change but simply moved up from the bottom to follow Powers of the Arbitrator)

The arbitrator shall have no power to rule on any of the following:

1. The termination of services of or failure to re-employ any probationary bargaining unit member.
2. The termination of services or failure to re-employ any bargaining unit member to a position other than that member's position.

M. Matters Not Subject to Grievance Shall Include:

1. **Discipline, termination of services or failure to reemploy any probationary unit employee.**
2. **Evaluation of probationary unit member**
3. **Any matters subject to the Michigan Teacher Tenure Act, as revised.**
4. **Any decisions regarding selection or assignment of extra-duty positions.**

N. General Provisions

(New)

- 10. Any grievance that arose prior to the effective date of this agreement shall not be processed under this agreement unless the parties mutually agree to do so.**

Article VI – Individual Bargaining Unit Member Privileges and Responsibilities

A. Civil Rights

The hours, wages, terms and conditions of this contract will be applied without regard to race, ~~ereed~~, color, religion, national origin, age, sex (**including pregnancy, gender identity, or sexual orientation**) height, weight, marital status, physical characteristics, disability, ~~sexual orientation~~ or any other legally protected characteristics.

C. Bargaining Unit Member Records

Upon appointment, bargaining unit members shall have access to their personnel files to review any document prepared by the bargaining unit member, college transcripts, progress evaluation forms prepared by the principal or supervisor, and information which is not received as privileged, confidential or considered as such according to law. ~~Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.~~ **A bargaining unit member will be notified via email if a person other than the supervising administrator or Human Resources team member requests access to their personnel file and whether that access was granted.**

D

2(a)

Bargaining unit member may request the presence of an Association Representative when being reprimanded subject to the following procedure:

Verbal Communication

- i. Nothing contained herein shall prevent verbal communication between administrators and bargaining unit members. The bargaining unit member retains the right to Association Representation. The administration has the right to request Association Representation for the bargaining unit member, however, the member has the right to refuse representation.
- ii. Such contacts including commendation, praise, questioning, suggesting, directing, reminding and correcting shall be termed casual, will not include the presence of an Association member, and will be limited in duration to avoid disruption to the staff member's teaching and preparation duties. **A reasonable effort will be made to hold such meetings outside of student contact time.**
- iii. Administrators must inform a member when any documentation of verbal reprimands are placed in a members file.

2(d)

Discipline ~~Just Cause~~ and Grievance

- i. No bargaining unit member shall be reprimanded or suspended without pay **for reasons that are arbitrary or capricious** ~~without just cause.~~
- ii. Reprimands issued under this Article may be the subject of a grievance within the terms and conditions of the professional grievance procedure set forth in Article V of this Agreement.
- iii. No probationary or non-tenure bargaining unit members shall be discharged without due process.

E. Health of Bargaining Unit Members

1. ~~Each person prior to entering the employment of the Kent Intermediate School District shall have a drug screen by a doctor of the Board's choice at Board expense. Physical examinations shall not be required as a general condition of employment unless otherwise required for licensure or other legal mandated reasons.~~ **Physical examinations and/or drug testing by a doctor of the Board's choice at Board expense shall not be required as a general condition of employment unless otherwise permitted or required by Board policy, for licensure or other legally mandated reason.**

F. Bargaining Unit Member Evaluation

- 7. The parties agree to meet annually to meet and confer on the evaluation tool, providing the unit members an opportunity to provide input and feedback.**

Article VII – Seniority, Layoff and Recall

(Some topics in this article that may be better in other Articles?)

E. Individual Contracts

1. Each bargaining unit member shall be employed pursuant to a written contract. Each contract shall state the terms of employment, including salary and length of employment.
2. It is understood that the Board reserves the right to use its sole discretion to assign and/or transfer bargaining unit members to job assignments, provided the bargaining unit member shall be given an opportunity to be heard before being assigned or transferred to another department, and provided further, that any such transfer or assignment or request thereof shall be made by the Superintendent or appropriate Director.
 - a. **In the event that a bargaining unit member is required to move to another site after the school year has begun, two non-student days shall be provided to allow the staff member being reassigned to pack, move and set-up. The bargaining unit member will be provide access to the new work location as soon as it is feasible.**
 - b. **The GSRP administration shall provide an annual opportunity for unit members to voluntarily submit a notice of preference for assignment consideration. The administration will give consideration to such preference during that period. Preferences will be discarded following each one-year cycle.**

B. Method of Payment (move to Article IX?)

1. ~~A bargaining unit member shall elect in writing prior to the first payroll period of the school year beginning in September whether the salary shall be paid in 22 or 26 biweekly installments.~~

A bargaining unit member shall beginning in August 2024 be paid in 26 biweekly installments. Salary and installments shall be prorated for less employment that is less than a full school year.

2. ~~The election, once made, shall be irrevocable for that year, except that a bargaining unit member may elect to receive all earned salary in the final pay check of the fiscal year, in which the salary was earned, if the bargaining unit member has filed a written request with the Associate Superintendent for Administrative Services prior to May 1st of the fiscal year.~~

~~F. C. Extended Periods of Employment~~

- ~~1. The Board shall attempt to provide extended employment opportunities during the summer months, to bargaining unit members covered by this Agreement.~~
- ~~2. Notices of any such summer work opportunities, including the rate of pay, will be posted by appropriate Administrative personnel, including Department Supervisors, within three (3) school days of knowledge of such opportunities, with a copy of such notice being sent to the President of the Association.~~
- ~~3. It is understood that in selecting the particular bargaining unit members who are to be offered extended contracts or other comparable professional summer employment, the criteria utilized shall include competence, experience and years of service, and that other things being equal, bargaining unit members with the most service shall be given preference.~~
- ~~4. During the period of any such extended employment, the terms of this Agreement shall be applicable only with respect to any extended work period in the same position as held during the school year.~~

G. D. Reduction of Staff

Whenever it becomes necessary to reduce the number of professional personnel (Article II.A.1. of this Agreement) on the staff of the Kent Intermediate School District because of insufficient funds, decreases in student enrollment, lack of work, changes in the educational and administrative programs of the District, or for other reasons, or to recall staff from layoff, the following procedures shall be followed in making such a reduction:

Reduction in the staff of the Kent Intermediate School District shall be based upon the principles of seniority, certification and/or approval*, and qualifications, where applicable, and shall be carried out within each department and/or section of the District. **Preference may be given to staff with ZA/ZS endorsements and/or those with successful experience supporting or collaborating with Early Childhood Special Education classrooms. No bargaining unit teacher with a less than effective rating on the most recent performance evaluation shall be retained over an effective teacher with less seniority.**

(NEW)

H. E. Probationary Period (Lacking any clear reference?)

- 1. An individual hired to fill a permanent vacancy shall be considered to be on probation and shall have no seniority until she/he has been a bargaining unit employee for ninety (90) calendar days. This period may be extended to a maximum of six (6) months if mutually agreed by the Association and the Administration.**

2. Upon successful completion of the probationary period, the bargaining unit member shall acquire seniority and shall be placed on the seniority list retroactive to their date of hire. Unit members with the same date of hire / Board approval will be placed on the list based on the sum of the last four digits of the unit employee's social security number with the unit member having the largest sum being the most favorable.

I. F. Seniority

1. Part-time employment of **0.5 FTE** ~~seventeen and one half (17.5) hours per week~~ or more shall be counted as continuous service and shall not be prorated. For purposes of continuous service part-time employment of less than **0.5 FTE** ~~seventeen and one half (17.5) hours per week~~ shall not be counted.

J. G. Reduction Process

1. In the event it becomes necessary to reduce staff, the Board shall issue layoff notices to those individuals who are lowest on the seniority list for that department/section as defined in **D E.1.** above.

~~In the event that more than one Professional Staff Member in a department/section has the same seniority date, every attempt will be made to determine the order of hire on that date. This order will be used to determine the sequential listing of individuals for purposes of layoff. If no sequence can be determined a lottery agreed to by all affected individuals will be used to determine the layoff order.~~

K. H. Recall

4. Professional personnel on layoff must accept any full-time Professional position offered for which they are qualified and certified/approved within **two (2)** ~~ten (10)~~ calendar days after such offer has been **made via email and phone** ~~mailed by certified mail~~ to the last known **contact information address**.
5. Professional personnel who fail to accept an offered full-time Professional position within **two (2)** ~~ten (10)~~ calendar days after such offer has been **made** ~~mailed~~ shall be considered to have forfeited their rights to recall with the Kent Intermediate School District.

I. ~~Vacancies~~

~~Notice of internal vacancies with building assignments will be emailed to GSRP personnel prior to external posting.~~

Article VIII – General Working Conditions for Bargaining Unit Member

L. Work Day

1. A bargaining unit member's working day shall be the same hours as the normal (7) work hours at the buildings in which the bargaining unit member performs services. ~~There shall be a minimum of 45 minutes and a maximum of 60 minutes between student sessions.~~ During that time between sessions, the bargaining unit member shall have a thirty (30) minute duty free lunch break. Each bargaining unit member shall be provided with a minimum of ten (10) minutes of time in the workday both before student time at the start of the day and after student time at the end of the day. When a bargaining unit member is assigned to work at a local district, normal work hours shall be performed within the scope of the standard Local Education Agency (LEA) building hours. All **full-time** bargaining unit members shall have a duty-free lunch period within the normal workday.
4. Any deviation from the general work schedule to attend special meetings or conferences or out-of-KISD meetings (trips) must be approved by the Department Supervisor and the **Assistant Superintendent**.

M. Additional Time

1. Each bargaining unit member recognizes that additional work time during the day or in the evening may be necessary from time to time to improve or to further the efficiency of the educational program within the bargaining unit member's specialization. **It is expected and required that unit employees be in attendance for Parent-Teacher Conferences and Open Houses. In the event that bargaining unit members are expected to be present for other events beyond the workday, such time will be compensated at a rate of \$24 per hour.**

C. Building Closing

1. In the event weather or other conditions necessitates the closing of an assigned building or program, bargaining unit members of that building or program will be informed via radio and television stations.

In addition, if the district or the building in which the program operates is closed for any reason other than professional development or district in-service, bargaining unit member need not report to **that location**. Consideration shall be given by administration to all requests from bargaining unit members to work in an alternate location when such closures occur. **In the event that Kent ISD is closed, but one or more local districts served by GSRP remain in session, the GSRP staff employed by Kent ISD will report to work at the local district, as usual.**

2. In the event that a bargaining unit member is scheduled to participate in professional development or professional learning community meeting in another LEA or at Kent ISD, bargaining unit members will follow the following closing policy:
 - a. If the location of the PD/PLC is open but the bargaining unit member's LEA building is closed, the bargaining unit member is only required to work during the scheduled hours of the planned PD/PLC.
 - b. If the location of the PD/PLC is closed but the bargaining unit member's LEA building is open, the PD/PLC will be cancelled and the bargaining unit member will report to their LEA for their normal work hours.
 - c. If the location of the PD/PLC and bargaining unit member's LEA building are both closed, the bargaining unit member need not report to either location.
3. Periodically, the schedule of the hosting district may result in a planned building closures on what is otherwise a scheduled workday for GSRP staff members. When this occurs, the program supervisor or Director of Early Childhood should be notified and he/she will work with the hosting district to arrange for building access. In the event that building access cannot be arranged, staff will be expected to work remotely for purposes of lesson planning, professional development, parent contacts and staff collaboration. Remote instruction will not be required unless previously arranged.
4. **In the event that pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county or state health authorities the calendar will be adjusted, if necessary, in order to insure the student instruction days/hours as required by law for the District to receive full State aid or comply with required days / hours of instruction. The parties have agreed to adjust the program calendars to**

conform with this section. If additional days/hours are necessary, the District and the Association will meet to extend the calendar/hours and such adjustments will be carried out without additional compensation to the extent such days/hours do not exceed the equivalent days/hours lost due to cancellations.

G. Material Purchase

In order for the Board to pay the cost of any materials to be used in the bargaining unit member's work, such materials must be purchased on an official purchase order form approved by the department supervisor or by other arrangements. **The administration will make a good faith attempt to issue a purchase card to lead teachers designated to have one within 30 working days.**

L. Bargaining Unit Member Protection/Assault

If a bargaining unit member, acting in the line of duty, is assaulted, the incident shall be immediately reported to the School Board or its representative. The School Board shall provide ~~legal~~ assistance to the bargaining unit member in connection with handling of the incident **which may include legal counsel if the District is subject to legal action as a result of the incident.** ~~Such assistance shall include the provision of legal counsel~~

In case of an assault by a student or students on a bargaining unit member, while the bargaining unit member is acting in the line of duty and while the student is under the school's jurisdiction, causing damage to the bargaining unit member's **clothing, glasses, and/or personal property** the School Board shall make an equitable financial settlement for such loss with the bargaining unit member involved. Such damage shall be reported immediately to the building Administrator of the building in which such damage occurred.

In cases of ~~an~~ **physical** assault resulting in an injury inflicted by a student(s) on a bargaining unit member while the bargaining unit member is acting in the line of duty and the student is under the jurisdiction of the school and when the bargaining unit member is found not to have provoked the incident, the time lost, if any, by the bargaining unit member shall not be charged against the bargaining unit member's accumulated leave day(s) and the bargaining unit member shall continue to be paid by the School Board **up to a maximum of 30 work days subject to supporting medical documentation.** When workers' compensation is paid, the School Board shall pay the difference between that sum and the bargaining unit member's regular salary **utilizing the bargaining member's accumulated paid leave, if any.** **At such time that bargaining unit member has exhausted all paid leave, the Board will pay that difference for a period not to exceed one year from the injury resulting from assault.** ~~During the above period of such disability, said bargaining unit member shall be entitled to full applicable privileges included in this agreement.~~

During the first twelve (12) months from initial injury by a student, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption

in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months of the initial injury by a student causing disability, or once the employee has exhausted all paid leave – if after one year of injury, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

K. Staff Meetings

Administration reserves the right to call a staff meeting during the normal workday. Any meeting that is scheduled outside the normal workday shall be paid at the appropriate rate of pay, regular or overtime. **Staff meetings will be limited to one per month.**

Article IX – Professional Compensation and Benefits

A. Salary

(Agree to delete Step 1 without adding additional steps)

1. The salaries of bargaining unit members covered by this Agreement are set forth in the salary schedules attached hereto. Bargaining unit members shall receive ~~one (1) step and 2.75% salary increase on schedule for the 2018-19 school year and a wage reopener in the 2019-20 school year.~~

**2024-25: Step + 4.0% on wage scale
2025-26: Step + 3.5% on wage scale
2026-27: Step + 3.0% on wage scale**
2. The salary schedules are based on a contractual period of 172 work days.
3. Salaries for additional periods shall be as determined by the Board for the particular services involved. It is understood that the rate of compensation for any extended work period in the same position for which professional personnel are employed during the school year shall be at a prorata amount, otherwise, the provisions of VIII B.1. ~~VII.C.2.~~ shall apply to other ~~extended~~ work periods.

C. Salary Schedules

1. A bargaining unit member's salary shall be determined by his placement on the attached salary schedule. See Appendix A.
2. A bargaining unit member's placement on the schedule will depend upon his/her academic degree and the number of years' experience in his/her particular specialization, or in an approved related field, as determined by the Board. **A unit member on a compliance plan must be placed on the BA schedule.**
3. ~~A \$150.00 merit stipend for Lead Teachers that receive an overall rating of effective or higher will be paid at the end of the school year.~~

(replace #3 with)

For subsequent school years following the first school year spent at the top step of the salary schedule, the following payments will take place off schedule, and be paid in June:

- **1st such year after the top step - \$1200**
 - **2nd such year after the top step - \$1300**
 - **3rd such year after the top step - \$1400**
 - **Increasing each such year by \$100 as shown above, not to exceed a maximum of \$3,000.**
4. A \$500.00 off schedule bonus will be paid to Lead Teachers achieving MA +30 or MA +MA.
 5. Bargaining unit members achieving a doctoral degree will receive a \$1,000.00 doctoral bonus.

D. Salaries for New Bargaining Unit Members

1. A bargaining unit member who has had no experience in his specialization, or in an approved related field, shall receive the salary at Step 1.
2. Instructors with previous GSRP experience shall be granted one step for every two years of GSRP teaching experience. **For this purpose of this analysis, "GSRP experience" may include substantially similar preschool experience as determined by the administration.**

F. Insurance

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than the following amount: \$641.90 single. GSRP lead instructors will receive up to \$8,500 annually toward the purchase of health insurance for two-person or full family plans. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly single subscriber cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans: (needs discussion 4, possibly 5 of below plan options.)

Plan A – WMHIP Versatile Plan 4 \$500/\$1000 10% Co-Insurance

Plan B – WMHIP Simply Blue Versatile 2 \$500/\$1000 10% Co-Insurance

Plan C – WMHIP Flexible Blue 3 \$2000/\$4000 0% Co-Insurance

Plan D – WMHIP Simply Blue 2 \$2000/\$4000 20% Co-Insurance

Plan E – WMHIP Flexible Blue 6 \$1600/\$3200 10% Co-Insurance

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

In spring of 2025, in preparation for the 2026 medical benefit plan year (1/1/2026 – 12/31/2026) the parties agree to collaborate to identify and compare at least three different medical insurance carriers with various plan options to be presented and considered via a side-by-side analysis prior to the end of the 2025-26 school year. This with the intention of allowing the unit members to make informed decisions for open enrollment 2026.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

- 1. Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.**
- 2. If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.**

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

- 3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.**
- 4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.**
- 5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.**
- 6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-**

current illustrative renewal rates and all other related District expenses, taxes, and contributions.

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

F. Dental Insurance

ADN Dental
100/100/90/85

Deductible \$50 Individual
\$2500 Individual Annual Maximum
\$1500 Individual Ortho Lifetime Maximum

G. Vision Insurance

EyeMed Union Vision
Examination and lenses covered
Coverage - Frames up to \$130 or Contact Lenses up to \$135

H. Life Insurance

1 x Annual Salary (\$50,000 Max.)

I. Long-Term Disability

The Board will pay the premium for Long Term Disability insurance with the following provisions:

Benefits Coverage – 66-2/3%
Maximum Monthly Benefit – \$7,000.00

~~1. Effective January 1, 2019, GSRP Lead health insurance will be offered through West Michigan Health Insurance Pool (WMHIP). GSRP instructors will receive up to \$8,500 toward the purchase of health insurance for two person and full family plans. Single subscriber will receive the single subscriber CPI. The CPI will be adjusted in January.~~

- a. ~~GSRP Lead Teachers electing cash in lieu of medical insurance (CILO) will receive 75% of the single subscriber cap.~~

~~2. Health Insurance Options~~

- a. ~~WMHIP PPO
\$500/\$1000 deductible; 10% co-insurance
Dental and Vision
— Life & Long Term Disability~~

- b. ~~WMHIP Flexible Blue 2
\$1350/\$2700 deductible
Dental and Vision
— Life & Long Term Disability~~

- c. ~~WMHIP Flexible Blue 3
\$2000/\$4000 deductible
Dental and Vision
— Life & Long Term Disability~~

- d. ~~WMHIP Simply Blue
\$1350/\$2700 deductible; 20% co-insurance
Dental and Vision
— Life & Long Term Disability~~

- e. ~~No Medical
Cash in lieu of insurance annual amount (prorated for partial year)
Dental and Vision
— Life & Long Term Disability~~

~~3. Dental & Vision Coverages~~

- a. ~~SET-SEG/ADN Dental 100 preventive/100 basic/90 major/85 ortho (Annual limit \$2500) (Ortho Lifetime limit \$1500)~~
- b. ~~SET-SEG/ADN Vision — Union plan~~

~~4. Life & Long Term Disability~~

- a. ~~Life Insurance Benefit 1 times salary (capped at \$50,000)~~
- b. ~~LTD Benefit Coverage 66 2/3%; qualifying period 3 months~~

G. Sick/Personal Day Severance Payout

Kent Intermediate School District will pay, upon retirement, to each bargaining unit member who has five (5) years of continuous service:

- a. \$35 for up to 75 50 days
- b. ~~\$45 for 51 to 100 days~~
- c. \$50 for 76 101 to 200 days

Severance shall be defined as the bargaining unit member not returning to the job for reasons of a confirmed ORS retirement, with written notification provided to Human Resources not later than March 15th of the year of retirement. Mid-school year retirements are not eligible, unless the parties mutually agree to an exception.

~~I. Conference Leave and Expense~~

~~1. Bargaining unit members shall be permitted to attend one (1) conference or convention (per year) which may be called by the Michigan Department of Education, or its agents, or by a comparable professional society, for which attendance by the bargaining unit member is compulsory in the opinion of the Superintendent or Assistant Superintendent. Reimbursement for travel expenses to such conference shall be allowed as follows:~~

~~a. The rate of reimbursement for automobile travel using the staff member's personal vehicle shall be based upon the actual mileage (not to exceed 2,000 actual miles) times the current IRS mileage. Provided their own transportation and only one person per vehicle is eligible for reimbursement.~~

~~b. Staff members using commercial travel for conference attendance should have the ticket purchase preapproved by his/her supervisor.~~

~~J. Continuing Education~~

~~Unless prohibited by the grant, reimbursement for the cost of completing SCECHs shall be paid by the district upon documentation of successful completion of approved course work. Approved SCECHs will be in a topic related to the bargaining unit member's employment. Reimbursement will be paid for up to five (5) SCECHs per school year.~~

Article X – Leave Provisions

B. Sick Leave Bank Donation Protocol

- 1. Intent and Purpose: A sick leave bank donation protocol shall be administered for circumstances using the FMLA guidelines.

The intent of the sick leave ~~bank~~ **donation protocol** is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

- a. A ~~KIEA professional or educational support personnel~~ **unit employee** wishing to **request donation of days** ~~withdraw days from the SLB~~ must submit the following information in writing or electronically to **Human Resources** ~~the KIEA union president or the president's designee for communication to the members:~~
 - b. Type of illness with a doctor's verification that the member is unfit to
 - c. return to work. This verification must include the length of time the bargaining unit member may be off work.
 - d. Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).
 - e. A bargaining unit member requesting **donated** sick days ~~from the bank~~ must have exhausted his/her sick leave day balance at the time of the request.
 - f. Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.
2. Donation of Sick Days by Bargaining Unit Members
- a. Up to 2 sick days per year/per bargaining unit member may be donated.
 - b. Members must have accumulated a minimum of twenty (20) sick days in order to donate ~~to the Sick Bank~~.
3. Administration of Sick Leave **Donation Protocol Bank**

- a. The donation and usage of sick leave donations will be monitored and maintained by The District.

It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

Days that can be counted toward those provided under FMLA will be deducted from that liability.

D. Personal Leave

- ~~3. When, on November 15 or the day prior to spring break, more than five (5) individuals per building request personal leave, a lottery will be used for the selection process. The same individuals are eligible only once every three (3) years. All names are submitted to the GSRP L President and a lottery is held by November 1st and March 1st or the first business day thereafter if this date falls on a weekend. No names will be considered beyond the dates even if the slots are not filled.~~

(New) Unless misuse is suspected or a request is not made in advance, staff do not have to disclose the reason for the personal day.

G. Bereavement

1. Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

~~Immediate family shall include only the spouse, child, grandchild, father, mother, brother, sister, brother in law, sister in law, grandfather, grandmother, father in law, mother in law, son in law, daughter in law, grandfather in law, grandmother in law, aunts, uncles, cousins, nieces and nephews of the professional staff member. Absence for an immediate family bereavement shall not exceed five (5) working days per incident. These days do not have to be consecutive, but may not be split into more than two occurrences.~~

2. Any absence for other than immediate family as detailed above requires advance written approval from the Asst. Superintendent of Human Resources & Legal Services. ~~which will be limited to five (5) working days per year.~~

K. Worker's Compensation

1.

Disabilities Compensable Under Worker's Comp Act: In the event a bargaining unit member suffers a disability arising out of or in the course of his/her employment, the Employer shall assist the bargaining unit member in securing Workers Compensation benefits. All other rights and benefits of the labor agreement shall continue **except as shown below:** and ~~accrue as if the bargaining unit member was actively employed.~~

During the first twelve (12) months if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months, or once the employee has exhausted all paid leave, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

Article XI – Unpaid Leaves of Absence

A. Medical Leave

1. Any professional personnel who is unable to perform their duties because of a personal illness or disability (including for this purpose maternity) which extends beyond the period for which sick leave pay is received under Paragraph A., Article X, above ~~may shall~~ be granted a medical leave of absence without pay for the duration of such illness or disability, up to a total of one (1) calendar year provided that this period may be extended at the sole discretion of the Board ~~up to the number of years of service of such bargaining unit member in the District.~~

B. Other Leaves Without Pay

1. A leave of absence without pay and without credit on the salary schedule may be granted at the Board's discretion subject to the conditions outlined in Section C. of this Article.
2. A child care leave of absence without pay to care for children, **including child bonding as defined by law**, not to exceed three (3) months duration, shall be granted to bargaining unit members under the following terms:

~~D. Fringe Benefit Continuation~~

~~The insurance premiums provided under the terms of Article XI, Paragraph E. above shall be paid for professional personnel on leave under this Article XI as follows:~~

- ~~1. For any leave under Paragraph A., monthly premiums shall be paid for the balance of the school year in which the leave began;~~
- ~~2. For any leave under Paragraph C., the Board will pay a pro-rata share of the annual insurance premium cost, based on the percentage of the 187 work days actually worked by the bargaining unit member during that school year.~~
3. ~~Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.~~ **Added to revised FMLA language below**

E. Family Medical Leave Act (FMLA) (updated)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as "hours worked" and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee's eligibility within five (5) business days in accordance with applicable FMLA regulations.
2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care; .

- b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
 - c. The employee's own serious health condition that makes the employee unable to work.
 - d. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.
 - e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:
 - f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be approved by the District beyond the two weeks with appropriate medical documentation. **Upon return from an approved FMLA leave for the birth of a child (or legal adoption) the district will restore up to 5 paid leave days that were used during the leave. If the employee had no paid leave to use, no such restoration shall be made.**
4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.
6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - a. the birth of a son or daughter and bonding with the newborn child,
 - b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
 - c. the care of a parent with a serious health condition

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.
8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. **The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.**
9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash in lieu payments will not continue during unpaid FMLA.

A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.

Seniority will continue to accrue during the leave.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.
11. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.

~~The employer shall grant unpaid leave of up to twelve (12) weeks for only those bargaining unit members eligible under the law (currently defined as bargaining unit members who have been employed at least twelve (12) months immediately prior to the Leave and who have worked a minimum of 1,250 hours in the previous twelve (12) months immediately prior to the Leave), for the following reasons:~~

- ~~a. the serious health conditions of the bargaining unit member; or~~
- ~~b. the serious health condition of the bargaining unit member's spouse, parent or child;~~
~~or—~~
- ~~c. the birth of a child; or~~
- ~~d. the placement of a child for adoption or foster care.~~

~~Child includes any individual under 18 for whom the bargaining unit members serves in loco parents; a child over 18 who is incapable of self care because of physical or mental disability; or biological, adopted or foster child.~~

~~Upon return from the Leave, the bargaining unit members shall be returned to the position held immediately before the Leave began or to a position equivalent in pay, benefits, hours and other terms and conditions of employment.~~

~~The bargaining unit member shall have the option of first using accrued paid accumulated leave during the Leave. The remainder of any leave time will be unpaid.~~

~~Staff members who qualify for FMLA due to child birth shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the individual continues to experience a physical or mental condition related to the birth beyond the initial 6/8 weeks. Accrued paid leave may be used by staff member to care for a partner/spouse who has given birth for two weeks following the birth. Use of additional accrued paid leave may also be approved beyond the two weeks with appropriate medical documentation.~~

~~Medical, dental and vision benefits will be continued during the Leave under the same conditions and at the same level as if the bargaining unit member were still at work. A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.~~

~~Seniority shall continue to accrue during the FMLA Leave. The bargaining unit member shall have the right to take the Leave on a reduced or intermittent schedule.~~

~~Whenever practicable, the bargaining unit member will provide the School Board at least thirty (30) calendar days written notice of the request for the Leave. In non-emergency situations, the bargaining unit member shall complete the forms for a FMLA Leave prior to taking the Leave.~~

Article XVI – Duration of Agreement

Both parties have entered into and conducted good faith negotiations in which each party has had the right and opportunity to make demands and proposals with regard to all mandatory subjects of bargaining. Agreement has been reached between the parties hereto including formal ratification of the terms hereof by the governing body of the Board and by the employees represented by the Association and as such, it is understood that no changes involving the terms of this agreement which may affect the parties may be made without the written agreement of both the Board and the Association.

A. Duration

This contract shall be effective as of **August 12, 2024** ~~September 1, 2021~~, and shall continue in effect until **August 13, 2027** ~~August 31, 2024~~.

B. Extension

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

Appendix B – FOIA (remove –~~strikeout~~, already determined by law)



Melissa Monette
TA
Ann Pugh
6-7-24

KENT INTERMEDIATE SCHOOL DISTRICT

-and-

KENT ISD INTERPRETERS FOR THE DEAF AND/OR HARD OF HEARING

EMPLOYER PACKAGE PROPOSAL

6-7-24

Note: This proposal is offered as a package proposal only. The District reserves the right to alter or remove any or all portions if the package is not accepted in whole. Any alterations shall not be considered regressive bargaining.

The District proposes a three-year contract for 2024-25, 2025-26 and 2026-27 commencing on August 12, 2024 and expiring on August 13, 2027. All provisions of the current contract remain in effect with the exception of those noted below.

Note: This proposal moves away from a September 1st date given the pre-Labor Day start for Kent ISD.

AGREEMENT

Section A. Parties – change September 1, 2021 to August 12, 2024.

Section B. Application

All terms and conditions of employment specified in this contract apply only to those **within the bargaining unit members** of the Kent ISD Interpreters for the Deaf and/or Hard of Hearing, that are employees of the Board of Education of the Kent Intermediate School District as specified in Article I, Recognition Clause.

ARTICLE II - ASSOCIATION RIGHTS

Section A. School Building Use

The Association and its members **may request to use the Kent ISD** district facilities at reasonable hours for meetings as long as the building is covered by the operating staff. **Requests for use of Northview district facilities are at the discretion of the Northview administration.** Room arrangements shall be made with the principal involved or the Superintendent or designee. The Association may be required to secure an approved Building Use permit before the use of any school facility.

Section D. Information

The Board will, **in accordance with any applicable policy or laws with Board Policy No. 8310, dated July 12, 1999,** furnish the Association, in response to written request, copies of public records or documents. The Association may be requested to compensate the Board for the cost of reproduction and making the materials available. **The Board shall be responsive to requests from the Association for information regarding bargaining unit members (including hires, resignations and reassignments,) not to exceed once per month.**

Section E. Copies of the Agreement

~~The Board will furnish a copy of this Agreement to each employee in the bargaining unit and to each new employee and twenty (20) additional copies to the Association without cost.~~ **Outdated – available on website – Budget Transparency**

Section G. Association Release Time

1. Grievances/Negotiations. The Association shall not lose time or pay for authorized time spent investigating complaints and or handling grievances, or negotiations during their regular scheduled working hours. The Board shall not be obligated to grant time during the employee's paid working hours.
2. Association Conferences/Training Sessions. Each school year, the Association shall be allowed up to twenty (20) hours of released time for employees at the trip rate of pay to attend conferences and training sessions endorsed by the Association. The Board in its discretion may approve these hours for other Association related activities upon request from the Association on each occasion.
3. Union Meetings. The Association will make every effort to schedule meetings during non- working times. Release time will be used only when absolutely necessary.
4. **It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or employee reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year.**

ARTICLE III - EMPLOYEE RIGHTS

Section C. Discipline

Any employee may be disciplined for misconduct or failure to properly perform duties. No employee shall be reprimanded, disciplined, discharged, reduced in rank or compensation for reasons that are arbitrary or capricious without just cause. All such discipline shall be progressive in nature. The following represents progressive disciplinary action:

1. Oral reprimand
2. Written reprimand
3. Suspension with or without pay, as determined by supervisor
4. Termination

The purpose of progressive discipline is to correct the misconduct or failure to properly perform duties at the lowest effective step. Discipline will be progressive in nature except in cases where there have been violations of the law or extreme violations of the written rules and policies of the district. Written rules and policies of the district will be made available to employees at their work site.

Section D. Association Representation

Any bargaining unit member who is to be reprimanded, warned or disciplined for any infraction of school policy or delinquency in their performance, will, upon the bargaining unit member's request, have an Association representative of her/his choice at the reprimand, warning or discipline. When a request for such representation is made, either by the Board or the Association, no action will be taken until a representative can be present. **It is understood that the administration may require a meeting be held with the bargaining unit member within a reasonable time period, generally within 1-2 business days.** ~~However within twenty four (24) hours a date will be set for the meeting to take place.~~ In extreme cases of misconduct, the Board reserves the right to place an employee on unpaid leave pending the meeting with the Association representative. The Association will provide the Board with a known representative for the employee.

Section E. Personnel File

Each employee has the right to review the complete contents of her/his personnel file. A representative of the Association may accompany the employee if so requested. No evaluative material may be placed in the personnel file to which the employee has not been allowed to respond in writing. All written responses by the employee will be included in the personnel file. ~~Reprimands will be removed from the employee's personnel file at the written request of the employee after two (2) years if there has been no further disciplinary action, letter(s) or warning and/or~~

~~suspension(s) related to the problem. However, if other unrelated disciplinary action, letter(s) of warning and/or suspension(s) should occur within the two (2)-year period, the original reprimand will only be removed at the written request of the employee and the approval of the Superintendent or designee. The Central Office file is the official personnel file. The employee shall be notified of any external request to review or copy their personnel file. Before any documents are released, the employee will have the opportunity to review the request and all documents subject to the request. An Association representative may be present.~~
A bargaining unit member will be notified via email if a person other than the supervising administrator or Human Resources team member requests access to their personnel file and whether that access was granted.

Section G. Evaluations

Each employee shall be evaluated:

1. ~~Twice during the first year of employment (February 1 and on/before June 4).~~
2. At least once during each succeeding year (on or before June 1).

If an employee receives an unsatisfactory evaluation for the school year she/he must be evaluated at least twice during the succeeding school year. The Supervisor will conduct on-site observations of interpreters. There will be at least one period of observation at a time agreed upon by the Supervisor, mainstream teacher and interpreter for evaluation purposes. There may be unannounced observations, if needed. If deemed necessary by the Supervisor or interpreter, written comments will be given to the interpreter within **fifteen (15) seven (7)** working days after the formal observation and a meeting to discuss the comments will be promptly scheduled. Depending on availability, an interpreter may request an observation by a Deaf/Hard of Hearing staff member and/or another staff interpreter upon informing the Supervisor. However, the Supervisor's final evaluation will be the official evaluation. An evaluation of total job performance will be discussed at a conference by June 1. Areas addressed include interpreter's skills, attendance, punctuality, dependability, relationship with others, flexibility and professional development.

The evaluation shall be performed by the Supervisor.

- If an evaluation conference has not been held or scheduled by June 1 of each year, the interpreter's performance is deemed to be satisfactory for the preceding school year.

The evaluation shall be reviewed with the employee with a counter signature indicating having reviewed the evaluation. Each employee may attach her/his

comments to the evaluation before transmittal to the Administration office.

ARTICLE V - SENIORITY, LAYOFF, RECALL AND VACANCIES

Section C. Layoff and Recall

In all promotions to positions covered by this Agreement as well as in all layoffs and recalls, the seniority of employees within the group shall be considered along with skill and ability of the employees concerned. Provided the skill, State qualification/National certification, ability, job performance, and work history of employees are relatively equal, as determined by the Administration, seniority shall govern.

In the event a layoff is necessary, the employee will be provided with a minimum of twenty business days (20) notice prior to the layoff going into effect.

- a) The Assistant Superintendent of Human Resources and Legal Services will meet with the Association President to discuss the proposed layoff.
- b) The Assistant Superintendent of Human Resources and Legal Services and the Association President will attempt to reduce staff through attrition and/or voluntary layoff in the appropriate area.
- c) If further reductions are necessary, probationary employees will be laid off.
- d) If further reductions are necessary, the Assistant Superintendent of Human Resources and Legal Services and the Association President will meet to discuss the layoff procedure.
- e) The employee shall remain on the layoff list for up to 24 months from the effective date of the layoff.

In the event of recall, the employee shall respond in writing within five (5) business days. If the employee declines recall, they shall be removed from the recall list and all seniority rights shall be terminated.

Seniority of an employee shall automatically terminate if she/he voluntarily quits, is discharged for **reasons that are not arbitrary or capricious just cause**, declines recall, fails to timely respond to recall, she/he fails to report after a leave of absence, or upon expiration of the 24-month recall period.

ARTICLE VI - CONDITIONS OF EMPLOYMENT

Section A. Certification

All interpreters are required to meet the state Certification requirements unless a waiver is granted due to the availability of certified interpreters. Proof of certification level and test scores must be filed with **the Office of Human Resources** ~~the Superintendent or designee~~ no later than September 1 of the current

school year. Placement on the salary schedule will be based on having all appropriate certification materials on file at **Human Resources** ~~the Central Office~~.

- The District will reimburse the employee on an annual basis up to eight hundred dollars (\$800) for costs associated with maintaining or increasing their certification level or for tuition in a related educational field. Proof of completion for reimbursement must be submitted no later than June 15 of the year in which the course(s) were completed. To receive reimbursement for costs associated with maintaining or increasing certification, evidence of successful completion of the approved courses must be presented to the Supervisor.

ARTICLE VI - CONDITIONS OF EMPLOYMENT

Section H. Preparation Time

Each K-6 employee who has a continuous schedule of four (4) hours or more is entitled to a total of forty five (45) minutes of paid preparation time during his/her work day (including one 30 minute segment and one 15 minute segment). Each 7-12 employee with a continuous schedule of four (4) hours or more is entitled to one paid preparation period equal to one full class period. An interpreter will receive pay at the rate of ~~double time~~ at his/her per diem rate if required to interpret during this preparation period.

Section I. Professional Development

All professional development days shall be in alignment with teacher professional development dates per Northview's calendar. The Supervisor shall plan programming for the professional development days that focuses on interpreter enhancement. The Supervisor shall make an effort to provide CEU opportunities. At least one day (**or two half-days**) shall be a planned program delivered by an outside presenter.

Section K. Holiday Vacation Pay

If required to work during holidays, **Saturdays / Sundays**, or Holiday Break / Mid-winter break / Spring Break vacation, an interpreter will receive 1½ times their normal per diem rate. **Interpreting services provided during the contractual work day but outside of the employee's normal assignment, specifically for requested interpreting during staff meetings or professional development shall be compensated at 1.30 times their normal per diem rate.**

Section L. Summer Work

If required to work during the summer weeks, an interpreter will be paid at **1.30** ~~1.25~~ times their normal per diem rate.

ARTICLE VII - RETIREMENT

Section B. MPSERS Eligibility

After ten (10) years of continuous employment a school year employee who immediately qualifies to receive a pension from the Michigan Public School Retirement System (within six months of leaving the district) and who severs employment with the Kent Intermediate School District, shall be paid by the Board for each day of accumulated unused sick days ETO at the following rate \$50 \$40 per day for school year employees, and regular part-time employees working at least 16 hours per week shall receive \$25 \$20-per day for accumulated sick days ETO, limited to a total of 140 accumulated days.

- Interpreters having completed fifteen (15) years of service as a district employee shall upon severance/retirement receive a one-time One Thousand Dollar (\$1,000) payment in the form of a non-elective employer contribution to a 403(b) plan. The payment will be made within sixty (60) days following the final compensation payment. Regular part-time employees will receive this payment at the prorated levels.

Note: provisions of Section B must be based a confirmed ORS retirement, with written notification provided to Human Resources not later than March 15th of the year of retirement. Mid-school year retirements are not eligible unless the parties mutually agree to an exception.

ARTICLE VIII-LEAVES WITH PAY

Section A. Paid Sick Leave (editorial typo correction – correct “suck” to sick)

Section B. Bereavement Leave

~~An interpreter shall be allowed up to five (5) days of bereavement leave with pay per year. These first five (5) days will not be charged to paid sick leave. Up to five (5) additional days may be granted with pay that shall be charged against the interpreter's paid sick leave, if accumulated paid sick leave is available. Each occurrence is limited to a maximum of five (5) days. In the rare event additional days are required, approval must be obtained from the Superintendent.~~

Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

These days do not have to be consecutive, but may not be split into more than two occurrences.

Any absence for other than immediate family as detailed above requires advance written approval from the Asst. Superintendent of Human Resources.

Section G. Personal Leave

1. Each bargaining unit member will be allowed **four (4)** ~~three (3)~~ days of absence during each school year without loss of salary for personal use.
2. Personal days may not be taken the first two (2) weeks of the school year except in extenuating circumstances. Personal days may be used immediately after a holiday or vacation period at the discretion of the supervisor.
3. Two (2) personal days may be used together if approved by the supervisor.
4. There will be no carry-over of Personal Days.
5. At the end of the school year, any unused personal time will be compensated at the bargaining unit member's discretion using one of the following methods:
 - a. Two hundred dollars (\$200) per individual per day,
 - b. Day for day transfer into the bargaining unit member's accumulated paid sick leave.

Section F. Sick Leave Bank (there is an LOU 1-19-21)

1. ~~Intent and Purpose: A sick leave bank shall be administered for circumstances using the FMLA guidelines.~~

~~The intent of the sick leave bank (slb) is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long term disability is not available.~~

- a. ~~A professional or educational support personnel wishing to withdraw days from the SLB must submit the following information in writing or electronically to the union president or the president's designee for communication to the members:~~

~~Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.~~

- b. ~~Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).~~
- c. ~~A bargaining unit member requesting sick days from the bank must have exhausted his/her sick leave day balance at the time of the request.~~
- d. ~~Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.~~

~~2. Donation of Sick Days by Bargaining Unit Members~~

- a. ~~Up to 2 sick days per year/per bargaining unit member may be donated.~~
- b. ~~Members must have accumulated a minimum of twenty (20) sick days in order to donate to the Sick Bank.~~

~~3. Administration of Sick Leave Bank~~

- a. ~~The donation and usage of sick leave donations will be monitored and maintained by The District.~~

~~It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement. Current ETO days will be converted to Sick Leave.~~

Replace with:

Sick Day Donation Protocol

Intent and Purpose: A sick leave donation protocol shall be administered for circumstances using the FMLA guidelines.

The intent of the sick leave donation protocol is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

A unit staff member wishing to request donation of days must submit the following information in writing or electronically to Human Resources for communication to the members:

Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.

Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).

A bargaining unit member requesting donated sick days must have exhausted his/her sick leave day balance at the time of the request.

Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.

Donation of Sick Days by Bargaining Unit Members

Up to 2 sick days per year/per bargaining unit member may be donated.

Members must have accumulated a minimum of twenty (20) sick days in order to donate to the Sick Bank.

Administration of Sick Leave Donation Protocol

The donation and usage of sick leave donations will be monitored and maintained by The District.

It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

ARTICLE IX- LEAVES WITHOUT PAY

(New)

Section E. FMLA

Family Medical Leave Act (FMLA)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as "hours worked" and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee's eligibility within five (5) business days in accordance with applicable FMLA regulations.
2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care; .
 - b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
 - c. The employee's own serious health condition that makes the employee unable to work.
 - d. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.
 - e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:

- f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be approved by the District beyond the two weeks with appropriate medical documentation. **Upon return from an approved FMLA leave for the birth of a child (or legal adoption) the district will restore up to 5 paid leave days that were used during the leave. If the employee had no paid leave to use, no such restoration shall be made.**
 4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.

6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - a. the birth of a son or daughter and bonding with the newborn child,
 - b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
 - c. the care of a parent with a serious health condition.

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.
8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.
9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions

and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash in lieu payments will not continue during unpaid FMLA.

A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.

Seniority will continue to accrue during the leave.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.
11. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.

ARTICLE X- WORKERS COMPENSATION

An employee who is absent due to an injury and is eligible for Workers' Compensation benefits will receive benefits according to State rules and regulations of the Workers' Compensation law. An employee injured on the job shall report such injury at once to Human Resources ~~the Central Office~~ and the building principal. All reports must be filed ~~at the Central Office~~ no later than seven (7) days after the incident occurred **with Human Resources**.

An employee who qualifies for Workers' Compensation will be afforded medical care premium payments as specified in Article ~~XV-XVI~~, Insurance, through the end of the fiscal year in which the injury occurs.

ARTICLE XIV - LONGEVITY

Longevity

School year employees having successfully completed five (5) years of employment shall receive longevity pay per the following schedule:

Five (5) years	\$600.00
Ten (10) years	\$1,000
	\$700.00
Fifteen (15) years	\$1,200
	\$800.00
Twenty (20) years	\$1,400
	\$1,000.00

Longevity eligibility shall be determined by counting total years of continuous service for the school as of June 30 of each year. Longevity pay will be paid to the employee in a lump sum in June beginning with the completion of the fifth year.

A regular part time employee, who works 16 hours or more, shall receive the above benefits pro- rated, based on actual hours worked. Service credit will be based on continuous years of employment with the school district.

ARTICLE XVI – INSURANCE

Replace existing language with:

Section A. Health Insurance

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than the following amounts: \$641.90 single; \$1,342.42 two person and \$1,750.65 family. Employees currently enrolled in one of the District’s existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member’s health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer’s monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District’s IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans:

Plan A – MESSA ABC Plan 1 \$1600/\$3200 0% Co-Insurance

Plan B – MESSA Balance+ \$1600/\$3200 20% Co-Insurance

Plan C – MESSA Choices \$1000/\$2000 10% Co-Insurance

Plan D – MESSA Essentials \$375/\$750 20% Co-Insurance

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

In spring of 2025, in preparation for the 2026 medical benefit plan year (1/1/2026 – 12/31/2026) the parties agree to collaborate to identify and compare at least three different medical insurance carriers with various plan options to be presented and considered via a side-by-side analysis prior to the end of the 2025-26 school year. This with the intention of allowing the unit members to provide input for open enrollment 2026.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

- 1. Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.**
- 2. If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.**

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

- 3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.**
- 4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to**

duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.

5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.
6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

Section B. Dental & Vision

The Board will provide vision and dental insurance for employees and their eligible dependents.

~~Section C.~~

~~Employees opting out of health insurance will receive \$250 per month in lieu of insurance. Defined in Section A~~

Section D. Life

The Board agrees to provide \$25,000 Term Life and \$25,000 Accidental Death & Dismemberment Insurance coverage for all school year employees equal to 1 x annual salary (maximum of \$50,000). The Board will not be liable for claims beyond what its' carrier(s) will provide.

Section E. Long-Term Disability

The Board of Education will make available to each school year employee a Salary Protection (Long Term Disability) insurance program to enhance the present paid sick leave provisions with the

following conditions:

- a. There will be a limit of 66 - 2/3 of income not to exceed \$~~3,000~~ **6,000** per month prorated over a twelve (12) month period to age 65.
- b. The Board of Education will consider any financial offset such as Workers' Compensation, Social Security, other insurance income, etc., to determine its obligation to the employee. (freeze on offsets)
- c. Alcoholism/drug addictions - 2 year limit. Mental/nervous - 2 year limit.
- d. The coverage shall become effective at the beginning of the insurance month immediately following date of employment.
- e. All other benefits are severed with the exception of medical care at the point in time where the employee can no longer provide services as an interpreter employee.

All coverages shall begin, in the case of new employees, at the beginning of the insurance month immediately following the time they begin employment and notify the Board of their desire to have such insurance. No change can be made after October 1 unless a qualifying event occurs as defined by the policy. Coverage will terminate at the end of the month in which the employee leaves the School District.

ARTICLE XVII - SALARY SCHEDULE QUALIFICATIONS

Placement on the salary schedule will be based on having all appropriate certification materials on file at **Human Resources** ~~the Central Office~~.

New employees will be placed on the salary schedule by the Superintendent or designee based on certification level and prior experience and/or educational preparation.

Advancement on the salary schedule to the next experience step or certification level will be based upon the following criteria:

- a. Receipt of a satisfactory evaluation for the immediately preceding school year.
- b. Working at least eight hundred (800) hours during the preceding school

year. Hours worked will be evaluated at the beginning of each semester and part-time employees will be advanced to the next salary step at the beginning of the semester if they have worked a total of 800 hours, or more, since being placed on their current salary step.

- c. An employee who successfully completes the requirements for another certification level will be placed on the new salary schedule at the next regular pay period after furnishing evidence of completion. **An employee passing the EIPA 4.0 or BEI II for the first time, moving from Lane A to Lane B will be paid retroactively back to the date of the exam that resulted in the Lane B eligibility.**

In the event that an interpreter fails to keep his/her current certification level, the interpreter will have the remainder of the pay year to retake the test. If after retaking the test, and again failing to earn the previous certification level then the pay will be adjusted accordingly effective with the second test date.

2024-25 School Year:

Lane A "Underqualified" shall be \$33,078 at every Step.

In all other lanes, remove the existing 2023-24 Step 1 and Renumber accordingly while increase those lanes by 4%. Staff eligible to move on Steps advance one step in 2024-25.

2025-26 School Year: Step + 3.5% on wage scale

2026-27 School Year: Step + 3% on wage scale

ARTICLE XVIII - DURATION

Section A. Contract in Force

This contract shall become effective **August 12, 2024** ~~September 1, 2021~~ and remain in full force end effective until **August 13, 2027** ~~August 31, 2024~~.

Section 8. Timelines for Future Negotiations

On or before June 1, ~~2027~~ 2024, the Board or Education agrees to meet with representatives or the Interpreters for the Deaf and/or Hard of Hearing Association and discuss proposals that each may make for incorporation into the contract to cover the period following the termination of this Agreement. Such discussions shall be scheduled from time to time until all suggestions have

been heard and a substitute contract, agreeable to a majority of the interpreters in the unit covered, has been proposed by the Board of Education.

Strike/Remove Appendix C – For Reference Only
Remove Letter of Agreement dated 1-19-21 (added in to this agreement)

Notice of Non-Discrimination

Kent Intermediate School District does not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy, gender identity, or sexual orientation) height, weight, marital status, physical characteristics, disability, or any other legally protected characteristics. ~~race, color, religion, gender, national heritage, age, height, weight, marital status, handicap, disability or limited English proficiency in any of its programs or activities.~~

Any questions or complaints concerning non-discrimination policies, Title II, the Age Discrimination Act, Title VI or IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or inquiries related to section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Kent Intermediate School District
2930 Knapp St NE
Grand Rapids MI 49525
616-365-2214

KENT INTERMEDIATE SCHOOL DISTRICT

-and-

KIEA – MYSCHOOL@KENT/SUCCESS LINK
BLENDED LEARNING INSTRUCTORS

EMPLOYER PACKAGE PROPOSAL #2

5-24-24

TA
5-24-24
Alex Rogers
Matt
Caldwell

Note: This proposal is offered as a package proposal only. The District reserves the right to alter or remove any or all portions if the package is not accepted in whole. Any alterations shall not be considered regressive bargaining.

The District proposes a three-year contract for 2024-25, 2025-26 and 2026-27 commencing on August 12, 2024 and expiring on August 13, 2027. All provisions of the current contract remain in effect with the exception of those noted below.

Note: This proposal moves away from a September 1st date given the pre-Labor Day start.

Article II – Recognition

A. Bargaining Representative

1. The Board hereby recognizes the Kent County Education Association/MEA/NEA as the exclusive bargaining representative for the MSK-I as defined in Section II of Act 379 of the Michigan Public Acts of 1965, for certified, licensed and non-certified professional personnel employed by the Board in the areas of Special Education and Career Technical Education and Great Start Readiness Program, Kent Innovations High School, Myschool@kent/Success Link including:

- a. Instructor,
- b. Career Advisor/Counselor,
- c. ~~Community Based Vocational Training Coordinator,~~
- d. ~~Enrollment Coordinator~~
- e. ~~Marketing Coordinator~~
- f. ~~Outreach Coordinator,~~
- g. ~~Physical Therapist,~~
- h. ~~Retail Coordinator~~
- i. ~~Support Teacher~~
- j. Teacher Consultant,
- k. Technology Coordinator
- l. ~~Transition Assessment/Planning Facilitator,~~
- m. ~~Work Based Learning Coordinator~~
- n. ~~Work Readiness Coordinator,~~
- o. ~~Work Study Coordinator,~~
- p. ~~Lead GSRP Teacher~~
- q. Blended Learning Instructor

but excluding all supervisory, administrative, Business & Community Resources Coordinators, clerical, custodial and maintenance personnel and all persons employed by the Board in any other area.

Instructor or teacher shall refer to bargaining unit members subject to sections 1248 and 1249 of the Michigan Revised School Code.

2. The term "Bargaining Unit Member" when used hereinafter in this Agreement shall refer solely to those bargaining unit members represented by the Association in the bargaining unit defined in A.1. above.
 3. The term "Board" shall include its officers and agents, including the superintendent and his designees.
- B. Negotiations The Board agrees not to negotiate with any organization other than that designated above as the bargaining representative of the bargaining unit members covered under Paragraph A.1. above.

Article III – Board Rights and Responsibilities

B. (3)

3. E-Mail will be used to inform Kent ISD staff of changes to Board policies. Staff will be directed to "~~Intranet site~~" www.kentisd.org for new and updated policies.

Article IV – Association Privileges

C. (2)

2. The Association may use the equipment (copying machines, ~~typewriters~~, **printers**, audio visual equipment, computers) within the buildings when such equipment is not otherwise in use, provided that the Board may request reimbursement for the cost of supplies used and any equipment damages due to negligence. The Association may also have the use of telephones ~~for local calls~~.

G ADD #4

It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or employee reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year.

Article V – Grievance Procedure

D. Level 1 (Verbal)

An aggrieved shall, within ten (10) days after the facts giving rise to the grievance have first occurred, or when the alleged grievance first became known, discuss the grievance, either alone or with an Association representative, with their immediate supervisor, specifically identifying the discussion as being a Level 1 grievance matter. ~~The minutes of this meeting shall be prepared and distributed to both parties by the immediate supervisor.~~

G. Level 4 (Mediation)

If the grievance is not resolved at Level 3, **subject to mutual agreement** ~~Association and the aggrieved may~~, within ten (10) days from the final decision of the Superintendent or the date such was due, whichever is shorter, **the parties may** submit the grievance to mediation. ~~The resolution of such grievance shall be mediated by the parties through the interest-based dispute resolution process. The process will be reduced to writing and added as Appendix E. of this Agreement.~~ Grievances that are not satisfactorily resolved through this process shall be submitted to Level 5, Arbitration, only after **mediation** ~~the interest-based resolution process~~ has been fully exhausted. **Neither party shall be obligated to mediation.**

I. Power of the Arbitrator

The arbitrator shall have the power and authority as set forth herein to resolve such grievance.

1. It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the **contractual** question submitted to him.
2. Further, it is agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement; nor shall the arbitrator substitute his discretion for that of the Board or the Association where such discretion has been retained by the Board or the Association under Article III or IV, respectively; nor shall the arbitrator exercise any responsibility or function of the Board or of the Association.
3. The decision of the arbitrator shall be final and binding on both parties.

J. Limitations of Arbitrator (no change but simply moved up from N to follow Powers of the Arbitrator)

The arbitrator shall have no power to rule on any of the following:

1. The termination of services of or failure to re-employ any probationary bargaining unit member.
2. The termination of services or failure to re-employ any bargaining unit member to a position other than his basic position.

M. **Matters Not Subject to Grievance Shall Include:**

1. **Discipline, termination of services or failure to reemploy any probationary unit employee.**
2. **Evaluation of probationary unit member**
3. **Any matters subject to the Michigan Teacher Tenure Act, as revised.**
4. **Any decisions regarding selection or assignment of extra-duty positions.**
5. **Any grievance which arose prior to the effective date of this Agreement shall not be processed under this agreement.**

Article VI – Individual Bargaining Unit Member Privileges and Responsibilities

A. Civil Rights

The hours, wages, terms and conditions of this contract will be applied without regard to race, ~~ered~~, color, religion, national origin, age, sex (**including pregnancy, gender identity, or sexual orientation**) height, weight, marital status, physical characteristics, disability, ~~sexual orientation~~ or any other legally protected characteristics.

C. Bargaining Unit Member Records

Upon appointment, bargaining unit members shall have access to their personnel files to review any document prepared by the bargaining unit member, college transcripts, progress evaluation forms prepared by the principal or supervisor, and information which is not received as privileged, confidential or considered as such according to law. ~~Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.~~

E. Health of Bargaining Unit Members

1. ~~Each person prior to entering the employment of the Kent Intermediate School District shall have a drug screen by a doctor of the Board's choice at Board~~

~~expense. Physical examinations shall not be required as a general condition of employment unless otherwise required for licensure or other legal mandated reasons.~~ **Physical examinations and/or drug testing by a doctor of the Board's choice at Board expense shall not be required as a general condition of employment unless otherwise permitted or required by Board policy, for licensure or other legally mandated reason.**

F. Evaluation

1. Evaluation shall be governed by applicable Board Policies and administrative guidelines, including, but not limited to, Board Policy ~~4403 3220 and Administrative Guidelines 3220a~~ which are subject to change (both in content and number), but will be shared with staff upon Board approval/revision.

Article VII – Seniority, Layoff and Recall

B. Method of Payment (move to Article IX?)

1. A bargaining unit member shall ~~elect in writing prior to the first payroll period of the school year beginning in August September whether the salary shall be paid in 22 or 26 biweekly installments.~~ **Salary and installments shall be prorated for less employment that is less than a full school year.**
2. ~~The election, once made, shall be irrevocable for that year, except that a bargaining unit member may elect to receive all earned salary in the final pay check of the fiscal year, in which the salary was earned, if the bargaining unit member has filed a written request with the Associate Superintendent for Administrative Services prior to May 1st of the fiscal year.~~

C. Extended Periods of Employment (move to Article IX?)

1. The Board shall attempt to provide extended employment opportunities during the summer months, to bargaining unit members covered by this Agreement.
2. Notices of any such summer work opportunities, including the rate of pay, will be posted by appropriate Administrative personnel, including Department Supervisors, within three (3) school days of knowledge of such opportunities, with a copy of such notice being sent to the President of the Association.
 - a. ~~Bargaining unit members who are advisors to student organizations will be compensated at a flat fee of \$400 The principal will approve the recognition of all student organizations and advisors.~~

- b. Bargaining unit members who serve as mentors will receive an annual Flat Fee - the fee will be the same as current fee paid to student organization advisors.
 - c. The principal will approve the recognition of all student organizations and advisors.
 - d. Required meetings held after the regular work day must be approved by the principal. Major projects/assignments will be brought to the attention of the principal and will be considered on a case by case basis. If more than five (5) after school meetings are required and approved by the principal, the bargaining unit member will be paid at the off-contract work rate for curriculum development. Meetings shall not exceed sixty (60) minutes in duration. Off-contract work on curriculum development and other related work shall be paid at the rate of \$27.00 per hour and shall be voluntary. (Better place for this? Article VIII)
- 3. It is understood that in selecting the particular bargaining unit members who are to be offered extended contracts or other comparable professional summer employment, the criteria utilized shall include competence, experience and years of service, and that other things being equal, bargaining unit members with the most service shall be given preference.
 - 4. During the period of any such extended employment, the terms of this Agreement shall be applicable only with respect to any extended work period in the same position as held during the school year.

D. Reduction of Staff

It may be necessary to reduce the number of professional personnel (Article II.A.1. of this Agreement) on the staff of the Kent Intermediate School District because of insufficient funds, decreases in student enrollment, lack of work, changes in the educational and administrative programs of the District, or for other reasons, or to recall staff from layoff. Layoff procedures are outlined in applicable board policies and administrative guidelines, including, but not limited to Board Policy ~~4405 3131~~ and ~~Administrative Guidelines 3131a~~ which are subject to change (both in content and number), but will be shared with staff upon Board approval.

E. Seniority

- 1. Seniority shall be computed from the most recent date of hire in a professional position minus any time spent on layoff or unpaid leave (except that time spent on sabbatical, military leave, career exploration or child care leave shall count toward years of service and shall not be deducted). Absence due to illness shall not constitute an unpaid leave within the meaning of this provision unless the bargaining unit member is formally placed on leave of absence. **As of the 2024-25 school year, seniority sequence for new hires having the same hire date will**

be determined by the sum of the individual's last four digits of the Social Security Number - with the greatest sum being most favorable.

2. Seniority will not accrue for those individuals who assume administrative positions. For the duration of their administrative position, their seniority will be "tolled". An individual may return from an administrative position if a vacancy exists. If an individual returns from an administrative position, their seniority will continue to accrue from the point at which their seniority was tolled.
3. Part-time employment of ~~seventeen and one half (17.5) hours~~ **0.5 FTE per week** or more shall be counted as continuous service and shall not be prorated. For purposes of continuous service part-time employment of less than ~~seventeen and one half (17.5) hours per week~~ **0.5 FTE** shall not be counted.
4. For purposes of continuous service, an individual working full-time must be actively employed for a minimum of ninety-one (91) days during the regular contract year.
5. Seniority shall be lost for all purposes where:
 - a. employment is terminated for any reason;
 - b. a bargaining unit member does not return to employment after an approved leave of absence;
 - c. a bargaining unit member has been on layoff for more than **one (1) three (3)** years; or
 - d. a bargaining unit member's certificate/approval lapses.
6. Credit given, for salary or other purposes, for prior experience or for any other reason other than continuous service to the Kent Intermediate School District shall not be included for purposes of determining seniority hereunder.
7. Vacancies
~~Notice of internal vacancies will be emailed to MSK I personnel and KIEA President prior to external posting.~~ **Employment opportunities are posted at www.kentisd.org**

Article VIII – General Working Conditions for Bargaining Unit Member

C. Building Closing

1. In the event weather or other conditions necessitates the closing of an assigned building or program, bargaining unit members of that building or program will be informed via text, auto call, radio and television stations. **It is suggested that staff opt in to Kent ISD's technology-based notifications.**
2. To verify an announcement or to check for building closings, a bargaining unit member may call 616-365-2234 to secure the status of Kent ISD operations.
3. **In the event that pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county or state health authorities the calendar will be adjusted, if necessary, in order to insure the student instruction days/hours as required by law for the District to receive full State aid or comply with required days / hours of instruction. The parties have agreed to adjust the program calendars to conform with this section. If additional days/hours are necessary, the District and the Association will meet to extend the calendar/hours and such adjustments will be carried out without additional compensation to the extent such days/hours do not exceed the equivalent days/hours lost due to cancellations.**

I. Vacancies and Assignments

1. Vacancies or newly created positions within the bargaining unit shall be posted for a period of ten (10) days prior to the position being permanently filled.

The Board, however, may set aside the ten (10) days if there is an urgent need to fill the position.

Vacancy notices shall be emailed to staff, posted on the district website, ~~posted on bulletin boards in each district building along with a copy of such posting to the Association.~~
2. Should a change in assignment be necessitated, the affected bargaining unit member shall be notified as soon as practical.

O. Bargaining Unit Member Protection/Assault

If a bargaining unit member, acting in the line of duty, is assaulted, the incident shall be immediately reported to the School Board or its representative. The School Board shall provide legal assistance to the bargaining unit member in connection with handling of the

incident which may include legal counsel if the District is subject to legal action as a result of the incident. ~~Such assistance shall include the provision of legal counsel~~

In case of an assault by a student or students on a bargaining unit member, while the bargaining unit member is acting in the line of duty and while the student is under the school's jurisdiction, causing damage to the bargaining unit member's clothing and/or glasses, the School Board shall make an equitable financial settlement for such loss with the bargaining unit member involved. Such damage shall be reported immediately to the building Administrator of the building in which such damage occurred.

In cases of an **physical** assault resulting in an injury inflicted by a student(s) on a bargaining unit member while the bargaining unit member is acting in the line of duty and the student is under the jurisdiction of the school and when the bargaining unit member is found not to have provoked the incident, the time lost, if any, by the bargaining unit member shall not be charged against the bargaining unit member's accumulated leave day(s) and the bargaining unit member shall continue to be paid by the School Board **up to a maximum of 30 work days subject to supporting medical documentation**. When workers' compensation is paid, the School Board shall pay the difference between that sum and the bargaining unit member's regular salary **utilizing the bargaining member's accumulated paid leave, if any**. **At such time that bargaining unit member has exhausted all paid leave, the Board will pay that difference for a period not to exceed one year from the injury resulting from assault**. ~~During the above period of such disability, said bargaining unit member shall be entitled to full applicable privileges included in this agreement.~~

During the first twelve (12) months from initial injury by a student, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months of the initial injury by a student causing disability, or once the employee has exhausted all paid leave – if after one year of injury, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

M. Enrollment and Section Limitations

1. Each Blended Learning Instructor will be limited to ~~180~~ **200** students per semester.
2. Student enrollment will be captured three weeks prior to end of each semester.
 - a. Students currently enrolled or students who are grade finalized as of the capture date will be counted as an enrolled student.
 - b. Only those students for whom the bargaining unit member is the instructor will be counted.
 - c. Students can only be counted once per semester.
 - c. Staff will be compensated \$85.00 per student over the ~~180~~ **200** limit per semester.
3. Each staff member will be assigned to instruct no more than 18 courses per semester. Staff members will be compensated \$500 per course assigned over the 18 per semester.
4. In order to reduce teaching load below the limitations notes in this section, administration should attempt to hire staff through permanent additions to the bargaining unit, temporary contracted staff or subcontracted staff.

Article IX – Professional Compensation and Benefits

A. Salary

1. The salaries of bargaining unit members covered by this Agreement are set forth in the salary schedules attached hereto. Bargaining unit members shall receive ~~one (1) step and 2.5% salary increase on schedule for the 2021—22 school year and one (1) step and 2.5% salary increase on schedule for the 2022-23 school year and (1) step and 2.0% salary increase on schedule for the 2023-2024 school year.~~ (See Appendix A)

2024-25 School Year: Step + 4.5% on wage scale

2025-26 School Year: Step + 3% on wage scale

2026-27 School Year: Step + 3% on wage scale

Bargaining unit members achieving a Master's plus 30 credits or a Master's plus Master's degree will receive a \$500.00 annual end of the year bonus. Bargaining unit members achieving a doctoral degree will receive a \$1,000.00 annual end of the year bonus.

2. The salary schedules are based on a contractual period of 182 work days which include 177-180 student days and ~~two (2)~~ **the balance being** professional development days.
3. Salaries for additional periods shall be as determined by the Board for the particular services involved. It is understood that the rate of compensation for any extended work period in the same position for which professional personnel are employed during the school year shall be at a prorata amount, otherwise, the provisions of VII.C.2. shall apply to other extended work periods.
4. During the period of any such extended employment, the terms of this Agreement shall be applicable only with respect to any extended work period in the same position as held during the school year.
5. Off-contract work on curriculum development and other related work shall be paid at the rate of \$27.00 per hour and shall be voluntary.
6. **For the 2025-26 and 2026-27 school years only, bargaining unit members shall receive off-schedule payments of \$1,000 in each year. These payments do not add to base salary and do not alter the wage scale. Payments shall be split into two segments with \$500 in December and \$500 in June.**

C. Salary Schedules

1. A bargaining unit member's salary shall be determined by his placement on the attached salary schedule. See Appendix A.
2. A bargaining unit member's placement on the schedule will depend upon his/her academic degree and the number of years' experience in his/her particular specialization, or in an approved related field, as determined by the Board.
3. Bargaining unit members on the top of the salary schedule shall receive the district approved annual salary percentage increase.
4. **For subsequent school years following the first school year spent at a step 20 of any column on the salary schedule, the following payments will take place off schedule, and be paid in June:**
 - **1st such year after Step 20 - \$1000**
 - **2nd such year after Step 20 - \$1100**
 - **3rd such year after Step 20 - \$1200**
 - **Increasing each such year by \$100 as shown above, not to exceed a maximum of \$2,500.**
- 5.
- ~~6. A \$150.00 merit stipend for Blended Learning Instructors who receive an overall effective rating will be paid at the end of each school year.~~
- ~~5. A \$250 wellness incentive will be paid for the completion of three (3) wellness goals. Payments will be made on the final pay in June. Some examples may include having a yearly physical, doctor recommended health screening, maintaining a membership to a gym or health club, working in an organized fitness/athletic/weight control or nutrition club or organization, completion of smoking cessation programs, other agreed upon fitness, health tracking measures with prior approval from Human Resources or a documented wellness fitness management session with a financial advisor.~~
 - ~~— All goal options will be approved by the KIEA President or designee in agreement with Administration; working together with the goal of providing a healthy workforce to Kent ISD.~~
 - ~~— All completed goals concerning health will fall under the same privacy guidelines as HIPPA.~~

E. Medical Insurance

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than the following amounts: \$641.90 single; \$1,342.42 two person and \$1,750.65 family. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans: (needs discussion 4, possibly 5 of below plan options.)

Plan A – WMHIP Versatile Plan 4 \$500/\$1000 10% Co-Insurance

Plan B – WMHIP Simply Blue Versatile 2 \$500/\$1000 10% Co-Insurance

Plan C – WMHIP Flexible Blue 3 \$2000/\$4000 0% Co-Insurance

Plan D – WMHIP Simply Blue 2 \$2000/\$4000 20% Co-Insurance

Plan E – WMHIP Flexible Blue 6 \$1600/\$3200 10% Co-Insurance

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

- 1. Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.**
- 2. If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.**

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

- 3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.**
- 4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.**
- 5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.**
- 6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.**

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

F. Dental Insurance

Delta Dental
100/100/90/85

Class I & II Benefits – 100%
Class III Benefits – 90%

NOTE: \$2,500.00 maximum per person total per contract year for Class I and Class II benefits.

Class IV Benefits – 85%

NOTE: \$3,000 maximum per person total per contract year for Class IV benefits plus adult rider.

Deductible: None

G. Vision Insurance

MESSA Vision Preferred
Examination and lenses covered
Frames or Contact Lenses covered up to \$135

H. Life Insurance

1 x Annual Salary (\$50,000 Max.)

I. Long-Term Disability

FYI - Prior switch to MESSA LTD causes disadvantage – benefits loss – no medical premium benefit while on LTD – and complaints about using two portals)

The Board will pay the premium for Long Term Disability insurance with the following provisions:

Benefits Coverage – 66-2/3%
Maximum Monthly Benefit – \$6,000.00
Qualifying Period – 90 Calendar Day Modified
Maternity Coverage – Yes
Mental/Nervous Waiver – Yes

Group Term Life Insurance

- a. The Board will pay the premium for group term life insurance for each bargaining unit member in an amount which is equal to the nearest one thousand dollars (\$1,000.00) of the bargaining unit member's annual base contract salary.

- b. Salary amounts of five hundred dollars (\$500.00) or more shall be increased to the next highest one thousand dollars (\$1,000.00).
- c. Amounts of group term life insurance provided under major medical health insurance, and any other life insurance offered under any other program of the District, shall be included in arriving at the amount of coverage under this section.
- d. Insurance shall become effective on the first day of the month next following the day all requirements have been met.
- e. The limit of group term life insurance, paid for by the Board, shall be set at fifty thousand dollars (\$50,000.00).
- f. Such group term life insurance program shall contain an accidental death and dismemberment clause in an amount equal to the face amount of the policy.
- g. The Board of the Kent Intermediate School District retains the sole right to determine the insurance carrier, or carriers, and the servicing agent, or agents, for the group term life insurance program.

The parties agree to move LTD and Life coverage from MESSA to NIS at the earliest opportunity that does not disadvantage anyone currently on LTD through MESSA.

~~1. Blended Learning instructors will receive the single subscriber cap amount of up to \$8,500 toward the purchase of health insurance for two person or full family coverage. In the event that the staff member elects not take health benefits through Kent ISD, the bargaining unit member will be eligible for cash in lieu of benefits in the amount of 75% of the annual hard cap established with CPI for January of each year.~~

~~1. Health Insurance Options~~

~~The group will shift to the MESSA non-medical benefits effective January 1, 2022~~

~~a. WMHIP PPO
\$500/\$1000 deductible; 10% co-insurance
Dental and Vision
— Life & Long Term Disability~~

~~b. WMHIP Flexible Blue 2
\$1350/\$2700 deductible
Dental and Vision
— Life & Long Term Disability~~

- ~~c. WMHIP Flexible Blue 3
\$2000/\$4000 deductible
Dental and Vision
Life & Long Term Disability~~
- ~~d. WMHIP Simply Blue
\$1350/\$2700 deductible; 20% co-insurance
Dental and Vision
Life & Long Term Disability~~
- ~~e. No Medical
Cash in lieu of insurance annual amount (prorated for partial year)
Dental and Vision
Life & Long Term Disability~~
- ~~2. Dental & Vision Coverages~~
 - ~~a. SET SEG/ADN Dental 100 preventive/100 basic/90 major/85 ortho (Annual limit \$2500) (Ortho Lifetime limit \$1500)~~
 - ~~b. SET SEG/ADN Vision Union plan~~
- ~~3. Life & Long Term Disability~~
 - ~~a. Life Insurance Benefit 1 times salary (capped at \$50,000)~~
 - ~~b. LTD Benefit Coverage 66 2/3%; qualifying period 3 months~~

H. Reimbursement for Costs of Continuing Education

1. Bargaining unit members shall have the right to submit a written request **for pre-approval of** reimbursement toward the cost of continuing education. The Board shall have the right to use its sole discretion in approving or rejecting any such request.
2. Reimbursement for the cost of tuition (to the amounts defined below) will be paid by the Board upon documentation of successful completion (grade of 2.5 or better) of approved course work. Prior approval of the appropriate Director and the Assistant Superintendent for Human Resources is required before registration. Such course work will be in an area directly related to the bargaining unit member's employment or in a degree program related to the education profession offered through a regionally accredited college or university unless prior approval is received from the ~~Associate Superintendent for Administrative Services~~ **Assistant Superintendent of Human Resources & Legal Services** for attendance at an alternative college.
3. The amount of tuition reimbursement per semester hour shall be the average off-campus tuition charge for graduate courses for Michigan State University, Western Michigan University and Central Michigan University effective on September 1st. These calculations will be used for reimbursement for classes

taken each contract year (September through August). Classes substantially completed during the summer months and completed in September will be reimbursed and counted against the prior school year.

- a. Subject to language and available funds each member may be reimbursed three (3) credits per school year. Reimbursement for credits taken beyond the three (3) up to a maximum of nine (9) credits is subject to funds remaining in the reimbursement pool at the end of the school year.
- b. Classes taken during the Summer and Fall will be reimbursed and counted toward the current school year and will be eligible for the first semester reimbursement. Classes taken in the Winter and Spring will be eligible for second semester reimbursement. Reimbursement for Summer courses will be paid no later than the first pay period in October assuming all required documentation is submitted to the HR office no later than September 15. Reimbursement for Fall courses will be paid no later than the first pay in February assuming all required documentation is submitted to the HR office no later than January 30th. Reimbursement for Winter and Spring courses will be paid no later than the final pay in June assuming the required documentation is submitted no later than June 1st. (Update to process description needed?)
- c. At the end of the school year any remaining funds in the pool will be redistributed for reimbursement to any members who still have amounts outstanding for reimbursement.

NOTE: ~~C.E.U.s will be converted to semester hour equivalents in order to calculate the tuition reimbursement amounts owed in each circumstance.~~

Article X – Leave Provisions

A. Paid Sick Leave

1. Each **full-time** bargaining unit member shall accumulate ten (10) sick leave days annually which will be front loaded at the start of each school without limitation as to accumulation. This amount reflects credit for one day per month worked. In the event that a staff member leaves prior to the completion of a full school year, his/her salary will be prorated to reflect the number of sick days used versus the number earned.

B. Sick Leave Donation Protocol Bank

1. Intent and Purpose: A sick leave **donation protocol bank** shall be administered for circumstances using the FMLA guidelines.

The intent of the sick leave **donation protocol bank** (~~slb~~) is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

- a. A bargaining unit member ~~KIEA professional or educational support personnel~~ wishing to request a donation of days ~~withdraw days from the SLB~~ must submit the following information in writing or electronically to the **Human Resources** ~~KIEA union president~~ or the president's designee for communication to the members:

Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.

- b. Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).
- c. A bargaining unit member requesting **donated** sick days ~~from the bank~~ must have exhausted his/her sick leave day balance at the time of the request.
- d. Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.

2. Donation of Sick Days by Bargaining Unit Members

- a. Up to 2 sick days per year/per bargaining unit member may be donated.
- b. Members must have accumulated a minimum of twenty (20) sick days in order to donate to the Sick Bank.

3. Administration of Sick Leave ~~Bank~~

- a. The donation and usage of sick leave donations will be monitored and maintained by the District.

It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

Days that can be counted toward those provided under FMLA will be deducted from that liability.

C. Emergency Absence

At times it may be necessary for a bargaining unit member to request time off in order to take care of personal affairs that cannot be postponed. Such absences involve emergencies, business or family affairs, health needs, or crises.

A request shall be communicated stating the reason for such request and length of time required. It is to be submitted to the staff member's immediate supervisor as early as possible prior to the time the absence is requested, and be entered by the employee in the designated time and attendance program.

1. Emergency absences shall not exceed a maximum total of 4 two- hour blocks, **or 8 one-hour blocks** per school year.
2. Emergency absences shall not be deducted from allowances made for other forms of absence.
3. Final approval, or disapproval, shall rest entirely with the immediate supervisor.

D. Personal Leave

1. Each bargaining unit member will be allowed three (3) days of absence during each school year without loss of salary for personal use. No more than four (4) staff (instructors and coaches) in the program will be allowed to take personal business leave on any one day/date. When building administrators deem it viable they may exceed the above guideline.

It is recognized that such request shall be made five (5) days in advance except in the case of emergency.

2. ~~When, on November 15 or the day prior to spring break, more than four (4) staff members (instructors and coaches) per program request personal leave, a lottery will be used for the selection process. The same individuals are eligible only once every three (3) years. All names are submitted to the Association President and a lottery is held by November 1st and March 1st or the first business day thereafter if this date falls on a weekend. No names will be considered beyond the dates even if the slots are not filled.~~
3. Personal days may not be taken the first two (2) weeks of the school year except in extenuating circumstances. Personal days may not be used immediately **before or** after a holiday or vacation period. Personal days will be allowed at the discretion of the supervisor at all other times of the year.

4. Two (2) Personal Days may be used together if approved by the Supervisor.
5. There will be no carry-over of Personal Days.
6. At the end of the school year, any unused personal time will be compensated at the bargaining unit member's discretion using one of the following methods:
 - a. Two hundred dollars (\$200) per individual per day,
 - b. Day for day transfer into the bargaining unit member's accumulated paid sick leave.

F. Bereavement

1. Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

~~Absence for an immediate family bereavement shall not exceed five (5) working days per incident. These days do not have to be consecutive, but may not be split into more than two occurrences.~~

2. Any absence for other than immediate family as detailed above requires **advance written approval from the Asst. Superintendent of Human Resources. which will be limited to five (5) working days per year.**

~~Immediate family shall include only the spouse, child, grandchild, father, mother, brother, sister, brother in law, sister in law, grandfather, grandmother, father in law, mother in law, son in law, daughter in law, grandfather in law, grandmother in law, aunts, uncles, cousins, nieces and nephews of the professional staff member. Absence for an immediate family bereavement shall not exceed five (5) working days per incident. These days do not have to be consecutive.~~

2. ~~Any absence for other than immediate family requires approval from the Superintendent which will be limited to five (5) working days per year.~~

J. Workers' Compensation

1. Disabilities Compensable Under Worker's Comp Act: In the event a bargaining unit member suffers a disability arising out of or in the course of his/her employment, the Employer shall assist the bargaining unit member in securing Workers Compensation benefits. All other rights and benefits of the labor agreement shall continue **except as follows:** ~~and accrue if the bargaining unit member was actively employed.~~

During the first twelve (12) months, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months, or once the employee has exhausted all paid leave, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

K. Severance Pay

1. Kent Intermediate School District will pay the following rate based on the accumulation of sick leave days:
- a. \$30 for having accumulated up to 50 days
 - b. \$45 for having accumulated 51 to 100 days
 - c. \$50 for having accumulated 101 to 150 days
2. Kent Intermediate School District will pay for a maximum of one hundred fifty (150) days. The member must have ten (10) years of continuous service or a combined fifteen (15) years of service in the district to be eligible for this severance pay. Severance shall be defined as the bargaining unit member not returning to the job for reasons of **confirmed ORS retirement, with written notification provided to Human Resources not later than March 15th of the**

year of retirement. Mid-school year retirements are not eligible, unless the parties mutually agree to an exception.

- a. If a member is forced into an involuntary separation based on staff reductions due to program closures the member shall receive a sick day payout.
3. The following will disqualify a teacher from eligibility for severance pay:
- a. Any teacher whose dismissal is sustained by the Michigan State Tenure Commission.
 - b. Any teacher who is dismissed or resigns at the request of the Board.
 - c. Any teacher who leaves the system contrary to the provisions of the Michigan State Tenure Act or contrary to the terms of the teacher's employment contract.

Article XI – Unpaid Leaves of Absence

A. Medical Leave

1. Any professional personnel who is unable to perform their duties because of a personal illness or disability (including for this purpose maternity) which extends beyond the period for which sick leave pay is received under Paragraph A., Article X, above ~~may shall~~ be granted a medical leave of absence without pay for the duration of such illness or disability, up to a total of one (1) calendar year provided that this period may be extended at the sole discretion of the Board ~~up to the number of years of service of such bargaining unit member in the District.~~
2. Any applications for Medical Leave shall be in writing and be supported by a doctor's statement if requested by the Superintendent.

B. Other Leaves Without Pay

1. A leave of absence without pay and without credit on the salary schedule may be granted at the Board's discretion subject to the conditions outlined in Section C. of this Article.

2. A child care leave of absence, **including child bonding as define by law**, without pay to care for children, not to exceed three (3) months duration, shall be granted to bargaining unit members under the following terms:
 - a. A written request for leave must be submitted as much in advance of the beginning of such leave as possible; and
 - b. If the period of unpaid absence does not exceed three (3) months, then the bargaining unit member shall be reinstated to the bargaining unit member former position upon return from the leave providing that the person is still being offered by the services of KISD.
 - c. A three (3) month extension of this leave may be granted by the request of the bargaining unit member and the approval of the Kent ISD Board.
3. Days that can be counted toward those provided under FMLA will be deducted from that liability.

C. Return from Leave

1. A bargaining unit member returning from leave under the terms of Paragraph A., of this Article XI, within one (1) year or less from the date when leave began shall be reinstated to the same position. ~~A professional personnel whose leave extends beyond one (1) calendar year but less than three (3) years shall have the same reinstatement rights as provided under Paragraph D.2. below of this Article.~~
2. A bargaining unit member having at least two (2) years of continuous employment in the District who is on leave under the terms of Paragraph C.1. of this Article XI, shall be reinstated at the start of a semester in that bargaining unit member's former position or in a substantially equivalent position providing a vacancy exists at the conclusion of such leave and providing that the bargaining unit member has submitted written notice of intent to return to the Department Supervisor and to the Assistant Superintendent - Human Resources & Legal Services ~~and Training~~ at least ninety (90) calendar days before the start of such semester. If no vacancy exists, the bargaining unit member shall be placed on an extended leave for a maximum of five (5) years or until the first vacancy arises, whichever comes first, for which the bargaining unit member is qualified.
3. A bargaining unit member returning from such leave shall receive credit for purposes of advancement on the salary schedule only for each school year during which the bargaining unit member was actively employed for at least ninety-one (91) school days.
4. A bargaining unit member who does not return at the end of the leave period shall be considered to have voluntarily resigned.

5. Bargaining unit members having less than two (2) years of continuous service may be reinstated, provided there is a position available.

D. Fringe Benefit Continuation

~~The insurance premiums provided under the terms of Article XI, Paragraph E. above shall be paid for professional personnel on leave under this Article XI as follows:~~

- ~~1. For any leave under Paragraph A., monthly premiums shall be paid for the balance of the school year in which the leave began;~~
- ~~2. For any leave under Paragraph C., the Board will pay a pro-rata share of the annual insurance premium cost, based on the percentage of the 187 work days actually worked by the bargaining unit member during that school year.~~
- ~~3. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA. See FMLA 11~~

E. Family Medical Leave Act (FMLA)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as "hours worked" and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee's eligibility within five (5) business days in accordance with applicable FMLA regulations.
2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care;
 - b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
 - c. The employee's own serious health condition that makes the employee unable to work.

- d. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.
 - e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:
 - f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be approved by the District beyond the two weeks with appropriate medical documentation. **Upon return from an approved FMLA leave for the birth of a child (or legal adoption) the district will restore up to 5 paid leave days that were used during the leave. If the employee had no paid leave to use, no such restoration shall be made.**
4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.
6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- a. the birth of a son or daughter and bonding with the newborn child,
- b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
- c. the care of a parent with a serious health condition.

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.
8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.
9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash in lieu payments will not continue during unpaid FMLA.

A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.

Seniority will continue to accrue during the leave.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.

11. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.

~~The employer shall grant unpaid leave of up to twelve (12) weeks for only those bargaining unit members eligible under the law (currently defined as bargaining unit members who have been employed at least twelve (12) months immediately prior to the Leave and who have worked a minimum of 1,250 hours in the previous twelve (12) months immediately prior to the Leave), for the following reasons:~~

- ~~a. the serious health conditions of the bargaining unit member; or~~
- ~~b. the serious health condition of the bargaining unit member's spouse, parent or child; or~~
- ~~c. the birth of a child; or~~
- ~~d. the placement of a child for adoption or foster care.~~

~~Child includes any individual under 18 for whom the bargaining unit members serves in loco parents; a child over 18 who is incapable of self care because of physical or mental disability; or biological, adopted or foster child.~~

~~Upon return from the Leave, the bargaining unit members shall be returned to the position held immediately before the Leave began or to a position equivalent in pay, benefits, hours and other terms and conditions of employment.~~

~~The bargaining unit member shall have the option of first using accrued paid accumulated leave during the Leave. The remainder of any leave time will be unpaid.~~

~~Staff members who qualify for FMLA due to child birth shall be eligible to use accrued paid leave for sick (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the individual continues to experience a physical or mental condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a partner/spouse who has given birth for two (2) weeks following the birth. Use of additional accrued paid leave may also be approved beyond the two weeks with appropriate medical documentation.~~

~~Medical, dental and vision benefits will be continued during the Leave under the same conditions and at the same level as if the bargaining unit member were still at work. A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.~~

~~Seniority shall continue to accrue during the FMLA Leave. The bargaining unit member shall have the right to take the Leave on a reduced or intermittent schedule.~~

~~Whenever practicable, the bargaining unit member will provide the School Board at least thirty (30) calendar days written notice of the request for the Leave. In non-emergency situations, the bargaining unit member shall complete the forms for a FMLA Leave prior to taking the Leave.~~

Article XVI – Duration of Agreement

A. Duration

Both parties have entered into and conducted good faith negotiations in which each party has had the right and opportunity to make demands and proposals with regard to all mandatory subjects of bargaining. Agreement has been reached between the parties hereto including formal ratification of the terms hereof by the governing body of the Board and by the employees represented by the Association and as such, it is understood that no changes involving the terms of this agreement which may affect the parties may be made without the written agreement of both the Board and the Association.

This contract shall be effective as of ~~August 12, 2024~~ ~~September 1, 2021~~, and shall continue in effect until ~~August 13, 2027~~ ~~August 31, 2024~~. ~~Prohibitive subjects of bargaining shall be addressed pursuant to the attached letter of agreement.~~

B. Extension

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

Appendix B – FOIA (~~remove —strikeout,~~ already determined by law)

(New) Appendix (letter determined based on the above determinations)

Additional Personnel Provisions and Procedures Pertaining Only to Classroom Teachers

For the purposes of this collective bargaining agreement, subjects contained in this Appendix “B” shall apply only to Teachers as defined in Section 1249 of the Michigan Revised School Code as of July 1, 2024. That designation and the associated provisions shall not apply to professional ancillary staff nor shall it apply to any certificated persons within the bargaining unit who are not currently assigned to deliver instruction directly to pupils as teacher of record.

Teacher / Instructor Placement

This language is intended only as a summary of Board policy 4402, the portions referring specifically to teachers as defined above. This summary does not alter or limit the Board policy in any way, nor does it subject the policy, including this summary, to grievance or arbitration unless expressly provided by law. (See Board Policy 4402 for additional details)

Decisions regarding the appropriate placement of effective teachers shall be determined by the Superintendent or designee at their discretion. The uniqueness of CTE and Center Programs operated by Kent ISD require that the administration have the discretion to determine teacher placement.

Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. Placement does not include reduction in force or recall decisions.

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.
- 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.

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.

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.

Each year, not later than March 1st, a bargaining unit teacher may express in writing a preference for and/or request consideration for a teacher position for

which the bargaining unit member is certified and qualified. Such requests submitted to the MySchool@Kent, respectively may be considered by the administration, but do not guarantee any request will be honored. All placement decisions must be made in compliance with the ISD's clear and transparent placement procedures.

Vacant Positions

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. Consistent with Board Policy 4205, vacancies may be posted by the administration and be filled by a certified and qualified internal or external candidate consistent with 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.

Teacher / Instructor Reduction in Force and Recall

This language is intended only as a summary of Board policy 4405, the portions referring specifically to teachers as defined above. This summary does not alter or limit the Board policy in any way, nor does it subject the policy, including this summary, to grievance or arbitration unless expressly provided by law. (See Board Policy 4405 for additional details)

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 shall guide the implementation of that statute.

General Provisions:

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.

Reduction in force and recall decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.

Decisions about the reduction and recall of teachers will be guided by the same criteria as shown above in Teacher Placement (d, i -iii, including iii A-M)

Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.

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.

A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.

Failure to maintain current contact information may negatively impact the teacher's recall.

Teacher reductions and recalls are by formal Board action.

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.

The Superintendent or designee will provide written notice of Board reduction in force or recall decisions to each affected teacher.

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.

Teacher reduction in force and recall decisions will be implemented by the process defined in Board Policy 4405.

Teacher / Instructor Performance Evaluation

This language is intended only as a summary of Board policy 4403, the portions referring specifically to teachers as defined above. This summary does not alter or limit the Board policy in any way, nor does it subject the policy, including this summary, to grievance or arbitration unless expressly provided by law. (See Board Policy 4403 for additional details)

The Board's authority shall not be limited by policy or this summary in any decisions to non-renew a professional staff member's contract at the end of the contract's term.

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:

2. a year-end evaluation process that meets statutory standards;
3. 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.
4. 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 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.

The parties agree to convene and determine student growth measures for MySchool@Kent teachers during the summer of 2024. If no mutual agreement can be met by the start of the 2024-25 school year, unless contrary to RSC 1249, the same growth measures used in the 2023-24 school shall apply for the 20% of the teacher's evaluation.

Grievance Procedure. An alleged violation of this Appendix is not subject to grievance or arbitration. Probationary teachers cannot challenge any decision concerning evaluation, placement, and layoff/recall. An Arbitrator, however, has jurisdiction to consider a grievance filed under the Article V grievance procedure by a tenured teacher after receiving two (2) consecutive ratings of "Needing Support" on their most recent performance evaluations.



KENT INTERMEDIATE SCHOOL DISTRICT

-and-

KIEA – CTE SPECIALISTS

EMPLOYER PACKAGE PROPOSAL

5-21-24

TA
5-21-24
Drew Rogers
Katie Kelley

Note: This proposal is offered as a package proposal only. The District reserves the right to alter or remove any or all portions if the package is not accepted in whole. Any alterations shall not be considered regressive bargaining.

The District proposes a three-year contract for 2024-25, 2025-26 and 2026-27 commencing on August 12, 2024 and expiring on August 13, 2027. All provisions of the current contract remain in effect with the exception of those noted below.

Note: This proposal moves away from a September 1st date given the pre-Labor Day start.

[Handwritten signature]

Article II – Recognition

A. Bargaining Representative

1. The Board hereby recognizes the Kent County Education Association/MEA/NEA as the exclusive bargaining representative for the Kent Intermediate Education Association, as defined in Section II of Act 379 of the Michigan Public Acts of 1965, for support personnel employed by the Board in the areas of Special Education and Career and Technical Education, including:

- a. Career Technical Education Specialists (CTE Specialists)/Interpreters
- b. ~~Job Skills Trainers~~
- c. ~~Vocational Assessment Technicians~~

but excluding all supervisory, administrative, Business & Community Resources Network Coordinators, teaching/professional, clerical, custodial and maintenance personnel and all persons employed by the Board in any other area.

2. The term "bargaining unit member" when used hereinafter in this Agreement shall refer solely to those bargaining unit members represented by the Association in the bargaining unit defined in A.1. above.

3. The term "Board" shall include its officers and agents, including the Superintendent and his designees.

Article III – Board Rights and Responsibilities

B. Terms of Agreement

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices and furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited by and subject to the specific and express terms of this Agreement.

1. The Employer will honor (will not violate) all bargaining unit members' legal rights and privileges.
2. Changes in the Board policy will be disseminated in the current manner. Changes will be forwarded to the Association president and secretary.
3. **Email Outlook may** will be used to inform Kent ISD staff of changes to Board policies. Staff ~~will be directed to "https://intranet.kentisd.org"~~ **for have access to** new and updated policies at www.kentisd.org .

Article IV – Association Privileges

H. Association Business/Leave

1. The Board agrees that it may be necessary for officers or agents of the Local Association to conduct Association business during working hours. This will be allowed subject to the following provisions:
 - a. A maximum of seven (7) Association leave days will be allowed per school year for KIEA use with no deduction in pay pursuant to all applicable cost reimbursement requirements.

An additional six (6) work days total may be requested by the bargaining unit members to attend the annual MEA Conference. Each member may request no more than two (2) days for conference attendance.

- b. Prior authorization from the Administration must be obtained. Requests for Association leave will be submitted in writing five (5) workdays in advance through the immediate supervisor. All requests must be signed by the Association President and ~~Associate Assistant~~ Superintendent of Human Resources & Legal

Services. The request will state the date(s) to be absent, the person(s) requesting use of Association leave, the length of time the Association leave will require absence from the job.

- c. Unused days are not cumulative and may not be used in another contract year.
 - d. No one individual will be absent from a classroom/student caseload assignment more than five (5) work days per school year while on Association leave.
 - e. Association days shall not be used during scheduled conference times, open house meetings, orientation/in-service days, or immediately before or after holiday and vacation periods.
 - f. Persons who are not bargaining unit members of the Board shall obtain prior approval of the Superintendent or his representative before conducting any Association business during the normal working hours of the bargaining unit member. Such approval shall not be unreasonably withheld.
2. Released time for Association Meetings. The Association shall have the right to schedule two (2) membership meetings per year during the workday. All bargaining unit members scheduled to work at such time shall be released with pay for attendance at such meeting(s). Said meetings shall be no longer than 1 ½ hours at any one time, shall be scheduled at a time to minimize disruption, and shall be arranged at least five (5) days in advance.
3. No one individual will be absent from the classroom/student case load assignment more than five (5) work days per school year while on association leave.
4. **It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or employee reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year.**

Article V – Grievance Procedure

D. Level 1 (Verbal)

An aggrieved shall, within ten (10) days after the facts giving rise to the grievance have first occurred, or when the alleged grievance first became know, discuss the grievance, either alone or with an Association representative, with their immediate supervisor, specifically identifying the discussion as being a Level 1 grievance matter. ~~The minutes of this meeting shall be prepared and distributed to both parties by the immediate supervisor.~~

E. Level 2 (Immediate Supervisor)

In the event the grievance is not resolved within ten (10) days of the Level discussion, the grievance may be reduced to writing using the Official Grievance Form, stating the facts giving rise to the grievance and identifying the provisions of this Agreement which have been violated, stating how it believes the Agreement had been violated, relief sought, signed by the aggrieved, and delivered to the aggrieved's immediate supervisor. The written grievance shall be delivered no later than 3:30 p.m. on the 16th day following the first occurrence of the facts giving rise to the grievance.

Within ten (10) work days of receiving the written grievance form, the aggrieved bargaining unit member and the immediate supervisor (together with the appropriate **district administrator** Director, if the **district administrator** Director is not the bargaining unit member's immediate supervisor) and a representative of the Association shall meet to discuss the matter in an effort to resolve it.

G. Level 4 (Mediation)

If the grievance is not resolved at Level 3, **subject to mutual agreement** Association and the aggrieved may, within ten (10) days from the final decision of the Superintendent or the date such was due, whichever is shorter, **the parties may** submit the grievance to mediation. ~~The resolution of such grievance shall be mediated by the parties through the interest-based dispute resolution process. The process will be reduced to writing and added as Appendix E. of this Agreement.~~ Grievances that are not satisfactorily resolved through this process shall be submitted to Level 5, Arbitration, only after **mediation** ~~the interest-based resolution process~~ has been fully exhausted. **Neither party shall be obligated to mediation.**

I. Power of the Arbitrator

The arbitrator shall have the power and authority as set forth herein to resolve such grievance.

1. It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the **contractual** question submitted to **them him**.
2. Further, it is agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement; nor shall the arbitrator substitute his discretion for that of the Board or the Association where such discretion has been retained by the Board or the Association under Article III or IV, respectively; nor shall the arbitrator exercise any responsibility or function of the Board or of the Association.
3. The decision of the arbitrator shall be final and binding on both parties.

J. Limitations of Arbitrator (no change but simply moved up from the bottom to follow Powers of the Arbitrator)

The arbitrator shall have no power to rule on any of the following:

1. The termination of services of or failure to re-employ any probationary bargaining unit member.
2. The termination of services or failure to re-employ any bargaining unit member to a position other than his basic position.

M. (add #10)

10. **Any grievance which arose prior to the effective date of this agreement shall not be processed under this agreement, unless mutually agreed to by the parties.**

Article VI – Individual Bargaining Unit Member Privileges and Responsibilities

A. Civil Rights

The hours, wages, terms and conditions of this contract will be applied without regard to race, ~~ered~~, color, religion, national origin, age, sex (**including pregnancy, gender identity, or sexual orientation**) height, weight, marital status, physical characteristics, disability, ~~sexual orientation~~ or any other legally protected characteristics.

C. Bargaining Unit Member Records

Upon appointment, bargaining unit members shall have access to their personnel files to review any document prepared by the bargaining unit member, college transcripts, progress evaluation forms prepared by the principal or supervisor, and information which is not received as privileged, confidential or considered as such according to law. ~~Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.~~ **A bargaining unit member will be notified via email if a person other than the supervising administrator or Human Resources team member requests access to their personnel file and whether that access was granted.**

D 2(d)

d. Discipline Just Cause and Grievance

- (1) No non-probationary bargaining unit member shall be disciplined **for reason that are arbitrary or capricious without just cause.** Discipline includes reprimands, suspensions, reductions in rank or pay and discharge. Any such discipline, which is to be made a permanent part of the bargaining unit member's personnel files, shall be subject to the grievance procedure herein set forth.

The Board agrees with the concept of progressive discipline, except in cases where there has been violations of the law or extreme violations of the rules and policies of the District; and will endeavor to follow the normal progression of oral warnings, written reprimands, suspensions with or without pay, and finally dismissal, if necessary.

- (2) Reprimands issued under this Article may be the subject of a grievance within the terms and conditions of the grievance procedure set forth in Article V in this Agreement.

E. Health of Bargaining Unit Members

1. ~~Each person prior to entering the employment of the Kent Intermediate School District shall have a drug screen by a doctor of the Board's choice at Board expense.~~ **Physical examinations and/or drug testing by a doctor of the Board's choice at Board expense shall not be required as**

a general condition of employment unless otherwise **permitted or required by Board policy**, for licensure or other legally mandated reason.

2. Each bargaining unit member must maintain the necessary good physical and mental health to adequately provide the respective service.
3. Written evidence of such good physical and mental health may be requested by the Board from physicians of the Board's choosing, but the cost of any such examination to prove good health, will be paid by the Board.
4. Bargaining unit members shall provide proof of freedom from tuberculosis, **where required**.
5. The Board shall continue its practice of providing, at no cost to the bargaining unit member, the necessary protective equipment, clothing and devices for the safe pursuit of the bargaining unit member's assigned duties.

F. Bargaining Unit Member Evaluation

1. Each non-probationary bargaining unit member will be evaluated a minimum of once every two (2) years and may be evaluated more frequently if the need arises. The staff evaluation program shall aim at the early identification of specific areas in which the bargaining unit member needs help, so that appropriate assistance may be provided or arranged for. The evaluation of the performance of each bargaining unit member shall be the responsibility of the immediate supervisor. The name of the evaluator shall be provided to each member in writing **(or via email) in September of the year of evaluation.** ~~via a courier signed receipt letter by the fifteenth (15th) day of September.~~ In the event the bargaining unit member has not received notification by the above date, the building principal shall be the evaluator.
2. All monitoring ~~or observations~~, including the use of closed circuit television, audio systems, and similar devices when used for evaluation, shall be conducted openly and with the full knowledge and consent of the bargaining unit member at a mutually acceptable time. **Conducting observations does not require consent unless the observation involves recording or technology as described above.**
3. Each bargaining unit member shall be given a copy of the evaluation form prior to any formal evaluation or observation. Bargaining unit members shall also receive a copy of the written evaluation at the time of the

personal conference following the evaluation. In the event a bargaining unit member disagrees with any evaluation, the bargaining unit member may put his/her objections in writing and shall have them attached to the evaluation report for the personnel file.

4. If a bargaining unit member, after receiving suggestions for improvement and a reasonable degree of assistance to correct any deficiencies, fails to correct the deficiencies or perform his/her assignments in a satisfactory manner, then non-renewal or dismissal procedures may be invoked. However, if any deficiency previously noted in earlier evaluations fails to appear in subsequent evaluations, then the bargaining unit member shall consider sufficient improvement/correction was made.
5. The performance of probationary bargaining unit members shall be observed no less than two times during the probationary period with a written evaluation after each evaluation.
6. A bargaining unit member shall review and sign all evaluation materials that are to be included in the personnel files. Such signing does not necessarily indicate agreement, and the bargaining unit member may submit any written statement in regard to such materials.
7. The content of any evaluation is not subject to arbitration.
8. ~~Each bargaining unit member shall receive a \$200.00 merit pay annually for an evaluation which is greater than ineffective. The merit pay will be based on the current school year's evaluation and paid on the last pay in June. In the absence of an evaluation the employee is deemed effective.~~

G. Job Descriptions

New or significantly changed job descriptions will be developed with input from staff and ~~reviewed within sixty (60) days of the start of the school year. The job descriptions will be distributed to all current bargaining unit members and new hires by the employer.~~ **The administration will make a good faith effort to keep the Association president apprised of substantive changes to such job descriptions.** The job descriptions will include at a minimum:

- a. Job title and description
- b. Minimum requirements
- c. Specific statement of required tasks and responsibilities
- d. Additional job-related qualifications may be added to the job description as they directly pertain to the specific vocational area needs.

Article VII – Seniority, Layoff and Recall

A. Seniority Defined

1. Seniority shall be defined as the length of continuous service within the district as a member of the bargaining unit i.e. all classifications represented in the recognition clause of this Agreement minus any time spent on layoff or unpaid leave (except that time spent on military leave, career exploration or child care leave shall count toward years of service and shall not be deducted). Absence due to illness shall not constitute an unpaid leave within the meaning of this provision unless the bargaining unit member is formally placed on leave of absence.
2. Part-time employment of seventeen and one-half (17.5) hours per week or more shall be counted as continuous service and shall not be prorated. For purposes of continuous service part-time employment of less than seventeen and one-half (17.5) hours per week shall be counted at one-half (1/2) year seniority for each year.
3. If two or more bargaining unit members have the same seniority date, their placement on the seniority list shall be determined by a lottery drawing of the names of the bargaining unit members. The drawing shall be held on or before the first day of the second semester. It will be conducted by the Assistant Superintendent for Human Resources and Legal Services and in the presence of the Association President. Each affected bargaining unit member will be invited to attend the drawing. **As of 9/1/24, for new hires having the same seniority date, the sum of the individual's last four digits of the Social Security Number will be applied - with the greatest sum being most favorable.**
4. Seniority shall be lost for all purposes where:
 - (1) employment is terminated for any reason;
 - (2) a bargaining unit member does not return to employment within (5) days after an approved leave of absence expires;
 - (3) a bargaining unit member has been on layoff for more than three (3) years

B. Seniority Lists

The Board shall maintain a list indicating seniority. This list shall be available to the Association by February 15th of the fiscal year.

~~Additionally, the Board shall prepare a seniority list by either department or section showing support personnel who are currently working in that department/section, ranked by seniority. This shall be known as the "A" list. A seniority list (known as the "B" list) shall be prepared showing support personnel who are approved to work in a department or section other than the department or section to which they are currently assigned. These lists shall also be available to the Association by February 15th of the fiscal year.~~

Each support staff bargaining unit member shall have five (5) work days to request any appropriate correction in the seniority list should the bargaining unit member believe that information contained therein is inaccurate. The final decision as to accuracy of information contained on the seniority list shall be left to the Superintendent. If no request is made within five (5) work days, this shall constitute a waiver of a bargaining unit member's right to change or correction.

~~CTE Specialists staff members will maintain separate seniority lists. Movement between units/classification is not permitted.~~

C. Vacancies and Assignments

1. Vacancies or newly created positions within the bargaining unit shall be posted for a period of ten (10) days prior to the position being permanently filled. Those applying who meet the specified qualifications will be interviewed. The Board, however, may set aside the ten (10) days if there is an urgent need to fill the position. Vacancy notices shall be emailed to all staff, **and posted on the district website, bulletin boards in each district building along with a copy of such posting to the association.**
2. ~~All bargaining unit members will be notified in writing, and given opportunity to apply for any vacancies or newly created positions at least three (3) days prior to external posting of the position.~~
3. Should a change in assignment be necessitated, the affected bargaining unit member shall be notified as soon as practical.
4. Association members in "good standing" who apply for any position posted by the Board will be given priority consideration in hiring if properly qualified for the position, provided they meet the stated qualifications.
5. A bargaining unit member awarded a new position may return to her/his original position during the posting period of his/her former position, to a maximum of thirty (30) days, **if mutually agreed upon by the unit employee and the administration.**

D. Extended Periods of Employment

1. In the event that extended employment opportunities exist during the summer months, the Board shall first offer said employment to bargaining unit members covered by this Agreement before being offered to individuals outside this Association.
2. Bargaining unit members interested in summer work opportunities are to notify the Assistant Superintendent of Human Resources and Legal Services of such interest by May 30th each year. Additionally, bargaining unit members are to designate either voice mail or U.S. mail for such notices.
3. Notice of any such summer work opportunities, including the rate of pay, will be provided to those interested, as outlined in #2. above by appropriate administrative personnel, including Department Supervisors, within three (3) school days of knowledge of such opportunities, with a copy of such notice being sent to the President of the Association.
4. It is understood that in selecting the particular bargaining unit members who are to be offered other comparable summer employment, the criteria utilized shall include competence, experience, and years of service, and that other things being equal bargaining unit members with the most service shall be given preference.
5. During the period of any such extended employment, the terms of this Agreement shall be applicable only with respect to any extended work period in the same position as held during the school year.
6. Additionally, bargaining unit members may have the first opportunity to work in their respective labs/work areas for the purpose of updating and/or repairing equipment and/or supplies in preparation for the ensuing school year.
7. Bargaining unit members who are **selected as advisors or co-advisors to KCTC student organizations** (~~currently Skills USA, HOSA and MITES~~) will be compensated at **the fee rate designated for the respective role within the KIEA agreement.** ~~a flat fee of \$400 per organization, per school year. Additional organizations may be considered. In order to qualify, the staff member will submit to Human Resources the desired organization along with a description of the organization and an outline of the work required.~~

E. Layoff and Recall

1. Reduction of Staff

Reduction in the **CTES** staff of the Kent Intermediate School District shall be based upon the principles of seniority, and qualifications, and shall be carried out within each department and/or section of the District.

Whenever it becomes necessary in the judgment of the School Board to reduce the number of **CTES** support personnel (Article II.A.1 of this Agreement) on the staff of the Kent Intermediate School District because of insufficient funds, decreases in student enrollment, lack of work, changes in the educational and administrative programs of the District, or for other reasons, or to recall staff from layoff, the following procedures shall be followed in making such a reduction.

- a. The Assistant Superintendent for Human Resources and **Legal Services Training** will meet with the Association President to discuss the proposed layoff;
- b. The Assistant Superintendent for Human Resources and **Legal Services Training** and the Association President will attempt to reduce staff through attrition and/or voluntary layoff in the appropriate area(s);
- c. If reduction is still necessary, probationary bargaining unit members in the affected programs/areas shall be laid off in inverse order of seniority. Such bargaining unit members shall be given thirty (30) calendar days notice of layoff.
- d. If reduction is still necessary, non-probationary bargaining unit members in the affected programs/areas shall be laid off in inverse order of seniority. Such bargaining unit members shall be given thirty (30) calendar days notice of layoff.

2. Bumping

If the bargaining unit member holds the necessary credentials of certification who are on layoff or reduced hour status shall have the option to bump into a comparable position **within KCTC** ~~in either KTC or KC/TC~~ for which he/she has more seniority, provided they are not recalled to their current position by August 30th of the current fiscal year. Bargaining unit members placed on layoff status shall be eligible for recall for ~~three years~~ **or a period equal to the length of their service at the time of layoff, not to exceed 18 months whichever is greater.**

Article VIII – General Working Conditions for Bargaining Unit Member

B. Work Day/Work Year

1. Work hours. A bargaining unit member's working day shall be the same hours as the normal (7) work hours at the buildings in which the bargaining unit member performs services. When a bargaining unit member is assigned to work at a local district, normal work hours shall be performed within the scope of the standard Local Education Agency (LEA) building hours.
2. Work Year. The work year for CTE Specialists shall be at least 182 days, which coincides with the student attendance year.
3. **The parties agree that the CTE specialists are eligible for one additional work day to be scheduled with their supervisor for the purpose of program/classroom preparation and planning.**
(simply moved up from "O")
4. It is the mutual goal that bargaining unit members will be made aware of in-service days as listed on the school calendar at least 30 days prior to the start of the year.

Each year, upon approval of the school calendar, administration will inform the bargaining unit member which in-service day(s) they will be expected to attend during that year. Attendance at in-service may vary by building/program assignment.

5. Lunch periods. Each bargaining unit member shall have a duty-free lunch period of thirty (30) minutes within the scheduled workday.
6. Overtime. Time and one-half (1-1/2) of the bargaining unit member's regular hourly rate of pay shall be paid for all hours in excess of forty (40) hours worked in any work week, provided that overtime pay shall not be pyramided. ~~The bargaining unit member and employer may mutually agree to allow compensatory time in lieu of paid overtime, provided such time is to be credited at time and one-half (1-1/2), and does not accumulate past 240 hours, as outlined in the FLSA.~~

C. Method of Payment

1. Bargaining unit members will be paid bi-weekly. A schedule of pay periods and pay dates will be provided at the beginning of the school year.

2. ~~The Assistant Superintendent for Human Resources and Legal Services will meet with interested bargaining unit members to establish a payroll deduction to the Lake Michigan Credit Union or bank of choice for the purpose of establishing a vacation payroll account, which can be drawn during times outside of the bargaining unit members normal work year (i.e. Winter Break, Spring Break, Summer Break).~~

D. Building Closing

1. In the event weather or other conditions necessitates the closing of an ISD building or program, bargaining unit members of that building will be informed via text, auto call, radio and television stations. **Staff are encouraged to sign up for notifications through Kent ISD.**
2. To verify an announcement or to check for building closings, a bargaining unit member may call 365-2234 to secure the status of Kent ISD operations.
3. **In the event that pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county or state health authorities the calendar will be adjusted, if necessary, in order to insure the student instruction days/hours as required by law for the District to receive full State aid or comply with required days / hours of instruction. The parties have agreed to adjust the program calendars to conform with this section. If additional days/hours are necessary, the District and the Association will meet to extend the calendar/hours and such adjustments will be carried out without additional compensation to the extent such days/hours do not exceed the equivalent days/hours lost due to cancellations.**

L. CDL

~~Work Based Learning~~ staff who are requested to add a CDL endorsement to their license shall have the differential costs of securing and maintaining such endorsement paid by the District. Refer to K. above for hours worked.

Article VIII, L. only applies to new hires after December 2001.

M. Substitute Teaching

KIEA **CTES** members who are annually authorized may only substitute teach in areas in which they are annually authorized. KIEA **CTES** members who have associate degrees and have obtained a substitute teaching permit, but are not annually authorized, may not substitute for classes whose lesson plans require

the students to be in labs. All substitutes will be provided written lesson plans prior to the start of the class for which they are substituting.

- a. When CTE specialists are assigned to be the substitute teacher in addition to their normal CTE position **they will receive their normal hourly rate, and an additional \$35 per session (LOA dated 11-1-21)** ~~be compensated at the hourly rate of current KIEA contract at BA Step 1 x 80%. This rate will be in lieu of his/her regular hourly rate and will apply for each session's total instructional minutes that are covered by the CTE specialist.~~

For long-term (ten school days or more) subbing positions, CTE specialists will be paid at the BA1 rate in lieu of their normal hourly rate, or in lieu of their regular rate plus \$35 per session taught. The higher rate shall apply at the onset of the long-term assignment when it is planned to be more than ten school days in duration. If it is an unplanned assignment that extends beyond ten school days, the BA1 rate of pay will commence on the eleventh day. (LOA dated 11-1-21)

- b. **If a CTES applies for and maintains a substitute permit, the unit staff member will receive \$400 via payroll at the conclusion of the school year. (LOA dated 11-1-21)**

N. Bargaining Unit Member Protection/Assault

If a bargaining unit member, acting in the line of duty, is assaulted, the incident shall be immediately reported to the School Board or its representative. The School Board shall provide ~~legal~~ assistance to the bargaining unit member in connection with handling of the incident **which may include legal counsel if the District is subject to legal action as a result of the incident.** ~~Such assistance shall include the provision of legal counsel~~

In case of an assault by a student or students on a bargaining unit member, while the bargaining unit member is acting in the line of duty and while the student is under the school's jurisdiction, causing damage to the bargaining unit member's clothing and/or glasses, the School Board shall make an equitable financial settlement for such loss with the bargaining unit member involved. Such damage shall be reported immediately to the building Administrator of the building in which such damage occurred.

In cases of ~~an~~ **physical** assault resulting in an injury inflicted by a student(s) on a bargaining unit member while the bargaining unit member is acting in the line of duty and the student is under the jurisdiction of the school and when the bargaining unit member is found not to have provoked the incident, the time lost, if any, by the bargaining unit member shall not be charged against the bargaining unit member's accumulated leave day(s) and the bargaining unit member shall continue to be paid by the School Board up

to a maximum of 30 work days subject to supporting medical documentation. When workers' compensation is paid, the School Board shall pay the difference between that sum and the bargaining unit member's regular salary **utilizing the bargaining member's accumulated paid leave, if any.** **At such time that bargaining unit member has exhausted all paid leave, the Board will pay that difference for a period not to exceed one year from the injury resulting from assault.** ~~During the above period of such disability, said bargaining unit member shall be entitled to full applicable privileges included in this agreement.~~

During the first twelve (12) months from initial injury by a student, if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months of the initial injury by a student causing disability, or once the employee has exhausted all paid leave – if after one year of injury, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

Article IX – Professional Compensation and Benefits

B. Salary Schedules

1. A bargaining unit member's hourly wages shall be determined by his placement on the attached salary schedule (See Appendix A). **(Agree to add Step 9, 3.5% higher than Step 8.)**

~~Bargaining unit members shall receive one (1) step and 2.5% wage increase on schedule for the 2021-22 school year, one (1) step and 2.5% wage increase on schedule for the 2022-23 school year and one (1) step and 2% wage increase on schedule for the 2023-24 school year. Additional step added to the list. Step 8.~~

**2024-25 School Year: Step + 4.5% on the wage schedule
2025-26 School Year: Step + 3.5% on the wage schedule
2026-27 School Year: Step + 3.0% on the wage schedule**

2. A bargaining unit member who has had no experience in his specialization, or in an approved related field, shall receive the hourly wages at Step 1 of the salary schedule.
3. A bargaining unit member with experience outside the Kent Intermediate School District will be given credit to and including three (3) years, or more if approved by the Superintendent or designee.

E. Severance Pay

1. Following fifteen (15) years of service with Kent Intermediate School District, a bargaining unit member will receive, upon retirement, ~~\$25.00~~ **\$50** per day for unused sick leave up to 200 days.
2. Kent Intermediate School District will pay for a maximum of two hundred (200) days. The member must have ten (10) years of continuous service or a combined fifteen (15) years of service in the district to be eligible for this severance pay. Severance shall be defined as the bargaining unit member not returning to the job for reasons of a **confirmed ORS retirement, with written notification provided to Human Resources not later than March 15th of the year of retirement. Mid-school year retirements are not eligible.**
 - a. If a member is forced into an involuntary separation based on staff reductions due to program closures the member shall receive a sick day payout.
3. **In addition to a voluntary resignation, the following will disqualify a CTES teacher from eligibility for severance pay:**
 - a. Any **CTES teacher** whose dismissal is sustained by the Michigan State Tenure Commission.
 - b. Any **CTES teacher** who is dismissed or resigns at the request of the Board.
 - c. Any **CTES teacher** who leaves the system contrary to the provisions of the Michigan State Tenure Act or contrary to the terms of the teacher's employment contract.

F. Insurance

1. Medical Insurance (replace current language with this)

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than the following amounts: \$641.90 single; \$1,342.42 two person and \$1,750.65 family. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans: (needs discussion 4, possibly 5 of below plan options.)

Plan A – WMHIP Versatile Plan 4 \$500/\$1000 10% Co-Insurance

Plan B – WMHIP Simply Blue Versatile 2 \$500/\$1000 10% Co-Insurance

Plan C – WMHIP Flexible Blue 3 \$2000/\$4000 0% Co-Insurance

Plan D – WMHIP Simply Blue 2 \$2000/\$4000 20% Co-Insurance

Plan E – WMHIP Flexible Blue 6 \$1600/\$3200 10% Co-Insurance

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other

adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

In spring of 2025, in preparation for the 2026 medical benefit plan year (1/1/2026 – 12/31/2026) the parties agree to collaborate to identify and compare at least three different medical insurance carriers with various plan options to be presented and considered via a side-by-side analysis prior to the end of the 2025-26 school year. This with the intention of allowing the unit members to provide input for open enrollment 2026.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

- 1. Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.**
- 2. If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.**

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

- 3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.**
- 4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.**
- 5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.**

6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

Insurance Affordability (moved from within)

Parties agree that should the premium for the plans offered by the employer under MESSA and/or WMHIP exceed the affordability threshold under ACA, the parties would reopen benefits to negotiate plan changes for the following plan year.

- a. ~~The Board will pay the premium for health and surgical insurance for a twelve (12) month period for a single subscriber, self and spouse, self and children or full family coverage, respectively, whichever such level of coverage is obtained by each bargaining unit member subject to the following statutory caps as specified by the Department of Treasury for medical benefits (inclusive of prescription), for full family, two person, and single subscriber. Those member selecting health options with annual premiums under the cap amounts will be eligible for payment of the differential up to the amounts into a qualifying Health Savings account (HSA) or medical flex spending account (FSA). This will eliminate current FSA contributions or RX reimbursement that would result in the Board contribution exceeding the cap amounts.~~
- b. ~~Such insurance benefits shall be prorated for part-time bargaining unit members.~~
- c. ~~The insurance available throughout this contract period shall be underwritten by group insurance contracts with the Physicians Care~~

~~Insurance or such other reputable provider as may be agreed upon by the parties.~~

~~Fringe benefits will continue as specified under Family & Medical Leave Act (FMLA) for any leave, which meets with the provisions of the FMLA.~~

~~d. Premiums above the amount paid by the Board for these insurances may be paid through payroll deduction provided there is a signed authorization for such deductions.~~

~~e. The Board agrees to have the District handle all billings for such insurance.~~

~~f. CPI for all insurance coverage will be January, the beginning of the calendar year.~~

2. Dental Coverage

Will be provided by the Board. **Currently:**
Delta Dental
100/100/90/85
\$2500 individual annual maximum

3. Vision Coverage

Will be provided by the Board. **Currently:**
MESSA Vision Preferred

4. Long Term Disability Insurance.

The Board will pay the premium for the Long Term Disability Insurance with the following provisions:

Benefits Coverage – 66 2/3%
Maximum Monthly Benefit – \$6,000.00
Qualifying Period – 3 months

5. Group Term Life Insurance

a. The Board will pay the premium for group term life insurance for each bargaining unit member in an amount which is equal to the

nearest one thousand dollars (\$1000.00) of the bargaining unit member's annual base contract salary.

- b. Salary amounts of five hundred dollars (\$500.00) or more shall be increased to the next highest one thousand dollars (\$1000.00)
- c. Amounts of group term life insurance provided under major medical health insurance, and any other life insurance offered under any other program of the District, shall be included in arriving at the amount of coverage under this section.
- d. Insurance shall become effective on the first day of the month next following the day all requirements have been met.
- e. Such group term life insurance program shall contain an accidental death and dismemberment clause in an amount equal to the face amount of the policy.
- f. The Board of the Kent Intermediate School District retains the sole right to determine the insurance carrier, or carriers, and the servicing agent, or agents, for the group term life insurance program.

The parties agree to move LTD and Life coverage from MESSA to NIS at the earliest opportunity that does not disadvantage anyone currently on LTD through MESSA.

6. Insurance Options

~~Effective August 2021, switch to MESSA health pending August 2021 renewal rates. Parties agree to look at rates when 2022 prices are made available.~~

H. Continuing Education

Bargaining unit members shall be given access to any two (2) courses per year offered at the Kent Intermediate School District, subject to administrative approval.

All other opportunities for training, classes, etc., will be available to bargaining unit members as are available through learning and growth activities to other classified non-bargaining unit staff.

Bargaining unit members will be reimbursed for courses taken through adult education programs, or college level credits, up to ~~three (3)~~ **six (6)** credits per year, for job related course work, if requested by the administration.

Bargaining unit members will receive reimbursement for classes taken provided they receive a passing grade of "C" or above.

Tuition reimbursement in the amount of ~~\$1,000.00~~ **\$1,500** per employee per year will be available to all CTE Specialists. Course reimbursement will be paid after the member demonstrates the successful completion of coursework with a grade C or better and a receipt from the college or university.

Bargaining unit members will receive a stipend of \$500.00, to be paid into a 403B account, upon successful completion of "Global Career Development Facilitator" certification. The stipend may be available to other work related certifications. In order to qualify, the staff member will submit to Human Resources the desired certification, along with a description of the study/work required to meet the certification. Those work-related certification(s), with requirements comparable to the GCDF, will be considered for approval for the stipend.

If there are any changes in laws affecting the education or certification requirements of the bargaining unit members, the parties agree to work collectively to resolve the resulting issues.

K. Wellness Incentive

- a. ~~A \$250 wellness incentive will be paid for the completion of three (3) wellness goals. Payments will be made on the final pay in June. Some examples may include having a yearly physical, doctor recommended health screening, maintaining a membership to a gym or health club, working in a an organized fitness/athletic/weight control or nutrition club or organization, completion of smoking cessation programs, other agreed upon fitness, health tracking measures with prior approval from Human Resources or a documented wellness fitness management session with a financial advisor.~~

~~All goal options will be approved by the KIEA President or designee in agreement with Administration; working together with the goal of providing a healthy workforce to Kent ISD.~~

~~All completed goals concerning health will fall under the same privacy guidelines as HIPPA.~~

Article X – Leave Provisions

A. Paid Sickness Leave

1. Each bargaining unit member shall accumulate sick leave at the rate of ten (10) days for each school year without limitation as to accumulation.
2. Absence on “sick leave” shall be allowed for either personal illness or immediate family illness. Immediate family shall include only the spouse, child, grandchild, father, mother, brother, sister, brother-in-law, sister-in-law, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law of the bargaining unit member. Such sick leave days shall be limited to five (5) days per incident. **If in excess of (3) consecutive days, a request for FMLA is to be initiated by the employee subject to eligibility.**
3. If there is probable cause to suspect the misuse of sick absence, a bargaining unit member, upon the request of the Superintendent or **designee**, shall promptly substantiate such sick absence by a written physician’s statement or by such other evidence as the Superintendent may require.

B. Emergency Absence

At times it may be necessary for a bargaining unit member to request time off in order to take care of personal affairs that cannot be postponed. Such absences involve emergencies, business or family affairs, health needs, or crises.

A request shall be **communicated** made, in writing, stating the reason for such request and length of time required. It is to be submitted to the staff member’s immediate supervisor as early as possible prior to the time the absence is requested, **and be entered by the employee in the designated time and attendance program.** For bargaining unit members working in local districts, a phone call to the supervisor will suffice with the request form submitted as soon as possible thereafter.

1. These absences may be taken in one (1) hour increments, but shall not exceed three (3) hours in length and may not be used in conjunction with any other type of absence.
2. Emergency absences shall not be deducted from allowances made for other forms of absence.
3. Emergency absences shall not exceed a maximum of twelve (12) hours per school year.

4. Only one (1) such request may be used on any one (1) day.
5. Final approval, or disapproval, shall rest entirely with the immediate supervisor.

C. Personal Leave

Each bargaining unit member will be allowed three (3) days of absence during each school year without loss of salary to transact personal business or to attend to affairs of a personal nature, which cannot be conducted outside the regular school day. Personal days may be taken in whole or ½ day increments.

It is recognized that such request shall be made five (5) days in advance

~~When, on November 15 or the day prior to spring break (now a paid holiday), more than five (5) individuals per building request personal leave, a lottery will be used for the selection process. The same individuals are eligible only once every three (3) years. All names are submitted to the KIEA President and a lottery is held by November 1st and March 1st or the first business day thereafter if this date falls on a weekend. Should applicants request a personal day after the drawing dates for which they are applying they will need to apply five days prior to the date requested. Any remaining slots will be filled on a first come, first serve basis.~~

~~Two (2) Three (3) Personal Days may be used together if approved in advance by the Supervisor.~~

At the end of the school year, any unused personal time will be compensated at the bargaining unit member's discretion using one of the following methods:

- a. one hundred dollars (\$100) per individual per day,
- b. Day for day transfer into the bargaining unit member's accumulated paid sick leave.

D. Paid Holidays

Bargaining unit members shall receive the following paid holidays, provided they work the last scheduled workday **prior to the holiday** ~~preceeding~~ and the first scheduled workday **following** ~~preceeding~~ the holiday:

Friday before Labor Day
Labor Day
Thanksgiving Day

Day after Thanksgiving
Day before Christmas
Christmas Day
Day after Christmas
New Year's Eve
New Years Day
Day before Spring Break
Memorial Day

Holidays that fall on a Saturday shall be observed on the preceding Friday.
Holidays that fall on a Sunday shall be observed on the following Monday.

E. Bereavement

Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

These days do not have to be consecutive, but may not be split into more than two occurrences.

Any absence for other than immediate family as detailed above requires advance written approval from the Asst. Superintendent of Human Resources.

~~Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family. Immediate family shall include only the spouse, child, grandchild, father, mother, brother, sister, brother-in-law, sister-in-law, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces, and nephews of the bargaining unit member. Absence for an immediate family bereavement shall not exceed five (5) working days per incident. These days do not have to be consecutive.~~

Any absence for other than immediate family requires approval from the Superintendent, which will be limited to five (5) working days per year.

I. Worker's Compensation

1. Disabilities Compensable Under Worker's Comp Act: In the event a bargaining unit member suffers a disability arising out of or in the course of his/her employment, the Employer shall assist the bargaining unit member in securing Worker's Compensation Benefits. All other rights and benefits of the labor agreement shall continue **except as follows:** and accrue as if the bargaining unit member was actively employed.

During the first twelve (12) months if a bargaining unit member is qualified for workers' compensation; there shall be no interruption in the following benefits: health/medical insurance, dental and vision reimbursement, life insurance and seniority, subject to the required employee contributions. Employees shall not earn compensable leave days during a compensable Worker's Compensation illness, injury or disability.

Following the twelve (12) months, or once the employee has exhausted all paid leave, seniority within the bargaining unit is the only benefit that will continue to accrue; all other benefits will cease and the employee's position may be posted. If the employee is still disabled at the end of the initial twelve (12) month period, he/she may, at the employee's expense continue health/medical, dental and vision coverage for a period not to exceed the time allowed by the federal law known as COBRA.

J. Sick Bank Donation Protocol

1. Intent and Purpose: A sick leave bank donation protocol shall be administered for circumstances using the FMLA guidelines.

The intent of the sick leave bank donation protocol is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

- a. **A unit staff member wishing to request donation of days** ~~withdraw days from the SLB~~ must submit the following information in writing or electronically to **Human Resources** ~~the KIEA union president or the president's designee~~ for communication to the members:

Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.

- b. Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).
- c. A bargaining unit member requesting **donated** sick days ~~from the bank~~ must have exhausted his/her sick leave day balance at the time of the request.
- d. Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.

2. Donation of Sick Days by Bargaining Unit Members

- a. Up to 2 sick days per year/per bargaining unit member may be donated. **Bargaining unit members with more than 200 accrued days may donate up to three 3 sick days.**
- b. Members must have accumulated a minimum of twenty (20) sick days in order to donate to the Sick Bank.

3. Administration of Sick Leave Donation Protocol ~~Bank~~

The donation and usage of sick leave donations will be monitored and maintained by The District.

It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

Article XI – Unpaid Leaves of Absence

A. Medical Leave

1. Any support personnel who is unable to perform their duties because of a personal illness or disability (including for this purpose maternity) which extends beyond the period for which sick pay is received under Paragraph A., Article X, above shall ~~may~~ be granted a medical leave of absence without pay for the duration of such illness or disability, up to a total of one (1) calendar year provided that this period may be extended at the sole discretion of the Board up to the number of years of service of such bargaining unit member in the District.
2. Any application for Medical Leave shall be in writing and be supported by a doctor's statement if requested by the Superintendent.

D. Fringe Benefit Continuation

~~—The insurance premiums provided under the terms of Article IX, Paragraph E. above shall be paid for support personnel on leave under this Article XI as follows:~~

- ~~1. For any leave under Paragraph A, monthly premiums shall be paid for the balance of the school year in which the leave began;~~
- ~~2. For any leave under Paragraph C., the Board will pay a pro-rata share of the annual insurance premium cost, based on the percentage of the student days actually worked by the bargaining unit member during that school year.~~
- ~~3. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.~~

E. Family Medical Leave Act (FMLA) (replace existing with updated below)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as "hours worked" and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee's eligibility within five (5) business days in accordance with applicable FMLA regulations.
2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care; .
 - b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
 - c. The employee's own serious health condition that makes the employee unable to work.
 - d. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.
 - e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:
 - f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be

extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be approved by the District beyond the two weeks with appropriate medical documentation. **Upon return from an approved FMLA leave for the birth of a child (or legal adoption) the district will restore up to 5 paid leave days that were used during the leave. If the employee had no paid leave to use, no such restoration shall be made.**

4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.
6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
 - a. the birth of a son or daughter and bonding with the newborn child,
 - b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
 - c. the care of a parent with a serious health condition.

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.

8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.

9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash in lieu payments will not continue during unpaid FMLA.

A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.

Seniority will continue to accrue during the leave.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.

11. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.

Article XVI – Duration of Agreement

A. Duration

Both parties have entered into and conducted good faith negotiations in which each party has had the right and opportunity to make demands and proposals with regard to all mandatory subjects of bargaining. Agreement has been reached between the parties hereto including formal ratification of the terms hereof by the governing body of the Board and by the employees represented by the Association and as such, it is understood that no changes involving the terms of this agreement which may affect the parties may be made without the written agreement of both the Board and the Association.

This contract shall be effective as of ~~August 12, 2024~~ **September 1, 2021**, and shall continue in effect until ~~August 13, 2027~~ **August 31, 2024**. ~~Prohibitive subjects of bargaining shall be addressed pursuant to the attached letter of agreement.~~

B. Extension

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

C. Insurance Affordability

~~Parties agree that should the premium for the plans offered under MESSA and/or WMHIP exceed the affordability threshold under ACA, the parties would reopen benefits to negotiate plan changes.~~

Appendix B – FOIA (remove —~~strikeout~~, already determined by law)

Appendix D & E – Irrelevant – ~~remove / strikeout~~

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Classified Hourly Wage Scales

Submitted by: Dave Rodgers

Date: June 3, 2024

Recommended by: Dave Rodgers / Kevin Philipps Board Meeting Date: June 17, 2024

RECOMMENDATION: It is recommended that the Board approve revisions to the classified hourly wage scales effective July 1, 2024. As the administration has been in negotiations with union affiliated units, it is appropriate to consider adjustments to the hourly non-union employee units.

BACKGROUND:

Consistent with modifications to more than one collectively bargained hourly units, we recommend that the non-union classified hourly wage scales be increased by 4% for 2024-25, with the elimination of Step 0 and the addition of Step 8. This is consistent with adjustments made for other hourly employee units. The 2024-25 hourly wage scales are to be increased by 3% in 2025-26 and 3% in 2026-27. Staff who are eligible to advance one step will do so in each of the designated school years.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Non-Union Professional Salary Scales

Submitted by: Dave Rodgers

Date: June 3, 2024

Recommended by: Dave Rodgers / Kevin Philipps Board Meeting Date: June 17, 2024

RECOMMENDATION: It is recommended that the Board approve revisions to the Non-Union Professional salary scales effective July 1, 2024. As the administration has been in negotiations with union affiliated units, it is appropriate to consider adjustments to the non-union employee units. These salary scales are to be increased by 3% in 2025-26 and 3% in 2026-27.

BACKGROUND:

As previously discussed with the Board in the context of preparation for negotiations, we have identified some factors that are beginning to impact the ability to be attract and retain essential positions with our Non-Union Professional classifications. In particular, we have found that the top range of the current scales are not sufficiently competitive when current staff or applicants consider other opportunities, both internal and external. We believe these adjustments will position Kent ISD to remain competitive for the next 3-5 years.

June 10, 2024

TO: Ron Koehler, Superintendent

FROM: Kevin Philipps 

RE: June Budget Amendment

It's the time of year for the final amendment to the 2023-24 budgets. The first amendment was completed last December and the second amendment was completed in April. This last amendment allows us to make final adjustments before the audit is completed in the fall. With an approximate \$410 million budget and so much of the funds coming from different state and federal sources, tracking this budget is complex and challenging. Behind the strong leadership of Dennis and hard work of his team, we have a good handle on the budget, which is evident in the minor changes you will see from the April amendment to this amendment.

Below is a summary of the projected changes in fund balance, as well as major revisions since the April amendment for each fund.

General Fund

- **Projected increase in fund balance of \$1,668,312 (up from \$1,515,951 in April)**

Major revisions from April amendment:

- Reduction in the GSRP grant (revenue & expense): \$13,312,866
- Reduction in the WM Teacher Collaborative grant (revenue & expense): \$4,364,256
- Increase in Investment Earnings: \$85,300
- Reduction in Capital Outlay budget: \$63,000
- **Projected ending fund balance: \$9,964,744 (13.2%)**

Special Education

- **Projected increase in fund balance of \$2,981,342 (down from \$3,066,381 in April)**

Major revisions from April amendment:

- Increase in property tax collections: \$315,800
- Decrease in TIFA collections: \$500,300
- Increase in investment earnings: \$146,500
- Increase in Act 18 distributions: \$146,420
- **Projected ending fund balance: \$17,296,874 (7.8%)**

Special Education Center Programs

- **Projected excess cost of \$699,998** (down from \$986,969 in April)

Major revisions from April amendment:

- Reduction in salaries/wages: \$120,000
- Reduction in employee benefits: \$129,000

Career Technical Education

- **Projected increase in fund balance of \$4,235,250** (up from \$4,167,632 in April)

Major revisions from April amendment:

- Increase in investment earnings: \$82,800
- Increase in property tax collections: \$77,600
- Reduction in TIFA collections: \$122,900
- Reduction in Capital Outlay budgets: \$115,450
- **Projected ending fund balance: \$20,144,820 (58.7%)**

Cooperative Education

- **Projected increase in fund balance of \$210,650** (up from deficit of \$142,768 in April)

Major revisions from April amendment:

- MySchool revenue from locals up \$40,000
- Reduction in fund modifications for MySchool: \$252,500
- Reduction in MySchool teacher overload costs: \$35,500
- Reduction in wide area network fiber repairs: \$20,300
- **Projected ending fund balance: \$3,036,019 (57.0%)**

Community Service Fund

This fund is where the enhancement dollars are budgeted. It will always net to zero as 100% of the money is paid to locals. The total revenue and expenditures are projected to be \$27,649,916, down from \$27,719,706 in April.

Capital Projects

General Capital Projects: *Projected increase to fund balance of \$1,093,072, up from \$760,636 in April. Ending fund balance of \$2,074,126.*

- Reduction in ESC renovation project (\$365K).

Special Education Capital Projects: *Projected decrease to fund balance \$256,356, down from \$868,614 in April. Ending fund balance of \$3,518,994*

- Reductions to budgets for Lincoln sensory garden (\$280K), KEC Oakleigh secured entry (\$133K) and South Godwin renovations (\$98K). Capital project holding account was also reduced (\$175K).

Career Technical Education Capital Projects: *Projected decrease to fund balance of \$707,163, down from \$711,354 in April. Ending fund balance of \$2,683,009*

- Immaterial change from April to June amendment.

As always, if you have any questions or would like additional information, please let me know.

KP/kg

**Resolution for Adoption by the School Board of Kent Intermediate School District
Amendment for General Education Appropriation.**

Resolved, That the General Education appropriations for Kent Intermediate School District for the fiscal year 2023-24 is amended as follows:

REVENUE: Decreased estimated revenue by \$18,949,264 with the following adjustments.

REVENUE		April Amended Budget	Change	June Revised Budget
0111	0111 PROPERTY TAX LEVY	2,671,550	(6,330)	2,677,880
0114	0114 TIFA	12,600	12,400	200
0119	0119 PENALTY/INTEREST DELQ TAX	4,100	700	3,400
0128	0128 REVENUE IN LIEU OF TAXES	24,000	200	23,800
0129	0129 OTHER TAXES	1,608,980	-	1,608,980
0131	0131 TUITION	90,000	(20,550)	110,550
0151	0151 EARNINGS ON INVEST & DEPO	1,602,000	724,700	877,300
0191	0191 RENTALS	15,200	(4,126)	19,326
0192	0192 PRIVATE CONTRIBUTIONS	909,358	(12,025)	921,383
0199	0199 MISCELLANEOUS LOCAL REVEN	406,166	32,063	374,103
0212	0212 RESTRICTED REVENUES	229,283	-	229,283
0311	0311 STATE-UNRESTRICTED	2,883,952	-	2,883,952
0312	0312 STATE-RESTRICTED	75,532,185	17,830,127	57,702,058
0315	0315 STATE-RESTR-SUBGRANT	140,100	-	140,100
0321	0321 STATE-PMTS IN LIEU OF TAX	51,472	-	51,472
0413	0413 FED-RESTRICTED	184,181	-	184,181
0414	0414 FED-RESTR-THRU MI	4,495,139	242,773	4,252,366
0415	0415 FED-RESTR-THRU OTH GOVT	147,224	-	147,224
0417	0417 FED-RESTR-THRU OTH ISD/SC	984,213	-	984,213
0419	0419 FED-OTHER REVENUE	49,191	-	49,191
0511	0511 TUITION FROM OTHER PUBLIC S	50,000	110	49,890
0518	0518 COMP RCD IN PMNT OF SER T	1,867,724	31,369	1,836,355
0519	0519 OTH DISTRI RCVD FR OTH PU	324,512	70,466	254,046
0597	0597 OTH FIN SOURCES-SBITA'S	131,183	1,262	129,921
0611	0611 FUND MOD-FR FUND 11 GEN	137,337	(5,367)	142,704
0622	0622 FUND MOD-FR FUND 22	1,454,768	16,599	1,438,169
0626	0626 FUND MOD-FR FUND 26 CTE	2,856,796	34,893	2,821,903
0627	0627 FUND MOD-FR FUND 27 COOP	-	-	-
0627	0627 FUND MOD-FR FUND 27 COOP	-	-	-

Total Revenue

98,863,214

(18,949,264)

79,913,950

EXPENSES - Decreased the estimated expenses by \$19,121,625

	EXPENSES	April Amended Budget	Change	June Revised Budget
112	112 MIDDLE SCHOOL/JUNIOR HIGH	4,386	(500)	3,886
113	113 HIGH SCHOOL	327,219	(10,394)	316,825
118	118 PRE-SCHOOL	24,680,995	(11,178,245)	13,502,750
119	119 SUMMER SCHOOL	-	-	-
122	122 SPECIAL EDUCATION	-	5,064	5,064
125	125 COMPENSATORY EDUCATION	52,035	506	52,541
127	127 VOCATIONAL EDUCATION	-	7,462	7,462
131	131 BASIC ADULT/CONTINUING EDUC	909,109	1,528	910,637
132	132 SECONDARY ADLT/CONTINUING EDU	317,522	(8,748)	308,774
135	135 OCCUPA TRAIN/UPGRADING RET	124,619	29,625	154,244
211	211 TRUANCY/ABSENTEEISM SERVIC	396,905	1,625	398,530
212	212 GUIDANCE SERVICES	2,148,764	81,986	2,230,750
213	213 HEALTH SERVICES	16,893	6,484	23,377
214	214 PSYCHOLOGICAL SERVICES	110,940	2,909	113,849
215	215 SPEECH PATHOLOGY/AUDIOLOG	121,338	18,765	140,103
216	216 SOCIAL WORK SERVICES	1,758,748	(155,258)	1,603,490
217	217 VISUAL AID SERVICES	-	1,170	1,170
218	218 TEACHER CONSULTANT	41,788	(10,626)	31,162
219	219 OTHER PUPIL SUPPORT SERVIC	500	1,158	1,658
221	221 IMPROVEMENT OF INSTRUCTION	12,568,417	(5,289,469)	7,278,948
222	222 EDUCATIONAL MEDIA SERVICES	350	(250)	100
225	225 TECHNOLOGY ASSISTED INSTRU	275,283	(22,203)	253,080
226	226 SUPERVIS/DIR OF INSTRUCT S	2,557,666	(52,611)	2,505,055
227	227 ACADEMIC STUDENT ASSESSMENT	88,360	20,920	109,280
229	229 OTHER INSTRUCTIONAL STAFF	-	-	-
231	231 BOARD OF EDUCATION	94,338	(354)	93,984
232	232 EXECUTIVE ADMINISTRATION	547,963	6,360	554,323
233	233 GRANT WRITER/GRANT PROCURE	188,168	(21)	188,147
249	249 OTHER SCHOOL ADMINISTRATION	1,000	-	1,000
252	252 FISCAL SERVICES	616,467	(10,455)	606,012
257	257 INTERNAL SERVICES	145,354	536	145,890
259	259 OTHER BUSINESS SERVICES	76,527	29	76,556
261	261 OPERATING BUILDING SERVICE	1,701,501	(95,578)	1,605,923
266	266 SECURITY SERVICES	548,196	1,753	549,949
271	271 PUPIL TRANSPORTATION SERVI	404,538	44,008	448,546
281	281 PLAN RESEARCH DEVELOP & EV	1,242,082	(53,772)	1,188,310
282	282 COMMUNICATION SERVICES	1,039,286	28,275	1,067,561
283	283 STAFF/PERSONNEL SERVICES	712,902	38,022	750,924
284	284 SUPPORT SERVICES TECHNOLOG	1,012,726	(154,964)	857,762
285	285 PUPIL ACCOUNTING	788,559	3,924	792,483
289	289 OTHER CENTRAL SERVICES	391,345	(16,327)	375,018

311	311 COMMUNITY SERVICES DIRECTI	357,858	(47,535)	310,323
321	321 COMMUNITY RECREATION	15,800	(14,915)	885
331	331 COMMUNITY ACTIVITIES	1,732,624	(8,977)	1,723,647
361	361 WELFARE ACTIVITIES	579,701	(234,473)	345,228
391	391 OTHER COMMUNITY SERVICES	3,000	767	3,767
411	411 PAYMNTS TO OTH P S IN MICH	17,047,088	(1,046,524)	16,000,564
445	445 PAYMENTS TO NOT FOR PROFIT	19,147,290	(1,119,019)	18,028,271
456	456 BUILDING IMPROVEMENT SERVI	20,000	(5,000)	15,000
459	459 OTH FACIL ACQUIS & CONSTR	-	-	-
511	511 DEBT SERVS-LONG TERM-PRINC	33,050	(8,550)	24,500
611	611 FUND MODIFICATIONS	137,337	5,367	142,704
621	621 FUND MOD-TO FUND 21 SE CEN	178,105	19,017	197,122
626	626 FUND MODIFICATIONS	623,400	84,500	707,900
627	627 FUND MODIFICATIONS	377,000	-	377,000
641	641 FUND MODIFICATIONS	1,082,221	11,383	1,093,604

Total Expenses

97,347,263

(19,121,625)

78,225,638

Three Year Trend Analysis
GENERAL FUND

Year ending:	2022-23	2023-24	2023-24	2023-24	% chg
	Actual	Original	Apr Amend	Jun Amend	
Revenue:					
Local sources	5,013,902	4,791,007	7,573,237	6,846,205	-9.60%
State sources	41,704,558	47,806,974	78,607,709	60,777,582	-22.68%
Federal sources	7,240,170	4,819,870	5,859,948	5,617,175	-4.14%
Interdistrict	2,065,362	2,281,607	2,242,236	2,140,291	-4.55%
Total revenues	56,023,992	59,699,458	94,283,130	75,381,253	-20.05%
Expenditures:					
Instruction:					
Basic programs	11,367,926	12,499,866	25,012,600	13,823,461	-44.73%
Student instruc & added needs	31,869	39,732	52,035	65,067	25.04%
Adult continuing ed	1,043,635	1,165,696	1,351,250	1,373,655	1.66%
Supporting services:					
Pupil services	3,631,087	4,090,860	4,595,876	4,544,089	-1.13%
Instructional staff	7,894,019	8,337,889	15,490,076	10,146,463	-34.50%
General administration	763,434	945,987	830,469	836,454	0.72%
School administration	1,073	1,000	1,000	1,000	0.00%
Business services	1,998,246	684,920	838,348	828,458	-1.18%
Operation and maintenance	1,521,265	1,608,045	2,249,697	2,155,872	-4.17%
Transportation services	366,858	343,289	404,538	448,546	10.88%
Central services	5,250,340	4,444,368	5,186,900	5,032,058	-2.99%
Other services					
Community services	1,513,292	1,625,387	2,688,983	2,383,850	-11.35%
Interdistrict transactions	23,548,083	25,412,336	36,194,378	34,028,835	-5.98%
Capital outlay	55,609	-	20,000	15,000	-25.00%
Debt service	-	-	33,050	24,500	-25.87%
Total expenditures	58,986,736	61,199,375	94,949,200	75,707,308	-20.27%
Revenue over (under) expenditures	(2,962,744)	(1,499,917)	(666,070)	(326,055)	-51.05%
Other financing sources (uses)					
Sale of Capital Assets	-	100	-	-	-
Other financing sources	-	-	131,183	129,921	-0.96%
Prior period adjustment	-	-	-	-	-
Transfer in	5,634,750	3,906,955	4,311,564	4,260,072	-1.19%
Transfer out	(846,479)	(2,231,634)	(2,260,726)	(2,375,626)	5.08%
Total other financing uses	4,788,271	1,675,421	2,182,021	2,014,367	-7.68%
Net change in fund balances	1,825,527	175,504	1,515,951	1,688,312	
Ending Year Fund Balance	8,276,432	8,451,936	9,792,383	9,964,744	1.76%

GENERAL EDUCATION FUND BALANCE

7/1/23 Beginning Balance	\$	8,276,432
2023-24 Revenue	+	79,913,950
Total Available	\$	88,190,382
2023-24 Expenditures	-	<u>\$ 78,225,638</u>
Estimated 6/30/24 Balance	\$	<u>9,964,744</u>

Note: Calculations for 2023-24 assume a millage rate of 0.0856 mills for the general fund.

Fund Balance History

June 30, 2020	\$	3,975,952	(actual)
June 30, 2021	\$	4,783,220	(actual)
June 30, 2022	\$	6,450,908	(actual)
June 30, 2023	\$	8,276,432	(actual)
June 30, 2024	\$	9,964,744	(Estimated)

KP/kg
6/10/2024

**Resolution for Adoption by the School Board of Kent Intermediate School District
Amendment for Special Education Appropriation.**

Resolved, That the Special Education appropriations for Kent Intermediate School District for the fiscal year 2023-24 is amended as follows:

REVENUE: Estimated revenue increase by \$586,241 with the following adjustments.

REVENUE		April Amended Budget	Change	June Revised Budget
0111	0111 PROPERTY TAX LEVY	107,591,300	256,140	107,847,440
0114	0114 TIFA	506,500	(500,300)	6,200
0119	0119 PENALTY/INTEREST DELQ TAX	164,700	(28,420)	136,280
0128	0128 REVENUE IN LIEU OF TAXES	747,800	(9,400)	738,400
0131	0131 TUITION	-	-	-
0151	0151 EARNINGS ON INVEST & DEPO	2,606,000	170,700	2,776,700
0172	0172 MERCHANDISE SALES	1,000	-	1,000
0181	0181 COMMUNITY SERVICE ACTIVIT	11,411,512	56,349	11,467,861
0192	0192 PRIVATE CONTRIBUTIONS	125,603	(13,356)	112,247
0199	0199 MISCELLANEOUS LOCAL REVEN	143,711	6,102	149,813
0311	0311 STATE-UNRESTRICTED	-	-	-
0312	0312 STATE-RESTRICTED	66,296,121	1,165,371	67,461,492
0315	0315 STATE-RESTR-SUBGRANT	962	-	962
0317	0317 STATE-RESTR-THRU ISD/SCH	-	-	-
0321	0321 STATE-PMTS IN LIEU OF TAX	2,073,183	-	2,073,183
0414	0414 FED-RESTR-THRU MI	35,099,277	121,729	35,221,006
0415	0415 FED-RESTR-THRU OTH GOVT	-	-	-
0417	0417 FED-RESTR-THRU OTH ISD/SC	-	-	-
0511	0511 TUITION FROM OTHER PUBLIC S	986,969	(286,971)	699,998
0512	0512 TRANSPORT PMNTS FR OTH PU	21,017,455	(164,231)	20,853,224
0518	0518 COMP RCD IN PMNT OF SER T	46,238,486	(209,074)	46,029,412
0519	0519 OTH DISTRI RCVD FR OTH PU	956,149	2,136	958,285
0552	0552 REFUND OF PRIOR YEAR EXPE	-	-	-
0611	0611 FUND MOD-FR FUND 11 GEN	178,105	19,017	197,122
0621	0621 FUND MOD-FR FUND 21 SE CE	251,113	144.00	251,257
0622	0622 FUND MOD-FR FUND 22 SPEC ED	27,448,760	586	27,449,346
0623	0623 FUND MOD-FR FUND 23 ENHANCE	235,618	(281)	235,337
0627	0627 FUND MOD-FR FUND 27 COOP	-	-	-

Total Revenue

324,080,324

586,241

324,666,565

EXPENSES - Estimated expenses increased by \$671,280

	Expense	April Amended Budget	Change	June Revised Budget
122	122 SPECIAL EDUCATION	32,506,236	201,204	32,707,440
212	212 GUIDANCE SERVICES	176,316	-	176,316
213	213 HEALTH SERVICES	14,938,139	(10,450)	14,927,689
214	214 PSYCHOLOGICAL SERVICES	8,435,903	72,503	8,508,406
215	215 SPEECH PATHOLOGY/AUDIOLOG	27,078,430	68,225	27,146,655
216	216 SOCIAL WORK SERVICES	17,733,766	52,283	17,786,049
217	217 VISUAL AID SERVICES	526,340	(10,681)	515,659
218	218 TEACHER CONSULTANT	7,947,744	36,293	7,984,037
219	219 OTHER PUPIL SUPPORT SERVIC	2,462,115	100,895	2,563,010
221	221 IMPROVEMENT OF INSTRUCTION	2,303,405	(6,308)	2,297,097
225	225 TECHNOLOGY ASSISTED INSTRU	25,391	-	25,391
226	226 SUPERVIS/DIR OF INSTRUCT S	6,002,097	(23,468)	5,978,629
229	229 OTHER INSTRUCTIONAL STAFF	241,110	(1,558)	239,552
231	231 BOARD OF EDUCATION	52,500	18,088	70,588
241	241 OFFICE OF THE PRINCIPAL	271,503	(155)	271,348
252	252 FISCAL SERVICES	1,138,024	3,739	1,141,763
257	257 INTERNAL SERVICES	-	-	-
259	259 OTHER BUSINESS SERVICES	122,795	26	122,821
261	261 OPERATING BUILDING SERVICE	3,995,239	(32,901)	3,962,338
266	266 SECURITY SERVICES	251,991	24,461	276,452
271	271 PUPIL TRANSPORTATION SERVI	21,562,330	(155,606)	21,406,724
281	281 PLAN RESEARCH DEVELOP & EV	368,781	(2,575)	366,206
283	283 STAFF/PERSONNEL SERVICES	727,271	9,416	736,687
284	284 SUPPORT SERVICES TECHNOLOG	976,935	13,559	990,494
289	289 OTHER CENTRAL SERVICES	-	-	-
299	299 OTHER SUPPORT SERVICES	161,623	41	161,664
311	311 COMMUNITY SERVICES DIRECTI	-	-	-
331	331 COMMUNITY ACTIVITIES	6,000	-	6,000
371	371 NONPUBLIC SCHOOL PUPILS	1,246,065	(5,904)	1,240,161
391	391 OTHER COMMUNITY SERVICES	-	-	-
411	411 PAYMNTS TO OTH P S IN MICH	131,933,595	263,406	132,197,001
431	431 PMNTS TO ST SCH FOR DEAF&B	-	-	-
441	441 PAYMENTS TO OTH GOVT ENTIT	129,269	-	129,269
455	455 BLDG ACQUIS & CONSTRUCT SE	-	-	-
456	456 BUILDING IMPROVEMENT SERVI	50,000	-	50,000
459	459 OTH FACIL ACQUIS & CONSTR	-	-	-
511	511 DEBT SERVS-LONG TERM-PRINC	94,855	10,016	104,871
611	611 FUND MODIFICATIONS	1,454,768	(16,599)	1,438,169
621	621 FUND MOD-TO FUND 21 SE CEN	27,448,760	586	27,449,346
622	622 FUND MOD-TO FD 22 SE	251,113	144	251,257
626	626 FUND MODIFICATIONS	2,543,000	62,600	2,605,600
627	627 FUND MODIFICATIONS	110,000	-	110,000
641	641 FUND MOD-TO FUND 41 GEN CA	500,000	-	500,000
642	642 FUND MOD-TO FUND 42 SE CAP	5,500,000	-	5,500,000
	Total Expenses	321,273,409	671,280	321,944,689

Three Year Trend Analysis
SPECIAL EDUCATION CENTER PROGRAMS FUND

Year ending:	2022-23	2023-24	2023-24	2023-24	%
	Actual	Original	Apr Amend	Jun Amend	chg
Revenue:					
Local sources	166,908	141,800	270,146	263,956	-2.29%
State sources	30,019,468	29,878,372	32,354,120	32,846,556	1.52%
Federal sources	1,567,931	1,586,393	1,660,969	1,660,969	0.00%
Interdistrict	-	2,385,793	986,969	699,998	-29.08%
Total revenues	31,754,307	33,992,358	35,272,204	35,471,479	0.56%
Expenditures:					
Instruction:					
Student instruc & added needs	30,926,840	32,112,425	32,394,928	32,600,709	0.64%
Supporting services:					
Pupil services	19,245,273	20,691,502	20,835,664	20,842,500	0.03%
Instructional staff	3,588,104	3,925,416	4,837,711	4,841,769	0.08%
General administration	-	-	-	-	-
School administration	133,022	158,812	162,005	161,915	-0.06%
Business services	1,357	2,310	5,090	5,090	0.00%
Operation and maintenance	3,449,808	4,155,231	4,204,147	4,203,385	-0.02%
Transportation services	64,183	57,292	144,400	135,700	-6.02%
Central services	47,563	76,815	59,209	60,482	2.15%
Other services	298,219	59,661	161,623	161,664	0.03%
Community services	-	-	-	-	-
Interdistrict transactions	-	-	18,408	18,408	0.00%
Capital outlay	-	-	-	-	-
Debt service	94,855	-	94,855	104,871	10.56%
Total expenditures	57,849,224	61,239,464	62,918,040	63,136,493	0.35%
Revenue over (under) expenditures	(26,094,917)	(27,247,106)	(27,645,836)	(27,665,014)	0.07%
Other financing sources (uses)					
Transfer in	26,856,906	27,731,797	27,862,483	27,881,805	0.07%
Transfer out	(502,524)	(484,691)	(476,113)	(476,257)	0.03%
Total other financing uses	26,354,382	27,247,106	27,386,370	27,405,548	0.07%
Net change in fund balances	259,466	-	(259,466)	(259,466)	
Ending Year Fund Balance	259,466	259,466	-	-	-

**Three Year Trend Analysis
SPECIAL EDUCATION FUND**

Year ending:	2022-23 Actual	2023-24 Original	2023-24 Apr Amend	2023-24 Jun Amend	% chg
Revenue:					
Local sources	114,356,960	118,223,429	123,027,980	122,971,985	-0.05%
State sources	40,257,483	35,694,723	36,016,146	36,689,081	1.87%
Federal sources	32,974,690	30,366,745	33,438,308	33,560,037	0.36%
Interdistrict	63,732,313	69,146,387	68,212,090	67,840,921	-0.54%
Total revenues	251,321,446	253,431,284	260,694,524	261,062,024	0.14%
Expenditures:					
Instruction:					
Student instruc & added needs	6,301	18,815	111,308	106,731	-4.11%
Supporting services:					
Pupil services	57,385,388	58,375,828	58,463,089	58,765,321	0.52%
Instructional staff	3,863,964	4,767,127	3,734,292	3,698,900	-0.95%
General administration	44,404	44,850	52,500	70,588	34.45%
School administration	164,489	178,823	109,498	109,433	-0.06%
Business services	100,787	1,532,677	1,255,729	1,259,494	0.30%
Operation and maintenance	140,926	222,740	43,083	35,405	-17.82%
Transportation services	19,923,500	21,162,378	21,417,930	21,271,024	-0.69%
Central services	2,031,062	2,099,647	2,013,778	2,032,905	0.95%
Other services	-	-	-	-	-
Community services	1,258,620	1,180,600	1,252,065	1,246,161	-0.47%
Interdistrict transactions	134,770,162	135,093,342	132,044,456	132,307,862	0.20%
Capital outlay	-	-	50,000	50,000	0.00%
Total expenditures	219,689,603	224,676,827	220,547,728	220,953,824	0.18%
Revenue over (under) expenditures	31,631,843	28,754,457	40,146,796	40,108,200	-0.10%
Other financing sources (uses)					
Transfer in	314,177	259,691	251,113	251,257	0.06%
Transfer out	(34,033,846)	(34,395,556)	(37,331,528)	(37,378,115)	0.12%
Total other financing uses	(33,719,669)	(34,135,865)	(37,080,415)	(37,126,858)	0.13%
Net change in fund balances	(2,087,826)	(5,381,408)	3,066,381	2,981,342	
Ending Year Fund Balance	14,315,532	8,934,124	17,381,913	17,296,874	-0.49%

SPECIAL EDUCATION FUND BALANCE

7/1/23 Beginning Balance	\$	14,574,999
2023-24 Revenue	+	<u>324,666,565</u>
Total Available	\$	339,241,564
2023-24 Expenditures	-	<u>321,944,689</u>
Estimated 6/30/24 Balance	\$	<u>17,296,874</u>

Note: Calculations for 2023-24 assume a millage rate of 3.5474 mills for the general fund.

3.4474 mills - SE Operations
0.1000 mills - SE Cap Project
TOTAL 3.5474 mills

Fund Balance History

June 30, 2020	\$	5,635,116	(actual)
June 30, 2021	\$	10,154,530	(actual)
June 30, 2022	\$	16,403,359	(actual)
June 30, 2023	\$	14,574,999	(actual)
June 30, 2024	\$	17,284,474	(Estimated)

KP/kg
6/10/2024

**Resolution for Adoption by the School Board of Kent Intermediate School
District Amendment for Community Service Appropriation.**

Resolved, That the Community Service appropriations for Kent Intermediate School District for the
fiscal year 2023-24 is amended as follows:

REVENUE: Decreased estimated revenue by \$69,790 with the following adjustments.

Revenue		April Amended Budget	Change	June Revised Budget
0111	0111 PROPERTY TAX LEVY	26,976,350	68,390	27,044,740
0114	0114 TIFA	127,000	(125,400)	1,600
0119	0119 PENALTY/INTEREST DELQ TAX	41,000	(6,980)	34,020
0128	0128 REVENUE IN LIEU OF TAXES	242,700	(5,800)	236,900
0199	0199 MISCELLANEOUS LOCAL REVEN	9,828	-	9,828
0312	0312 STATE-RESTRICTED	322,828	-	322,828
0321	0321 STATE-PMTS IN LIEU OF TAX	-	-	-

Total Revenue	27,719,706	(69,790)	27,649,916
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EXPENSES - Decrease the estimated expenses: \$69,790

Expense		April	Change	June Revised
259	259 OTHER BUSINESS SERVICES	16,554	-	16,554
411	411 PAYMNTS TO OTH P S IN MICH	27,467,534	(69,509)	27,398,025
621	621 FUND MOD-TO FUND 21 SE CEN	235,618	(281)	235,337

Total Expenses	27,719,706	(69,790)	27,649,916
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**Three Year Trend Analysis
COMMUNITY SERVICE FUND**

Year ending:	2022-23 Actual	2023-24 Original	2023-24 Apr Amend	2023-24 Jun Amend	% chg
Revenue:					
Local sources	25,283,430	26,322,880	27,396,878	27,327,088	-0.25%
State sources	293,590	281,940	322,828	322,828	0.00%
Total revenues	25,577,020	26,604,820	27,719,706	27,649,916	-0.25%
Expenditures:					
Supporting services:					
Business services	16,344	16,671	16,554	16,554	0.00%
Interdistrict transactions	25,355,133	26,381,000	27,467,534	27,398,025	-0.25%
Total expenditures	25,371,477	26,397,671	27,484,088	27,414,579	-0.25%
Revenue over (under) expenditures	205,543	207,149	235,618	235,337	-0.12%
Other financing sources (uses)					
Transfer in	-	-	-	-	-
Transfer out	(205,543)	(207,149)	(235,618)	(235,337)	-0.12%
Total other financing uses	(205,543)	(207,149)	(235,618)	(235,337)	-0.12%
Net change in fund balances	-	-	-	-	-
Ending Year Fund Balance	-	-	-	-	-

COMMUNITY SERVICE FUND BALANCE

7/1/23 Beginning Balance	\$	-
2023-24 Revenue	+	<u>27,649,916</u>
Total Available	\$	27,649,916
2023-24 Expenditures	-	<u>\$ 27,649,916</u>
Estimated 6/30/24 Balance	\$	<u>-</u>

Note: Calculations for 2023-24 assume a millage rate of 0.8645 mills for the community service fund.

Fund Balance History

June 30, 2020	\$	-	(actual)
June 30, 2021	\$	-	(actual)
June 30, 2022	\$	-	(actual)
June 30, 2023	\$	-	(actual)
June 30, 2024	\$	-	(Estimated)

KP/kg
6/10/2024

**Resolution for Adoption by the School Board of Kent Intermediate School District
Amendment for Career Technical Education Appropriation.**

Resolved, That the Career Technical Education appropriations for Kent Intermediate School District for the fiscal year 2023-24 is amended as follows:

REVENUE: Decreased estimated revenue by \$148,017 with the following adjustments.

REVENUE		April Amended Budget	Change	June Revised Budget
0111	0111 PROPERTY TAX LEVY	26,440,500	62,980	26,503,480
0114	0114 TIFA	124,500	(122,900)	1,600
0119	0119 PENALTY/INTEREST DELQ TAX	40,600	(7,100)	33,500
0128	0128 REVENUE IN LIEU OF TAXES	51,300	600	51,900
0131	0131 TUITION	320,127	933	321,060
0151	0151 EARNINGS ON INVEST & DEPO	1,222,000	82,800	1,304,800
0172	0172 MERCHANDISE SALES	129,700	4,252	133,952
0191	0191 RENTALS	1,848	-	1,848
0192	0192 PRIVATE CONTRIBUTIONS	16,075	(2,150)	13,925
0194	0194 ROOM RENTALS	83,876	(4,500)	79,376
0199	0199 MISCELLANEOUS LOCAL REVEN	470,690	15,229	485,919
0311	0311 STATE-UNRESTRICTED	888	-	888
0312	0312 STATE-RESTRICTED	5,958,333	198,959	6,157,292
0315	0315 STATE-RESTR-SUBGRANT	81,186	-	81,186
0321	0321 STATE-PMTS IN LIEU OF TAX	509,479	-	509,479
0413	0413 FED-RESTRICTED	270,955	-	270,955
0414	0414 FED-RESTR-THRU MI	1,915,208	(33,961)	1,881,247
0415	0415 FED-RESTR-THRU OTH GOVT	-	-	-
0511	0511 TUITION FROM OTHER PUBLIC S	130,600	(152)	130,448
0518	0518 COMP RCD IN PMNT OF SER T	61,358	6,505	67,863
0519	0519 OTH DISTRI RCVD FR OTH PU	-	-	-
0593	0593 PROCEEDS FR SALE CAPITAL	3,672	15,508	19,180
0594	0594 OTH FIN SOURCES-LEASES	259,620	(259,620)	-
0597	0597 OTH FIN SOURCES-SBITA'S	212,617	-	212,617
0611	0611 FUND MOD-FR FUND 11 GEN	623,400	84,500	707,900
0621	0621 FUND MOD-FR FUND 21 SE CE	225,000	-	225,000
0622	0622 FUND MOD-FR FUND 22	2,318,000	62,600	2,380,600
0628	0628 FUND MOD-FR FUND 28 COOP	481,625	(252,500)	229,125

Total Revenue

41,953,157

(148,017)

41,805,140

EXPENSES - Decreased the estimated expenses by \$207,302

Expense		April Amended Budget	Change	June Revised Budget
127	127 VOCATIONAL EDUCATION	14,869,748	342,580	15,212,328
135	135 OCCUPA TRAIN/UPGRADING RET	-	-	-
212	212 GUIDANCE SERVICES	1,058,076	28,488	1,086,564
213	213 HEALTH SERVICES	83,637		83,304
216	216 SOCIAL WORK SERVICES	96,520	(509)	96,011
218	218 TEACHER CONSULTANT	344,229	(3,148)	341,081
219	219 OTHER PUPIL SUPPORT SERVIC	141,463	(835)	140,628
221	221 IMPROVEMENT OF INSTRUCTION	1,496,799	(8,382)	1,488,417
225	225 TECHNOLOGY ASSISTED INSTRU	57,194	-	57,194
226	226 SUPERVIS/DIR OF INSTRUCT S	934,379	14,032	948,411
227	227 ACADEMIC STUDENT ASSESSMENT	409,922	(339,922)	70,000
229	229 OTHER INSTRUCTIONAL STAFF	-	-	-
231	231 BOARD OF EDUCATION	58,500	2,500	61,000
232	232 EXECUTIVE ADMINISTRATION	-	-	-
241	241 OFFICE OF THE PRINCIPAL	1,619,594	1,291	1,620,885
252	252 FISCAL SERVICES	388,679	(1,321)	387,358
257	257 INTERNAL SERVICES	59,161	(144)	59,017
259	259 OTHER BUSINESS SERVICES	57,166	224	57,390
261	261 OPERATING BUILDING SERVICE	5,366,217	20,165	5,386,382
266	266 SECURITY SERVICES	396,004	(6,773)	389,231
271	271 PUPIL TRANSPORTATION SERVI	151,403	(1,525)	149,878
281	281 PLAN RESEARCH DEVELOP & EV	31,471	(3,187)	28,284
282	282 COMMUNICATION SERVICES	74,000		66,000
283	283 STAFF/PERSONNEL SERVICES	179,552	(130)	179,422
284	284 SUPPORT SERVICES TECHNOLOG	5,122,428	29,571	5,151,999
289	289 OTHER CENTRAL SERVICES	-	-	-
299	299 OTHER SUPPORT SERVICES	6,528	(3,131)	3,397
411	411 PAYMNTS TO OTH P S IN MICH	268,000	96,999	364,999
441	441 PAYMENTS TO OTH GOVT ENTIT	-	-	-
452	452 SITE IMPROVEMENT SERVICES	79,872	(35,000)	44,872
453	453 ARCHITECTURAL & ENGINEER S	15,000	(15,000)	-
455	455 BLDG ACQUIS & CONSTRUCT SE	469,535	(267,790)	201,745
456	456 BUILDING IMPROVEMENT SERVI	261,648	24,085	285,733
459	459 OTH FACIL ACQUIS & CONSTR	-	-	-
511	511 DEBT SERVS-LONG TERM-PRINC	422,004	(45,547)	376,457
611	611 FUND MODIFICATIONS	2,856,796	-34,893	2,821,903
627	627 FUND MODIFICATIONS	110,000	-	110,000
628	628 TRANSFER TO COOP-NTH	300,000	-	300,000
646	641 FUND MOD-TO FUND 41 GEN CA	-	-	-
Total Expenses		37,785,525	(207,302)	37,569,890

Three Year Trend Analysis
CAREER TECHNICAL EDUCATION FUND

	Year ending:	2022-23	2023-24	2023-24	2023-24	% chg
		Actual	Original	Apr Amend	Jun Amend	
Revenue:						
Local sources		26,115,427	27,218,477	28,901,216	28,931,360	0.10%
State sources		7,171,883	6,344,815	6,549,886	6,748,845	3.04%
Federal sources		2,027,746	1,506,160	2,186,163	2,152,202	-1.55%
Interdistrict		128,251	92,711	191,958	198,311	3.31%
Total revenues		35,443,307	35,162,163	37,829,223	38,030,718	0.53%
Expenditures:						
Instruction:						
Student instruc & added needs		14,526,638	13,457,606	14,869,748	15,212,328	2.30%
Adult continuing ed		-	-	-	-	-
Supporting services:						
Pupil services		1,733,459	2,038,367	1,723,925	1,747,588	1.37%
Instructional staff		2,749,730	3,026,594	2,898,294	2,564,022	-11.53%
General administration		44,281	45,250	58,500	61,000	4.27%
School administration		1,260,937	1,392,471	1,619,594	1,620,885	0.08%
Business services		171,323	502,633	505,006	503,765	-0.25%
Operation and maintenance		5,105,171	7,831,939	5,762,221	5,775,613	0.23%
Transportation services		178,670	136,000	151,403	149,878	-1.01%
Central services		4,902,830	4,906,385	5,407,451	5,425,705	0.34%
Other services		8,423	11,279	6,528	3,397	-47.96%
Community services		-	-	-	-	-
Interdistrict transactions		235,347	238,000	268,000	364,999	36.19%
Capital outlay		141,059	-	826,055	532,350	-35.56%
Debt service		506,552	-	422,004	376,457	-10.79%
Total expenditures		31,564,420	33,586,524	34,518,729	34,337,987	-0.52%
Revenue over (under) expenditures		3,878,887	1,575,639	3,310,494	3,692,731	11.55%
Other financing sources (uses)						
Sale of capital assets		20,768	7,779	3,672	19,180	422.33%
Other financing sources		66,331	-	472,237	212,617	-54.98%
Prior period adjustment		-	-	-	-	-
Transfer in		2,939,166	3,108,900	3,648,025	3,542,625	-2.89%
Transfer out		(5,115,983)	(2,997,333)	(3,266,796)	(3,231,903)	-1.07%
Total other financing uses		(2,089,718)	119,346	857,138	542,519	-36.71%
Net change in fund balances		1,789,169	1,694,985	4,167,632	4,235,250	
Ending Year Fund Balance		15,909,570	17,604,555	20,077,202	20,144,820	0.34%

CAREER TECHNICAL EDUCATION FUND BALANCE

7/1/23 Beginning Balance	\$	15,909,570
2023-24 Revenue	+	41,805,140
 Total Available	 \$	 57,714,710
2023-24 Expenditures	-	37,569,890
 Estimated 6/30/24 Balance	 \$	 <u>20,144,820</u>

Note: Calculations for 2023-24 assume a millage rate of 0.9472 mills which would be split as follows:

	0.8472 mills - CTE Operations
	<u>0.1000 mills</u> - CTE Cap Projects
TOTAL	0.9472 mills

Fund Balance History

June 30, 2020	\$	11,000,547	(actual)
June 30, 2021	\$	12,847,739	(actual)
June 30, 2022	\$	14,120,402	(actual)
June 30, 2023	\$	15,909,570	(actual)
June 30, 2024	\$	20,144,820	(Estimated)

KP/kg
6/10/2024

Resolution for Adoption by the School Board of Kent Intermediate School District Amendment for Cooperative Education Appropriation.

Resolved, That the Cooperative Education appropriations for Kent Intermediate School District for the fiscal year 2023-24 is amended as follows:

REVENUE: Estimated revenue increased by \$69,379 with the following adjustments.

Revenue		April Amended Budget	Change	June Revised Budget
0131	0131 TUITION	250,800	1,000	251,800
0151	0151 EARNINGS ON INVEST & DEPO	63,000	(9,900)	53,100
0199	0199 MISCELLANEOUS LOCAL REVEN	282,663	150	282,813
0312	0312 STATE-RESTRICTED	613,432	30,106	643,538
0511	0511 TUITION FROM OTHER PUBLIC	1,900,000	40,000	1,940,000
0518	0518 COMP RCD IN PMNT OF SER T	1,688,898	8,023	1,696,921
0611	0611 FUND MOD-FR FUND 11 GEN	377,000	-	377,000
0622	0622 FUND MOD-FR FUND 22	110,000	-	110,000
0626	0626 FUND MOD-FR FUND 26 CTE	410,000	-	410,000

Total Revenue **5,695,793** **69,379** **5,765,172**

EXPENSES - Decreased the estimated expenses: \$283,967

Expense		April Amended Budget	Change	June Revised Budget
112	112 MIDDLE SCHOOL/JUNIOR HIGH	80,698	(440)	80,258
113	113 HIGH SCHOOL	1,675,048	(12,841)	1,662,207
119	119 SUMMER SCHOOL	132,083	102	132,185
127	127 VOCATIONAL EDUCATION	200	(200)	-
212	212 GUIDANCE SERVICES	438,313	4,290	442,603
213	213 HEALTH SERVICES	35,919		35,847
216	216 SOCIAL WORK SERVICES	47,273	(9)	47,264
221	221 IMPROVEMENT OF INSTRUCTION	3,035	(426)	2,609
226	226 SUPERVIS/DIR OF INSTRUCT S	15,444	10	15,454
241	241 OFFICE OF THE PRINCIPAL	251,924	340	252,264
252	252 FISCAL SERVICES	286,156	3,062	289,218
259	259 OTHER BUSINESS SERVICES	5,387	3	5,390
261	261 OPERATING BUILDING SERVICE	5,000	-	5,000
266	266 SECURITY SERVICES	131,724	(832)	130,892
271	271 PUPIL TRANSPORTATION SERVI	200	(100)	100
282	282 COMMUNICATION SERVICES	584,447	(1,651)	582,796
284	284 SUPPORT SERVICES TECHNOLOG	1,657,985	(22,775)	1,635,210
299	299 OTHER SUPPORT SERVICES	6,100	-	6,100
626	626 FUND MODIFICATIONS	481,625	(252,500)	229,125
641	641 FUND MOD-TO FUND 41 GEN CA	-	-	-

Total Expenses **5,838,561** **(283,967)** **5,554,522**

**Three Year Trend Analysis
COOPERATIVE EDUCATION**

Year ending:	2022-23	2023-24	2023-24	2023-24	% chg
	Actual	Original	Apr Amend	Jun Amend	
Revenue:					
Local sources	920,491	289,628	596,463	587,713	-1.47%
State sources	648,621	515,241	613,432	643,538	4.91%
Federal sources	64,954	-	-	-	-
Interdistrict	3,472,325	3,397,840	3,588,898	3,636,921	1.34%
Total revenues	5,106,391	4,202,709	4,798,793	4,868,172	1.45%
Expenditures:					
Instruction:					
Basic programs	2,287,534	1,900,066	1,888,029	1,874,650	-0.71%
Supporting services:					
Pupil services	500,538	497,840	521,505	525,714	0.81%
Instructional staff	19,897	15,659	18,479	18,063	-2.25%
School administration	273,128	296,158	251,924	252,264	0.13%
Business services	256,415	268,332	291,543	294,608	1.05%
Operation and maintenance	5,358	116,106	136,724	135,892	-0.61%
Transportation services	879	200	200	100	-50.00%
Central services	1,880,914	2,080,855	2,242,432	2,218,006	-1.09%
Other services	10,435	1,200	6,100	6,100	0.00%
Total expenditures	5,235,098	5,176,416	5,356,936	5,325,397	-0.59%
Revenue over (under) expenditures	(128,707)	(973,707)	(558,143)	(457,225)	-18.08%
Other financing sources (uses)					
Transfer in	766,999	906,999	897,000	897,000	0.00%
Transfer out	(713,800)	(180,200)	(481,625)	(229,125)	-52.43%
Total other financing uses	53,199	726,799	415,375	667,875	60.79%
Net change in fund balances	(75,508)	(246,908)	(142,768)	210,650	
Ending Year Fund Balance	2,825,369	2,578,461	2,682,601	3,036,019	13.17%

COOPERATIVE EDUCATION FUND BALANCE

7/1/23 Beginning Balance	\$	2,825,369
2023-24 Revenue	+	<u>5,765,172</u>
Total Available	\$	8,590,541
2023-24 Expenditures	-	<u>5,554,522</u>
Estimated 6/30/24 Balance	\$	<u><u>3,036,019</u></u>

Fund Balance History

June 30, 2020	\$	2,478,399	(actual)
June 30, 2021	\$	2,612,093	(actual)
June 30, 2022	\$	2,900,877	(actual)
June 30, 2023	\$	2,825,369	(actual)
June 30, 2024	\$	3,036,019	(Estimated)

KP/kg
6/10/2024

**Resolution for Adoption by the School Board of Kent Intermediate School District
Amendment for Student/School Activity Appropriation.**

Resolved, That the Student/School Activity appropriations for Kent Intermediate School District for the fiscal year 2023-24 is amended as follows:

REVENUE: Increased estimated revenue by \$28,500 with the following adjustments.

Revenue		April Amended Budget	Change	June Revised Budget
0151	0151 EARNINGS ON INVEST & DEPO	54,000	3,500	57,500
0179	0179 OTHER STUDENT ACTIVITY REVENUE	141,780	24,520	166,300
0312	0312 STATE-RESTRICTED	4,220	480	4,700

Total Revenue	200,000	28,500	228,500
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EXPENSES - Increased the estimated expenses: \$30,000

Expense		April Amended Budget	Change	June Revised Budget
296	296 STUDENT/SCHOOL ACTIVITY EXPEND	210,000	30,000	240,000

Total Expenses	210,000	30,000	240,000
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**Three Year Trend Analysis
STUDENT/SCHOOL ACTIVITY FUND**

Year ending:	2022-23 Actual	2023-24 Original	2023-24 Apr Amend	2023-24 Jun Amend	% chg
Revenue:					
Local sources	282,336	126,000	195,780	223,800	14.31%
State sources	2,535	4,000	4,220	4,700	11.37%
Total revenues	284,871	130,000	200,000	228,500	14.25%
Expenditures:					
Supporting services:					
Transportation services	-	-	-	-	-
Other services	164,753	250,000	210,000	240,000	14.29%
Total expenditures	164,753	250,000	210,000	240,000	14.29%
Revenue over (under) expenditures	120,118	(120,000)	(10,000)	(11,500)	15.00%
Other financing sources (uses)					
Prior period adjustment	-	-	-	-	-
Transfer in	-	-	-	-	-
Transfer out	-	-	-	-	-
Total other financing uses	-	-	-	-	-
Net change in fund balances	120,118	(120,000)	(10,000)	(11,500)	
Ending Year Fund Balance	1,100,247	980,247	1,090,247	1,088,747	-0.14%

STUDENT/SCHOOL FUND BALANCE

7/1/23 Beginning Balance	\$	1,100,247
2023-24 Revenue	+	<u>228,500</u>
Total Available	\$	1,328,747
2023-24 Expenditures	-	<u>\$ 240,000</u>
Estimated 6/30/24 Balance	\$	<u><u>1,088,747</u></u>

Fund Balance History

June 30, 2021	\$	957,907	(actual)
June 30, 2022	\$	980,129	(actual)
June 30, 2023	\$	1,100,247	(actual)
June 30, 2024	\$	1,088,747	(Estimated)

KP/kg
6/10/2024

**Resolution for Adoption by the School Board of Kent Intermediate School District
Amendment for General Education Capital Appropriation.**

Resolved, That the General Education Capital Project appropriations for Kent Intermediate School District for the fiscal year 2023-24 is amended as follows:

REVENUE: Increased estimated revenue by \$35,239 with the following adjustments.

Revenue		April Amended Budget	Change	June Revised Budget
0151	0151 EARNINGS ON INVEST & DEPO	42,000	(10,100)	31,900
0192	0192 PRIVATE CONTRIBUTIONS	15,000	-	15,000
0611	0611 FUND MOD-FR FUND 11 GEN	1,082,221	11,383	1,093,604
622	0622 FUND MOD-FR FUND 22	500,000	-	500,000
642	0642 FUND MOD-FR FUND 42 SE CA	302,603	41,948	344,551
646	0646 FUND MOD-FR FUND 46 CTE C	151,516	-7,992	143,524
Total Revenue		2,093,340	35,239	2,128,579

EXPENSES - Decreased the estimated expenses: \$297,197

Expense		April Amended Budget	Change	June Revised Budget
284	284 SUPPORT SERVICES TECHNOLOG	581,679	-	581,679
452	452 SITE IMPROVEMENT SERVICES	300	-	300
456	456 BUILDING IMPROVEMENT SERVI	627,667	-304,347	323,320
459	459 OTH FACIL ACQUIS & CONSTR SERV	83,520	1,632	85,152
642	642 FUND MOD-TO FUND 42 SE CAP	39,538	5,518	45,056
Total Expenses		1,332,704	(297,197)	1,035,507

**Three Year Trend Analysis
GENERAL EDUCATION CAPITAL PROJECTS**

Year ending:	2022-23 Actual	2023-24 Original	2023-24 Apr Amend	2023-24 Jun Amend	% chg
Revenue:					
Local sources	41,852	15,000	57,000	46,900	-17.72%
Total revenues	41,852	15,000	57,000	46,900	-17.72%
Expenditures:					
Capital outlay	873,382	2,036,340	1,293,166	990,451	-23.41%
Total expenditures	873,382	2,036,340	1,293,166	990,451	-23.41%
Revenue over (under) expenditures	(831,530)	(2,021,340)	(1,236,166)	(943,551)	-23.67%
Other financing sources (uses)					
Transfer in	109,735	2,036,340	2,036,340	2,081,679	2.23%
Transfer out	-	-	(39,538)	(45,056)	13.96%
Total other financing uses	109,735	2,036,340	1,996,802	2,036,623	1.99%
Net change in fund balances	(721,795)	15,000	760,636	1,093,072	
Ending Year Fund Balance	981,054	996,054	1,741,690	2,074,126	19.09%

GENERAL EDUCATION CAPITAL PROJECTS FUND BALANCE

7/1/23 Beginning Balance	\$	981,054
2023-24 Revenue	+	<u>2,128,579</u>
Total Available	\$	3,109,633
2023-24 Expenditures	-	<u>1,035,507</u>
Estimated 6/30/24 Balance	\$	<u><u>2,074,126</u></u>

Fund Balance History

June 30, 2020	\$	765,730	(actual)
June 30, 2021	\$	1,040,071	(actual)
June 30, 2022	\$	1,702,849	(actual)
June 30, 2023	\$	981,054	(actual)
June 30, 2024	\$	2,074,126	(estimated)

KP/kg
6/10/2024

**Resolution for Adoption by the School Board of Kent Intermediate School District
Amendment for Special Education Capital Appropriation.**

Resolved, That the Special Education Capital Projects appropriations for Kent Intermediate School District for the fiscal year 2023-24 is amended as follows:

REVENUE: Decreased estimated revenue by \$7,452 with the following adjustments.

Revenue		April Amended Budget	Change	June Revised Budget
0111	0111 PROPERTY TAX LEVY	3,120,800	7,530	3,128,330
0114	0114 TIFA	14,700	(14,500)	200
0119	0119 PENALTY/INTEREST DELQ TAX	4,800	(900)	3,900
0128	0128 REVENUE IN LIEU OF TAXES	28,100	(300)	27,800
0151	0151 EARNINGS ON INVEST & DEPO	220,000	(4,800)	215,200
0199	0199 MISCELLANEOUS LOCAL REVEN	-	-	-
0312	0312 STATE-RESTRICTED	37,342	-	37,342
0321	0321 STATE PAYMENT IN LIEU OF	60,128	-	60,128
0622	0622 FUND MOD-FR FUND 22	5,500,000	-	5,500,000
641	0641 FUND MOD-FR FUND 41 GE CA	39,538	5,518	45,056
Total Revenue		9,025,408	(7,452)	9,017,956

EXPENSES - Decreased the estimated expenses: \$619,710

Expense		April Amended Budget	Change	June Revised Budget
259	259 OTHER BUSINESS SERVICES	1,927	-	1,927
261	261 OPERATING BUILDING SERVICE	87,814	8,035	95,849
271	271 PUPIL TRANSPORTATION SERVI	287,410		287,410
452	452 SITE IMPROVEMENT SERVICES	1,121,690	(400,918)	720,772
453	453 ARCHITECTURAL & ENGINEER S	5,225	-	5,225
456	456 BUILDING IMPROVEMENT SERVI	7,410,070	(244,746)	7,165,324
459	459 OTH FACIL ACQUIS & CONSTR	677,283	(24,029)	653,254
641	641 FUND MOD-TO FUND 41 GEN CA	302,603	41,948	344,551
Total Expenses		9,894,022	(619,710)	9,274,312

**Three Year Trend Analysis
SPECIAL EDUCATION CAPITAL PROJECTS**

Year ending:	2022-23 Actual	2023-24 Original	2023-24 Apr Amend	2023-24 Jun Amend	% chg
Revenue:					
Local sources	3,044,766	3,087,050	3,388,400	3,375,430	-0.38%
State sources	87,164	85,899	97,470	97,470	0.00%
Total revenues	3,131,930	3,172,949	3,485,870	3,472,900	-0.37%
Expenditures:					
Business Services	-	-	-	-	-
Capital outlay	6,150,121	5,020,302	9,591,419	8,929,761	-6.90%
Total expenditures	6,150,121	5,020,302	9,591,419	8,929,761	-6.90%
Revenue over (under) expenditures	(3,018,191)	(1,847,353)	(6,105,549)	(5,456,861)	-10.62%
Other financing sources (uses)					
Transfer in	3,906,177	3,000,000	5,539,538	5,545,056	0.10%
Transfer out	(87,913)	(302,603)	(302,603)	(344,551)	13.86%
Total other financing uses	3,818,264	2,697,397	5,236,935	5,200,505	-0.70%
Net change in fund balances	800,073	850,044	(868,614)	(256,356)	
Ending Year Fund Balance	3,775,350	4,625,394	2,906,736	3,518,994	21.06%

SPECIAL EDUCATION CAPITAL PROJECTS FUND BALANCE

7/1/23 Beginning Balance	\$	3,775,350
2023-24 Revenue	+	9,017,956
Total Available	\$	12,793,306
2022-23 Expenditures	-	9,274,312
Estimated 6/30/24 Balance	\$	3,518,994

Milage Levy History

2021-22	2022-23	2023-24
0.1 mil	0.1 mil	0.1 mil

Fund Balance History

June 30, 2020	\$	72,287	(actual)
June 30, 2021	\$	1,919,805	(actual)
June 30, 2022	\$	2,975,277	(actual)
June 30, 2023	\$	3,775,350	(actual)
June 30, 2024	\$	3,518,994	(Estimated)

KP/kg
6/10/2024

**Resolution for Adoption by the School Board of Kent Intermediate School District
Amendment for Career Technical Education Appropriation.**

Resolved, That the CTE Capital Projects appropriations for Kent Intermediate School District for the fiscal year 2023-24 is amended as follows:

REVENUE: Increased estimated revenue by \$23,730 with the following adjustments.

Revenue		April Amended Budget	Change	June Revised Budget
111	0111 PROPERTY TAX LEVY	3,120,800	7,530	3,128,330
114	0114 TIFA	14,700	(14,500)	200
119	0119 PENALTY/INTEREST DELQ TAX	4,800	(900)	3,900
128	0128 REVENUE IN LIEU OF TAXES	6,100	100	6,200
151	0151 EARNINGS ON INVEST & DEPO	222,000	31,500	253,500
199	0199 MISCELLANEOUS LOCAL REVEN	(6,588)	-	(6,588)
312	0312 STATE-RESTRICTED	37,342	-	37,342
321	0321 STATE PAYMENT IN LIEU OF	60,128	-	60,128
626	0626 FUND MOD-FR FUND 26 CTE	-	-	-
Total Revenue		3,459,282	23,730	3,483,012

EXPENSES - Increase the estimated expenses: \$19,539

Expense		April Amended Budget	Change	June Revised Budget
127	127 VOCATIONAL EDUCATION	22,306	-	22,306
259	259 OTHER BUSINESS SERVICES	1,927	-	1,927
456	456 BUILDING IMPROVEMENT SERVI	3,994,887	27,531	4,022,418
459	459 OTH FACIL ACQUIS & CONSTR SERV	-	-	-
641	641 FUND MOD-TO FUND 41 GEN CA	151,516	(7,992)	143,524
Total Expenses		4,170,636	19,539	4,190,175

Three Year Trend Analysis
CAREER TECHNICAL EDUCATION CAPITAL PROJECTS

Year ending:	2022-23 Actual	2023-24 Original	2023-24 Apr Amend	2023-24 Jun Amend	% chg
Revenue:					
Local sources	3,156,479	3,094,050	3,361,812	3,385,542	0.71%
State sources	87,164	85,899	97,470	97,470	0.00%
Total revenues	<u>3,243,643</u>	<u>3,179,949</u>	<u>3,459,282</u>	<u>3,483,012</u>	0.69%
Expenditures:					
Capital outlay	7,254,028	3,442,203	4,019,120	4,046,651	0.69%
Total expenditures	<u>7,254,028</u>	<u>3,442,203</u>	<u>4,019,120</u>	<u>4,046,651</u>	0.69%
Revenue over (under) expenditures	(4,010,385)	(262,254)	(559,838)	(563,639)	0.68%
Other financing sources (uses)					
Transfer in	1,000,000	-	-	-	-
Transfer out	(21,822)	(151,516)	(151,516)	(143,524)	-5.27%
Total other financing uses	<u>978,178</u>	<u>(151,516)</u>	<u>(151,516)</u>	<u>(143,524)</u>	-5.27%
Net change in fund balances	(3,032,207)	(413,770)	(711,354)	(707,163)	
Ending Year Fund Balance	3,390,172	2,976,402	2,678,818	2,683,009	0.16%

CTE CAPITAL PROJECTS FUND BALANCE

7/1/23 Beginning Balance	\$	3,390,172
2023-24 Revenue	+	3,483,012
Total Available	\$	6,873,184
2023-24 Expenditures	-	4,190,175
Estimated 6/30/24 Balance	\$	2,683,009

Milage Levy History

2021-22	2022-23	2023-24
0.1 mil	0.1 mil	0.1 mil

Fund Balance History

June 30, 2020	\$	1,981,265	(actual)
June 30, 2021	\$	4,409,965	(actual)
June 30, 2022	\$	6,422,379	(actual)
June 30, 2023	\$	3,390,172	(actual)
June 30, 2024	\$	2,683,009	(Estimated)

KP/kg
6/10/2024

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Adoption of Budgets for 2024 -2025

Submitted by: Kevin Philipps
Recommended by: Kevin Philipps *KL*

Date: 6/10/2024
Board Meeting Date: 6/17/2024

RECOMMENDATION:

Request that the Kent ISD Board adopt each of the attached budget resolutions.

BACKGROUND:

Attached to this memo are the budget resolutions proposed for consideration and adoption at the June 17th Board meeting. To comply with the "Truth in Budgeting Act" a hearing took place at 5:00 p.m. on May 13th before the Board Meeting. If you or the Board have any questions before the Board Meeting, please contact me at 616-365-2218.

KP/kg

- Attachments:
1. General Education Budget Resolution
 2. Special Education Budget Resolution (Center Programs Included)
 3. Community Service Budget Resolution
 4. Career Technical Education Budget Resolution
 5. Cooperative Education Fund Resolution
 6. Student Activity Budget Resolution
 7. General Education Capital Projects Fund Resolution
 8. Special Education Capital Projects Fund Resolution
 9. CTE Capital Projects Fund Resolution

2024-25

GENERAL EDUCATION BUDGET RESOLUTION FOR ADOPTION BY THE SCHOOL BOARD OF THE KENT INTERMEDIATE SCHOOL DISTRICT

RESOLVED, That this resolution shall be the GENERAL EDUCATION appropriations of Kent Intermediate School District for the fiscal year 2024-25; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Kent Intermediate School District.

BE IT FURTHER RESOLVED; That the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

REVENUE		
0111	0111 PROPERTY TAX LEVY	2,845,050
0114	0114 TIFA	12,600
0119	0119 PENALTY/INTEREST DELQ TAX	4,100
0128	0128 REVENUE IN LIEU OF TAXES	24,000
0129	0129 OTHER TAXES	1,488,029
0151	0151 EARNINGS ON INVEST & DEPO	1,307,600
0191	0191 RENTALS	17,000
0192	0192 PRIVATE CONTRIBUTIONS	446,862
0199	0199 MISCELLANEOUS LOCAL REVEN	365,206
0212	0212 RESTRICTED REVENUES	214,272
0311	0311 STATE-UNRESTRICTED	2,956,051
0312	0312 STATE-RESTRICTED	60,527,950
0315	0315 STATE-RESTR-SUBGRANT	115,000
0321	0321 STATE-PMTS IN LIEU OF TAX	53,290
0413	0413 FED-RESTRICTED	110,325
0414	0414 FED-RESTR-THRU MI	3,230,041
0415	0415 FED-RESTR-THRU OTH GOVT	100,000
0417	0417 FED-RESTR-THRU OTH ISD/SC	801,407
0419	0419 FED-OTHER REVENUE	42,019
0511	0511 TUITION FROM OTHER PUBLIC S	65,000
0518	0518 COMP RCD IN PMNT OF SER T	438,573
0519	0519 OTH DISTRI RCVD FR OTH PU	390,018
0552	0552 REFUND OF PRIOR YEAR EXPE	-
0593	0593 PROCEEDS FR SALE CAPITAL	-
0597	0597 OTH FIN SOURCES-SBITA'S	-
0611	0611 FUND MOD-FR FUND 11 GEN	94,690
0621	0621 FUND MOD-FR FUND 21 SE CE	-
0622	0622 FUND MOD-FR FUND 22	1,491,867
0626	0626 FUND MOD-FR FUND 26 CTE	2,998,390
0627	0627 FUND MOD-FR FUND 27 COOP	-
		<hr/>
		80,139,340

BE IT FURTHER RESOLVED, That \$79,154,923 of the total available to appropriate in the General Education Fund are hereby appropriated in the amounts for the purposes set forth below:

EXPENSES

112	112 MIDDLE SCHOOL/JUNIOR HIGH	500
113	113 HIGH SCHOOL	378,967
118	118 PRE-SCHOOL	15,050,066
119	119 SUMMER SCHOOL	-
122	122 SPECIAL EDUCATION	-
125	125 COMPENSATORY EDUCATION	39,540
127	127 VOCATIONAL EDUCATION	-
131	131 BASIC ADULT/CONTINUING EDUC	879,224
132	132 SECONDARY ADLT/CONTINUING EDU	238,123
135	135 OCCUPA TRAIN/UPGRADING RET	146,046
211	211 TRUANCY/ABSENTEEISM SERVIC	413,535
212	212 GUIDANCE SERVICES	2,276,881
216	216 SOCIAL WORK SERVICES	194,900
217	217 VISUAL AID SERVICES	-
219	219 OTHER PUPIL SUPPORT SERVIC	-
221	221 IMPROVEMENT OF INSTRUCTION	12,449,462
222	222 EDUCATIONAL MEDIA SERVICES	50
225	225 TECHNOLOGY ASSISTED INSTRU	260,068
226	226 SUPERVIS/DIR OF INSTRUCT S	2,773,522
227	227 ACADEMIC STUDENT ASSESSMENT	125,706
229	229 OTHER INSTRUCTIONAL STAFF	-
231	231 BOARD OF EDUCATION	85,691
232	232 EXECUTIVE ADMINISTRATION	585,834
233	233 GRANT WRITER/GRANT PROCURE	199,624
249	249 OTHER SCHOOL ADMINISTRATION	1,000
252	252 FISCAL SERVICES	482,327
257	257 INTERNAL SERVICES	145,117
259	259 OTHER BUSINESS SERVICES	77,636
261	261 OPERATING BUILDING SERVICE	1,596,474
266	266 SECURITY SERVICES	514,757
271	271 PUPIL TRANSPORTATION SERVI	440,749
281	281 PLAN RESEARCH DEVELOP & EV	1,285,959
282	282 COMMUNICATION SERVICES	980,903
283	283 STAFF/PERSONNEL SERVICES	769,729
284	284 SUPPORT SERVICES TECHNOLOG	1,003,030
285	285 PUPIL ACCOUNTING	783,538
289	289 OTHER CENTRAL SERVICES	560,717
299	299 OTHER SUPPORT SERVICES	-
311	311 COMMUNITY SERVICES DIRECTI	320,193

321	321 COMMUNITY RECREATION	15,800
331	331 COMMUNITY ACTIVITIES	1,162,128
361	361 WELFARE ACTIVITIES	52,810
391	391 OTHER COMMUNITY SERVICES	-
411	411 PAYMNTS TO OTH P S IN MICH	16,488,682
445	445 PAYMENTS TO NOT FOR PROFIT	13,362,739
456	456 BUILDING IMPROVEMENT SERVI	5,000
459	459 OTH FACIL ACQUIS & CONSTR	-
511	511 DEBT SERVS-LONG TERM-PRINC	25,725
611	611 FUND MODIFICATIONS	94,690
621	621 FUND MOD-TO FUND 21 SE CEN	204,081
626	626 FUND MODIFICATIONS	676,800
627	627 FUND MODIFICATIONS	506,600
641	641 FUND MODIFICATIONS	1,500,000
	TOTAL EXPENSES	79,154,923

RESOLUTION: General Education Appropriations 2024-25

FURTHER RESOLVED, That no School Board member or employee of the Kent Intermediate School District funds or obligate the expenditure of any funds except pursuant to appropriations made by the School Board with the budgetary policy statement hitherto adopted by the Board; and

BE IT FURTHER RESOLVED, That the Assistant Superintendent - Administrative Services is hereby charged with supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for the performance of their responsibilities within the amounts appropriated by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2024.

BE IT FURTHER RESOLVED, That, for purposes of meeting emergency needs of the school district, transfers not exceeding \$5,000 may be made upon the written authorization of the Assistant Superintendent - Administrative Services but no other transfers shall be made without approval by the Kent ISD School Board. When the Assistant Superintendent - Administrative Services makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the School Board at a future regular scheduled meeting in the form of an appropriation amendment which amendment shall be adopted by the School Board at such meeting.

NOTE: Tax levy for General Education for 2024 is proposed to be .0849 mills.

This millage will be levied on all properties.

KP/kg

06/10/2024

Attachment: General Fund Three Year Trend Analysis

**Three Year Trend Analysis
GENERAL FUND**

Year ending:	2022-23	2023-24	2024-25	
	Actual	Jun Amend	Original	% chg
Revenue:				
Local sources	5,013,902	6,846,205	6,724,719	-1.77%
State sources	41,704,558	60,777,582	63,652,291	4.73%
Federal sources	7,240,170	5,617,175	4,283,792	-23.74%
Interdistrict	2,065,362	2,140,291	893,591	-58.25%
Total revenues	56,023,992	75,381,253	75,554,393	0.23%
Expenditures:				
Instruction:				
Basic programs	11,367,926	13,823,461	15,429,533	11.62%
Student instruc & added needs	31,869	65,067	39,540	-39.23%
Adult continuing ed	1,043,635	1,373,655	1,263,393	-8.03%
Supporting services:				
Pupil services	3,631,087	4,544,089	2,885,316	-36.50%
Instructional staff	7,894,019	10,146,463	15,608,808	53.83%
General administration	763,434	836,454	871,149	4.15%
School administration	1,073	1,000	1,000	0.00%
Business services	1,998,246	828,458	705,080	-14.89%
Operation and maintenance	1,521,265	2,155,872	2,111,231	-2.07%
Transportation services	366,858	448,546	440,749	-1.74%
Central services	5,250,340	5,032,058	5,383,876	6.99%
Other services	-	-	-	-
Community services	1,513,292	2,383,850	1,550,931	-34.94%
Interdistrict transactions	23,548,083	34,028,835	29,851,421	-12.28%
Capital outlay	55,609	15,000	5,000	-66.67%
Debt service	-	24,500	25,725	5.00%
Total expenditures	58,986,736	75,707,308	76,172,752	0.61%
Revenue over (under) expenditures	(2,962,744)	(326,055)	(618,359)	89.65%
Other financing sources (uses)				
Sale of Capital Assets	-	-	-	-
Other financing sources	-	129,921	-	-
Prior period adjustment	-	-	-	-
Transfer in	5,634,750	4,260,072	4,490,257	5.40%
Transfer out	(846,479)	(2,375,626)	(2,887,481)	21.55%
Total other financing uses	4,788,271	2,014,367	1,602,776	-20.43%
Net change in fund balances	1,825,527	1,688,312	984,417	
Ending Year Fund Balance	8,276,432	9,964,744	10,949,161	9.88%

GENERAL EDUCATION FUND BALANCE

7/1/24 Beginning Balance	\$	9,964,744
2024-25 Revenue	+	<u>80,139,340</u>
Total Available	\$	90,104,084
2024-25 Expenditures	-	<u>\$ 79,154,923</u>
Estimated 6/30/25 Balance	\$	<u><u>10,949,161</u></u>

Note: Calculations for 2024-25 assume a millage rate of 0.0849 mills for the general fund.

Fund Balance History

June 30, 2021	\$	3,975,952	(actual)
June 30, 2022	\$	4,783,220	(actual)
June 30, 2023	\$	8,054,684	(actual)
June 30, 2024	\$	9,964,744	(Estimated)
June 30, 2025	\$	10,949,161	(Estimated)

KP/kg
6/10/2024

2024-25

SPECIAL EDUCATION BUDGET RESOLUTION FOR ADOPTION BY THE SCHOOL BOARD OF THE KENT INTERMEDIATE SCHOOL DISTRICT

RESOLVED, That this resolution shall be the SPECIAL EDUCATION appropriations of Kent Intermediate School District for the fiscal year 2024-25; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income recieved by Kent Intermediate School District.

BE IT FURTHER RESOLVED; That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Special Education Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

REVENUE

0111	0111 PROPERTY TAX LEVY	114,581,600
0114	0114 TIFA	506,500
0119	0119 PENALTY/INTEREST DELQ TAX	164,700
0128	0128 REVENUE IN LIEU OF TAXES	747,800
0131	0131 TUITION	-
0151	0151 EARNINGS ON INVEST & DEPO	2,246,300
0172	0172 MERCHANDISE SALES	2,000
0181	0181 COMMUNITY SERVICE ACTIVIT	10,407,724
0192	0192 PRIVATE CONTRIBUTIONS	114,220
0199	0199 MISCELLANEOUS LOCAL REVEN	86,369
0311	0311 STATE-UNRESTRICTED	-
0312	0312 STATE-RESTRICTED	60,292,941
0315	0315 STATE-RESTR-SUBGRANT	-
0317	0317 STATE-RESTR-THRU ISD/SCH	-
0321	0321 STATE-PMTS IN LIEU OF TAX	2,147,720
0414	0414 FED-RESTR-THRU MI	33,924,946
0415	0415 FED-RESTR-THRU OTH GOVT	-
0417	0417 FED-RESTR-THRU OTH ISD/SC	-
511	0511 TUITION FROM OTHER PUBLIC S	5,321,210
0512	0512 TRANSPORT PMNTS FR OTH PU	21,645,343
0518	0518 COMP RCD IN PMNT OF SER T	-
0519	0519 OTH DISTRI RCVD FR OTH PU	2,096,085
0552	0552 REFUND OF PRIOR YEAR EXPE	-
0611	0611 FUND MOD-FR FUND 11 GEN	204,081
0621	0621 FUND MOD-FR FUND 21 SE CE	295,825
0622	0622 FUND MOD-FR FUND 22 SPEC ED	29,294,204
0623	0623 FUND MOD-FR FUND 23 ENHANCE	250,884
0627	0627 FUND MOD-FR FUND 27 COOP	-
		284,330,452

ESTIMATED FUND BALANCE, 7/1/2024	17,284,475	
LESS APPROPRIATED FUND BALANCE	<u>0</u>	
FUND BALANCE AVAILABLE TO APPROPRIATE		<u>17,284,475</u>
TOTAL AVAILABLE TO APPROPRIATE		301,865,811

BE IT FURTHER RESOLVED, That \$285,318,363 of the total available to appropriate in the Special Education Fund are hereby appropriated in the amounts for the purposes set forth below:

EXPENSES		
122	122 SPECIAL EDUCATION	37,056,126
212	212 GUIDANCE SERVICES	191,502
213	213 HEALTH SERVICES	10,079,740
214	214 PSYCHOLOGICAL SERVICES	1,191,295
215	215 SPEECH PATHOLOGY/AUDIOLOG	6,548,479
216	216 SOCIAL WORK SERVICES	3,290,213
217	217 VISUAL AID SERVICES	591,622
218	218 TEACHER CONSULTANT	5,480,988
219	219 OTHER PUPIL SUPPORT SERVIC	2,616,087
221	221 IMPROVEMENT OF INSTRUCTION	3,157,155
225	225 TECHNOLOGY ASSISTED INSTRU	2,477
226	226 SUPERVIS/DIR OF INSTRUCT S	6,570,367
229	229 OTHER INSTRUCTIONAL STAFF	246,501
231	231 BOARD OF EDUCATION	47,500
241	241 OFFICE OF THE PRINCIPAL	262,459
252	252 FISCAL SERVICES	1,348,024
257	257 INTERNAL SERVICES	-
259	259 OTHER BUSINESS SERVICES	123,426
261	261 OPERATING BUILDING SERVICE	4,174,308
266	266 SECURITY SERVICES	242,589
271	271 PUPIL TRANSPORTATION SERVI	22,163,090
281	281 PLAN RESEARCH DEVELOP & EV	376,452
283	283 STAFF/PERSONNEL SERVICES	921,663
284	284 SUPPORT SERVICES TECHNOLOG	1,155,341
289	289 OTHER CENTRAL SERVICES	-
299	299 OTHER SUPPORT SERVICES	150,200
311	311 COMMUNITY SERVICES DIRECTI	-
331	331 COMMUNITY ACTIVITIES	6,000
371	371 NONPUBLIC SCHOOL PUPILS	-
391	391 OTHER COMMUNITY SERVICES	5,000
411	411 PAYMNTS TO OTH P S IN MICH	142,229,894
431	431 PMNTS TO ST SCH FOR DEAF&B	-
441	441 PAYMENTS TO OTH GOVT ENTIT	129,269
455	455 BLDG ACQUIS & CONSTRUCT SE	-
456	456 BUILDING IMPROVEMENT SERVI	-
459	459 OTH FACIL ACQUIS & CONSTR	-
511	511 DEBT SERVS-LONG TERM-PRINC	-
611	611 FUND MODIFICATIONS	1,491,867
621	621 FUND MOD-TO FUND 21 SE CEN	29,294,204
622	622 FUND MOD-TO FD 22 SE	295,825

626 626 FUND MODIFICATIONS	2,760,700
627 627 FUND MODIFICATIONS	118,000
641 641 FUND MOD-TO FUND 41 GEN CA	-
642 642 FUND MOD-TO FUND 42 SE CAP	1,000,000
TOTAL EXPENSES	285,318,363

RESOLUTION: Special Education Appropriations 2024-25

FURTHER RESOLVED, That no School Board member or employee of the Kent Intermediate School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board; and

BE IT FURTHER RESOLVED, That the Assistant Superintendent - Administrative Services is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2024.

BE IT FURTHER RESOLVED, That, for purposes of meeting emergency needs of the school district, transfers of appropriations

not exceeding \$5,000 may be made upon the written authorization of the Assistant Superintendent - Administrative Services, but no other transfers shall be made without approval by the Kent ISD School Board. When the Assistant Superintendent - Administrative Services makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the School Board at a future regular scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the School Board at such meeting.

NOTE: Tax levy for Special Education for 2024 is proposed to be 3.5195 mills.

This millage will be levied on all properties.

KP/kg

6/10/2024

Attachment: Special Education Fund Three Year Trend Analysis

Three Year Trend Analysis
SPECIAL EDUCATION CENTER PROGRAMS FUND

Year ending:	2022-23	2023-24	2024-25	% chg
	Actual	Jun Amend	Original	
Revenue:				
Local sources	166,908	263,956	243,910	-7.59%
State sources	30,019,468	32,846,556	33,302,236	1.39%
Federal sources	1,567,931	1,660,969	1,563,821	-5.85%
Interdistrict	-	699,998	5,321,210	660.18%
Total revenues	<u>31,754,307</u>	<u>35,471,479</u>	<u>40,431,177</u>	13.98%
Expenditures:				
Instruction:				
Student instruc & added needs	30,926,840	32,600,709	37,036,385	13.61%
Supporting services:				
Pupil services	19,245,273	20,842,500	22,571,538	8.30%
Instructional staff	3,588,104	4,841,769	5,119,507	5.74%
General administration	-	-	-	-
School administration	133,022	161,915	171,199	5.73%
Business services	1,357	5,090	5,307	4.26%
Operation and maintenance	3,449,808	4,203,385	4,401,702	4.72%
Transportation services	64,183	135,700	126,900	-6.48%
Central services	47,563	60,482	58,375	-3.48%
Other services	298,219	161,664	150,200	-7.09%
Community services	-	-	-	-
Interdistrict transactions	-	18,408	18,408	0.00%
Capital outlay	-	-	-	-
Debt service	94,855	104,871	-	-
Total expenditures	<u>57,849,224</u>	<u>63,136,493</u>	<u>69,659,521</u>	10.33%
Revenue over (under) expenditures	(26,094,917)	(27,665,014)	(29,228,344)	5.65%
Other financing sources (uses)				
Transfer in	26,856,906	27,881,805	29,749,169	6.70%
Transfer out	(502,524)	(476,257)	(520,825)	9.36%
Total other financing uses	<u>26,354,382</u>	<u>27,405,548</u>	<u>29,228,344</u>	6.65%
Net change in fund balances	259,466	(259,466)	-	
Ending Year Fund Balance	259,466	-	-	-

**Three Year Trend Analysis
SPECIAL EDUCATION FUND**

Year ending:	2022-23	2023-24	2024-25	% chg
	<u>Actual</u>	<u>Jun Amend</u>	<u>Original</u>	
Revenue:				
Local sources	114,356,960	122,971,985	128,613,303	4.59%
State sources	40,257,483	36,689,081	29,138,425	-20.58%
Federal sources	32,974,690	33,560,037	32,361,125	-3.57%
Interdistrict	<u>63,732,313</u>	<u>67,840,921</u>	<u>23,741,428</u>	65.00%
Total revenues	<u>251,321,446</u>	<u>261,062,024</u>	<u>213,854,281</u>	-18.08%
Expenditures:				
Instruction:				
Student instruc & added needs	6,301	106,731	19,741	-81.50%
Supporting services:				
Pupil services	57,385,388	58,765,321	7,418,388	-87.38%
Instructional staff	3,863,964	3,698,900	4,856,993	31.31%
General administration	44,404	70,588	47,500	-32.71%
School administration	164,489	109,433	91,260	-16.61%
Business services	100,787	1,259,494	1,466,143	16.41%
Operation and maintenance	140,926	35,405	15,195	-57.08%
Transportation services	19,923,500	21,271,024	22,036,190	3.60%
Central services	2,031,062	2,032,905	2,395,081	17.82%
Other services	-	-	-	-
Community services	1,258,620	1,246,161	11,000	-99.12%
Interdistrict transactions	134,770,162	132,307,862	142,340,755	7.58%
Capital outlay	<u>-</u>	<u>50,000</u>	<u>-</u>	-
Total expenditures	<u>219,689,603</u>	<u>220,953,824</u>	<u>180,698,246</u>	-18.22%
Revenue over (under) expenditures	31,631,843	40,108,200	33,156,035	-17.33%
Other financing sources (uses)				
Transfer in	314,177	251,257	295,825	17.74%
Transfer out	<u>(34,033,846)</u>	<u>(37,378,115)</u>	<u>(34,439,771)</u>	-7.86%
Total other financing uses	(33,719,669)	(37,126,858)	(34,143,946)	-8.03%
Net change in fund balances	(2,087,826)	2,981,342	(987,911)	
Ending Year Fund Balance	14,315,532	17,296,874	16,308,963	-5.71%

SPECIAL EDUCATION FUND BALANCE

7/1/24 Beginning Balance	\$	17,296,874
2024-25 Revenue	+	284,330,452
 Total Available	 \$	 301,627,326
2024-25 Expenditures	-	285,318,363
 Estimated 6/30/25 Balance	 \$	 <u>16,308,963</u>

Note: The Special Education tax levy for 2024 is proposed to be 3.5195 mills. This millage will be levied on all properties. Out of the 3.5195 mills, there will be a 0.10 mill "set-aside" to Special Education Capital Projects Fund.

	3.5195 mills - SE Operations
	<u>0.1000 mills</u> - SE Cap Project
TOTAL	3.4195 mills

Fund Balance History

June 30, 2021	\$	5,635,116	(actual)
June 30, 2022	\$	10,154,530	(actual)
June 30, 2023	\$	10,154,530	(actual)
June 30, 2024	\$	17,296,874	(Estimated)
June 30, 2025	\$	16,308,963	(Estimated)

KP/kg
6/10/2024

2024-25

COMMUNITY SERVICE BUDGET RESOLUTION FOR ADOPTION BY THE SCHOOL BOARD OF THE KENT INTERMEDIATE SCHOOL DISTRICT

RESOLVED, That this resolution shall be the COMMUNITY SERVICE appropriations of Kent Intermediate School District for the fiscal year 2024-25; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income recieved by Kent Intermediate School District.

BE IT FURTHER RESOLVED; That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Community Service Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

REVENUE	
0111 PROPERTY TAX LEVY	28,729,250
0114 TIFA	127,000
0119 PENALTY/INTEREST DELQ TAX	41,000
0128 REVENUE IN LIEU OF TAXES	242,700
0199 MISCELLANEOUS LOCAL REVEN	15,500
0312 STATE-RESTRICTED	338,970
0321 STATE-PMTS IN LIEU OF TAX	-
TOTAL REVENUE	29,494,420
ESTIMATED FUND BALANCE, 7/1/2024	0
LESS APPROPRIATED FUND BALANCE	0
FUND BALANCE AVAILABLE TO APPROPRIATE	0
TOTAL AVAILABLE TO APPROPRIATE	29,494,420

BE IT FURTHER RESOLVED, That \$29,494,420 of the total available to appropriate in the Community Service Fund are hereby appropriated in the amounts and for the purposes set forth below:

EXPENSES	
259 OTHER BUSINESS SERVICES	16,720
411 PAYMNTS TO OTH P S IN MICH	29,226,816
621 FUND MOD-TO FUND 21 SE CEN	250,884
TOTAL EXPENSES	29,494,420

RESOLUTION: Community Service Appropriations 2024-25

FURTHER RESOLVED, That no School Board member or employee of the Kent Intermediate School District shall obligate the expenditure of any funds except pursuant to appropriations made by the School Board with the budgetary policy statement hitherto adopted by the Board; and

BE IT FURTHER RESOLVED, That the Assistant Superintendent - Administrative Services is hereby charged with the supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for the performance of their responsibilities within the amounts appropriated by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2024.

BE IT FURTHER RESOLVED, That, for purposes of meeting emergency needs of the school district, transfers not exceeding \$5,000 may be made upon the written authorization of the Assistant Superintendent - Administrative Services but no other transfers shall be made without approval by the Kent ISD School Board. When the Assistant Superintendent - Administrative Services makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the School Board at a future regular scheduled meeting in the form of an appropriation amendment which amendment shall be adopted by the School Board at such meeting.

NOTE: Tax levy for Community Service for 2024 is proposed to be 0.8578 mills.

This millage will be levied on all properties.

KP/kg

6/10/2024

Attachment: Community Service Fund Three Year Trend Analysis

**Three Year Trend Analysis
COMMUNITY SERVICE FUND**

Year ending:	2022-23	2023-24	2024-25	% chg
	<u>Actual</u>	<u>Jun Amend</u>	<u>Original</u>	
Revenue:				
Local sources	25,283,430	27,327,088	29,155,450	6.69%
State sources	<u>293,590</u>	<u>322,828</u>	<u>338,970</u>	5.00%
Total revenues	<u><u>25,577,020</u></u>	<u><u>27,649,916</u></u>	<u><u>29,494,420</u></u>	6.67%
Expenditures:				
Supporting services:				
Business services	16,344	16,554	16,720	1.00%
Interdistrict transactions	<u>25,355,133</u>	<u>27,398,025</u>	<u>29,226,816</u>	6.67%
Total expenditures	<u><u>25,371,477</u></u>	<u><u>27,414,579</u></u>	<u><u>29,243,536</u></u>	6.67%
Revenue over (under) expenditures	205,543	235,337	250,884	6.61%
Other financing sources (uses)				
Transfer in	-	-	-	-
Transfer out	<u>(205,543)</u>	<u>(235,337)</u>	<u>(250,884)</u>	6.61%
Total other financing uses	<u>(205,543)</u>	<u>(235,337)</u>	<u>(250,884)</u>	6.61%
Net change in fund balances	-	-	-	
Ending Year Fund Balance	-	-	-	

7/1/23 Beginning Balance	.	
2023-234 Revenue	+	<u>29,494,420</u>
Total Available	\$	29,494,420
2023- 24 Expenditures	-	<u>29,494,420</u>
Estimated 6/30/25 Balance	\$	<u><u>-</u></u>

Note: Calculations for 2024-25 assume a millage rate of 0.8578 mills for the community service fund.

Fund Balance History

June 30, 2021	\$	-	(actual)
June 30, 2022	\$	-	(actual)
June 30, 2023	\$	-	(actual)
June 30, 2024	\$	-	(Estimated)
June 30, 2025	\$	-	(Estimated)

KP/kg
6/10/2024

2024-25

**CAREER TECHNICAL EDUCATION BUDGET RESOLUTION FOR ADOPTION
BY THE SCHOOL BOARD OF THE KENT INTERMEDIATE SCHOOL DISTRICT**

RESOLVED, That this resolution shall be the CAREER TECHNICAL EDUCATION appropriations of Kent Intermediate School District for the fiscal year 2024-25; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Kent Intermediate School District.

BE IT FURTHER RESOLVED; That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Career Technical Education Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

REVENUE		
0111	0111 PROPERTY TAX LEVY	28,158,300
0114	0114 TIFA	124,500
0119	0119 PENALTY/INTEREST DELQ TAX	40,600
0128	0128 REVENUE IN LIEU OF TAXES	51,300
0131	0131 TUITION	256,500
0151	0151 EARNINGS ON INVEST & DEPO	1,053,200
0172	0172 MERCHANDISE SALES	138,500
0191	0191 RENTALS	83,150
0192	0192 PRIVATE CONTRIBUTIONS	5,900
0194	0194 ROOM RENTALS	1,000
0199	0199 MISCELLANEOUS LOCAL REVEN	23,107
0311	0311 STATE-UNRESTRICTED	-
0312	0312 STATE-RESTRICTED	6,535,244
0321	0321 STATE-PMTS IN LIEU OF TAX	527,810
0414	0414 FED-RESTR-THRU MI	1,649,637
0415	0415 FED-RESTR-THRU OTH GOVT	-
0511	0511 TUITION FROM OTHER PUBLIC S	160,000
0518	0518 COMP RCD IN PMNT OF SER T	61,048
0519	0519 OTH DISTRI RCVD FR OTH PU	-
0552	0552 REFUND OF PRIOR YEAR EXPE	-
0593	0593 PROCEEDS FR SALE CAPITAL	-
0594	0594 OTH FIN SOURCES-LEASES	-
0597	0597 OTH FIN SOURCES-SBITA'S	-
0611	0611 FUND MOD-FR FUND 11 GEN	676,800
0621	0621 FUND MOD-FR FUND 21 SE CE	225,000
622	0622 FUND MOD-FR FUND 22	2,535,700
628	0628 FUND MOD-FR FUND 28 COOP	<u>413,200</u>
	TOTAL REVENUE	42,720,496
	ESTIMATED FUND BALANCE, 7/1/2024	20,144,820
	LESS APPROPRIATED FUND BALANCE	<u>0</u>
	FUND BALANCE AVAILABLE TO APPROPRIATE	<u>20,144,820</u>
	TOTAL AVAILABLE TO APPROPRIATE	66,039,216

BE IT FURTHER RESOLVED, That \$40,085,630 of the total available to appropriate in the Career Technical Education Fund are hereby appropriated in the amounts for the purposes set forth below:

EXPENSES		
127	127 VOCATIONAL EDUCATION	14,574,040
135	135 OCCUPA TRAIN/UPGRADING RET	-
212	212 GUIDANCE SERVICES	1,035,264
213	213 HEALTH SERVICES	88,013
216	216 SOCIAL WORK SERVICES	105,557
218	218 TEACHER CONSULTANT	585,420
219	219 OTHER PUPIL SUPPORT SERVIC	143,664
221	221 IMPROVEMENT OF INSTRUCTION	1,840,576
225	225 TECHNOLOGY ASSISTED INSTRU	33,358
226	226 SUPERVIS/DIR OF INSTRUCT S	972,169
227	227 ACADEMIC STUDENT ASSESSMENT	12,651
229	229 OTHER INSTRUCTIONAL STAFF	-
231	231 BOARD OF EDUCATION	54,000
232	232 EXECUTIVE ADMINISTRATION	-
241	241 OFFICE OF THE PRINCIPAL	1,813,305
252	252 FISCAL SERVICES	439,187
257	257 INTERNAL SERVICES	88,944
259	259 OTHER BUSINESS SERVICES	60,599
261	261 OPERATING BUILDING SERVICE	7,572,294
266	266 SECURITY SERVICES	423,672
271	271 PUPIL TRANSPORTATION SERVI	96,800
281	281 PLAN RESEARCH DEVELOP & EV	31,086
282	282 COMMUNICATION SERVICES	74,000
283	283 STAFF/PERSONNEL SERVICES	221,769
284	284 SUPPORT SERVICES TECHNOLOG	5,629,528
289	289 OTHER CENTRAL SERVICES	-
299	299 OTHER SUPPORT SERVICES	11,210
411	411 PAYMNTS TO OTH P S IN MICH	248,000
441	441 PAYMENTS TO OTH GOVT ENTIT	-
453	453 ARCHITECTURAL & ENGINEER S	25,000
455	455 BLDG ACQUIS & CONSTRUCT SE	150,000
456	456 BUILDING IMPROVEMENT SERVI	100,000
459	459 OTH FACIL ACQUIS & CONSTR	-
511	511 DEBT SERVS-LONG TERM-PRINC	239,134
611	611 FUND MODIFICATIONS	2,998,390
627	627 FUND MODIFICATIONS	118,000
628	628 TRANSFER TO COOP-NTH	300,000
646	641 FUND MOD-TO FUND 41 GEN CA	-
	TOTAL EXPENSES	40,085,630

RESOLUTION: Career Technical Education Appropriations 2024-25

FURTHER RESOLVED, That no School Board member or employee of the Kent Intermediate School District funds or obligate the expenditure of any funds except pursuant to appropriations made by the School Board with the budgetary policy statement hitherto adopted by the Board; and

BE IT FURTHER RESOLVED, That the Assistant Superintendent - Administrative Services is hereby charged with the supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for the performance of their responsibilities within the amounts appropriated by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2024.

BE IT FURTHER RESOLVED, That, for purposes of meeting emergency needs of the school district, transfers not exceeding \$5,000 may be made upon the written authorization of the Assistant Superintendent - Administrative Services but no other transfers shall be made without approval by the Kent ISD School Board. When the Assistant Superintendent - Administrative Services makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the School Board at a future regular scheduled meeting in the form of an appropriation amendment which amendment shall be adopted by the School Board at such meeting.

NOTE: Tax levy for Career Technical Education for 2024 is proposed to be 0.9398 mills.

This millage will be levied on all properties.

KP/kg

6/10/2024

Attachment: Career Technical Education Fund Three Year Trend Analysis

Three Year Trend Analysis
CAREER TECHNICAL EDUCATION FUND

Year ending:	2022-23	2023-24	2024-25	
	Actual	Jun Amend	Original	% chg
Revenue:				
Local sources	26,115,427	28,931,360	29,936,057	3.47%
State sources	7,171,883	6,748,845	7,063,054	4.66%
Federal sources	2,027,746	2,152,202	1,649,637	-23.35%
Interdistrict	128,251	198,311	221,048	11.47%
Total revenues	35,443,307	38,030,718	38,869,796	2.21%
Expenditures:				
Instruction:				
Student instruc & added needs	14,526,638	15,212,328	14,574,040	-4.20%
Adult continuing ed	-	-	-	-
Supporting services:				
Pupil services	1,733,459	1,747,588	1,957,918	12.04%
Instructional staff	2,749,730	2,564,022	2,858,754	11.49%
General administration	44,281	61,000	54,000	-11.48%
School administration	1,260,937	1,620,885	1,813,305	11.87%
Business services	171,323	503,765	588,730	16.87%
Operation and maintenance	5,105,171	5,775,613	7,995,966	38.44%
Transportation services	178,670	149,878	96,800	-35.41%
Central services	4,902,830	5,425,705	5,956,383	9.78%
Other services	8,423	3,397	11,210	230.00%
Community services	-	-	-	-
Interdistrict transactions	235,347	364,999	248,000	-32.05%
Capital outlay	141,059	532,350	275,000	-48.34%
Debt service	506,552	376,457	239,134	-36.48%
Total expenditures	31,564,420	34,337,987	36,669,240	6.79%
Revenue over (under) expenditures	3,878,887	3,692,731	2,200,556	-40.41%
Other financing sources (uses)				
Sale of capital assets	20,768	19,180	-	-
Other financing sources	66,331	212,617	-	-
Prior period adjustment	-	-	-	-
Transfer in	2,939,166	3,542,625	3,850,700	8.70%
Transfer out	(5,115,983)	(3,231,903)	(3,416,390)	5.71%
Total other financing uses	(2,089,718)	542,519	434,310	-19.95%
Net change in fund balances	1,789,169	4,235,250	2,634,866	
Ending Year Fund Balance	15,909,570	20,144,820	22,779,686	13.08%

CAREER TECHNICAL EDUCATION FUND BALANCE

7/1/24 Beginning Balance	\$	20,144,820
2024-25 Revenue	+	42,720,496
Total Available	\$	62,865,316
2024-25 Expenditures	-	40,085,630
Estimated 6/30/25 Balance	\$	22,779,686

Note: The Career Technical Education tax levy for 2024 is proposed to be 0.9398 mills. This millage will be levied on all properties. Out of the 0.9398 mills, there will be a 0.10 mill "set-aside" to Career Technical Education Capital Projects Fund.

	0.9398 mills - CTE Operations
	<u>0.1000 mills</u> - CTE Cap Projects
TOTAL	0.8398 mills

Fund Balance History

June 30, 2020	\$	10,414,752	(actual)
June 30, 2021	\$	11,000,547	(actual)
June 30, 2022	\$	12,847,739	(actual)
June 30, 2023	\$	20,144,820	(Estimated)
June 30, 2024	\$	22,779,686	(Estimated)

KP/kg
6/10/2024

2024-25

COOPERATIVE EDUCATION FUND BUDGET RESOLUTION FOR ADOPTION BY THE SCHOOL BOARD OF THE KENT INTERMEDIATE SCHOOL DISTRICT

RESOLVED, That this resolution shall be the COOPERATIVE EDUCATION appropriations of Kent Intermediate School District for the fiscal year 2024-25; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Kent Intermediate School District.

BE IT FURTHER RESOLVED; That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Cooperative Education Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

REVENUE	
0131 0131 TUITION	246,200
0151 0151 EARNINGS ON INVEST & DEPO	54,300
0199 0199 MISCELLANEOUS LOCAL REVEN	128,000
0312 0312 STATE-RESTRICTED	717,882
0414 0414 FED-RESTR-THRU MI	
0511 0511 TUITION FROM OTHER PUBLIC	1,900,000
0518 0518 COMP RCD IN PMNT OF SER T	1,774,534
0611 0611 FUND MOD-FR FUND 11 GEN	506,600
0622 0622 FUND MOD-FR FUND 22	118,000
626 0626 FUND MOD-FR FUND 26 CTE	418,000
TOTAL REVENUE	5,863,516
ESTIMATED FUND BALANCE, 7/1/2024	3,036,019
LESS APPROPRIATED FUND BALANCE	<u>0</u>
FUND BALANCE AVAILABLE TO APPROPRIATE	<u>3,036,019</u>
TOTAL AVAILABLE TO APPROPRIATE	8,899,535

BE IT FURTHER RESOLVED; That \$6,412,470 of the total available to appropriate in the Cooperative Education Fund are hereby appropriated in the amounts and for the purposes set forth below:

EXPENSE	
112 112 MIDDLE SCHOOL/JUNIOR HIGH	80,438
113 113 HIGH SCHOOL	1,895,936
119 119 SUMMER SCHOOL	138,040
127 127 VOCATIONAL EDUCATION	2,100
212 212 GUIDANCE SERVICES	459,248
213 213 HEALTH SERVICES	37,778
216 216 SOCIAL WORK SERVICES	51,638
221 221 IMPROVEMENT OF INSTRUCTION	3,280
226 226 SUPERVIS/DIR OF INSTRUCT S	15,468

241	241 OFFICE OF THE PRINCIPAL	408,640
252	252 FISCAL SERVICES	337,557
259	259 OTHER BUSINESS SERVICES	5,377
261	261 OPERATING BUILDING SERVICE	6,000
266	266 SECURITY SERVICES	143,986
271	271 PUPIL TRANSPORTATION SERVI	200
282	282 COMMUNICATION SERVICES	730,786
284	284 SUPPORT SERVICES TECHNOLOG	1,679,798
299	299 OTHER SUPPORT SERVICES	3,000
626	626 FUND MODIFICATIONS	413,200
641	641 FUND MOD-TO FUND 41 GEN CA	-
	TOTAL EXPENSES	6,412,470

RESOLUTION: Cooperative Education Appropriations 2024-25.

FURTHER RESOLVED, That no School Board member or employee of the Kent Intermediate School District shall expend or obligate the expenditure of any funds except pursuant to appropriations made by the School Board with the budgetary policy statement hitherto adopted by the Board; and

BE IT FURTHER RESOLVED, That the Assistant Superintendent - Administrative Services is hereby charged with the supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for the performance of their responsibilities within the amounts appropriated by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2024.

BE IT FURTHER RESOLVED, That, for purposes of meeting emergency needs of the school district, transfers of not exceeding \$5,000 may be made upon the written authorization of the Assistant Superintendent - Administrative Services but no other transfers shall be made without approval by the Kent ISD School Board. When the Assistant Superintendent - Administrative Services makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the School Board at a future regular scheduled meeting in the form of an appropriation amendment which amendment shall be adopted by the School Board at such meeting.

KP/kg

6/10/2024

Attachment: Cooperative Education Fund Three Year Trend Analysis

Three Year Trend Analysis COOPERATIVE EDUCATION

Year ending:	2022-23	2023-24	2024-25	
	Actual	Jun Amend	Original	% chg
Revenue:				
Local sources	920,491	587,713	428,500	-27.09%
State sources	648,621	643,538	717,882	11.55%
Federal sources	64,954	-	-	-
Interdistrict	3,472,325	3,636,921	3,674,534	1.03%
Total revenues	5,106,391	4,868,172	4,820,916	-0.97%
Expenditures:				
Instruction:				
Basic programs	2,287,534	1,874,650	2,116,514	12.90%
Supporting services:				
Pupil services	500,538	525,714	548,664	4.37%
Instructional staff	19,897	18,063	18,748	3.79%
School administration	273,128	252,264	408,640	61.99%
Business services	256,415	294,608	342,934	16.40%
Operation and maintenance	5,358	135,892	149,986	10.37%
Transportation services	879	100	200	100.00%
Central services	1,880,914	2,218,006	2,410,584	8.68%
Other services	10,435	6,100	3,000	-50.82%
Total expenditures	5,235,098	5,325,397	5,999,270	12.65%
Revenue over (under) expenditures	(128,707)	(457,225)	(1,178,354)	157.72%
Other financing sources (uses)				
Transfer in	766,999	897,000	1,042,600	16.23%
Transfer out	(713,800)	(229,125)	(413,200)	80.34%
Total other financing uses	53,199	667,875	629,400	-5.76%
Net change in fund balances	(75,508)	210,650	(548,954)	
Ending Year Fund Balance	2,825,369	3,036,019	2,487,065	-18.08%

COOPERATIVE EDUCATION FUND BALANCE

7/1/24 Beginning Balance	\$	3,036,019
2024-25 Revenue	+	<u>5,863,516</u>
Total Available	\$	8,899,535
2024-25 Expenditures	-	<u>6,412,470</u>
Estimated 6/30/25 Balance	\$	<u><u>2,487,065</u></u>

Fund Balance History

June 30, 2020	\$	2,181,917	(actual)
June 30, 2021	\$	2,478,399	(actual)
June 30, 2022	\$	2,612,093	(actual)
June 30, 2024	\$	3,036,019	(Estimated)
June 30, 2025	\$	2,487,065	(Estimated)

KP/kg
6/10/2024

2024-25

**STUDENT/SCHOOL ACTIVITY BUDGET RESOLUTION FOR ADOPTION BY
THE SCHOOL BOARD OF THE KENT INTERMEDIATE SCHOOL DISTRICT**

RESOLVED, That this resolution shall be the STUDENT/SCHOOL ACTIVITY appropriations of Kent Intermediate School District for the fiscal year 2024-25; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Kent Intermediate School District.

BE IT FURTHER RESOLVED; That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Student/School Activity Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

REVENUE		
0151 EARNINGS ON INVEST & DEPO		46,500
0179 OTHER STUDENT ACTIVITY REVENUE		124,277
0312 STATE-RESTRICTED		4,223
TOTAL REVENUE		175,000
ESTIMATED FUND BALANCE, 7/1/2024	1,088,747	
LESS APPROPRIATED FUND BALANCE	0	
FUND BALANCE AVAILABLE TO APPROPRIATE		<u>1,088,747</u>
TOTAL AVAILABLE TO APPROPRIATE		1,263,747

BE IT FURTHER RESOLVED; That \$250,000 of the total available to appropriate in the Student Activity Fund are hereby appropriated in the amounts and for the purposes set forth below:

EXPENSES	
296 STUDENT/SCHOOL ACTIVITY EXPEND	225,000
TOTAL APPROPRIATED EXPENSES	225,000

RESOLUTION: Student/School Activity Fund Appropriations 2024-2025

FURTHER RESOLVED, That no School Board member or employee of the Kent Intermediate School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board:and

BE IT FURTHER RESOLVED; That the Assistant Superintendent - Administrative Services is hereby charged with general super vision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2024.

BE IT FURTHER RESOLVED; That, for purposes of meeting emergency needs of the school district transfers of appropriations not exceeding \$5,000 may be made upon the written authorization of the Assistant Superintendent - Administrative Services, but no other transfers shall be made without approval by the Kent ISD School Board. When the Assistant Superintendent - Administrative Services makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the School Board at a future regular scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the School Board as such meeting.

KP/kg
6/10/2024

Attachment: Student/School Activity Fund Three Year Trend Analysis

**Three Year Trend Analysis
STUDENT/SCHOOL ACTIVITY FUND**

	Year ending:	2022-23	2023-24	2024-25	
		Actual	Jun Amend	Original	% chg
Revenue:					
Local sources		282,336	223,800	170,777	-23.69%
State sources		2,535	4,700	4,223	-10.15%
Total revenues		284,871	228,500	175,000	-23.41%
Expenditures:					
Supporting services:					
Transportation services		-	-	-	-
Other services		164,753	240,000	225,000	-6.25%
Total expenditures		164,753	240,000	225,000	-6.25%
Revenue over (under) expenditures		120,118	(11,500)	(50,000)	334.78%
Other financing sources (uses)					
Prior period adjustment		-	-	-	-
Transfer in		-	-	-	-
Transfer out		-	-	-	-
Total other financing uses		-	-	-	-
Net change in fund balances		120,118	(11,500)	(50,000)	
Ending Year Fund Balance		1,100,247	1,088,747	1,038,747	-4.59%

STUDENT/SCHOOL FUND BALANCE

7/1/24 Beginning Balance	\$	1,088,747
2024-25 Revenue	+	<u>175,000</u>
Total Available	\$	1,263,747
2024-25 Expenditures	-	<u>\$ 225,000</u>
Estimated 6/30/25 Balance	\$	<u><u>1,038,747</u></u>

Fund Balance History

June 30, 2020	\$	-	(actual)
June 30, 2021	\$	950,190	(actual)
June 30, 2022	\$	957,907	(actual)
June 30, 2024	\$	1,088,747	(Estimated)
June 30, 2025	\$	1,038,747	(Estimated)

KP/kg
6/10/2024

2024-25

GENERAL EDUCATION CAPITAL PROJECTS FUND BUDGET RESOLUTION FOR ADOPTION BY THE SCHOOL BOARD OF THE KENT INTERMEDIATE SCHOOL

RESOLVED, That this resolution shall be the GENERAL EDUCATION CAPITAL PROJECTS FUND appropriations of Kent Intermediate School District for the fiscal year 2024-25; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income recieved by Kent Intermediate School District.

BE IT FURTHER RESOLVED; That the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Education Capital Projects Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

REVENUE

151 0151 EARNINGS ON INVEST & DEPO	36,200
192 0192 PRIVATE CONTRIBUTIONS	-
611 0611 FUND MOD-FR FUND 11 GEN	1,500,000
646 0646 FUND MOD-FR FUND 46 CTE C	1,500,000
TOTAL REVENUE	3,036,200

ESTIMATED FUND BALANCE, 7/1/2024	2,074,126
LESS APPROPRIATED FUND BALANCE	0
FUND BALANCE AVAILABLE TO APPROPRIATE	2,074,126
TOTAL AVAILABLE TO APPROPRIATE	5,110,326

BE IT FURTHER RESOLVED; That \$2,629,310 of the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Education Capital Projects Fund of the Kent Intermediate School District for fiscal year 2024-25 are as

EXPENSES

284 284 SUPPORT SERVICES TECHNOLOG	61,832
456 456 BUILDING IMPROVEMENT SERVI	2,567,478
459 459 OTH FACIL ACQUIS & CONSTR SERV	-
642 642 FUND MOD-TO FUND 42 SE CAP	-
TOTAL APPROPRIATED EXPENSES	2,629,310

RESOLUTION: General Education Capital Projects Fund Appropriations 2024-2025

FURTHER RESOLVED, That no School Board member or employee of the Kent Intermediate School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board:and

BE IT FURTHER RESOLVED; That the Assistant Superintendent - Administrative Services is hereby charged with general super vision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2024.

BE IT FURTHER RESOLVED; That, for purposes of meeting emergency needs of the school district transfers of appropriations not exceeding \$5,000 may be made upon the written authorization of the Assistant Superintendent - Administrative Services, but no other transfers shall be made without approval by the Kent ISD School Board. When the Assistant Superintendent - Administrative Services makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the School Board at a future regular scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the School Board as such meeting.

KP/kg

6/10/2024

Attachment: General Education Capital Projects Fund Three Year Trend Analysis

Three Year Trend Analysis
GENERAL EDUCATION CAPITAL PROJECTS

	Year ending:	2022-23	2023-24	2024-25	
		Actual	Jun Amend	Original	% chg
Revenue:					
Local sources		41,852	46,900	36,200	-22.81%
Total revenues		<u>41,852</u>	<u>46,900</u>	<u>36,200</u>	-22.81%
Expenditures:					
Capital outlay		873,382	990,451	2,629,310	165.47%
Total expenditures		<u>873,382</u>	<u>990,451</u>	<u>2,629,310</u>	165.47%
Revenue over (under) expenditures		(831,530)	(943,551)	(2,593,110)	174.82%
Other financing sources (uses)					
Transfer in		109,735	2,081,679	3,000,000	44.11%
Transfer out		-	(45,056)	-	-
Total other financing uses		<u>109,735</u>	<u>2,036,623</u>	<u>3,000,000</u>	47.30%
Net change in fund balances		(721,795)	1,093,072	406,890	
Ending Year Fund Balance		981,054	2,074,126	2,481,016	19.62%

GENERAL EDUCATION CAPITAL PROJECTS FUND BALANCE

7/1/24 Beginning Balance	\$	2,074,126
2024-25 Revenue	+	3,036,200
Total Available	\$	5,110,326
2024-25 Expenditures	-	<u>2,629,310</u>
Estimated 6/30/25 Balance	\$	<u><u>2,481,016</u></u>

Fund Balance History

June 30, 2019	\$	1,151,255	(actual)
June 30, 2020	\$	1,167,644	(actual)
June 30, 2021	\$	765,730	(actual)
June 30, 2022	\$	1,040,071	(actual)
June 30, 2024	\$	2,074,126	(Estimated)
June 30, 2025	\$	2,481,016	(Estimated)

KP/kg
6/10/2024

2024-25

SPECIAL EDUCATION CAPITAL PROJECTS FUND BUDGET RESOLUTION FOR ADOPTION BY THE SCHOOL BOARD OF THE KENT INTERMEDIATE SCHOOL

RESOLVED, That this resolution shall be the SPECIAL EDUCATION CAPITAL PROJECTS FUND appropriations of Kent Intermediate School District for the fiscal year 2024-25; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income recieved by Kent Intermediate School District.

BE IT FURTHER RESOLVED; That the total revenues and unappropriated fund balance estimated to be available for appropriations in the Special Education Capital Projects Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

111 0111 PROPERTY TAX LEVY	3,323,500
0114 0114 TIFA	14,700
0119 0119 PENALTY/INTEREST DELQ TAX	4,800
0128 0128 REVENUE IN LIEU OF TAXES	28,100
0151 0151 EARNINGS ON INVEST & DEPO	189,600
0199 0199 MISCELLANEOUS LOCAL REVEN	-
0312 0312 STATE-RESTRICTED	39,210
0321 0321 STATE PAYMENT IN LIEU OF	62,260
0622 0622 FUND MOD-FR FUND 22	1,000,000
641 0641 FUND MOD-FR FUND 41 GE CA	-
TOTAL REVENUE	4,662,170

ESTIMATED FUND BALANCE, 7/1/2024	3,518,994	
LESS APPROPRIATED FUND BALANCE	0	
FUND BALANCE AVAILABLE TO APPROPRIATE		3,518,994
TOTAL AVAILABLE TO APPROPRIATE		8,181,164

BE IT FURTHER RESOLVED; That \$5,684,154 of the total revenues and unappropriated fund balance estimated to be available for appropriations in the Special Education Capital Projects Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

EXPENSES

259 259 OTHER BUSINESS SERVICES	1,949
284 284 SUPPORT SERVICES TECHNOLOG	266,811
452 452 SITE IMPROVEMENT SERVICES	910,398
456 456 BUILDING IMPROVEMENT SERVI	4,403,465
459 459 OTH FACIL ACQUIS & CONSTR	101,531
TOTAL EXPENSES	5,684,154

RESOLUTION: Special Education Capital Projects Fund Appropriations 2024-20245

FURTHER RESOLVED, That no School Board member or employee of the Kent Intermediate School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board:and

BE IT FURTHER RESOLVED; That the Assistant Superintendent - Administrative Services is hereby charged with general super vision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2024.

BE IT FURTHER RESOLVED; That, for purposes of meeting emergency needs of the school district transfers of appropriations not exceeding \$5,000 may be made upon the written authorization of the Assistant Superintendent - Administrative Services, but no other transfers shall be made without approval by the Kent ISD School Board. When the Assistant Superintendent - Administrative Services makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the School Board at a future regular scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the School Board as such meeting.

KP/kg
6/10/2024

Attachment: Special Education Capital Projects Fund Three Year Trend Analysis

Three Year Trend Analysis
SPECIAL EDUCATION CAPITAL PROJECTS

Year ending:	2022-23	2023-24	2024-25	
	<u>Actual</u>	<u>Jun Amend</u>	<u>Original</u>	% chg
Revenue:				
Local sources	3,044,766	3,375,430	3,560,700	5.49%
State sources	<u>87,164</u>	<u>97,470</u>	<u>101,470</u>	4.10%
Total revenues	<u>3,131,930</u>	<u>3,472,900</u>	<u>3,662,170</u>	5.45%
Expenditures:				
Business Services	-	-	-	-
Capital outlay	<u>6,150,121</u>	<u>8,929,761</u>	<u>5,684,154</u>	-36.35%
Total expenditures	<u>6,150,121</u>	<u>8,929,761</u>	<u>5,684,154</u>	-36.35%
Revenue over (under) expenditures	(3,018,191)	(5,456,861)	(2,021,984)	-62.95%
Other financing sources (uses)				
Transfer in	3,906,177	5,545,056	1,000,000	-81.97%
Transfer out	<u>(87,913)</u>	<u>(344,551)</u>	-	-
Total other financing uses	3,818,264	5,200,505	1,000,000	-80.77%
Net change in fund balances	800,073	(256,356)	(1,021,984)	
Ending Year Fund Balance	3,775,350	3,518,994	2,497,010	-29.04%

SPECIAL EDUCATION CAPITAL PROJECTS FUND BALANCE

7/1/24 Beginning Balance	\$	3,518,994
2024-25 Revenue	+	4,662,170
 Total Available	 \$	 8,181,164
2024-25 Expenditures	-	5,684,154
 Estimated 6/30/25 Balance	 \$	 <u><u>2,497,010</u></u>

Milage Levy History

2022-23	2023-24	2024-25
.1 mil	.1 mil	.1 mil

Fund Balance History

June 30, 2019	\$	5,360,660	(actual)
June 30, 2020	\$	2,233,339	(actual)
June 30, 2021	\$	72,287	(actual)
June 30, 2022	\$	1,919,805	(actual)
June 30, 2023	\$	3,518,994	(Estimated)
June 30, 2024	\$	2,497,010	(Estimated)

KP/kg
6/10/2024

2024-25

CTE CAPITAL PROJECTS FUND BUDGET RESOLUTION FOR ADOPTION BY THE SCHOOL BOARD OF THE KENT INTERMEDIATE SCHOOL DISTRICT

RESOLVED, That this resolution shall be the CTE CAPITAL PROJECTS FUND appropriations of Kent Intermediate School District for the fiscal year 2024-25; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Kent Intermediate School District.

BE IT FURTHER RESOLVED; That the total revenues and unappropriated fund balance estimated to be available for appropriations in the CTE Capital Projects Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

REVENUE		
0111 PROPERTY TAX LEVY		3,323,500
0114 TIFA		14,700
0119 PENALTY/INTEREST DELQ TAX		4,800
0128 REVENUE IN LIEU OF TAXES		6,100
0151 EARNINGS ON INVEST & DEPO		191,300
0199 MISCELLANEOUS LOCAL REVEN		-
0312 STATE-RESTRICTED		39,210
0321 STATE PAYMENT IN LIEU OF		62,260
0626 FUND MOD-FR FUND 26 CTE		-
TOTAL REVENUE		3,641,870
ESTIMATED FUND BALANCE, 7/1/2024	2,683,009	
LESS APPROPRIATED FUND BALANCE	<u>0</u>	
FUND BALANCE AVAILABLE TO APPROPRIATE		<u>2,683,009</u>
TOTAL AVAILABLE TO APPROPRIATE		6,324,879

BE IT FURTHER RESOLVED; That \$3,457,675 of the total revenues and unappropriated fund balance estimated to be available for appropriations in the CTE Capital Projects Fund of the Kent Intermediate School District for fiscal year 2024-25 are as follows:

EXPENSES		
259 OTHER BUSINESS SERVICES		1,949
284 SUPPORT SERVICES TECHNOLOG		128,103
456 BUILDING IMPROVEMENT SERVI		1,827,623
459 OTH FACIL ACQUIS & CONSTR SERV		-
641 FUND MOD-TO FUND 41 GEN CA		1,500,000
TOTAL EXPENSES		3,457,675

RESOLUTION: CTE Capital Projects Fund Appropriations 2024-2025

FURTHER RESOLVED, That no School Board member or employee of the Kent Intermediate School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board:and

BE IT FURTHER RESOLVED; That the Assistant Superintendent - Administrative Services is hereby charged with general super vision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the School Board and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2024.

BE IT FURTHER RESOLVED; That, for purposes of meeting emergency needs of the school district transfers of appropriations not exceeding \$5,000 may be made upon the written authorization of the Assistant Superintendent - Administrative Services, but no other transfers shall be made without approval by the Kent ISD School Board. When the Assistant Superintendent - Administrative Services makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the School Board at a future regular scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the School Board as such meeting.

KP/kg
6/10/2024

Attachment: CTE Capital Projects Fund Three Year Trend Analysis

Three Year Trend Analysis
CAREER TECHNICAL EDUCATION CAPITAL PROJECTS

	Year ending:	2022-23	2023-24	2024-25	
		Actual	Jun Amend	Original	% chg
Revenue:					
Local sources		3,156,479	3,385,542	3,540,400	4.57%
State sources		87,164	97,470	101,470	4.10%
Total revenues		3,243,643	3,483,012	3,641,870	4.56%
Expenditures:					
Capital outlay		7,254,028	4,046,651	1,957,675	-51.62%
Total expenditures		7,254,028	4,046,651	1,957,675	-51.62%
Revenue over (under) expenditures		(4,010,385)	(563,639)	1,684,195	-398.81%
Other financing sources (uses)					
Transfer in		1,000,000	-	-	-
Transfer out		(21,822)	(143,524)	(1,500,000)	945.12%
Total other financing uses		978,178	(143,524)	(1,500,000)	945.12%
Net change in fund balances		(3,032,207)	(707,163)	184,195	
Ending Year Fund Balance		3,390,172	2,683,009	2,867,204	6.87%

CTE CAPITAL PROJECTS FUND BALANCE

7/1/24 Beginning Balance		2,683,009
2024-25 Revenue	+	3,641,870
Total Available	\$	6,324,879
2024-25 Expenditures	-	3,457,675
Estimated 6/30/25 Balance	\$	2,867,204

Milage Levy History

2022-23	2023-24	2024-25
.1 mil	.1 mil	.1 mil

Fund Balance History

June 30, 2020	\$	1,292,276	(actual)
June 30, 2021	\$	1,981,265	(actual)
June 30, 2022	\$	4,409,965	(actual)
June 30, 2023	\$	2,683,009	(Estimated)
June 30, 2024	\$	2,867,204	(Estimated)

KP/kg
6/10/2024

KENT ISD SCHOOL BOARD

**A RESOLUTION TO SUPPORT
THE YES READY BY FIVE EARLY CHILDHOOD MILLAGE RENEWAL PROPOSAL**

WHEREAS, the Ready by Five Early Childhood millage received bipartisan support and was overwhelmingly approved by Kent County voters in 2018 because voters recognized the importance of supporting new parents and ensuring young children have the resources they need to thrive; and

WHEREAS, Ready by Five funding complements state and federal resources, ensuring more young children and families are served by high-quality, effective programs; and

WHEREAS, over the last five years, thousands of young children from every ZIP code in Kent County have benefitted from these programs and services – more than 12,400 last year alone; and

WHEREAS, the Ready by Five reinvestment will help expand childcare access in the county where 14% of parents had to leave a job in the last six months due to child care issues according to a report issued by the Grand Rapids Chamber; and

WHEREAS, The Kent County Board of Commissioners approved placing the millage renewal of .25 mill on the August 6 ballot, generating \$7.7 million; and

WHEREAS, working together, we can make sure every Kent County child age five and younger continues to have access to community-based programs, such as in-home support, visiting nurses, developmental screenings for all children, early learning and programs that support parents; and

NOW, THEREFORE, BE IT RESOLVED, that the Kent ISD School Board supports the August 6, 2024 ballot proposal to renew The Ready by Five Early Childhood Millage in order to make sure children in Kent County age five and under are healthy and ready to learn by kindergarten.

Andrea Haidle, School Board President
Kent ISD

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Approval of Property Transfer Request

Submitted by: Kevin Philipps

Date: 06/06/2024

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 06/17/2024

RECOMMENDATION:

It is recommended that the Kent ISD Board approve the property transfer request from Rosalyn and Paul Richard for 9367 108th St. SE, Middleville, MI 49333 to be transferred from the Caledonia Community School District to the Thornapple Kellogg Public School District.

BACKGROUND:

Administration received a property transfer request on March 13, 2024, from Rosalyn and Paul Richard, provided electronically, a petition with the Kent ISD for the transfer of property located at 9367 108th St. SE, Middleville, MI 49333 from the Caledonia Community School District to the Thornapple Kellogg Public School District, located within the Kent ISD.

Rosalyn and Paul Richard, recently purchased parcel 9365 108th St. SE, Middleville, MI 49333 also known as, (41-23-36-400-036) and parcel 9367 108th St. SE, Middleville, MI 49333, also known as (41-23-36-400-003) and legally described as:

S 590.3 FT of W 590.3 FT E ½ SE ¼ * SE 36 T5N R10W 8.00 A

As you can see on the attached maps, 9365 108th St. SE, Middleville, MI 49333, is Roselyn and Paul Richard's primary residence, and 9367 108th St. SE, Middleville, MI 49333, is a vacant lot. While the two parcels function as one for the purpose of the residential property, 9367 108th St. SE, Middleville, MI 49333 is surrounded on the North, South, East and West by parcels all within the Thornapple Kellogg Public School District, and transferring 9367 108th St. SE, Middleville, MI 49333 from the Caledonia Community School District to the Thornapple Kellogg Public School District would create a clean boundary line and would simplify property tax.

Administration has sought the input of Caledonia Community School District and Thornapple Kellogg Public School District. Both districts agreed this transfer request makes sense and would recommend the Kent ISD Board of Education approve the request.

If the request is approved, the administration will work with both school districts, local municipalities, Michigan Secretary of State and Department of Treasury to complete the transfer.



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

PROPERTY TRANSFER REQUEST

Name: Rosalyn and Paul Richard Date: March 13, 2024

Address: 9367 108th Street SE

City: Middleville Zip: 49333 Phone: (573) 864-2122

Are you the legal owner of the property? Yes

Property Tax Description Number (Found on Tax Receipt)

County	Township	Section	Block	Parcel
<u>41</u>	<u>23</u>	<u>36</u>	<u>400</u>	<u>003</u>

Legal Description of Property (Found on Tax Receipt):

S 590.3 FT OF W 590.3 FT E 1/2 SE 1/4 * SE 36 T5N R10W 8.00 A

Requested transfer from: Caledonia (School District)


To: Thornapple Kellogg (School District)

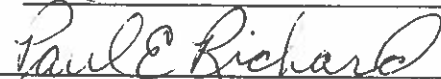
Assessed Valuation for the last Two Years 2023 \$39,263

20 22 - \$ 37,394 20 21 - \$ 36,200

Is this property contiguous (touching) the school district to which you are requesting transfer?

Yes

Signature of Property Owner: 

Signature of Co-Owners: 

If your request is approved, will you have school-aged children attending the new district? No

If yes, please list all children:

Name	Age	School Attending	Grade
N/A			

Please explain below the reasons for this property transfer request (please use back if necessary):

We recently purchased 41-23-36-400-003 and 41-23-36-400-036 (9367 and 9365 108th Street SE Middleville).

We would like to combine both parcels for tax purposes.

The house is on 41-23-36-400-036 (9365 108th ST SE Middleville) and is in Thornapple Kellogg School District.

The vacant parcel 41-23-36-400-003 (9367 108th ST SE Middleville) is in Caledonia School District, but it is completely surrounded on the North, South, East, and West by parcels all within the Thornapple Kellogg School District.

We respectively request that 41-23-36-400-003 (9367 108th ST SE Middleville) be transferred to the Thornapple Kellogg School District so we can combine both of our parcels.

Thank you for your consideration.

Kent County Web Map

March 14, 202



Resolution of Retirement for Superintendent Koehler

Whereas, Superintendent Koehler has served with distinction as the Superintendent of Kent ISD, demonstrating dedication, leadership, and commitment to the educational well-being of our students, faculty, staff, and community; and

Whereas, Superintendent Koehler has consistently exhibited vision, integrity, and professionalism in guiding our district through challenges and triumphs, fostering an environment of innovation and inclusivity; and

Whereas, Superintendent Koehler has forged meaningful partnerships with stakeholders, nurtured collaborative relationships with faculty and staff, and advocated tirelessly for the needs of our students, ensuring their success and well-being both inside and outside the classroom; and

Whereas, Superintendent Koehler has demonstrated exceptional stewardship of resources and championed initiatives that have enhanced educational opportunities and enriched the educational experience for all learners; and

Whereas, Superintendent Koehler has been an example of inspiration, mentorship, and guidance to colleagues and peers, leaving an indelible mark on the educational landscape and serving as a role model for future generations of educators; and

Whereas, Superintendent Koehler has announced his intention to retire from the position of Superintendent, effective June 30, 2024, and embark on a new chapter of life's journey, richly deserved after 28 years of dedicated service and leadership;

Now, therefore, be it resolved that the Kent ISD School Board expresses its deepest gratitude, heartfelt appreciation, and sincere best wishes to Superintendent Koehler for his exemplary service, leadership, and contributions to our district and the broader community; and

Be it further resolved that the Kent ISD School Board extends its warmest congratulations and fondest farewell to Superintendent Koehler, recognizing their legacy of excellence, impact, and enduring commitment to the pursuit of educational excellence; and

Be it further resolved that a copy of this resolution be presented to Superintendent Koehler as a token of our esteem and appreciation and that it be made a permanent part of the official records of Kent ISD, commemorating their distinguished tenure and profound influence on the lives of countless individuals.

Resolved this 17th day of June 2024.

Andrea Haidle, Board President
Kent ISD