

# Kent ISD Regular School Board Meeting

Monday, October 21, 2024 4:00 PM

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

## A. Call to Order

## B. Welcome Visitors and Roll Call

## C. Presentation

C.1. Leading Learning Awards

C.2. West Michigan Teacher Collaborative

Presentation: Laura Castle

## D. Action Items

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

D.1. Approval of the minutes from the regular school board meeting and board work session from September 16, 2024.

D.2. Approve the Financial Report allowing bills from September 1, 2024, through September 30, 2024.

D.3. Approve the personnel recommendations as presented.

D.4. Approve the Great Start to Quality Childcare Navigator position to be increased from a .5 FTE to a 1.0 FTE.

D.5. Approve multiple new positions for Center Programs.

D.6. Approve the addition of a Staff Accountant for the Facilities Department.

D.7. Approve the addition of a Grants & Business Systems Coordinator and other salaried grade realignments to business office staff outlined in the board packet.

D.8. Approve the addition of the Supervisor of Teacher Development position to the West Michigan Teacher Collaborative.

D.9. Approve the purchase of a CNC Machine from Miller Welding for the KCTC Welding Program in the amount of \$48,415.00

D.10. Approve the purchase of replacement Phonak Hearing Assistive Technology (HAT) equipment from Sonova USA in the amount of \$40,085.73.

D.11. Approve the purchase of the Launch U data cabling installation from Bailey TeleCommunications LLC in the amount of \$20,600.00.

D.12. Approve a one-year contract with Pine Rest to provide their Employee Assistance Program to Kent ISD employees in the amount of \$25,000.

- E. Approve the hiring of a new MySchool@Kent Principal.
- F. Approve the purchase of PowerSchool Licenses for MiPSE (Michigan Powerschool Special Education) in the amount of \$334,021.48.
- G. Approve the adoption of the updated Emergency Operations Plan from our Safety and Security Department.
- H. Approve the distribution of \$47,185,911.00 to our local districts based on the payout formula authorized by the Kent County Superintendent's Association, Public School Academies, and the Parent Advisory Committee for Special Education, including a supplemental payment of \$3,000,000.
- I. Public Comment
- J. Items from Board Members
- K. Superintendent's Report
- L. Adjournment

# Leading Learning Award October 2024

Lindy Clayton



Lindy has been amazing for the last six months I have worked here, however she has gone Above and Beyond these past two months. Adult Education has been without a director. Lindy has kept the entire ship afloat. She works with Administration, Human Resources, grants, purchasing, etc. In my experience it takes two kinds of people to really run things well. It takes the big picture person and the details person. Lindy is the most detailed person I have ever met. All of her "i's" are dotted, and all of her "t's" are crossed. She has kept the staff together and encouraged.

Rebecca Hodges



Rebecca consistently steps up to help when we are short-staffed, have extra tasks, or whenever she sees the need to support and improve our leadership team. Rebecca is incredibly thoughtful, flexible, kind, and patient as she coaches staff daily and when she visits families in the community. Time after time, she creates and implements successful enhancements and goes above and beyond for our Bright Beginnings team where we see her leading learning daily.

Brenda Garcia



Brenda has worked on the Lincoln campus for more than twenty years. She goes above and beyond for the students here. She is a wonderful, dedicated employee who deserves recognition.

Jaime Thomasma



Jaime is a very hard worker who always goes above and beyond for both students and coworkers. Jaime has been at LDC for over 20 years and has always been a dedicated employee. She deserves to be recognized for all her hard work.



A work session of the School Board was held in the administrative offices on the above date. The meeting was called to order by President Haidle at 5:00 p.m.

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

Member Absent:

Kent ISD Staff Present: Superintendent Gorman, Recording Secretary Mandy Lovell

Guests: Dr. Mike Washburn

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Upon motion by Member Drake, supported by Member Hamming, the board moved to closed session to discuss the Superintendent goals and evaluation (Oma 8a).

Ayes: Hamming, Featherston, Rettig, Drake, Haidle

Nays:

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

The Board moved to closed session at 5:01 p.m.

The board returned to open session at 5:43 p.m.

Superintendent Gorman summarized his potential goals to board members and discussed the importance of continuing the priorities set under Ron Koehler's superintendency. Board members agreed that focusing on communication, developing an updated iteration of the strategic plan, and continuing to expand CTE programming are important areas to prioritize.

Dr. Washburn gave an overview of the next steps in the evaluation cycle and mentioned that formal goals will be set at the October School Board meeting.

President Haidle adjourned the meeting at 5:47 p.m.

Minutes Approved: October 21, 2024

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Andrea Haidle, President

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Anne Hamming, Secretary

The Kent ISD School Board held a regular meeting at the administrative offices on Monday, September 16, 2024. President Haidle called the meeting to order at 4:00 p.m.

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

Member Absent:

Kent ISD Staff Present: Superintendent Gorman, Assistant Superintendents Finkel, Myers, Philipps, Rodgers, Gardner; Directors Arnold, Burns, Baine Lillis, Campbell, Store, Hissong, Karsten, Castle, Sneider, Lienesch, Maynard, Behm, Hofstee, Verwey, Larkin, McClintic, Houtman; Recording Secretary Lovell; Staff Members: Cinnamon Mellema, Karrie Smith, Nick Veldkamp

Guest: Mike Washburn

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Director Hendry honored Nick Veldkamp and Karrie Smith with the Leading Learning Award. Supervisors were given the opportunity to share their appreciation.

Director Houtman shared a presentation on the strategic plan and provided an overview and timeline to develop our next iteration of LEAD 2.0. The goal is to have a fully developed plan by May 31, 2025.

Upon motion of Member Featherston, supported by Member Hamming, it was resolved to combine and approve action items D.1-D.9

Ayes: Hamming, Featherston, Rettig, Drake, Haidle

Nays: None

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

Upon motion of Member Rettig, supported by Member Drake, it was resolved to approve the purchase of CrowdStrike Endpoint Detection and Response Licenses not to exceed \$147,936.00.

Ayes: Featherston, Rettig, Hamming, Drake, Haidle

Nays: None

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

Upon motion of Member Rettig, supported by Member Featherston, it was resolved to approve the property transfer request located at 480 Kinney Ave NE, Grand Rapids, MI 49534, to be transferred from Grandville Public Schools to the Kenwoa Hills Public School district.

Ayes: Rettig, Hamming, Drake, Featherston, Haidle

Nays: None

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

Upon motion by Member Featherston, supported by Member Hamming, it was resolved to approve the initial payment of Act 18 Special Education Funds.

Ayes: Drake, Hamming, Featherston, Rettig, Haidle

Nays: None

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

Upon motion of Member Rettig, supported by Member Featherston, it was resolved to approve the renovations to the Educational Service Center in the amount of \$4,836,090 and authorize Owen Ames Kimball as the contractor for this project.

Ayes: Hamming, Featherston, Rettig, Drake, Haidle

Nays: None

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

President Haidle offered the opportunity for public comment. No comments were given.

President Haidle shared that MASB is hosting a Region III Legislative Priorities Meeting at Kent ISD’s Educational Service Center on October 1 from 7 to 8:30 p.m. and encouraged board members to attend.

Superintendent Gorman thanked staff for welcoming him into their buildings this past month. He will continue to visit buildings and programs every month.

Superintendent Gorman thanked Assistant Superintendent Sue Gardner and her team for collaborating with the West Michigan Construction Institute to provide additional CTE pathways for students in our region. He also thanked Ron Houtman for his strategic plan presentation and for keeping our leadership team accountable for meeting our organizational goals.

President Haidle adjourned the meeting at 4:40 p.m.

Minutes Approved on October 21, 2024

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Andrea Haidle, President

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Anne Hamming, Secretary

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**CHECKS (DISBURSEMENTS) WRITTEN BY FUND  
09/01/2024 - 09/30/2024**

11. GENERAL EDUCATION	\$	7,987,572.88
21. SPECIAL EDUCATION-CENTER PROGRAMS		296,427.21
22. SPECIAL EDUCATION		14,738,739.36
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)		9,155,699.12
26. CAREER TECHNICAL EDUCATION		780,314.31
27. COOPERATIVE EDUCATION **		81,180.93
29. STUDENT/SCHOOL ACTIVITY FUND		15,885.34

CAPITAL PROJECTS

41. GENERAL EDUCATION		39,086.92
42. SPECIAL EDUCATION		732,902.97
46. CAREER TECHNICAL EDUCATION		206,650.43
81. INTERNAL SERVICE FUND		-

<b>TOTAL</b>	<b>\$</b>	<b>34,034,459.47</b>
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Total Transfers Out to LEAs (K-12, Charter Schools and Parochial Schools)	\$	24,159,762.26
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*\*\* Disbursements from fund 28 are included in fund 27-Cooperative Education totals.*

# Kent ISD Check Register 9/1/2024 to 9/30/2024

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300031124	GRAND RAPIDS PUBLIC SCHOOLS	22	2,506,747.00		
			<b>Check Total</b>	<b>2,506,747.00</b>	ACT18 FY25 PMT 1
300031131	KENTWOOD PUBLIC SCHOOLS	22	1,750,020.00		
			<b>Check Total</b>	<b>1,750,020.00</b>	ACT18 FY25 PMT 1
600090524	MICH PUBLIC SCHOOL EMPLOYEES	11	1,709,960.02		
			<b>Check Total</b>	<b>1,709,960.02</b>	UAAL AUGUST 2024
600091824	MICH PUBLIC SCHOOL EMPLOYEES	11	1,185,642.18		
			<b>Check Total</b>	<b>1,185,642.18</b>	RETIREMENT 09.06.24
300031119	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	1,141,963.00		
			<b>Check Total</b>	<b>1,141,963.00</b>	ACT18 FY25 PMT 1
600090424	MICH PUBLIC SCHOOL EMPLOYEES	11	1,046,028.07		
			<b>Check Total</b>	<b>1,046,028.07</b>	RETIREMENT 8.26.24
300031141	ROCKFORD PUBLIC SCHOOLS	22	920,928.00		
			<b>Check Total</b>	<b>920,928.00</b>	ACT18 FY25 PMT 1
609202402	NEXT GENERATION ENROLLMENT INC	11	868,598.38		
			<b>Check Total</b>	<b>868,598.38</b>	OCT PREMIUMS
300031195	GRAND RAPIDS PUBLIC SCHOOLS	23	826,007.50		
			<b>Check Total</b>	<b>826,007.50</b>	FY25 ENHANCE 2024-09-20
300031126	GRANDVILLE PUBLIC SCHOOLS	22	821,301.00		
			<b>Check Total</b>	<b>821,301.00</b>	ACT18 FY25 PMT 1
300031110	CALEDONIA COMMUNITY SCHOOLS	22	724,992.00		
			<b>Check Total</b>	<b>724,992.00</b>	ACT18 FY25 PMT 1
609202421	UNITED STATES TREASURY	11	694,167.78		
			<b>Check Total</b>	<b>694,167.78</b>	PAYROLL TAXES

609062419	UNITED STATES TREASURY	11	634,120.24	
			<b>Check Total</b>	<b>634,120.24</b> PAYROLL TAXES
300031070	GRAND RAPIDS PUBLIC SCHOOLS	23	590,046.39	
			<b>Check Total</b>	<b>590,046.39</b> FY25 ENHANCE 2024-09-06
300031151	WYOMING PUBLIC SCHOOLS	22	569,620.00	
			<b>Check Total</b>	<b>569,620.00</b> ACT18 FY25 PMT 1
300031200	KENTWOOD PUBLIC SCHOOLS	23	563,182.52	
			<b>Check Total</b>	<b>563,182.52</b> FY25 ENHANCE 2024-09-20
300031192	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	23	547,869.14	
			<b>Check Total</b>	<b>547,869.14</b> FY25 ENHANCE 2024-09-20
300031109	BYRON CENTER PUBLIC SCHOOLS	22	522,995.00	
			<b>Check Total</b>	<b>522,995.00</b> ACT18 FY25 PMT 1
300031129	KENOWA HILLS PUBLIC SCHOOLS	22	489,013.00	
			<b>Check Total</b>	<b>489,013.00</b> ACT18 FY25 PMT 1
300031111	CEDAR SPRINGS PUBLIC SCHOOLS	22	468,164.00	
			<b>Check Total</b>	<b>468,164.00</b> ACT18 FY25 PMT 1
300031203	ROCKFORD PUBLIC SCHOOLS	23	462,598.97	
			<b>Check Total</b>	<b>462,598.97</b> FY25 ENHANCE 2024-09-20
300031122	GODWIN HEIGHTS PUBLIC SCHOOLS	22	452,638.00	
			<b>Check Total</b>	<b>452,638.00</b> ACT18 FY25 PMT 1
300031143	THORNAPPLE KELLOGG SCHOOLS	22	431,683.00	
			<b>Check Total</b>	<b>431,683.00</b> ACT18 FY25 PMT 1
60155	FISCHER-IDEMA LLC	42	402,685.94	
			<b>Check Total</b>	<b>402,685.94</b> EUC (MAYFIELD) PARKING LOT PRO
300031075	KENTWOOD PUBLIC SCHOOLS	23	402,301.20	
			<b>Check Total</b>	<b>402,301.20</b> FY25 ENHANCE 2024-09-06
300031134	LOWELL AREA SCHOOLS	22	398,246.00	
			<b>Check Total</b>	<b>398,246.00</b> ACT18 FY25 PMT 1

300031137	NORTHVIEW PUBLIC SCHOOLS	22	397,476.00	
			<b>Check Total</b>	<b>397,476.00</b> ACT18 FY25 PMT 1
300031067	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	23	391,362.32	
			<b>Check Total</b>	<b>391,362.32</b> FY25 ENHANCE 2024-09-06
300031128	KELLOGGSVILLE PUBLIC SCHOOLS	22	352,649.00	
			<b>Check Total</b>	<b>352,649.00</b> ACT18 FY25 PMT 1
300031117	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	343,403.00	
			<b>Check Total</b>	<b>343,403.00</b> ACT18 FY25 PMT 1
300031078	ROCKFORD PUBLIC SCHOOLS	23	330,450.81	
			<b>Check Total</b>	<b>330,450.81</b> FY25 ENHANCE 2024-09-06
300031196	GRANDVILLE PUBLIC SCHOOLS	23	329,495.18	
			<b>Check Total</b>	<b>329,495.18</b> FY25 ENHANCE 2024-09-20
60265	MICH EDUC SPECIAL SERVICES	11	323,706.06	
			<b>Check Total</b>	<b>323,706.06</b> OCTOBER PREMIUMS
300031142	SPARTA AREA SCHOOLS	22	305,882.00	
			<b>Check Total</b>	<b>305,882.00</b> ACT18 FY25 PMT 1
300031188	CALEDONIA COMMUNITY SCHOOLS	23	300,149.28	
			<b>Check Total</b>	<b>300,149.28</b> FY25 ENHANCE 2024-09-20
300031187	BYRON CENTER PUBLIC SCHOOLS	23	271,425.70	
			<b>Check Total</b>	<b>271,425.70</b> FY25 ENHANCE 2024-09-20
300031121	GODFREY LEE PUBLIC SCHOOLS	22	249,342.00	
			<b>Check Total</b>	<b>249,342.00</b> ACT18 FY25 PMT 1
300031113	COMSTOCK PARK PUBLIC SCHOOLS	22	235,977.00	
			<b>Check Total</b>	<b>235,977.00</b> ACT18 FY25 PMT 1
300031071	GRANDVILLE PUBLIC SCHOOLS	23	235,370.07	
			<b>Check Total</b>	<b>235,370.07</b> FY25 ENHANCE 2024-09-06
300031206	WYOMING PUBLIC SCHOOLS	23	229,951.65	
			<b>Check Total</b>	<b>229,951.65</b> FY25 ENHANCE 2024-09-20

60192 OWEN-AMES-KIMBALL CO	42	220,013.01	
		<b>Check Total</b>	<b>220,013.01</b> EMPOWERU-NORTH RENO (FY25 REMA
300031063 CALEDONIA COMMUNITY SCHOOLS	23	214,407.26	
		<b>Check Total</b>	<b>214,407.26</b> FY25 ENHANCE 2024-09-06
300031201 LOWELL AREA SCHOOLS	23	208,386.17	
		<b>Check Total</b>	<b>208,386.17</b> FY25 ENHANCE 2024-09-20
300031062 BYRON CENTER PUBLIC SCHOOLS	23	193,888.98	
		<b>Check Total</b>	<b>193,888.98</b> FY25 ENHANCE 2024-09-06
300031205 THORNAPPLE KELLOGG SCHOOLS	23	189,587.60	
		<b>Check Total</b>	<b>189,587.60</b> FY25 ENHANCE 2024-09-20
300031202 NORTHVIEW PUBLIC SCHOOLS	23	188,386.44	
		<b>Check Total</b>	<b>188,386.44</b> FY25 ENHANCE 2024-09-20
300031189 CEDAR SPRINGS PUBLIC SCHOOLS	23	187,147.24	
		<b>Check Total</b>	<b>187,147.24</b> FY25 ENHANCE 2024-09-20
300031191 EAST GRAND RAPIDS PUBLIC SCHOOLS	23	177,238.52	
		<b>Check Total</b>	<b>177,238.52</b> FY25 ENHANCE 2024-09-20
300031198 KENOWA HILLS PUBLIC SCHOOLS	23	175,783.24	
		<b>Check Total</b>	<b>175,783.24</b> FY25 ENHANCE 2024-09-20
300031130 KENT CITY COMMUNITY SCHOOLS	22	166,311.00	
		<b>Check Total</b>	<b>166,311.00</b> ACT18 FY25 PMT 1
300031081 WYOMING PUBLIC SCHOOLS	23	164,262.59	
		<b>Check Total</b>	<b>164,262.59</b> FY25 ENHANCE 2024-09-06
300031076 LOWELL AREA SCHOOLS	23	148,857.61	
		<b>Check Total</b>	<b>148,857.61</b> FY25 ENHANCE 2024-09-06
300031204 SPARTA AREA SCHOOLS	23	145,269.37	
		<b>Check Total</b>	<b>145,269.37</b> FY25 ENHANCE 2024-09-20
80914241 JPMORGAN CHASE BANK NA	11	58,643.03	
JPMORGAN CHASE BANK NA	21	30,454.64	

80914241	JPMORGAN CHASE BANK NA	22	16,307.94	
	JPMORGAN CHASE BANK NA	26	28,239.15	
	JPMORGAN CHASE BANK NA	27	1,293.72	
	JPMORGAN CHASE BANK NA	28	554.17	
	JPMORGAN CHASE BANK NA	29	1,993.99	
	JPMORGAN CHASE BANK NA	42	3,574.10	
			<b>Check Total</b>	<b>141,060.74</b> MI DEPT ED LIO PAYMENT
300031080	THORNAPPLE KELLOGG SCHOOLS	23	135,429.14	
			<b>Check Total</b>	<b>135,429.14</b> FY25 ENHANCE 2024-09-06
300031077	NORTHVIEW PUBLIC SCHOOLS	23	134,571.10	
			<b>Check Total</b>	<b>134,571.10</b> FY25 ENHANCE 2024-09-06
300031197	KELLOGGSVILLE PUBLIC SCHOOLS	23	134,053.85	
			<b>Check Total</b>	<b>134,053.85</b> FY25 ENHANCE 2024-09-20
300031064	CEDAR SPRINGS PUBLIC SCHOOLS	23	133,685.90	
			<b>Check Total</b>	<b>133,685.90</b> FY25 ENHANCE 2024-09-06
60275	OWEN-AMES-KIMBALL CO	46	130,698.14	
			<b>Check Total</b>	<b>130,698.14</b> LAUNCH U & MY SCHOOL RENOVATIO
300031066	EAST GRAND RAPIDS PUBLIC SCHOOLS	23	126,607.75	
			<b>Check Total</b>	<b>126,607.75</b> FY25 ENHANCE 2024-09-06
300031073	KENOWA HILLS PUBLIC SCHOOLS	23	125,568.19	
			<b>Check Total</b>	<b>125,568.19</b> FY25 ENHANCE 2024-09-06
300031194	GODWIN HEIGHTS PUBLIC SCHOOLS	23	118,920.96	
			<b>Check Total</b>	<b>118,920.96</b> FY25 ENHANCE 2024-09-20
30031163	GRAND RAPIDS PUBLIC SCHOOLS	11	118,273.00	
			<b>Check Total</b>	<b>118,273.00</b> GSRP THRU AUG24
609202423	STATE OF MICHIGAN	11	108,938.72	
			<b>Check Total</b>	<b>108,938.72</b> PAYROLL TAXES

300031190	COMSTOCK PARK PUBLIC SCHOOLS	23	106,026.22	
			<b>Check Total</b>	<b>106,026.22</b> FY25 ENHANCE 2024-09-20
300031144	VANGUARD CHARTER ACADEMY	22	104,873.00	
			<b>Check Total</b>	<b>104,873.00</b> ACT18 FY25 PMT 1
300031118	EXCEL CHARTER ACADEMY	22	103,836.00	
			<b>Check Total</b>	<b>103,836.00</b> ACT18 FY25 PMT 1
300031079	SPARTA AREA SCHOOLS	23	103,771.05	
			<b>Check Total</b>	<b>103,771.05</b> FY25 ENHANCE 2024-09-06
300031193	GODFREY LEE PUBLIC SCHOOLS	23	103,180.25	
			<b>Check Total</b>	<b>103,180.25</b> FY25 ENHANCE 2024-09-20
300031145	VISTA CHARTER ACADEMY	22	101,186.00	
			<b>Check Total</b>	<b>101,186.00</b> ACT18 FY25 PMT 1
300031116	CROSS CREEK CHARTER ACADEMY	22	98,779.00	
			<b>Check Total</b>	<b>98,779.00</b> ACT18 FY25 PMT 1
609062421	STATE OF MICHIGAN	11	98,599.37	
			<b>Check Total</b>	<b>98,599.37</b> PAYROLL TAXES
300031072	KELLOGGSVILLE PUBLIC SCHOOLS	23	95,759.42	
			<b>Check Total</b>	<b>95,759.42</b> FY25 ENHANCE 2024-09-06
60283	SET INC	11	92,758.00	
			<b>Check Total</b>	<b>92,758.00</b> FY25 WC QTR2
300031146	WALKER CHARTER ACADEMY	22	91,519.00	
			<b>Check Total</b>	<b>91,519.00</b> ACT18 FY25 PMT 1
300031148	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	89,151.00	
			<b>Check Total</b>	<b>89,151.00</b> ACT18 FY25 PMT 1
300031112	CHANDLER WOODS CAMPUS	22	88,036.00	
			<b>Check Total</b>	<b>88,036.00</b> ACT18 FY25 PMT 1
300031069	GODWIN HEIGHTS PUBLIC SCHOOLS	23	84,949.45	
			<b>Check Total</b>	<b>84,949.45</b> FY25 ENHANCE 2024-09-06

60102	PEOPLE DRIVEN TECHNOLOGY INC	26	78,065.79	
			<b>Check Total</b>	<b>78,065.79</b> UPS UPGRADE AND MAINTENANCE
300031065	COMSTOCK PARK PUBLIC SCHOOLS	23	75,738.28	
			<b>Check Total</b>	<b>75,738.28</b> FY25 ENHANCE 2024-09-06
300031139	RIDGE PARK CHARTER ACADEMY	22	75,706.00	
			<b>Check Total</b>	<b>75,706.00</b> ACT18 FY25 PMT 1
300031199	KENT CITY COMMUNITY SCHOOLS	23	74,870.12	
			<b>Check Total</b>	<b>74,870.12</b> FY25 ENHANCE 2024-09-20
300031125	GRAND RIVER PREPARATORY HIGH SCHOOL	22	74,865.00	
			<b>Check Total</b>	<b>74,865.00</b> ACT18 FY25 PMT 1
300031068	GODFREY LEE PUBLIC SCHOOLS	23	73,705.29	
			<b>Check Total</b>	<b>73,705.29</b> FY25 ENHANCE 2024-09-06
60046	CUSTER OFFICE ENVIRONMENTS INC	26	39,300.93	
	CUSTER OFFICE ENVIRONMENTS INC	42	29,240.72	
			<b>Check Total</b>	<b>68,541.65</b> CO- FURNITURE FOR TEACHER ACAD
300031149	WEST MICH AVIATION ACADEMY	22	65,628.00	
			<b>Check Total</b>	<b>65,628.00</b> ACT18 FY25 PMT 1
300031132	KNAPP CHARTER ACADEMY	22	63,419.00	
			<b>Check Total</b>	<b>63,419.00</b> ACT18 FY25 PMT 1
60053	EDMENTUM INC	28	60,000.00	
			<b>Check Total</b>	<b>60,000.00</b> APEX LEARNING COURSES
300031051	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	6,207.85	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	21,754.32	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	30,864.68	
			<b>Check Total</b>	<b>58,826.85</b> ACCT# 41000 ELECTRIC AUG 2024
300031100	P & M HOLDING GROUP LLP	11	55,000.00	
	P & M HOLDING GROUP LLP	41	269.83	
	P & M HOLDING GROUP LLP	42	1,414.25	

300031100 P & M HOLDING GROUP LLP	46	2,065.92	
		<b>Check Total</b>	<b>58,750.00</b> PA PROJECT SOW THROUGH 6/30/25
300031133 LIGHTHOUSE ACADEMY	22	57,235.00	
		<b>Check Total</b>	<b>57,235.00</b> ACT18 FY25 PMT 1
30031186 YMCA OF GREATER GR	11	54,692.00	
		<b>Check Total</b>	<b>54,692.00</b> GSRP THRU AUG24
300031074 KENT CITY COMMUNITY SCHOOLS	23	53,482.38	
		<b>Check Total</b>	<b>53,482.38</b> FY25 ENHANCE 2024-09-06
300031135 NEW BRANCHES SCHOOL	22	53,432.00	
		<b>Check Total</b>	<b>53,432.00</b> ACT18 FY25 PMT 1
300031127 HOPE ACADEMY OF WEST MICHIGAN	22	49,823.00	
		<b>Check Total</b>	<b>49,823.00</b> ACT18 FY25 PMT 1
300031150 WILLIAM C ABNEY ACADEMY	22	47,040.00	
		<b>Check Total</b>	<b>47,040.00</b> ACT18 FY25 PMT 1
300031140 RIVER CITY SCHOLARS CHARTER ACADEMY	22	45,725.00	
		<b>Check Total</b>	<b>45,725.00</b> ACT18 FY25 PMT 1
60173 LIFE EMS AMBULANCE	26	44,750.00	
		<b>Check Total</b>	<b>44,750.00</b> EMT CONTRACT SERVICES FOR SY25
60260 ANSELU LLC	11	42,097.00	
		<b>Check Total</b>	<b>42,097.00</b> GSRP THRU AUG24
30031168 HEART OF WEST MICH UNITED WAY	11	41,489.81	
		<b>Check Total</b>	<b>41,489.81</b> 32P BLOCK GRANT REIMB EXPENSES
60230 C&S ELECTRIC SERVICE LLC	26	41,442.81	
		<b>Check Total</b>	<b>41,442.81</b> CO-CULINARY AV/TECH EQUIP
609202425 CITY OF GRAND RAPIDS	11	39,908.91	
		<b>Check Total</b>	<b>39,908.91</b> GRAND RAPIDS CITY TAX
300031147 WELLSRING PREPARATORY HIGH SCHOOL	22	39,721.00	
		<b>Check Total</b>	<b>39,721.00</b> ACT18 FY25 PMT 1

300031039	ENVIRO-CLEAN	21	39,164.06	
			<b>Check Total</b>	<b>39,164.06</b> EU-N CLEANING CONTRACT
300031115	CREATIVE TECHNOLOGIES ACADEMY	22	38,740.00	
			<b>Check Total</b>	<b>38,740.00</b> ACT18 FY25 PMT 1
60239	CUSTER OFFICE ENVIRONMENTS INC	41	20,163.56	
	CUSTER OFFICE ENVIRONMENTS INC	42	18,012.80	
			<b>Check Total</b>	<b>38,176.36</b> LINCOLN DEV - FURNITURE
300031114	COVENANT HOUSE ACADEMY	22	35,651.00	
			<b>Check Total</b>	<b>35,651.00</b> ACT18 FY25 PMT 1
300031123	GR CHILD DISCOVERY CENTER	22	34,696.00	
			<b>Check Total</b>	<b>34,696.00</b> ACT18 FY25 PMT 1
300031209	AMAZON.COM LLC	11	6,211.21	
	AMAZON.COM LLC	26	26,898.87	
			<b>Check Total</b>	<b>33,110.08</b> GSRP Classroom Materials
60215	VIBRANT FUTURES	11	32,894.82	
			<b>Check Total</b>	<b>32,894.82</b> FAMILY CHILDCARE NETWORK-SALAR
30031167	HEART OF WEST MICH UNITED WAY	11	31,586.62	
			<b>Check Total</b>	<b>31,586.62</b> 32P BLOCK GRANT REIMB EXPENSES
300031089	GRAND RAPIDS PUBLIC SCHOOLS	11	31,230.00	
			<b>Check Total</b>	<b>31,230.00</b> WMTC RESIDENT STIPENDS
60274	OVER ACHIEVERS ACADEMY	11	30,913.00	
			<b>Check Total</b>	<b>30,913.00</b> GSRP THRU AUG24
30031185	WEATHER SHIELD ROOFING SYSTEMS	21	6,000.00	
	WEATHER SHIELD ROOFING SYSTEMS	46	23,199.00	
			<b>Check Total</b>	<b>29,199.00</b> PGLC ROOF RESTORATION
300031058	UNITED COMMERCIAL SERVICES INC	21	21,898.75	
	UNITED COMMERCIAL SERVICES INC	26	5,703.00	
			<b>Check Total</b>	<b>27,601.75</b> CONTRACTED CUSTODIAL SERVICES

60037	D.R.E. MEDICAL GROUP INC	26	26,150.00	
			<b>Check Total</b>	<b>26,150.00</b> WAVELINE MONITORS FOR PCT
60103	PEOPLE DRIVEN TECHNOLOGY INC	26	25,411.26	
			<b>Check Total</b>	<b>25,411.26</b> UPS UPGRADE AND MAINTENANCE
60179	MICHIGAN INITIATIVE FOR CYBERSECURITY EDUCATION	26	25,200.00	
			<b>Check Total</b>	<b>25,200.00</b> MICE LMS STUDENT ACCOUNTS BUND
60081	ANSELU LLC	11	25,000.00	
			<b>Check Total</b>	<b>25,000.00</b> GSRP START UP GRANT-ROUND 3
300031108	BYRON CENTER CHARTER	22	23,549.00	
			<b>Check Total</b>	<b>23,549.00</b> ACT18 FY25 PMT 1
60252	GRAND RAPIDS EARLY DISCOVERY CENTER	11	23,246.00	
			<b>Check Total</b>	<b>23,246.00</b> GSRP THRU AUG24
60225	JEFFREY JAMES GROVE	46	21,411.00	
			<b>Check Total</b>	<b>21,411.00</b> BI-DEMO & UPGRADE KCTC-E RM B2
60096	NCS PEARSON INC	26	21,219.40	
			<b>Check Total</b>	<b>21,219.40</b> CERTIPOINT STIE LICENSE FOR KCT
60251	GR CHRISTIAN SCHOOLS	11	20,272.00	
			<b>Check Total</b>	<b>20,272.00</b> GSRP THRU AUG24
60175	LOWE'S HOME CENTERS INC	26	20,241.08	
			<b>Check Total</b>	<b>20,241.08</b> LUMBER FOR APPLIED CONSTRUCTIO
60336	ADAM LAMOS	11	20,132.00	
			<b>Check Total</b>	<b>20,132.00</b> OPENING DAY STAFF SHIRTS
300031136	NEXTECH HIGH SCHOOL	22	19,812.00	
			<b>Check Total</b>	<b>19,812.00</b> ACT18 FY25 PMT 1
300031103	SEHI COMPUTER PRODUCTS INC	26	18,267.00	
	SEHI COMPUTER PRODUCTS INC	27	1,512.00	
			<b>Check Total</b>	<b>19,779.00</b> SECONDARY PROGRAMS COMPUTER OR

60295	UNITED METHODIST COMMUNITY HOUSE	11	19,374.00	
			<b>Check Total</b>	<b>19,374.00</b> GSRP THRU AUG24
300031225	SET INC	11	17,902.49	
			<b>Check Total</b>	<b>17,902.49</b> OCTOBER PREMIUMS
30031156	LEARNING CARE GROUP	11	17,766.00	
			<b>Check Total</b>	<b>17,766.00</b> GSRP THRU AUG24
60291	THE VILLAGE LEARNING CENTER INC	11	17,115.00	
			<b>Check Total</b>	<b>17,115.00</b> GSRP THRU AUG24
271592024	EDUSTAFF LLC	11	4,401.65	
	EDUSTAFF LLC	21	8,875.74	
	EDUSTAFF LLC	22	1,041.74	
	EDUSTAFF LLC	26	1,850.16	
			<b>Check Total</b>	<b>16,169.29</b> EDUSTAFF WEEK OF 09/20/2024
60307	JEFFREY JAMES GROVE	26	10,972.50	
	JEFFREY JAMES GROVE	42	4,850.00	
			<b>Check Total</b>	<b>15,822.50</b> LNS CEILING GRID REPAIR
30031177	SHEENA AUSTIN	11	15,620.00	
			<b>Check Total</b>	<b>15,620.00</b> GSRP THRU AUG24
60035	AFFORDABLE EXCAVATING INC	26	15,300.00	
			<b>Check Total</b>	<b>15,300.00</b> FACILITIES POLE BARN - THRU 08
60306	ALTRA PRODUCTS SUPPLY INC	26	14,810.25	
			<b>Check Total</b>	<b>14,810.25</b> WET VAC HOSE SANDER KIT
60098	PACIFIC NORTHWEST PUBLISHING INC	11	14,727.48	
			<b>Check Total</b>	<b>14,727.48</b> BOOKS FOR TACKLING ATTENDANCE
60064	WW GRAINGER INC	46	14,630.00	
			<b>Check Total</b>	<b>14,630.00</b> BI-EYE WASH STATION FOR CJ FOR
30031164	OCTAVIA PACE	11	14,254.00	
			<b>Check Total</b>	<b>14,254.00</b> GSRP THRU AUG24

60289	STEEPLETOWN NEIGHBORHOOD SERVICES	11	14,239.00	
			<b>Check Total</b>	<b>14,239.00</b> GSRP THRU AUG24
60284	SEYFERTH & ASSOCIATES INC	11	13,888.38	
			<b>Check Total</b>	<b>13,888.38</b> PUBLIC RELATIONS- MI STUDENT V
30031173	MADISON NATIONAL LIFE INS CO INC	11	13,836.53	
			<b>Check Total</b>	<b>13,836.53</b> OCT PREMIUMS
300031138	MICHIGAN PREPARATORY VIRTUAL SCHOOL	22	13,537.00	
			<b>Check Total</b>	<b>13,537.00</b> ACT18 FY25 PMT 1
30031152	ADN ADMINISTRATORS INC	11	12,345.43	
			<b>Check Total</b>	<b>12,345.43</b> DENTAL CLAIMS
609202420	GLP & ASSOCIATES	11	12,200.06	
			<b>Check Total</b>	<b>12,200.06</b> ANNUITY
609062418	GLP & ASSOCIATES	11	11,914.69	
			<b>Check Total</b>	<b>11,914.69</b> ANNUITY
300031095	KENTWOOD PUBLIC SCHOOLS	11	11,860.00	
			<b>Check Total</b>	<b>11,860.00</b> WMTC RESIDENT STIPEND-INSTALLM
30031154	AMAZON.COM LLC	11	290.88	
	AMAZON.COM LLC	26	11,428.59	
			<b>Check Total</b>	<b>11,719.47</b> ESC - BUSINESS OFFICE - DOCKIN
30031179	PROGRESSIVE ARCHITECTURAL ENGINEERS	26	787.50	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	41	6,575.00	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	3,732.50	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	553.14	
			<b>Check Total</b>	<b>11,648.14</b> PROJ 51036035.0 MY SCHOOL/LAUN
60139	TREECE HOME CARE INC	22	11,637.50	
			<b>Check Total</b>	<b>11,637.50</b> COMMUNITY CARE GIVERS BUS NURS
300031104	SYSCO GRAND RAPIDS LLC	26	11,353.65	
	SYSCO GRAND RAPIDS LLC	29	173.70	

300031104			<b>Check Total</b>	<b>11,527.35</b>	SYSKO RESALE EXPENSES SEMESTER
60090	MONA SHORES PUBLIC SCHOOLS	11		11,348.00	
			<b>Check Total</b>	<b>11,348.00</b>	WMTC RESIDENT STIPEND - D.MALS
300031061	ZEELAND PUBLIC SCHOOLS	11		11,207.35	
			<b>Check Total</b>	<b>11,207.35</b>	WMTC RESIDENT STIPEND - S.EIKE
60253	GR BUILDING SERVICES INC	21		10,650.00	
			<b>Check Total</b>	<b>10,650.00</b>	JANITORAL SERVICES FOR OAKLEIG
60182	MILLER WELDING SUPPLY CO	26		10,215.27	
			<b>Check Total</b>	<b>10,215.27</b>	MILLER WELDING TEACHING SUPPLI
300031120	GERALD DAWKINS ACADEMY	22		9,835.00	
			<b>Check Total</b>	<b>9,835.00</b>	ACT18 FY25 PMT 1
60044	CONSUMERS ENERGY CO	21		9,494.08	
			<b>Check Total</b>	<b>9,494.08</b>	100039595051 (2101 52ND ST) 7/
60212	VALLEY CITY SIGN	42		9,425.00	
			<b>Check Total</b>	<b>9,425.00</b>	EU CENTRAL - LOW PROFILE SIGN
60140	CONSUMERS ENERGY CO	21		2,029.08	
	CONSUMERS ENERGY CO	27		7,279.79	
			<b>Check Total</b>	<b>9,308.87</b>	103047440922 (3630 BYRON CTR S
300031094	KENT COUNTY TREASURER	11		145.25	
	KENT COUNTY TREASURER	22		5,849.57	
	KENT COUNTY TREASURER	23		1,466.86	
	KENT COUNTY TREASURER	26		1,437.58	
	KENT COUNTY TREASURER	42		169.63	
	KENT COUNTY TREASURER	46		169.63	
			<b>Check Total</b>	<b>9,238.52</b>	REIMBURSE PROPERTY TAXES
60158	FOSTER & FREEMAN USA INC	26		9,237.22	
			<b>Check Total</b>	<b>9,237.22</b>	CO-CRIME-LITE FULL SPECTRAL KI

609062420	PARADIGM EQUITIES INC	11	9,139.71	
			<b>Check Total</b>	<b>9,139.71</b> ANNUITY
609202422	PARADIGM EQUITIES INC	11	9,087.90	
			<b>Check Total</b>	<b>9,087.90</b> ANNUITY
60342	KENT COUNTY TREASURER	26	9,054.75	
			<b>Check Total</b>	<b>9,054.75</b> 24-25 SRO OFFICER (JULY 2024 -
60134	RACHLAN 26 INC	42	9,019.99	
			<b>Check Total</b>	<b>9,019.99</b> EUC PAINTING
60373	XEROX CORPORATION	26	9,003.79	
			<b>Check Total</b>	<b>9,003.79</b> XEROX MONTHLY LEASE PAYMENTS F
60105	COURIERED LLC	11	8,989.92	
			<b>Check Total</b>	<b>8,989.92</b> INTER AND INTRA DISTRICT COURI
60263	LANGLEY CHILD CARE	11	8,965.00	
			<b>Check Total</b>	<b>8,965.00</b> GSRP THRU AUG24
271590624	EDUSTAFF LLC	11	2,023.72	
	EDUSTAFF LLC	21	5,577.58	
	EDUSTAFF LLC	22	1,164.79	
	EDUSTAFF LLC	26	154.18	
			<b>Check Total</b>	<b>8,920.27</b> EDUSTAFF WEEK OF 09/06/2024
60368	TOBII DYNAVOX LLC	21	7,960.00	
	TOBII DYNAVOX LLC	22	796.00	
			<b>Check Total</b>	<b>8,756.00</b> BOARDMAKER
60359	PEOPLE DRIVEN TECHNOLOGY INC	26	8,289.59	
			<b>Check Total</b>	<b>8,289.59</b> ADDITIONAL VERTIV (UPS) GEAR P
60110	SENTINEL TECHNOLOGIES INC	11	8,256.00	
			<b>Check Total</b>	<b>8,256.00</b> SWITCH FOR ADULT ED AT GRCC
30031158	LEARNING CARE GROUP	11	8,256.00	
			<b>Check Total</b>	<b>8,256.00</b> GSRP THRU AUG24

60095	NASCO EDUCATION LLC	26	8,246.25	
			<b>Check Total</b>	<b>8,246.25</b> PHLEBOTOMY REPLACEMENT SKINS
300031088	FIRE PROS INC	21	8,063.16	
	FIRE PROS INC	26	51.75	
			<b>Check Total</b>	<b>8,114.91</b> KCC - FIRE EXTINGUISHER INSPEC
60278	REHMANN ROBSON	11	8,035.00	
			<b>Check Total</b>	<b>8,035.00</b> CLIENT 468789 - GSRP MONITORIN
609202415	GLP & ASSOCIATES - 457	11	8,028.90	
			<b>Check Total</b>	<b>8,028.90</b> ANNUITY
60066	GR BUILDING SERVICES INC	21	7,997.34	
			<b>Check Total</b>	<b>7,997.34</b> JANITORAL SERVICES FOR OAKLEIG
300031101	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	7,912.50	
			<b>Check Total</b>	<b>7,912.50</b> KEC-O RENO - PROFESSIONAL SVCS
30031166	HEART OF WEST MICH UNITED WAY	11	7,892.65	
			<b>Check Total</b>	<b>7,892.65</b> Q1 32P6 FY24 STATE-EXPENSES TH
60198	REPUBLIC SERVICES INC	11	348.31	
	REPUBLIC SERVICES INC	21	6,189.19	
	REPUBLIC SERVICES INC	26	1,315.82	
			<b>Check Total</b>	<b>7,853.32</b> ACCT# 3-0240-0360530 09/01/24
60271	MR SERVICES AND HANDLING LLC	11	7,236.00	
	MR SERVICES AND HANDLING LLC	21	549.00	
			<b>Check Total</b>	<b>7,785.00</b> ADULT ED/EUS/GSRP MOVES
60121	WHITEHALL DISTRICT SCHOOLS	11	7,738.00	
			<b>Check Total</b>	<b>7,738.00</b> WMTC RESIDENT STIPEND-K.WOODRU
609062413	GLP & ASSOCIATES - 457	11	7,612.86	
			<b>Check Total</b>	<b>7,612.86</b> ANNUITY
60160	WEST MICH HORTICULTURAL SOCIETY INC	11	7,594.00	
			<b>Check Total</b>	<b>7,594.00</b> Frederik Meijer Garden Rental

60312	CARELINC MEDICAL EQUIPMENT & SUPPLY CO LLC	26	7,490.00	
			<b>Check Total</b>	<b>7,490.00</b> PATIENT CARE BEDS - HCF
60242	DJ'S LANDSCAPE MANAGEMENT	21	7,313.22	
			<b>Check Total</b>	<b>7,313.22</b> EU-CENTRAL (MAYFIELD) LAWN MAI
60211	TARKETT USA INC	41	7,142.90	
			<b>Check Total</b>	<b>7,142.90</b> GSRP S.GODWIN - FLOORING
609202419	ASR CORP	11	7,027.69	
			<b>Check Total</b>	<b>7,027.69</b> KENT ISD FLEX
300031215	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	6,945.00	
			<b>Check Total</b>	<b>6,945.00</b> MRIC CONSULTING FEES - AUGUST
60031	16 HANDS INC	11	6,817.50	
			<b>Check Total</b>	<b>6,817.50</b> FIDUCIUS CONSORTIUM AGREEMENT
609062417	ASR CORP	11	6,690.19	
			<b>Check Total</b>	<b>6,690.19</b> KENT ISD FLEX
60072	JENISON PUBLIC SCHOOLS	11	6,677.00	
			<b>Check Total</b>	<b>6,677.00</b> WMTC RESIDENT STIPEND-H.BLAIR
300031056	THRUN MAATSCH AND NORDBERG PC	11	2,192.06	
	THRUN MAATSCH AND NORDBERG PC	22	2,192.05	
	THRUN MAATSCH AND NORDBERG PC	26	2,192.05	
			<b>Check Total</b>	<b>6,576.16</b> CLIENT 0720 MATTER 00001 - LEG
300031083	AMAZON.COM LLC	26	6,472.52	
			<b>Check Total</b>	<b>6,472.52</b> TEACHING SUPPLIES FOR TEACHER
60300	VK ENDEAVOURS LLC	42	6,464.94	
			<b>Check Total</b>	<b>6,464.94</b> LINCOLN CAMPUS PARKING LOT
60111	SOLIANT HEALTH LLC	21	6,336.00	
			<b>Check Total</b>	<b>6,336.00</b> SOLIANT/PROCARE THERAPY - CONT

30031161	CREATIVE TECHNOLOGIES ACADEMY	11	6,257.00	
			<b>Check Total</b>	<b>6,257.00</b> GSRP THRU AUG24
60164	GORDON FOOD SERVICE INC	26	5,860.90	
	GORDON FOOD SERVICE INC	29	377.64	
			<b>Check Total</b>	<b>6,238.54</b> FACILITIES - COFFEE
60317	CONSUMERS ENERGY CO	21	2,393.67	
	CONSUMERS ENERGY CO	26	3,776.85	
			<b>Check Total</b>	<b>6,170.52</b> 100038620934 (1633 E BELTLINE
300031226	SYSCO GRAND RAPIDS LLC	26	6,165.94	
			<b>Check Total</b>	<b>6,165.94</b> SYSCO RESALE EXPENSES SEMESTER
30031176	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	746.95	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	3,443.07	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	1,959.69	
			<b>Check Total</b>	<b>6,149.71</b> ACCT#41000 NATURAL GAS JULY 20
60183	MOSS AUDIO CORP	26	6,140.52	
			<b>Check Total</b>	<b>6,140.52</b> 20 ADDITIONAL PHONES, LICENSES
300031050	MERIDIAN CABLING SOLUTIONS	46	6,000.00	
			<b>Check Total</b>	<b>6,000.00</b> KCTC-E RENO PHASE 2 - CABLING
300031038	EAST GRAND RAPIDS PUBLIC SCHOOLS	11	5,832.50	
			<b>Check Total</b>	<b>5,832.50</b> WMTC LIVING STIPEND-F.PALADINO
300031090	GRANDVILLE PUBLIC SCHOOLS	11	5,832.50	
			<b>Check Total</b>	<b>5,832.50</b> WMTC RESIDENT STIPEND-G.SHERMA
60119	VORK BROTHERS PAINTING LLC	26	5,690.00	
			<b>Check Total</b>	<b>5,690.00</b> KCTC-W PAINTING AWNING
60068	HAMILTON COMMUNITY SCHOOLS	11	5,553.08	
			<b>Check Total</b>	<b>5,553.08</b> WMTC RESIDENT STIPEND-M.HALFOR
300031042	GRANDVILLE PUBLIC SCHOOLS	11	5,532.50	
			<b>Check Total</b>	<b>5,532.50</b> WMTC RESIDENT STIPEND-I.KIRKSE

60360 SEVERIN INTERMEDIATE HOLDINGS LLC	11	5,194.00	
SEVERIN INTERMEDIATE HOLDINGS LLC	21	316.72	
		<b>Check Total</b>	<b>5,510.72</b> SPEC ED-EARLY ON 08/17/24-08/
60152 ESTR PUBLICATIONS	22	5,504.60	
		<b>Check Total</b>	<b>5,504.60</b> TRANSITION FORMS
300031097 KENT SCHOOL SERVICES NETWORK	11	5,452.56	
		<b>Check Total</b>	<b>5,452.56</b> 2023/24 RENT/CUSTODIAL/UTILITI
60330 GLOBAL PSYCHOLOGICAL PLC	11	5,382.50	
		<b>Check Total</b>	<b>5,382.50</b> WMTC RESIDENT STIPEND-MILACHRI
60354 MUSKEGON AREA ISD	11	5,382.50	
		<b>Check Total</b>	<b>5,382.50</b> CUST# 46 WMTC RESIDENT STIPEND
60310 BAY CORP	22	5,191.47	
		<b>Check Total</b>	<b>5,191.47</b> Retreat for SE Administrators
60281 SA MORMAN & CO	46	5,185.00	
		<b>Check Total</b>	<b>5,185.00</b> KCTC WEST PHASE 2 - ENGINEERIN
60207 SPRING LAKE PUBLIC SCHOOLS	11	5,150.00	
		<b>Check Total</b>	<b>5,150.00</b> WMTC RESIDENT STIPEND-JILLYN S
60167 ADAM LAMOS	21	3,730.05	
ADAM LAMOS	22	1,357.75	
		<b>Check Total</b>	<b>5,087.80</b> SPEC ED & CENTER PROG - PRINT
60180 MIDWEST STEEL SUPPLY CO INC	26	5,035.99	
		<b>Check Total</b>	<b>5,035.99</b> STEEL TEACHING SUPPLIES 564 -
60082 RONALD E KOEHLER	11	5,000.00	
		<b>Check Total</b>	<b>5,000.00</b> CONSULTATION SERVICES
300031048 MCALVEY MERCHANT & ASSOCIATES	11	5,000.00	
		<b>Check Total</b>	<b>5,000.00</b> GOVERNMENTAL CONSULTING
300031216 GRAND VALLEY STATE UNIVERSITY	11	5,000.00	
		<b>Check Total</b>	<b>5,000.00</b> COMMITTEE TO HONOR CESAR CHAVE

60220	XEROX CORPORATION	26	4,864.14	
			<b>Check Total</b>	<b>4,864.14</b> MOS AGREEMENT 24-25 SCHOOL YEA
60370	VALLEY CITY SIGN	42	4,860.00	
			<b>Check Total</b>	<b>4,860.00</b> EU-C (MAYFIELD) PARKING LOT SI
60316	COMCAST HOLDINGS CORPORATION	11	1,375.00	
	COMCAST HOLDINGS CORPORATION	21	3,470.40	
			<b>Check Total</b>	<b>4,845.40</b> MONTHLY INTERNET ACCESS YR 2/3
60074	DOLLY ANN KELLOGG	11	4,661.44	
			<b>Check Total</b>	<b>4,661.44</b> Contracted services for GRSPN
60270	MISDU	11	4,580.85	
			<b>Check Total</b>	<b>4,580.85</b> GARNISHMENT
60088	MISDU	11	4,570.74	
			<b>Check Total</b>	<b>4,570.74</b> GARNISHMENT
300031036	CONTROL SOLUTIONS INC	26	4,560.00	
			<b>Check Total</b>	<b>4,560.00</b> KCTC WEST - REPLACE HVAC CONTR
300031040	FIRE PROS INC	21	4,375.45	
	FIRE PROS INC	26	158.75	
			<b>Check Total</b>	<b>4,534.20</b> KCTC WEST - FIRE EXTINGUISHER
60257	INTEGRITY BUSINESS SOLUTIONS LLC	41	4,344.00	
			<b>Check Total</b>	<b>4,344.00</b> ESC CHAIRS
60305	ADVANTAGE MECHANICAL-REFRIGERATION INC	21	1,235.00	
	ADVANTAGE MECHANICAL-REFRIGERATION INC	26	3,093.75	
			<b>Check Total</b>	<b>4,328.75</b> PINE GROVE - HVACR SERVICE
60130	C&S ELECTRIC SERVICE LLC	21	4,316.77	
			<b>Check Total</b>	<b>4,316.77</b> LNS SOUND MASKING FOR RM 113
60363	CLINTON D SMITH	26	4,265.00	
			<b>Check Total</b>	<b>4,265.00</b> CO-2009 CHEVROLET COBALT FOR A

60124	BUDGET HOLDINGS INC	21	4,237.00	
			<b>Check Total</b>	<b>4,237.00</b> PGLC WINDOW COATINGS
60099	CUSTOM PRINTERS	11	2,046.03	
	CUSTOM PRINTERS	26	2,159.62	
			<b>Check Total</b>	<b>4,205.65</b> KCTC - PRINTING WINDOW ENVELOP
60333	GRAND VALLEY AUTOMATION INC	26	4,189.00	
			<b>Check Total</b>	<b>4,189.00</b> ADDL CAMERA FOR KCTC-E ROOM A1
60069	FRED WARREN HAYWARD JR	11	2,901.25	
	FRED WARREN HAYWARD JR	21	1,275.00	
			<b>Check Total</b>	<b>4,176.25</b> BLDG AUTOMATION SERVICE AND CO
60100	CUSTOM PRINTERS	11	450.51	
	CUSTOM PRINTERS	26	3,717.50	
			<b>Check Total</b>	<b>4,168.01</b> KCTC - NEW STUDENT WELCOME DAY
300031047	UKG KRONOS SYSTEMS LLC	11	565.86	
	UKG KRONOS SYSTEMS LLC	21	2,533.03	
	UKG KRONOS SYSTEMS LLC	22	377.11	
	UKG KRONOS SYSTEMS LLC	26	565.86	
			<b>Check Total</b>	<b>4,041.86</b> KRONOS WORKFORCE SOFTWARE FY25
300031220	ANA L RAMIREZ-SAENZ	21	3,638.75	
	ANA L RAMIREZ-SAENZ	22	375.00	
			<b>Check Total</b>	<b>4,013.75</b> LA FUENTE TRANSLATION SERVICES
60042	CITIZENSHIRT	26	3,941.00	
			<b>Check Total</b>	<b>3,941.00</b> UNIFORMS FOR SECOND YEAR CJ ST
609062403	MG TRUST COMPANY-MIDWEST	11	3,790.50	
			<b>Check Total</b>	<b>3,790.50</b> ANNUITY
609202405	MG TRUST COMPANY-MIDWEST	11	3,790.50	
			<b>Check Total</b>	<b>3,790.50</b> ANNUITY
60165	GR COMMUNITY COLLEGE	11	2,987.90	

60165	GR COMMUNITY COLLEGE	21	38.44	
	GR COMMUNITY COLLEGE	22	752.25	
			<b>Check Total</b>	<b>3,778.59</b> Kent ISD Teaching and Learning
300031030	AMAZON.COM LLC	26	3,758.98	
			<b>Check Total</b>	<b>3,758.98</b> PCT AMAZON LAB SUPPLIES
60060	GOODWILL INDUSTRIES OF GREATER GRAND	21	3,750.00	
			<b>Check Total</b>	<b>3,750.00</b> GOODWILL-KISD EU NORTH AGREEME
60141	CUSTER OFFICE ENVIRONMENTS INC	11	3,512.62	
	CUSTER OFFICE ENVIRONMENTS INC	21	159.28	
			<b>Check Total</b>	<b>3,671.90</b> LINCOLN CC - SHELF W/HOOKS
60200	COMMUNITY PRODUCTS LLC	21	3,558.75	
			<b>Check Total</b>	<b>3,558.75</b> XL Pacer, platforms, positione
30031181	SYSCO GRAND RAPIDS LLC	26	3,522.83	
			<b>Check Total</b>	<b>3,522.83</b> KCTC ADMIN - OPENING DAY SUPPL
60034	ADVANTAGE MECHANICAL-REFRIGERATION INC	26	3,510.00	
			<b>Check Total</b>	<b>3,510.00</b> KCTC-E VICTAULIC PIPING & ASSO
60062	GR COMMUNITY COLLEGE	11	392.66	
	GR COMMUNITY COLLEGE	21	562.24	
	GR COMMUNITY COLLEGE	22	898.58	
	GR COMMUNITY COLLEGE	26	1,617.09	
			<b>Check Total</b>	<b>3,470.57</b> Kent ISD Special Education
60286	SONOVA USA INC	21	3,462.07	
			<b>Check Total</b>	<b>3,462.07</b> AUDIOLOGY PHONAK FALL 2024 ORD
300031102	RELAYHUB LLC	22	3,433.33	
			<b>Check Total</b>	<b>3,433.33</b> Monthly Licensing Fee
609202424	VALIC	11	3,386.53	
			<b>Check Total</b>	<b>3,386.53</b> ANNUITY

60113	STRUCTURETEC CORPORATION	42	3,363.75	
			<b>Check Total</b>	<b>3,363.75</b> LINCOLN - ROOF REPLACE
60304	ADVANCED TECHNOLOGIES CONSULTANTS INC	26	3,357.00	
			<b>Check Total</b>	<b>3,357.00</b> FESTO LX STUDENT ACCESS 24-25
609062422	VALIC	11	3,266.53	
			<b>Check Total</b>	<b>3,266.53</b> ANNUITY
300031052	NYE UNIFORM COMPANY	26	3,188.50	
			<b>Check Total</b>	<b>3,188.50</b> UTILITY BELT AND FLASH LIGHT H
609062412	PARADIGM EQUITIES-ROTH	11	3,184.25	
			<b>Check Total</b>	<b>3,184.25</b> ANNUITY
609202414	PARADIGM EQUITIES-ROTH	11	3,184.25	
			<b>Check Total</b>	<b>3,184.25</b> ANNUITY
60101	PARENTS AS TEACHERS NATL CENTER INC	11	3,145.00	
			<b>Check Total</b>	<b>3,145.00</b> BRIGHT BEGINNINGS - CERTIFIED
30031180	SEHI COMPUTER PRODUCTS INC	22	970.00	
	SEHI COMPUTER PRODUCTS INC	26	2,160.00	
			<b>Check Total</b>	<b>3,130.00</b> CO-LAPTOPS FOR ESC & KCTC-W
300031213	CONTROL SOLUTIONS INC	26	3,110.00	
			<b>Check Total</b>	<b>3,110.00</b> KCTC EAST - SERVICE CONTROLS S
60057	FORMLABS INC	26	3,104.85	
			<b>Check Total</b>	<b>3,104.85</b> FormLabs 3D Printer Engineerin
60259	KEYSTONE AUTOMOTIVE OPERATIONS	26	3,059.35	
			<b>Check Total</b>	<b>3,059.35</b> KCTC COLLISION - CLASSROOM SUP
60063	GRACE CHRISTIAN UNIVERSITY	29	3,000.00	
			<b>Check Total</b>	<b>3,000.00</b> MAGERS SCHOLARSHIP-S#200017 PE
300031059	JON MICHAEL WASHBURN	11	3,000.00	
			<b>Check Total</b>	<b>3,000.00</b> GOVERNMENTAL CONSULTING AND RE
300031091	GRAYBAR ELECTRIC CO	11	168.65	

300031091	GRAYBAR ELECTRIC CO	21	1,345.80	
	GRAYBAR ELECTRIC CO	26	1,484.64	
			<b>Check Total</b>	<b>2,999.09</b> KCTC WEST - ELECTRICAL SUPPLIE
60261	KALAMAZOO REGIONAL EDUCATIONAL SERVICE	11	2,988.80	
			<b>Check Total</b>	<b>2,988.80</b> BEGINNING SCHOOL BUS DRIVER MA
60149	EDWARD DON & CO	26	2,921.59	
			<b>Check Total</b>	<b>2,921.59</b> EDWARD DON CULINARY ORDER
60356	IMPERIAL DADE	21	2,894.47	
			<b>Check Total</b>	<b>2,894.47</b> EUS CUSTODIAL SUPPLIES
60249	GORDON FOOD SERVICE INC	26	2,595.18	
	GORDON FOOD SERVICE INC	29	170.01	
			<b>Check Total</b>	<b>2,765.19</b> GORDON FOOD RESALE 1ST SEMESTE
60203	SCHOOL SPECIALTY LLC	26	2,743.50	
			<b>Check Total</b>	<b>2,743.50</b> KCTC CULINARY CLASSROOM SUPPLI
60248	POSTMA CORPORATION	27	2,647.50	
			<b>Check Total</b>	<b>2,647.50</b> WAN MAINTENANCE YEAR 1/3
60093	MR SERVICES AND HANDLING LLC	11	2,637.00	
			<b>Check Total</b>	<b>2,637.00</b> ECC CLASSROOM MOVES
60297	VALLEY CITY SIGN	26	2,400.00	
	VALLEY CITY SIGN	42	235.00	
			<b>Check Total</b>	<b>2,635.00</b> CAMPUS SIGNAGE REPAIR
60250	GR CHARTER TOWNSHIP	11	40.83	
	GR CHARTER TOWNSHIP	22	1,644.08	
	GR CHARTER TOWNSHIP	23	412.27	
	GR CHARTER TOWNSHIP	26	404.04	
	GR CHARTER TOWNSHIP	42	47.69	
	GR CHARTER TOWNSHIP	46	47.69	
			<b>Check Total</b>	<b>2,596.60</b> REIMBURSE PROPERTY TAXES 154-2

60255	HERITAGE-CRYSTAL CLEAN INC	26	2,576.90	
			<b>Check Total</b>	<b>2,576.90</b> MONTHLY SERVICE - 09/06/24
60184	MR SERVICES AND HANDLING LLC	11	731.25	
	MR SERVICES AND HANDLING LLC	21	922.50	
	MR SERVICES AND HANDLING LLC	42	922.50	
			<b>Check Total</b>	<b>2,576.25</b> EU SOUTH/ADULT ED MOVES
60075	KENDALL ELECTRIC INC	21	37.77	
	KENDALL ELECTRIC INC	26	2,522.56	
			<b>Check Total</b>	<b>2,560.33</b> ENTERPRISE TOOLKIT SOFTWARE
60233	CITY OF CEDAR SPRINGS	22	2,500.00	
			<b>Check Total</b>	<b>2,500.00</b> 2024 SUMMER TAX COLLECTION FEE
60177	MATTERHACKERS INC	26	2,499.00	
			<b>Check Total</b>	<b>2,499.00</b> 3D PRINTER X1E
60311	BOOKS BY THE BUSHEL LLC	11	2,460.15	
			<b>Check Total</b>	<b>2,460.15</b> BRIGHT BEGINNINGS - BOOKS
60191	ONE TIME PYMTS	11	2,446.06	
			<b>Check Total</b>	<b>2,446.06</b> PR REPLACEMENT CHECK 08/23/24
609062402	PLANMEMBER SECURITIES CORP	11	2,400.24	
			<b>Check Total</b>	<b>2,400.24</b> ANNUITY
609202404	PLANMEMBER SECURITIES CORP	11	2,400.24	
			<b>Check Total</b>	<b>2,400.24</b> ANNUITY
60159	FOUNDATION BUILDING MATERIALS LLC	46	2,400.00	
			<b>Check Total</b>	<b>2,400.00</b> KCTC-E CEILING TILES FOR PA PR
60208	STATE OF MICHIGAN	11	2,370.75	
			<b>Check Total</b>	<b>2,370.75</b> CUST# 34870 LIVE SCAN FINGERPR
60174	LINCOLN ELECTRIC COMPANY	26	2,346.45	
			<b>Check Total</b>	<b>2,346.45</b> LINCOLN ELECTRIC WELDING TEACH

60218 WEST MICH APPAREL	26	2,337.91	
		<b>Check Total</b>	<b>2,337.91</b> KCTC COLLISION REPAIR - SHOP C
60231 LOEKS THEATRES INC	11	2,335.20	
		<b>Check Total</b>	<b>2,335.20</b> VENUE FOR TACKLING ATTENDANCE
30031159 CONTROL SOLUTIONS INC	21	2,324.00	
		<b>Check Total</b>	<b>2,324.00</b> LINCOLN - REPLACE HVAC CONTROL
300031054 SEHI COMPUTER PRODUCTS INC	26	2,314.50	
		<b>Check Total</b>	<b>2,314.50</b> CO-LAPTOPS FOR ESC & KCTC-W
300031099 NYE UNIFORM COMPANY	26	2,297.43	
		<b>Check Total</b>	<b>2,297.43</b> PANTS FOR CJ STUDENT UNIFORMS
60092 MOSS AUDIO CORP	26	1,133.02	
MOSS AUDIO CORP	42	1,157.85	
		<b>Check Total</b>	<b>2,290.87</b> EUN PHONE EQUIP
60234 CITY OF GRAND RAPIDS	11	66.06	
CITY OF GRAND RAPIDS	21	117.20	
CITY OF GRAND RAPIDS	26	2,107.13	
		<b>Check Total</b>	<b>2,290.39</b> WS2070015 (1633 E BELTLINE) 6/
60227 REM INDUSTRIES LLC	11	2,268.80	
		<b>Check Total</b>	<b>2,268.80</b> Employee Service Awards
60216 VILLAGE OF SPARTA	21	2,152.67	
		<b>Check Total</b>	<b>2,152.67</b> 12MI-001655-0000-01 (1655 12 M
60146 DJ'S LANDSCAPE MANAGEMENT	21	2,150.02	
		<b>Check Total</b>	<b>2,150.02</b> PGLC MULCH, PRUNING, WEEDING
60185 SID TOOL CO INC	26	2,131.06	
		<b>Check Total</b>	<b>2,131.06</b> KCTC MACHINE SHOP CLASSROOM SU
60296 GR MOVING AND STORAGE LLC	21	2,125.00	
		<b>Check Total</b>	<b>2,125.00</b> LINCOLN - STORAGE RENTALS

60097 IMPERIAL DADE	26	2,032.75	
		<b>Check Total</b>	<b>2,032.75</b> CUSTODIAL SUPPLIES
60116 TOWNSQUARE MEDIA INC	11	2,000.00	
		<b>Check Total</b>	<b>2,000.00</b> ADULT ED - FALL 2024 ADVERTISI
60085 MATHISON ARCHITECTS LLC	42	1,997.01	
		<b>Check Total</b>	<b>1,997.01</b> LINCOLN LDC RENOVATION - JULY2
60246 FAMILY PROMISE OF GRAND RAPIDS	11	1,967.45	
		<b>Check Total</b>	<b>1,967.45</b> MV REIMBURSEMENT - HOTEL STAYS
300031035 CLARK HILL PLC	11	651.00	
CLARK HILL PLC	22	651.00	
CLARK HILL PLC	26	651.00	
		<b>Check Total</b>	<b>1,953.00</b> CLIENT# 58607 MATTER 448217 -
60331 GORDON FOOD SERVICE INC	26	1,950.29	
		<b>Check Total</b>	<b>1,950.29</b> KCTC WEST - RESALE SUPPLIES
30031157 LEARNING CARE GROUP	11	1,940.00	
		<b>Check Total</b>	<b>1,940.00</b> GSRP THRU AUG24
609062408 PARADIGM ER	11	1,905.34	
		<b>Check Total</b>	<b>1,905.34</b> ANNUITY
609202408 PARADIGM - 457	11	1,900.00	
		<b>Check Total</b>	<b>1,900.00</b> ANNUITY
60163 GEROTECH INC	26	1,896.01	
		<b>Check Total</b>	<b>1,896.01</b> HAAS TOOLING PROPOSAL FOR MACH
60329 GEIGLE SAFETY GROUP INC	26	1,888.00	
		<b>Check Total</b>	<b>1,888.00</b> OSHA -10 - ENGINEERING
609062410 PLANMEMBER-ER	11	1,881.78	
		<b>Check Total</b>	<b>1,881.78</b> ANNUITY
609202412 PLANMEMBER-ER	11	1,881.78	
		<b>Check Total</b>	<b>1,881.78</b> ANNUITY

60238	CITADEL BROADCASTING COMPANY	11	1,875.00	
			<b>Check Total</b>	<b>1,875.00</b> 2024 CHILDCARE SEARCH ADS - 9/
60073	COMFORT CONTROL SUPPLY CO INC	26	1,869.59	
			<b>Check Total</b>	<b>1,869.59</b> KCC - FCU UNIT BLOWER WHEELS
609062406	PARADIGM - 457	11	1,850.00	
			<b>Check Total</b>	<b>1,850.00</b> ANNUITY
60171	KEYSTONE AUTOMOTIVE OPERATIONS	26	1,824.65	
			<b>Check Total</b>	<b>1,824.65</b> KCTC COLLISION CLASSROOM SUPPL
60341	KENDALL ELECTRIC INC	26	1,801.40	
			<b>Check Total</b>	<b>1,801.40</b> KCTC WEST MECHATRONICS - CLASS
60217	WELLS FARGO FINANCIAL LEASING	26	1,782.00	
			<b>Check Total</b>	<b>1,782.00</b> MONTHLY FAX SERVICES LEASE- CL
609062416	GLP ASSOCIATES EE ROTH	11	1,770.00	
			<b>Check Total</b>	<b>1,770.00</b> ANNUITY
609202418	GLP ASSOCIATES EE ROTH	11	1,770.00	
			<b>Check Total</b>	<b>1,770.00</b> ANNUITY
60345	LOWE'S HOME CENTERS INC	21	1,764.87	
			<b>Check Total</b>	<b>1,764.87</b> EUS WHEELCHAIR RAMP
60372	NEXSTAR BROADCASTING INC	11	1,750.00	
			<b>Check Total</b>	<b>1,750.00</b> WMTC ADS
300031053	POCKET NURSE ENTERPRISES INC	26	1,739.40	
			<b>Check Total</b>	<b>1,739.40</b> PHLEBOTOMY CHAIRS FOR LIVE DRA
60264	LESLIE'S POOLMART INC	21	1,714.78	
			<b>Check Total</b>	<b>1,714.78</b> LINCOLN POOL SUPPLIES
300031043	GRAYBAR ELECTRIC CO	21	218.28	
	GRAYBAR ELECTRIC CO	26	1,403.58	
	GRAYBAR ELECTRIC CO	46	73.75	
			<b>Check Total</b>	<b>1,695.61</b> KCTC EAST - ELECTRICAL SUPPLIE

60186 NATIONAL AZON INC	26	1,692.00	
		<b>Check Total</b>	<b>1,692.00</b> FALL INK UP FOR GRAPHICS PRINT
30031183 UNITED COMMERCIAL SERVICES INC	21	1,685.00	
		<b>Check Total</b>	<b>1,685.00</b> KEC BELTLINE - SUMMER CLEANING
60226 AUTOMOTIVE EQUIP SPECIALISTS INC	26	1,682.50	
		<b>Check Total</b>	<b>1,682.50</b> KCTC AUTO TECH & COLLISION - O
300031227 THORNAPPLE KELLOGG SCHOOLS	11	1,642.01	
		<b>Check Total</b>	<b>1,642.01</b> MV REIMBURSE-WELFARE & EDUCATI
300031055 SYSCO GRAND RAPIDS LLC	26	1,635.09	
		<b>Check Total</b>	<b>1,635.09</b> KCTC CULINARY RESALE - SUPPLIE
60142 DAWN FOOD PRODUCTS INC	26	1,624.90	
		<b>Check Total</b>	<b>1,624.90</b> DAWN RESALE EXPENSES SEMESTER
60237 CONSUMERS ENERGY CO	21	1,542.96	
CONSUMERS ENERGY CO	26	60.77	
		<b>Check Total</b>	<b>1,603.73</b> 103046645265 (1655 12 MILE NW)
60080 KEYSTONE AUTOMOTIVE OPERATIONS	26	1,593.96	
		<b>Check Total</b>	<b>1,593.96</b> KCTC COLLISION - CLASSROOM SUP
60190 NORTHWEST EVALUATION ASSN	21	1,575.00	
		<b>Check Total</b>	<b>1,575.00</b> NWEA MAP GROWTH K-12 MINIMUM L
60273 IMPERIAL DADE	21	557.17	
IMPERIAL DADE	26	937.07	
IMPERIAL DADE	28	70.00	
		<b>Check Total</b>	<b>1,564.24</b> CUSTODIAL SUPPLIES
60303 X-CEL CHEMICAL LLC	26	1,560.00	
		<b>Check Total</b>	<b>1,560.00</b> CUSTODIAL SUPPLIES
609062401 LEGEND GROUP/ADSERV	11	1,550.00	
		<b>Check Total</b>	<b>1,550.00</b> ANNUITY

609202403	LEGEND GROUP/ADSERV	11	1,550.00	
			<b>Check Total</b>	<b>1,550.00</b> ANNUITY
300031210	AVENTRIC TECHNOLOGIES LLC	42	1,508.00	
			<b>Check Total</b>	<b>1,508.00</b> EUN AED
30031170	HOPE ACADEMY OF WEST MICHIGAN	11	1,502.00	
			<b>Check Total</b>	<b>1,502.00</b> GSRP THRU AUG24
60126	ALLDATA LLC	26	1,500.00	
			<b>Check Total</b>	<b>1,500.00</b> ALLDATA SUBSCRIPTION SY25
60332	WW GRAINGER INC	26	1,461.38	
			<b>Check Total</b>	<b>1,461.38</b> KCTC-W DRINKING FOUNTAIN
60282	SELECT PRINTING SOLUTIONS LLC	26	1,420.00	
			<b>Check Total</b>	<b>1,420.00</b> KCTC-PRINTING MEDICAL TERMINOL
60195	PROPIO LS LLC	26	1,409.49	
			<b>Check Total</b>	<b>1,409.49</b> SECONDARY PROGRAMS HANDBOOK -
60194	PROMOW LAWN CARE & LANDSCAPE LLC	21	1,388.14	
			<b>Check Total</b>	<b>1,388.14</b> EU-S LAWNCARE (5 MOS)
609062407	VALIC - 457	11	1,346.01	
			<b>Check Total</b>	<b>1,346.01</b> ANNUITY
609202409	VALIC - 457	11	1,346.01	
			<b>Check Total</b>	<b>1,346.01</b> ANNUITY
60187	NCS PEARSON INC	26	1,320.00	
			<b>Check Total</b>	<b>1,320.00</b> IT SPECIALIST ECOURSES UP TO 3
60054	EMBROIDERY HOUSE INC	11	436.25	
	EMBROIDERY HOUSE INC	21	332.99	
	EMBROIDERY HOUSE INC	26	432.00	
	EMBROIDERY HOUSE INC	27	103.75	
			<b>Check Total</b>	<b>1,304.99</b> SECURITY VESTS

60070 INTERURBAN TRANSIT PARTNERSHIP	11	1,301.25	
		<b>Check Total</b>	<b>1,301.25</b> ADULT ED GRCC - TRANSPORTATION
60352 MICH SCHOOL BUSINESS OFFICIALS	26	1,300.00	
		<b>Check Total</b>	<b>1,300.00</b> SMITH TRAVEL MSBO TRAINING
300031046 MORGAN ANN JAREMA	27	1,300.00	
		<b>Check Total</b>	<b>1,300.00</b> Editing and reporting services
300031093 MORGAN ANN JAREMA	27	1,300.00	
		<b>Check Total</b>	<b>1,300.00</b> Editing and reporting services
300031219 MORGAN ANN JAREMA	27	1,300.00	
		<b>Check Total</b>	<b>1,300.00</b> Editing and reporting services
60319 DAWN FOOD PRODUCTS INC	26	1,290.34	
		<b>Check Total</b>	<b>1,290.34</b> DAWN RESALE EXPENSES SEMESTER
60349 MILLER WELDING SUPPLY CO	26	1,257.88	
		<b>Check Total</b>	<b>1,257.88</b> KCTC COLLISION - CLASSROOM SUP
60109 SELECT PRINTING SOLUTIONS LLC	26	1,212.50	
		<b>Check Total</b>	<b>1,212.50</b> KCTC THERAPEUTIC SVCS - PRINTI
300031221 LIGHTHOUSE ACADEMY	11	1,210.28	
		<b>Check Total</b>	<b>1,210.28</b> MV REIMBURSE - TRANSPORTION &
60131 CARELINC MEDICAL EQUIPMENT & SUPPLY CO LLC	21	1,205.62	
		<b>Check Total</b>	<b>1,205.62</b> LINCOLN - NITRILE GLOVES & TIS
300031086 CDW LLC	11	1,187.25	
		<b>Check Total</b>	<b>1,187.25</b> UPS FOR ADULT ED TO GRCC
60314 CENTRAL MICH PAPER	26	1,181.00	
		<b>Check Total</b>	<b>1,181.00</b> CMP TEACHING SUPPLIES GRAPHICS
60147 ED AND DAVES AUTO SERVICE INC	21	1,180.95	
		<b>Check Total</b>	<b>1,180.95</b> 2012 FORD E350 - REPAIR BRAKES
60351 MOSS AUDIO CORP	26	1,176.54	
		<b>Check Total</b>	<b>1,176.54</b> 30 SIP TRUNK LICENSES

60041	CHROUCH COMMUNICATIONS INC	21	1,175.46	
			<b>Check Total</b>	<b>1,175.46</b> XPR2500 MOBILE RADIO UHF : 25
60337	HEALTHY HOODS LLC	26	1,140.00	
			<b>Check Total</b>	<b>1,140.00</b> KCTC-W HOOD CLEANING
60045	CITADEL BROADCASTING COMPANY	11	1,125.00	
			<b>Check Total</b>	<b>1,125.00</b> 2024 CHILD CARE SEARCH - ADVER
60047	DAWN FOOD PRODUCTS INC	26	1,117.15	
			<b>Check Total</b>	<b>1,117.15</b> KCTC CULINARY RESALE - SUPPLIE
300031217	GRAYBAR ELECTRIC CO	21	619.52	
	GRAYBAR ELECTRIC CO	26	282.00	
	GRAYBAR ELECTRIC CO	46	208.50	
			<b>Check Total</b>	<b>1,110.02</b> LINCOLN CAMPUS - ELECTRICAL SU
609062411	MG TRUST-ROTH 403B	11	1,105.00	
			<b>Check Total</b>	<b>1,105.00</b> ANNUITY
609202413	MG TRUST-ROTH 403B	11	1,105.00	
			<b>Check Total</b>	<b>1,105.00</b> ANNUITY
60340	COMFORT CONTROL SUPPLY CO INC	26	1,096.21	
			<b>Check Total</b>	<b>1,096.21</b> KCTC WEST - BOILER 2 REPAIR
60371	W W WILLIAMS	26	1,080.06	
			<b>Check Total</b>	<b>1,080.06</b> PLC GENERATOR BLOCK HEATER REP
60339	INTRADO LIFE & SAFETY INC	26	1,062.26	
			<b>Check Total</b>	<b>1,062.26</b> E911 MONTHLY INVOICES FY25
60241	ZACHARY D START	21	300.00	
	ZACHARY D START	26	745.00	
			<b>Check Total</b>	<b>1,045.00</b> KCTC WEST REPLACE DOOR LOCK
60089	MODERNISTIC II LLC	11	1,028.80	
			<b>Check Total</b>	<b>1,028.80</b> ESC - CARPET CLEANING

60262	KSS ENTERPRISES	26	1,016.48	
			<b>Check Total</b>	<b>1,016.48</b> CUSTODIAL SUPPLIES
60084	KSS ENTERPRISES	26	1,001.25	
			<b>Check Total</b>	<b>1,001.25</b> CUSTODIAL SUPPLIES
60202	SCHOOL OF MISSIONARY AVIATION TECHNOLOGY	29	1,000.00	
			<b>Check Total</b>	<b>1,000.00</b> SKUTT SCHOLARSHIP-ELIJAH ROELO
60232	CHILDRENS ASSESSMENT CENTER	11	1,000.00	
			<b>Check Total</b>	<b>1,000.00</b> GSRP - OPENING DAY PROF DEV TR
60247	FERRIS STATE UNIVERSITY	29	1,000.00	
			<b>Check Total</b>	<b>1,000.00</b> SCHOLARSHIP-S#12443322 CHARLOT
300031041	GR COMMUNITY COLLEGE	29	1,000.00	
			<b>Check Total</b>	<b>1,000.00</b> SKUTT SCHOLARSHIP - S#0644286-
300031211	BFG SUPPLY CO LLC	26	1,000.00	
			<b>Check Total</b>	<b>1,000.00</b> BFG RESALE SUPPLIES 24-25 SY
	10/1/2024 7:18 AM		<b>Grand Total</b>	<b>33,959,562.85</b>

**Analysis of Banking Institutions  
09/30/24**

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds	
Chase	Checking	A+	Yes	\$ -	\$ -	\$ 8,042,311	\$ 8,042,311	***
Chase	Savings	A+	Yes	250,000	-	62,633	312,633	
Huntington National Bank	Municipal Now Checking	A-	Yes	250,000	-	23,852	273,852	**
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	122,970,473	122,970,473	
MILAF	US Treasury Bonds/Notes	AA+	No	-	-	19,375,000	19,375,000	** ****
MILAF	US Treasury Bills	A1+	No	-	-	1,500,000	1,500,000	** ****
MILAF	Federal Agency Commercial Mortgage Backed Security	AA+	No	-	-	415,000	415,000	** ****
MILAF	Commercial Paper	A1 - A1+	No	-	-	7,000,000	7,000,000	** ****
<b>Totals:</b>				<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 159,389,269</b>	<b>\$ 159,889,269</b>	

Balances as of 09/30/24 (unless noted)

Bank ratings updated June 2024. 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 November 2024 meeting. August 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 09/30/2024**

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	\$ 312,633	250,000	62,633	1.55%	n/a	A+	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	7,114,083	-	7,114,083	0.00%	n/a	A+	Sweep
Chase Bank	Checking	81	926,229	-	926,229	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	273,852	250,000	23,852	4.22%	n/a	A-	
<i>MILAF Managed Account:</i>									
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	2,083,095	-	2,083,095	5.15%	n/a	AAAm	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	76,304,263	-	76,304,263	5.30%	n/a	AAAm	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,067,148	-	2,067,148	5.12%	09/27/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,047,069	-	2,047,069	5.27%	10/24/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,052,267	-	2,052,267	5.27%	11/25/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,036,232	-	2,036,232	5.42%	12/23/24	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,032,073	-	2,032,073	5.37%	01/24/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,012,465	-	2,012,465	5.17%	02/24/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,004,226	-	2,004,226	4.82%	03/26/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	22	10,007,759	-	10,007,759	4.72%	04/21/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,001,552	-	2,001,552	4.72%	04/25/25	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	2,343	-	2,343	5.15%	n/a	AAAm	Cash Management Class
MILAF-Grow Your Own	Local Gov't Invest Pool	11	9,965,315	-	9,965,315	5.30%	n/a	AAAm	MAX Class
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,168,735	-	4,168,735	5.27%	11/22/24	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,164,543	-	4,164,543	5.37%	02/07/25	AAAf	TERM
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	21,281	-	21,281	5.15%	n/a	AAAm	Cash Management Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	109	-	109	5.30%	n/a	AAAm	MAX Class
MILAF-Extended Core	US Treasury Bonds/Notes	11-22-26	19,375,000	-	19,375,000	4.11%-5.24%	02/15/25-07/15/27	AA+	US Treasury Bonds/Notes (Par Value)
MILAF-Extended Core	US Treasury Bills	11-22-26	1,500,000	-	1,500,000	4.85%	05/15/25	A1+	US Treasury Bills (Par Value)
MILAF-Extended Core	Federal Agency Commercial	11-22-26	415,000	-	415,000	4.36%-4.61%	07/01/26-07/01/26	AA+	Mortgage Backed Security (Par Value)
MILAF-Extended Core	Commercial Paper	11-22-26	7,000,000	-	7,000,000	5.17%-5.32%	12/20/24-03/07/25	A1 - A1+	Commercial Paper (Par Value)
			<b>\$ 159,889,269</b>	<b>\$ 500,000</b>	<b>\$ 159,389,269</b>				

**Disclosures:**

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

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

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

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

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

Board Policy 6144 Finances

**PERSONNEL RECOMMENDATIONS AS OF 10/14/2024  
FOR BOARD MEETING OF 10/21/2024**

**RESIGNATIONS AND TERMINATIONS**

1. Molly Cooper, Student Services, Special Education Center Programs, Lincoln School, ASD Teacher, resignation, effective 12/20/2024.
2. Maxwell Hughes, Student Services, Special Education Center Programs, KEC Beltline,, Teacher, resignation, effective 11/1/2024.
3. Brittany Wheaton, Student Services, Special Education Center Programs, KEC Oakleigh, Teacher, resignation, effective 10/18/2024.

**APPOINTMENTS**

1. Lisa Gernand, Student Services, Special Education Center Programs, KEC Beltline & Oakleigh, Behavior Coach, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 7 Step 4, \$79,259 per year, effective 10/21/2024.
2. Jared Herron, Career & Talent Development, Secondary Programs, MySchool@Kent, Principal, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 8 Step 1, \$106,802 per year, effective date to be determined.
3. Gavin Vance, Instructional Services, Research & Data Analysis, Data Analyst, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 3 Step 1, \$66,318 per year, effective 11/1/2024.

**NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS**

1. Melanie Medema, from .5 FTE to 1.0 FTE, Child Care Navigator, Instructional Services, Early Childhood, 260 days per year, 8 hours per day, Grade 4 Step 1, \$72,948 per year, effective 10/1/2024.
2. Kristen Troupe, from Instructional Support Specialist to Interpreter, Student Services, Special Education Center Programs, Deaf & Hard of Hearing Total Communications, TERP, 1.0 FTE, 182 days per year, 7.5 hours per day, Step 1, \$33,078 per year, effective 9/16/2024.

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## BOARD AGENDA ITEM

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

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

Action \_\_\_ x \_\_\_

Item: Childcare Navigator .5 to 1 FTE

Submitted by: Ashley Karsten

Date: \_\_\_ 9/25/2024 \_\_\_\_\_

Recommended by: Jenny Fee

Board Meeting Date: \_\_\_ 10/21/2024 \_\_\_\_\_

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### RECOMMENDATION:

It is recommended that the Kent ISD Board approve one .5 FTE Childcare Navigator to increase to a 1.0 FTE position.

### BACKGROUND:

Kent ISD was awarded continued funding by First Steps Kent to support the expansion of Childcare Navigation through Great Start to Quality with funds from the Early Childhood Millage. Kent ISD has previously supported two .5 FTE navigators. As of October 1, Kent ISD was awarded additional funding to increase one of the positions to 1 FTE to support the ongoing needs of the families in Kent County looking for childcare. This increase will be fully supported by the grant.

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**BOARD AGENDA ITEM**

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

Item: Request for four additional Center Program positions for 2024-2025, as follows:

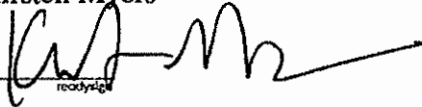
- A new class at Pine Grove Learning Center including
  - One additional Teacher
  - One additional Instructional Support Specialist (ISS)
- One Music Therapy Teacher serving Lincoln School, Lincoln Development Center, Pine Grove, KEC Oakleigh and KEC Beltline

Submitted by:

Renee Hordyk, Kirsten Myers

Date: October 7, 2024

*Renee Hordyk*  
1818E3C108D98865F10DDDC13303151



*Dave Rodgers*  
BB95C31328D85C2E5B8A54F16AE55275 reodysign

Recommended by: Dave Rodgers

Board Meeting Date: October 21, 2024

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**RECOMMENDATION:**

Additional positions at Pine Grove Learning Center:

- 1 Special Education Teacher – Autism Spectrum Disorder (ASD)
- 1 Instructional Support Specialist (ISS) – ASD

**Rationale:**

MARSE rules indicate that ASD classrooms should have 5 students in the classroom. Currently Pine Grove is receiving 4 additional students which will make the classrooms/caseloads at 6 students per classroom. Due to this increase of ASD students and the intensity of interventions required for the students, there is now indication that Pine Grove needs to expand staffing to ensure classroom/caseloads remain at 5 students.

In order to stay compliant with MARSE rules, Pine Grove will need to add an ASD teacher and 1 ISS to the staff.

Additional position serving Lincoln School, Lincoln Development Center, Pine Grove Learning Center, KEC Oakleigh and Early Childhood Center (5 locations)

- 1 Additional Music Teacher

**Rationale:**

We had \$134,580 budgeted for the 2024-2025 school year to cover contracts with Franciscan Life Processing Center who informed us that they are presently unable to retain the needed staffing to provide services again at this time. Therefore, we are requesting to instead hire one full time Music Therapy Teacher.

<b>Position</b>	<b>Location</b>	<b>FTE</b>	<b>Accounting Code</b>
Teacher – ASD (1)	Pine Grove	1.0	21-1-122-1240-193-0000-21210-2921-2120
ISS – ASD (1)	Pine Grove	1.0	21-1-122-1630-193-0000-21210-2921-2120
Teacher – Music	Lincoln School	0.2	21-1-219-1240-071-0000-21210-2921-2120
	Lincoln Development Center	0.2	21-1-219-1240-071-0000-21220-2924-2120
	Pine Grove	0.2	21-1-219-1240-071-0000-21230-2927-2120
	KEC Oakleigh	0.2	21-1-219-1240-071-0000-21320-2944-2130
	Early Childhood Center	0.2	21-1-219-1240-071-0000-21120-2914-2110

## POSITION DESCRIPTION

**Title:** Music Teacher

**Location:** Kent ISD – Center Programs (Lincoln School, Lincoln Development Center, Pine Grove, KEC Oakleigh and ECC S. Godwin).

**Classification:** KIEA

**Reports to and Evaluated By:** Director of Center Programs

**Terms of Employment:** 182 day position subject to all rules and regulations covering KIEA teachers

**Positions Supervised:** None

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

The Music Teacher is responsible for the planning and successful delivery of music instruction to students in accordance with the mission, vision, philosophy and policies of Kent ISD Center Programs.

### **DUTIES AND RESPONSIBILITIES:**

1. Plans and implements creative musical instruction to improve student's psychological, physical, and social health
2. Teaches fundamental principles of music
3. Conveys enthusiasm and excitement for music to students to help instill them with a desire to learn
4. Effectively builds a positive and responsive classroom culture
5. Designs and implements cross-curricular units of study that effectively integrate literacy instruction and utilize active pedagogy
6. Differentiate instruction to support all students in the learning process
7. Establishes and maintains standards of student behavior to provide an orderly, productive environment in the educational environment.
8. Communicates with parents and school staff on student progress.
9. Confers with other classroom teachers and related service personnel concerning any educational needs of the students served in the program.
10. Attends staff development programs, curriculum development meetings, and other professional activities.
11. Serve as a member of the school's PBIS team.
12. Works with school teams in supporting behavior through FBA's and PBSP's
13. Regular, reliable and punctual attendance is an essential function of the job.
14. Performs other duties as directed by Administrator/Principal.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Bachelor's Degree in Music
2. Three years prior music experience, preferred.
3. Demonstrated experience working with students with disabilities, preferred.
4. Have musical instrument proficiency in piano, guitar, drums, and singing ability.
5. Ability to communicate informational ideas in spoken and written language for clear understanding.
6. Willingness to participate in all phases of the instructional program.
7. Ability to work constructively with parents, students and staff.
8. Must pass criminal background check as required by School Safety Legislation.

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

## POSITION DESCRIPTION

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

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

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

### **DUTIES AND RESPONSIBILITIES:**

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

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

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

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

<b>Title:</b>	<b>Special Education Teacher – Autism Spectrum Disorder</b>
<b>Location:</b>	<b>Pine Grove</b>
<b>Classification:</b>	KIEA
<b>Reports to and Evaluated By:</b>	Principal/Administrator of Pine Grove
<b>Terms of Employment:</b>	182 day position subject to all rules and regulations covering KIEA teachers
<b>Positions Supervised:</b>	None

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

To provide structure and innovative instruction to students within the learning environment in order to meet all students' needs. The work includes the use of evidence-based assessment, instruction and intervention practices in the prevention, assessment, intervention, and program design efforts that are integrated within the school. The teacher will work collaboratively with all members of the school and program to provide specially designed instruction in the areas determined by students' Individualized Education Programs (IEP).

### **DUTIES AND RESPONSIBILITIES:**

1. Participate in the development and promotion of the special education philosophy of service and delivery.
2. Regular, reliable and punctual attendance is an essential function of the job.
3. Evaluate students' skills in learning, behavior, and communication using formalized assessments.
4. Plan comprehensive educational program to develop academic, communication, social, and community skills for all students assigned to the class.
5. Develop individual instructional objectives for students based on assessment, Extended and/or Grade Level Content Expectations, and regularly update these objectives based on students' skill acquisition.
6. Provide direct instruction for students with disabilities in the areas of academic skills, communication skills, social skills, and transition.
7. Collect, maintain, and analyze data relating to students' acquisition of functional, community-referenced skills.
8. Cooperate in planning curriculum and instructional programs with other instructional and support personnel to encourage integrated team services for the students.
9. Establish methods to utilize functional behavior assessment to develop Positive Behavior Support Plans within the classroom in accordance with district policies and center program procedures.
10. Keep daily anecdotal records of students.
11. Direct Instructional Support Specialists assigned to the program/classroom.
12. Develop timely and compliant IEP's for eligible students.
13. Document and share student progress on goals and objectives, accommodations, service time, and discipline/suspensions for all students on caseload.

14. Maintain an electronic log to document students' goals and objectives, accommodations, and other IEP related services.
15. Assessing, teaching, and modifying instruction and curricula for students with autism spectrum disorder related to all of the following:
  - a. Aligning and adapting the student's program with the general education curriculum.
  - b. Adapting, accommodating, and modifying the general education curricula, pedagogy, and learning environments for students with autism spectrum disorder.
  - c. Employing current assessment instruments and approaches, intervention methodologies, strategies, and techniques that are appropriate for students with autism spectrum disorder, and consistently linking assessment outcomes to curriculum planning.
  - d. Collaborating with parents and service providers to support students with autism spectrum disorder.
  - a. Assessing students with autism spectrum disorder related to collecting indirect and direct data on academic, social, communication and behavioral functioning of students in order to develop reports and design, manage, and monitor interventions.
16. Perform all other duties as appropriate and determined by Principal/Administrator.

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

1. Bachelor's Degree in Education from an accredited university.
2. Special Education Certification with ASD Endorsement.
3. Demonstrated success in special education or support service working with students with ASD.
4. Experience in delivering instruction in subject area content.
5. Ability to integrate technology into the curriculum.
6. Ability to communicate informational ideas in spoken and written language for clear understanding.
7. Ability to provide Highly Qualified (HQ) status.
8. Experience working in Center Programs, preferred.
9. Willingness to participate in all phases of the instructional program.
10. Ability to work constructively with parents, students and staff.
11. Non-violent Crisis Intervention certification.
12. Must pass criminal background check as required by School Safety Legislation.

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

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**BOARD AGENDA ITEM**

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

Item: Approval of Staff Accountant – Facilities Department

Submitted by: Russell Bray

Date: 10-14-2024

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 10-21-2024

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**RECOMMENDATION:**

It is recommended the Board approve the addition of a Staff Accountant – Facilities Department

**BACKGROUND:**

The size and scope of the Facilities department has changed significantly since assuming the management of center programs. The Kent ISD now has 15 buildings across the county it is responsible for maintaining. With the size of our organization, we operate a decentralized budgeting process where directors and principals are responsible for the line-item detail of their department or program. State accounting requirements require each building to have its own line items for utilities, supplies, repairs, capital outlay, etc. We also have a high level of renovation work ongoing, currently we have over 50 active projects, each of which also require its own set of accounting line items.

Currently the Facilities department has 1,250 different budget line items it is responsible for. In order to maintain the oversight required of all of these budget line items, we are proposing the addition of a staff accountant for the Facilities department. In addition to the budgetary responsibilities, this position will also assist with our annual capital outlay process and purchasing requirements. Similar positions exist for center programs and our secondary programs, which also have high levels of budgetary and purchasing responsibilities.

Please let me know if you have any questions.

Attachment

**Job Title:** Staff Accountant, Facilities Department

**Classification:** Classified, full-time, year round

**Reports to and**

**Evaluated by:** Director of Facilities & Operations

**Terms of**

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

**Supervises:** None

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

**Job Qualifications:**

1. Bachelor's degree in accounting/finance preferred or associates degree with commensurate experience.
2. Proficient at Microsoft Excel and knowledge of other Microsoft Suite products.
3. Familiarity with school fund accounting procedures and systems preferred.
4. Familiar with General Accepted Accounting Procedures (GAAP)
5. Experience with budgeting preferred
6. Broad knowledge of organization operations, policies, and procedures.
7. Must possess a positive attitude and interpersonal skills to clearly communicate to both internal and external customers.
8. High level of organizational and problem solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy.
9. Predictable and reliable attendance, essential.

**Duties and Responsibilities:**

*Budgeting:*

1. Coordinate all budgeting needs for the Facilities department
2. Develop and/or enhance budgeting process
3. Work with Facilities department staff to coordinate updated budgets
4. Work with business office to coordinate account descriptions
5. Support business office on fixed asset accounting
6. Assist Director of Facilities with long term facility budget planning
7. Monitor and track change orders on major facility projects
8. Develop and administer facilities replacement & risk assessment program
9. Assist Facilities department leadership with utility bulk purchasing and third party custodial service programs

*Purchasing:*

1. Vendor maintenance – Collect and update W-9 information in financial system.
2. Enter requisitions for Facilities department.
3. Complete all necessary price quotations & required competitive bid processes for Facilities department
4. Purchase Order maintenance.

5. Monitor requisitions in progress and open purchase orders.
6. Issue sales tax exemption forms to vendors and staff.
7. Makes purchases for eligible orders on district purchasing card; reconciles statement monthly.
8. Process vendor credit applications.

*Other:*

1. Assist the Director of Facilities & Operations with the annual capital outlay process
2. Complete reports and communications related to the annual capital outlay process
3. Provides backup for purchasing staff accountant and other areas as necessary.
4. Performs tasks and projects as requested by Director of Facilities & Operations
5. Support business office needs as it relates to the Facilities department
6. Support the Facilities department administrative assistant as needed
7. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.

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

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## BOARD AGENDA ITEM

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

Item: Approval of Grants & Business Systems Coordinator & Business Office Adjustments

Submitted by: Dennis Baine

Date: 10-14-2024

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 10-21-2024

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### RECOMMENDATION:

It is recommended the Board approve the addition of a Grants & Business Systems coordinator and other salaried grade realignments to business office staff.

### BACKGROUND:

Over the last couple of years, the Kent ISD has been fortunate to take advantage of additional grant opportunities, and expects to continue to expand the number of grants it manages to provide services for our educational partners. In order to provide proper financial management and monitoring of our grants, administration is recommending the addition of a Grants & Business Systems coordinator. This position will be responsible for the budgeting, accounting and monitoring of grants, as well as the administration of our financial information system (MUNIS), and grant subrecipient portal (e-Civis). The intent is to promote Collin Howell from Staff Accountant into this position.

We are also recommending adjustments to additional business office staff. Anna Schutter is our current Budget & Grants Supervisor, and our intent is to change her position to Accounting Supervisor. Anna's reclassification would include additional management responsibilities, and we recommend reclassifying her from Grade 7, Step 3 to Grade 8, Step 4 to align her salary with similar positions in the organization. Our current Payroll & Benefits Supervisor, Pam Suntken, currently plans to retire in June 2025. The intent is to promote Mary Fedewa, our current Benefits coordinator. As we plan to have Mary begin training for the supervisor position along with her current role, we recommend reclassifying her from Grade 5 to Grade 6 until the official transition into the Payroll & Benefits supervisor position. We have included a flow chart of the business office for your reference.

Please let me know if you have any questions.

Attachment(s)

**Job Title:** Grant & Systems Coordinator

**Classification:** Non-Union Professional, 260-day

**Reports to and**

**Evaluated by:** Accounting Supervisor

**Terms of**

**Employment:** Twelve-month position subject to all rules and regulations covering Non-Union Professional personnel

**Supervises:** None

Responsible for grant project management, processing grant accounting transactions, on-boarding and training for grant administrators, compiling financial reports, maintaining accurate records for documentation and compliance, and performing various other financial grant duties.

**Job Qualifications:**

1. Bachelor degree in accounting and/or finance required.
2. Minimum five (5) years' experience in educational business office or other equivalent accounting experience.
3. Proficient at Microsoft Excel and knowledge of other Microsoft Suite products and computerized accounting systems.
4. Familiar with Generally Accepted Accounting Principles (GAAP).
5. High level of project management, organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust and accuracy.
6. Ability to adapt and respond to multiple priorities and demands, adapt to interruptions, work on several projects at the same time, work on tasks requiring accuracy and attention to detail, and handle pressures related to multiple deadlines.
7. Must possess a positive attitude and interpersonal skills to clearly communicate to both internal and external stakeholders.
8. Predictable and reliable attendance, essential.
9. Ability to perform the job on a regular and recurrent basis.
10. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.

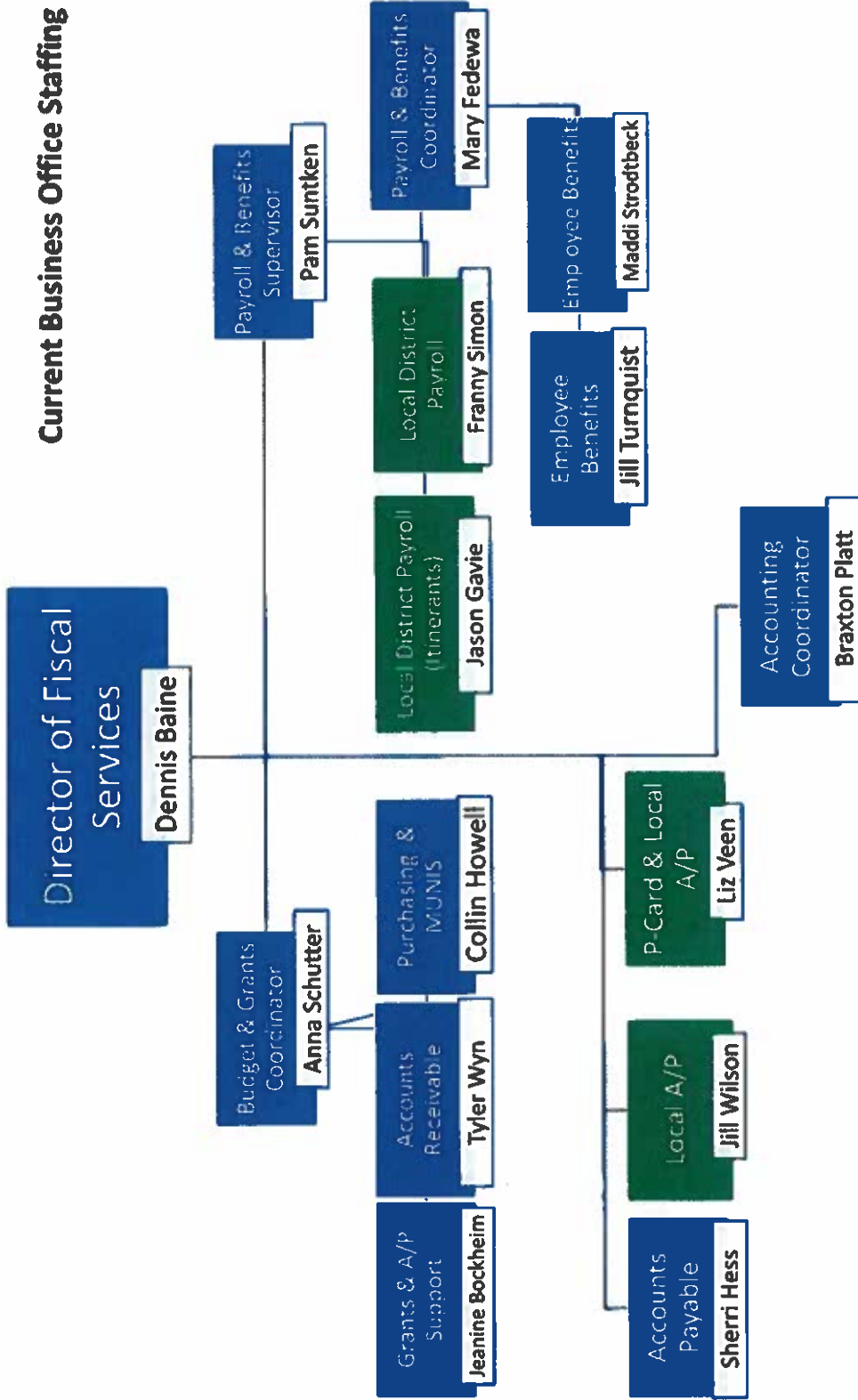
**Duties and Responsibilities:**

1. Administrator for the e-Civis subrecipient portal.
2. Assist with annual financial statement preparation, and year end accrual entries.
3. Preparation of monthly state aid subrecipient payments.
4. Complete annual VE-4033 CTEIS report for vocational education fund.
5. Assist with monitoring grant accounting and internal controls of the district including reviews of district financial transactions and processes.
6. Assist in the evaluation, design, implementation and ongoing monitoring of subrecipient accounting systems and procedures to improve operational effectiveness.
7. Prepare journal entries.
8. Answer/advise accounting structure questions for grant administrators in compliance with the Michigan Public School Accounting Manual (Bulletin 1022) and the granting agencies.

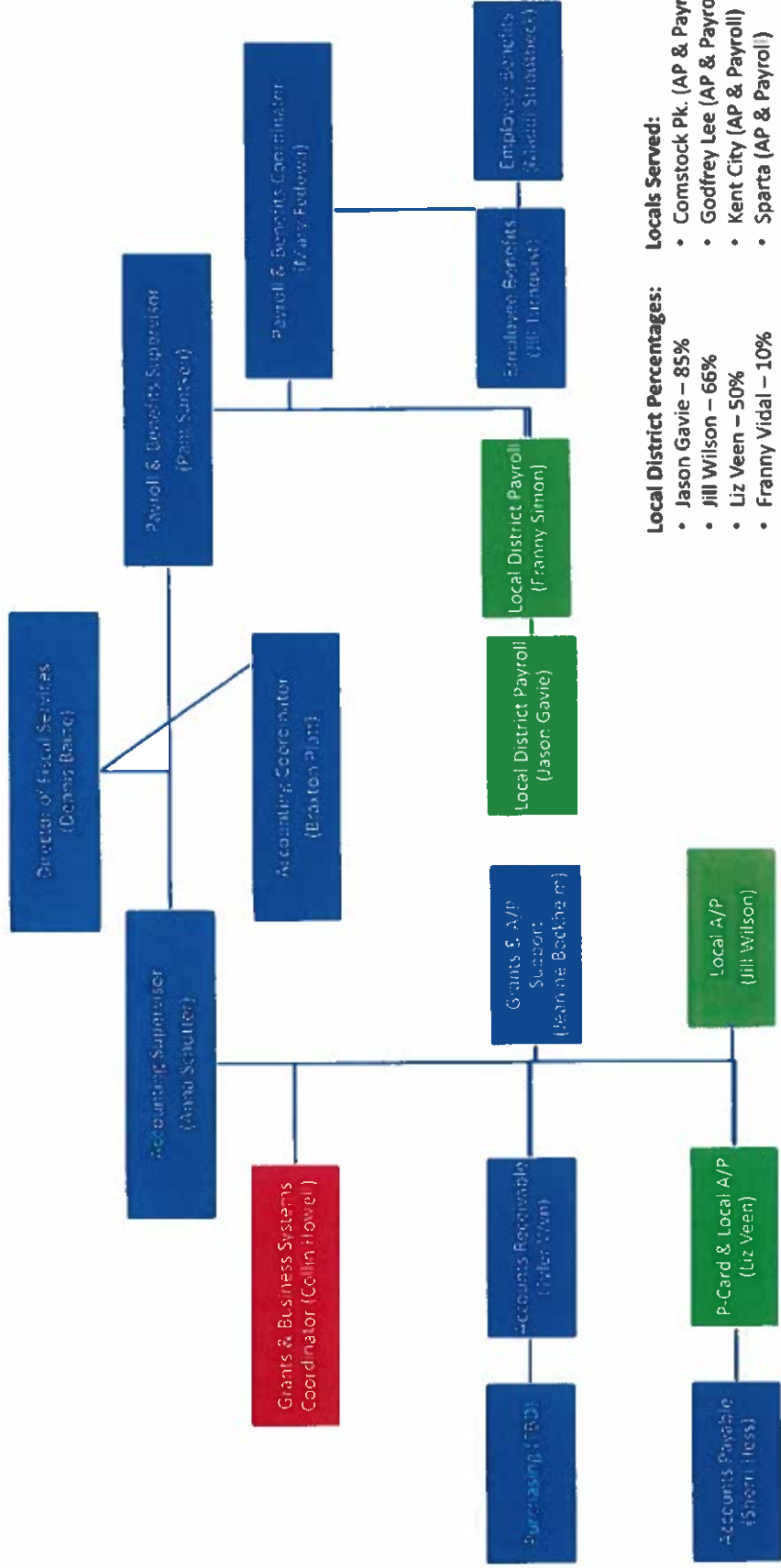
9. Administrator of the financial information system, including upgrades to accounting software and assignment of rights to users.
10. Assist with department grant budget development, grant budget amendments and long-range financial planning.
11. Extract and provide data from the financial information system to the Director of Fiscal Services, Accounting Supervisor, and administrative team as needed.
12. Prepare monthly reports for district and grant administrators.
13. Prepares internal and external financial reports and submits them timely and accurately to granting agencies.
14. Assist with the creation and maintenance of a Financial Services Procedures manual.
15. Maintains the Federal Grant Procedures Manual.
16. Assist with development of training programs and materials for district staff in support of business office grant policies, procedures and protocols.
17. Assist with DS-4513 (Indirect Cost Rate Adjustment) report used to calculate district indirect cost rates.
18. Serve as the backup level 5 Nexsys (MDE grant system) contact for grant reporting and processing.
19. Work with staff across the district to establish standards for business office grant policies and procedures.
20. Work collaboratively to proactively identify areas for improvement and enhancement within grant procurement, management, and post award.
21. Participates in a wide variety of meetings as required (e.g. workshops, district, regional, and statewide committees, seminars, conferences, etc.) for the purpose of conveying information regarding a wide variety of subjects required to carry out business office responsibilities.
22. Assist with cross-training of business office staff and assists other business office team members as necessary.
23. Assist with the evaluation, design, implementation and improvement of accounting procedures, processes and systems.
24. Keep the Director of Fiscal Services and the Accounting Supervisor apprised of changes in accounting matters and any problems or issues that may arise.
25. Participates as a team member and fully supports efforts of the business office leadership team for the purpose of building a strong department team that supports district mission, theory of action and strategic plan.
26. Perform other accounting duties and responsibilities as assigned by Director of Fiscal Services.

Salary: Grade 5, Step 1-12, commensurate with experience.

## Current Business Office Staffing



## Proposed Business Office Staffing



**Local District Percentages:**

- Jason Gavie – 85%
- Jill Wilson – 66%
- Liz Veen – 50%
- Franny Vidal – 10%

**Locals Served:**

- Comstock Pk. (AP & Payroll)
- Godfrey Lee (AP & Payroll)
- Kent City (AP & Payroll)
- Sparta (AP & Payroll)
- CTA (Payroll)

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## BOARD AGENDA ITEM

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

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

Action   X  

Item: Approval of WMTC Supervisor of Teacher Development position

Submitted by: Laura Castle

Date: 9/9/2024

Recommended by: Ron Gorman

Board Meeting Date: 9/16/2024

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### RECOMMENDATION:

It is recommended that the KENT ISD board approve the addition of the Supervisor of Teacher Development position to the West Michigan Teacher Collaborative team. The job description for this position is attached.

### BACKGROUND:

West Michigan Teacher Collaborative will recruit and train over 300 new educators over the next three years. The Supervisor of Teacher Development will lead the ongoing learning for our newly certified teachers and our current teachers pursuing advanced degrees. In addition, the Supervisor of Teacher Development will develop a vision and strategy to support mentoring programs across Kent, Muskegon, and Ottawa counties for West Michigan Teacher Collaborative Residents.

This position can be fully funded through the initial 27B Grow-You-Own Grant Funding and the newly received \$9 million dollar state appropriation.



## West Michigan Teacher Collaborative Supervisor of Teacher Development

**Mission:** West Michigan Teacher Collaborative exists to ensure all students in Kent, Muskegon, and Ottawa Area ISDs have excellent teachers. We seek to be a model of high-quality educator preparation and development in the region, and to create a community of highly-trained educators who reflect the rich diversity of our students. We believe great teachers can dramatically impact the lives of students, families, and the communities they serve.

**Approach:** West Michigan Teacher Collaborative lowers the bureaucratic and financial barriers to the teaching profession while maintaining high standards for teacher preparation and quality. West Michigan Teacher Collaborative candidates participate in a rigorous selection process designed to identify their potential to accelerate learning and their passion for serving students and families. Once selected, candidates receive employment opportunities during their certification process, free coursework, living stipends, and a community of support to help them navigate the challenges of transitioning into the profession. We partner with Grand Valley State University for all required coursework, and classes use a hybrid model of in-person and online instruction. All learning experiences are designed to develop the knowledge, skills, and mindsets needed to be an effective teacher.

**Values:** Pursue Excellence, Strengthen Community, Learn Continuously, Serve with Humility, Act with Courage

### POSITION DESCRIPTION

**Job Title:** WMTC Supervisor of Teacher Development

**Reports To:** Executive Director - West Michigan Teacher Collaborative

**Terms of Employment:** Individual Contract - Salary (Grant Funded through 2028)

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

In collaboration with the Executive Director and regional partners, the Supervisor of Teacher Development will lead a reimagined teacher training experience for all WMTC Residents and Advanced Degree candidates. The Supervisor of Teacher Development will leverage skills in leadership, teacher development, outreach, and relationship building to design and execute programming that supports the ongoing development of new and experienced teachers.

## **MINIMUM QUALIFICATIONS:**

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

## **DUTIES AND RESPONSIBILITIES:**

1. Work at the direction of the Executive Director on all professional elements of the WMTC
2. In collaboration with the Executive Director and key partners, set the programmatic vision for West Michigan Teacher Collaborative's support and ongoing coaching of newly credentialed teachers.
3. Design and lead programming aimed at recruiting and training mentor teachers across Kent, Muskegon, and Ottawa counties, and provide them with appropriate coaching and support structures.
4. Manage aspects of grant compliance as it relates to newly credentialed teachers and mentor teachers, and support with program evaluation efforts.
5. Engage and collaborate with local school leaders and university partners to develop and revise programming that reflects the needs of our partner school districts.
6. Design, prepare, facilitate and support the implementation of programmatic elements of WMTC that:
  - a. Support the development of Resident teachers during their first two years of lead teaching.
  - b. Support the development of Advanced Degree teachers during their commitment to WMTC.
  - c. Identify trends across cohorts and design learning activities to address needs.
  - d. Plan and lead practice-based professional development for new teacher candidates that is aligned to GVSU coursework and responsive to local district needs
  - e. Develop vision and system for mentoring programs across cohorts
  - f. Collaborate with GVSU instructional faculty to ensure program experiences align with coursework
  - g. Plan and lead events that foster community building, resulting in WMTC cohorts that have a strong sense of support and shared mission
  - h. Establish partnerships with local schools to host WMTC collaborative candidates for learning experiences and job placements
  - i. Assist with WMTC candidate selection and interviewing processes
  - j. Coordinate mentorship and job placements with principals and district leaders
  - k. Market program to encourage inclusion of diverse populations
  - l. Assist in maintaining accurate records for legal and grant compliance
  - m. Provide excellent customer service to all WMTC teaching candidates, mentors and community partners.
3. Maintain regular and consistent employee attendance
4. Attend a variety of meetings, conferences and/or trainings as directed
5. Prepare reports, submit data, draft communications, assist in presentations / trainings etc. based on the needs of the WMTC
6. Travel to and perform work at various locations and sites as required
7. Occasionally perform work outside of the standard workday, if needed
8. Comply with Kent ISD policy, grant rules and applicable laws
9. Perform other relevant duties as assigned

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

1. Exceptional instructional leadership capacities, with a deep understanding of pedagogy, instructional coaching, adult development, and instructional strategies.
2. Strong technology skills, able to learn and utilize a range of tools, platforms and softwares
3. Capable of leading, coaching, and mentoring new teacher candidates through on-line and in-person professional learning, and professional development for mentor teachers
4. Foundational knowledge of educational settings appropriate for student placement: urban, rural, special education, career technical education, etc. and deep knowledge of educational pedagogy
5. Demonstrated ability to support students and teachers as they pursue ambitious goals

6. Strong communication skills (written and verbal)
7. Exceptional problem-solving skills, applying solution-based thinking to potential barriers
8. Ability to develop and deliver professional learning curriculum to novice teachers and adult mentors (Instructional Coaching)
9. Ability to multitask, overseeing the progression of several projects and tasks to successful completion
10. Demonstrates a strong commitment to equity and inclusion in all practices and position responsibilities. Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status
11. Demonstrated ability to foster and leverage professional relationships with multiple stakeholders

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

To **Apply**: Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at [www.applitrack.com/kent/onlineapp](http://www.applitrack.com/kent/onlineapp)

**The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.**

*It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, gender orientation, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education.*

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## BOARD AGENDA ITEM

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

Item: Welding Program – CNC Machine

Submitted by: Russell Bray

Date:   10/10/24  

Recommended by: Kevin Philipps *kp*

Board Meeting Date:   10/21/24  

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### RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the purchase of a CNC Machine from Miller Welding for the KCTC Welding Program in the amount of \$48,415.00.

<u>Vendor</u>	<u>Base Bid</u>	<u>Alternative Bid</u>
Miller Welding	\$48,415.00	\$51,585.40
Morgan Inland LLC	\$51,585.40	\$48,465.00
Aidex East	-0-	\$35,999.00
Techno CNC Systems	-0-	\$40,327.00
Purity Cylinder	-0-	\$45,360.55
Sierra Victor Industries	-0-	\$45,695.00

### BACKGROUND:

Introducing a CNC (Computer Numerical Control) plasma cutter in a high school welding shop can offer various educational and practical benefits. Technological advancement, hands-on learning, creativity and design skills, industry-relevant skills, project-based learning and career preparation.

This purchase was approved as part of the 2024-25 capital outlay process. Advisors to the Welding Program have recommended the Koike CNC Machine. The Request for Proposal asked for not only bids of the Koike CNC Machine but also any suggested alternatives. The KCTC Welding instructors along with their supervisor reviewed all bids, including the alternatives. They have selected the recommended Koike CNC Machine.

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**BOARD AGENDA ITEM**

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

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

Action   x  

Item: Launch U Data Installation

Submitted by: Russell Bray

Date:   10/14/24  

Recommended by: Kevin Philipps *KP*

Board Meeting Date:   10/21/24  

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**RECOMMENDATION:**

It is recommended that the Kent ISD board approve the purchase of the Launch U data cabling installation from Bailey TeleCommunications LLC in the amount of \$20,600.00.

Bailey TeleCommunications	\$20,600.00
Meridian Cabling Solutions	\$23,586.71
The DataCom Group Inc	\$26,045.00
CS Erickson	\$31,492.71
Division 27, LCC	\$41,777.82
Digital Age Technologies	\$49,630.00

**BACKGROUND:**

The scope of work includes all of the data cabling, data cabinet, data jacks, and the terminating/testing of all components for the Phase 2 - Launch U renovation project at KCTC-East.

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## BOARD AGENDA ITEM

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

Item: Employee Assistance Program – Pine Rest

Submitted by: Dave Rodgers

Date:   October 15, 2024  

Recommended by: HR Leadership Team

Board Meeting Date:   October 21, 2024  

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**RECOMMENDATION:** It is recommended that the Board authorize administration to enter into a one-year contract with Pine Rest to provide their Employee Assistance Program to Kent ISD employees. The estimated annual cost of this contracted service is \$25,000 per year.

**BACKGROUND:**

Like most school employers, Kent ISD already provides a modest and free Employee Assistance Program through our Life and LTD insurance carrier. Those EAPs are not always robust enough to go beyond a mere initial referral or consultation. In recent years, given the challenges faced by educators, more schools have looked to more substantive partners to support staff needs. Participation or utilization is always confidential and voluntary. In consultation with the Leadership Team, we feel that adding this additional resource for staff is both timely and appropriate. We will continue to evaluate the usage and cost benefit analysis in future years. Subject to approval, it is our hope to launch the Pine Rest EAP in December 2024.



## Employee • Church • School Assistance Programs

Pine Rest Assistance Programs incorporate an interactive and authentic approach to mental health and well-being with services focused on exceptional care, compassion, responsiveness, and commitment to our communities.

We proudly serve businesses, churches, and schools with employee and organizational well-being initiatives. We strive to foster communities that embrace preventative health care measures, encourage dialogue about mental health, and support a culture of diversity and inclusivity.

Our team includes specialized clinicians and professionals dedicated to providing quality care. We offer extensive resources to nurture your team members in becoming the best version of themselves, resulting in improved organizational health and resiliency. Pine Rest would be honored to partner with your organization on a journey to thrive!

Pine Rest Assistance Program benefits encompass the following services:

- 3, 5, or 7 sessions of confidential counseling per episode of care, telehealth or in-person
- ALL household members are eligible for benefits
- 24/7/365 in-the-moment support
- Same-day sessions available
- Legal consultation
- Financial consultation
- Elder care consultation
- Infant feeding consultation
- Real estate consultation
- Online resource library
- Online financial education
- Onsite orientations & benefit fairs
- Mandatory referral program
- Critical incident response
- Management consultations
- Professional development & educational trainings
- Executive & employee coaching
- Mediation services
- Quarterly conferences
- Account management
- Utilization reporting

Please contact us for more information or  
to request a proposal and price quote.

800.442.0809 | [eap@pinerest.org](mailto:eap@pinerest.org) | [pinerest.org/eap](http://pinerest.org/eap)



**1978**  
Year  
Established

**3<sup>rd</sup>**  
Largest Behavioral  
Health Facility  
in U.S.

**7500+**  
Accessible  
Clinicians

**600+**  
Organizations  
Served

**254,000**  
Lives  
Covered

**12,222**  
Services  
Delivered  
(2023)

**60+**  
Professional  
Development  
Trainings

**8.8%**  
Average  
Utilization  
Rate



# THE VALUE OF PINE REST ASSISTANCE PROGRAMS

## Exclusive Continuing Care Pledge and Continuum of Care

Pine Rest Assistance Programs offer an exclusive Continuing Care Pledge where members may continue counseling with the same therapist after their free sessions are exhausted. Our Continuum of Care allows members to seamlessly access higher levels of care through our hospital-based services.

## Extensive Ongoing Communication

Our ongoing commitment to consistent communication includes touch-base meetings with your Account Manager, Mid-Year Review, monthly e-newsletter, special edition newsletters, biweekly wellness content, quarterly conferences, quarterly utilization reports, monthly webinars, Snags, promotional materials and timely replies to phone calls and emails.

## National leader in clinical research and establishment of best practices in behavioral health care.

Pine Rest is proud to be accredited by The Joint Commission and the Commission on Accreditation of Rehabilitation Facilities as well as an Associate Member of the National Network of Depression Centers and approved SHRM Recertification Provider.

## Robust Professional Development Curriculum

Professional development and training courses are created and facilitated by Pine Rest clinicians and HR professionals. We offer more than 60 topics including content for leadership, mental health, DEI, substance use and organizational wellness.

## Triage and Consultation Team

Our Triage and Consultation Team of clinicians assess what services are needed and assist in accessing appropriate care. This includes in-the-moment support as well as same-day sessions.

## WE CARE!

Assistance Program services are not a product to us. We are supporting and healing PEOPLE during their most vulnerable times. Our team takes this responsibility very seriously and strives to incorporate a human touch into all our interactions. Your employees will be cared for with compassion and integrity at the forefront.

## CUSTOMER TESTIMONIALS

“ We LOVE having our EAP with Pine Rest and it always makes new employee's ears perk up when we mention it during onboarding. It also allows us to offer extra support to our staff when a particularly difficult event or world event happens.”

- Hulst Jepsen Physical Therapy

“ I've come to really appreciate Pine Rest's quick response when we feel like we are in a bit of a crisis. They have calmly guided and challenged us to become more resilient leaders.”

-Calvin University

“ The Pine Rest EAP team has taken care of our employees as if they were their own, and we have received outstanding customer service from every Pine Rest employee we have come in contact with. Ottawa County saw a 400% increase in EAP utilization in the first year and the feedback from employees has been overwhelmingly positive.”

-Ottawa County



Employee • Church • School  
Assistance Programs

# PERSONAL ADVANTAGE

## Online Wellness Library

[www.pinerest.org/pal](http://www.pinerest.org/pal)

Enter your company username to access thousands of wellness resources.

Translation to 200+ languages!



### TRAININGS

Build skills for personal and professional growth.



### ASSESSMENTS

Get insights into your risk levels and actionable steps to take.



### WEBINARS

Access online webinars to stay informed and knowledgeable.



### CALCULATORS

Interactive, self-help financial tools to assess possible outcomes.



### LOCATOR TOOL

Find childcare, adult, and education services near you.



### WELL-BEING

Prioritize mental health with resources and support.



### LEGAL

Access valuable legal information and resources.



### CONNECTIONS

Build and maintain meaningful relationships with loved ones.



### HEALTH

Resources for informed health decisions and your well-being.



### FINANCIAL

Manage your finances effectively with a range of financial tools.



### PARENTING

Navigate parenthood with helpful tips and resources.



### WORKPLACE

Professional and career growth resources.



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## BOARD AGENDA ITEM

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

Item: MySchool@Kent Principal

Submitted by: Dave Rodgers

Date:   10-10-24  

Recommended by: Dr. Gorman and Sue Gardner

Board Meeting Date: October 21, 2024

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### **RECOMMENDATION:**

It is recommended that the Board approve the hire of Jared Herron as the next MySchool@Kent Principal. This recommendation comes as a result of Gerry Verwey transitioning to the Director of Adult Education position. Jared will have the benefit of consulting with two prior MySchool@Kent principals who continue in their respective leadership roles at Kent ISD.

### **BACKGROUND:**

Qualified applicants selected for interview progressed through two rounds of interviews, allowing the team to get to know the finalists very well. Mr. Herron excelled in each phase and received supportive feedback from the MySchool@Kent staff stakeholder panel. Jared brings a great deal of experience leading virtual education programming at Kenowa Hills Public Schools. While MySchool@Kent will be the largest program he has had the opportunity to lead, he is excited for the opportunity and has a depth of knowledge in many aspects of our program. We are optimistic about all that Jared brings to our program, our partners and the community. Jared recognizes that he will have a temporary learning curve but is honored to be offered this opportunity.

## Jared M. Herron

969 Golfside Ct. Jenison, MI 49428

(616) 498-8059 Cell

jmherron24@comcast.net

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### CAREER OBJECTIVE:

My Professional goal is to secure a leadership position where I can use my skills to increase academic achievement and social development through building a school culture with emphasis on a positive workplace environment, modeling a family atmosphere and developing a hard working attitude.

### RELEVANT PROFESSIONAL EXPERIENCE:

#### Principal

#### Kenowa Hills Pathways High School – Grand Rapids, MI

8/12- Present

- 2024-2025- Started partnership with West MI Construction Institute for student enrollment.
- 2024-2025- Developed partnership with GRCC MTEC for focus Fridays.
- 2023-2024- Emphasized enrollment and student involvement in KCTC and enrollment increased by 200%.
- 2023-2024- Maintained increased enrollment in Pathways High School 1st year over 100.
- 2022-2023- Created a 100% Virtual program as part of Pathways High School.
- 2020-2021- Created and Administered Kenowa Hills Online Learning Academy (K-12).
  - K-5 Helped develop, train staff, and begin the school year.
  - 6<sup>th</sup> – 8<sup>th</sup> grade had over 200 students and 8 staff members.
  - 9<sup>th</sup> – 12<sup>th</sup> had over 300 students and 12 staff members.
- 2020-2021- Successfully applied for and administered COVID Response grant for Pathways High School
- 2019- Kenowa Hills Pathways recorded a 92% 5-year graduation rate.
- 17-18 Pathways became a separate school: Reported School Improvement, Budget, and Evaluated staff.
- Graduation Rate above state average since 2017.
- Started a new Seat Time Waiver program to incorporate a blended learning environment along with online learning.
  - Trained staff on the use of Edgenuity and Compass Learning program to use in a blended learning environment and in a traditional brick and mortar classroom.
- Developed policies and procedures for attendance, scheduling, curriculum development, discipline, and technology initiatives.
- Aligned curriculum to match local standards including adaptation of common core classes in Math and Language Arts.
- Completed and filed all necessary seat time waiver reporting and audit requirements.
- Member of School Leadership Team that helped implement Personal Mastery System
- Member of School Improvement Team and Leader of CTE Professional Learning Community.
- Attended Administrative Team and Cabinet meetings discussing district initiatives.
- Lead Administrator for Summer School and Extended School year.
- Attended Training for: MASSP- 5D+\_ Teacher Evaluation System, Trauma-Informed Resilient Schools, Capturing Kids Hearts, Organizational Blueprint (Flippen Group), Process Champions (Flippen Group), SIOP, 360 Leadership Training (Flippen Group), Differentiated Instruction, Gradual Release of Responsibility, Classroom Learning Labs, MVU Online Symposiums, Edgenuity Blended and Online Learning Forums.

**Education Consultant  
EdTech Specialists, Inc.**

7/12- 7/14

- Consulted with districts on the creation and development of courses to align with state standards and local curriculum mapping.
- Trained staff to develop skills and attributes to be a successful online teacher.
  - Developed a Moodle course that staff can use to interact with for continual support.
- Offered continual assistance to developing plans, procedures, and training for future courses.

**Math /Computer / Mentor Teacher**

**Frontiers / Rogers High School - Wyoming, MI**

8/05 – 08/12

- Assisted in implementing policies and procedures for an online / blended learning environment
  - As lead teacher of the program, helped train staff, mentor and recruit students
  - Developed strategies for motivation and achievement
- Created a staff training program allowing employees to become well equipped with tools, resources and proven practices in becoming a successful mentor teacher
  - Presented this program to several other districts at the MACUL 2011 conference, 50 people
- Administered the district high school summer school program for 2 years
- Aligned curriculum to match district and state requirements
  
- Instructed: Marketing / Success in Business, Marketing / Management, Explorations in Technology, and Personal Finance
  - Exploration in Technology was a brand new class in which several activities and projects were created to match content standards.
- Assisted with athletic department in running basketball games, announcing, scorekeeping for volleyball, and working at track meets and coached Rogers JV Football – 2007

**Business and Computing Instructor**

**Lee High School - Wyoming, MI**

8/02- 6/05

- Instructed three Computers and Careers classes including the 7 habits curriculum.
  - Created a careers unit which involved using the web database <http://www.careercruising.com/>
  - Remainder of the yearlong class was spent on Microsoft Office Applications; Word, Excel, PowerPoint, Access, Front Page, and Publisher
- Created a new Multimedia class working with Macromedia Studio MX software package
- Used Front Page to design web pages for the district website and digital / video cameras with Movie works editing software
  - Designed district website (Summer 2003) Updated- year round
- Served as High School Representative on the District Technology Committee
- Initiated curriculum update of technology classes for 2004-2005 school year to include computer programming and film and media classes
- Freshman Class Advisor 2 Years and 8<sup>th</sup> Grade Girl's Basketball Coach- 2003

**QUALIFICATIONS AND SKILLS:**

- Goal- oriented personality with experience in both education and business.
- Experiences with many aspects of technology including website design, programming, spreadsheet and presentation software.
- Successfully created and implemented policies and procedures for a brand new educational program that experienced continual growth.

**EDUCATION:**

**Administration Certification**  
**Masters in Education**  
**Teacher Certification**  
**Vocational Certification**  
**B.A., Accounting**

MI Assoc. of Secondary School Principals  
Aquinas College, Grand Rapids, MI  
Aquinas College, Grand Rapids, MI  
Ferris State University, Big Rapids, MI  
Hope College, Holland, MI  
*Minor: Math and Business Administration*

**PROFESSIONAL ORGANIZATIONS:**

MASSP (MI Association of Secondary School Principals)                      Active member since 2017  
MACUL (MI Association of Computer Users in Learning)  
MHSAA Certified Basketball Official    Active member since 2000  
NSA Certified Softball Umpire  
Coached- AYSO, JBA, Upward, and Little League

# Jared M. Herron

969 Golfside Ct. Jenison, MI 49428

(616) 498-8059 Cell

jmherron24@comcast.net

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**KENT INTERMEDIATE SCHOOL DISTRICT**  
Grand Rapids, Michigan

**ADMINISTRATOR- EMPLOYMENT CONTRACT**  
***MYSCHOOL@KENT PRINCIPAL***

This Agreement, made and entered into this 21<sup>st</sup> day of October 2024, by and between the KENT INTERMEDIATE SCHOOL DISTRICT, hereinafter called the “School District,” and **Jared Herron**, hereinafter referred to as the “Administrator”

WITNESSETH:

It is agreed by and between the parties hereto as follows:

**Term:**

The School District hereby hires the Administrator and the Administrator agrees to work for the School District for the balance of a one (1) year term commencing on July 1, 2024, and ending on June 30, 2025, subject to the further provisions of this Agreement. The Administrator agrees to a 260 work day calendar. This Contract is subject to termination, layoff, and non-renewal.

**Duties and Responsibilities:**

The Administrator agrees to devote full professional time and attention to performing duties assigned pursuant to this Agreement. The School District may assign and reassign job duties and job titles to Administrator in the School District’s sole discretion. The Administrator agrees to serve the School District and perform assigned duties, and those set forth in the School Code of 1976, as revised, and to abide by all policies and decisions as established by the School District’s Board of Education (the “Board”). The Administrator agrees to faithfully serve and be regardful of the interests of the School District during the term of this Agreement and will undertake no other employment without the express written permission of the Board. The Administrator will perform all duties in accordance with the law and with such care and skill as is necessary to prevent injury to the property, good will, and interests of the School District.

**Credentials and Assurances:**

The Administrator agrees to meet and maintain all certification and continuing education requirements for the position assigned under the laws and regulations of the State of Michigan and the applicable regulations of the Michigan Department of Education, where required. If Administrator fails to do so at any time, this Contract shall automatically terminate and the Board shall have no further obligation hereunder. The Administrator warrants, represents and affirms to the School District:

- a. That the Administrator is competent to perform the duties for which hired and possesses the requisite credentials, skills and knowledge to effectively do so;
- b. As a condition of continued employment, the Administrator agrees to file with the Office of Human Resources a statement of not having been convicted of any crime identified within the Michigan Revised School Code as disqualifying to employment, and that there has been no unprofessional conduct pursuant to PA 189 of 1996. Administrator agrees to promptly report any pending criminal charges as required by the Michigan Revised School Code while under contract.
- c. That Administrator will not acquire any interests or conflicts of interest adverse to that of the School District.

### **Compensation:**

The School District shall provide the Administrator with the following compensation for the term of the contract:

a) **Salary:**

For the 2024-25 school year, the School District shall pay the Administrator a base salary of \$106,802 in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent.. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments beginning with the commencement of the fiscal/contract year (July 1-June 30). ***If less than a full year is worked, the salary shall be prorated based upon the number of per diem actual contract days worked.***

b) **Holidays:** Administrator is entitled to the following holidays for which no service to the School District is required:

July 4<sup>th</sup>, Labor Day, Thanksgiving, Friday following Thanksgiving, December 24<sup>th</sup>, 25<sup>th</sup> and 30<sup>th</sup>, New Year's Day and Memorial Day. *Ref: Non-Union Professional Handbook*

Subject to and in accordance with generally applicable limits and other restrictions imposed by law, the Administrator, out of the compensation provided under this, may arrange for elective pre-income tax salary reduction contributions to a tax sheltered annuity and/or 457 arrangement under Internal Revenue Code section 403(b). The School District will make such arrangements available to the Administrator in accordance with applicable law.

### **Insurance Benefits:**

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make benefit cost payments, as specified below, on behalf of Administrator and his/her eligible dependents for enrollment in the medical, dental, vision, term life insurance, disability insurances, and other fringe benefit programs. The Board may substitute or modify these programs from time to time as applicable to the Administrator and other School District Administrators. Medical benefits are subject to Michigan Public Act 152. The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the above benefits.

### **Sick Leave:**

The Administrator will be provided 12 sick leave days per year. Sick leave may only be used for illness, disability, and doctor appointments/medical procedures that cannot be scheduled outside of the regular work day. Sick leave shall be prorated for less than full contract year hires. There is no compensation for unused sick leave.

### **Vacation**

The School District will provide the Administrator 25.5 vacation days per year. Vacation leave shall be prorated for less than full contract year hires. Unused vacation days may not accumulate beyond the 18th month from the date awarded. Unused vacation days add to the Administrator's accumulated sick leave.

Administrator shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the School District. All scheduling of vacation is subject to the approval of the Superintendent or his/her designee.

**Reimbursed Expenses:**

The Administrator shall be reimbursed for reasonable and necessary expenditures pre-approved by the Superintendent or designee, including for travel, meals, mileage, conferences, and workshops held in the State of Michigan and national conferences pre-approved by the Board, which expenditures are incurred in acting on the business of the School District. Such expenditures will be reimbursed upon presentation by the Administrator of an itemized and detailed accounting of such expenditures and receipts relating thereto in the form customarily required by the Board and in conformity with the applicable rules and regulations of the Internal Revenue Service.

**Continuing Education and Professional Membership:**

Subject to prior approval and evidence of successful completion, the Administrator may be reimbursed for up to nine graduate credits from an accredited college or university for courses pertaining the duties and responsibilities of the Administrator. The per credit reimbursement shall not exceed the average graduate per credit cost of Michigan's public universities in that year. *Ref: Non-Union Professional Employee Handbook*

Subject to express approval by the Board, the reasonable fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board or Superintendent, the Administrator may attend appropriate professional meetings or conferences at the local, state and national levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board.

**Longevity**

Administrators successfully completing 10 years of employment as an administrator at Kent ISD shall at the time of separation receive a one-time payment of \$10,000 into a 403b account. Eligibility may also apply at separation after 15 years of continuous service to Kent ISD.

**Evaluation:**

Administrator's performance shall be evaluated by the Superintendent (or his/her designee) using multiple rating categories that take into account data on student growth to the extent required by Section 1249 and 1249 of the Revised School Code (or its successor provision) and performance to the extent required by Section 1250 of the Revised School Code (or its successor provision). The assessment of the Administrator shall include, but is not limited to, such criteria as mandated by governmental agencies for personnel holding the same or similar positions as the Administrator. Administrators not responsible for supervision of instruction may be evaluated with an alternative evaluation tool determined by the School District.

**No Tenure:**

The Administrator agrees that s/he shall not be deemed to be granted continuing tenure in such capacity as the Administrator of the School District, and in no event shall the failure of the School District to continue or re-employ in any capacity be deemed a discharge or demotion within the provisions of Act 4, Michigan Public Acts of 1937, Extra Session, as amended. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than

as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

**Medical Examinations:**

That Administrator agrees to submit to such comprehensive medical and/or mental examinations by a Board-approved physician, hospital, or clinic, supply such information and execute such documents as may be required by any underwriter, policyholder, or third-party administrator providing insurance programs specified under this Contract. Additionally, when, in the Superintendent's judgment, the Administrator shall authorize the release of medical information and/or participate in a medical examination that is necessary to determine if he can perform the essential job duties of his position with or without an accommodation, or to determine reasonable accommodations necessary to permit him to perform the essential job duties, or when such examination is otherwise job-related, consistent with business necessity and in accordance with the applicable law. The cost of the physical and/or mental examination shall be borne by the School District and the Administrator shall sign such medical release forms, and other documents, which are necessary to permit the Superintendent to receive a report limited to the results of the examination(s) for the purposes provided for in this paragraph. The Board agrees that any such reports and their contents shall remain confidential and not disseminated unless a broader disclosure is required by applicable law.

**Errors and Omissions Insurance:**

The Board agrees to pay the premium amount for errors and omissions insurance coverage for Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of his/her authority. The policy limits for this coverage shall be not less than two million dollars (\$2,000,000). The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall so notify Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Administrator as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).

**Termination**

The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, if Administrator materially breaches the terms and conditions of this Contract, or for other causes that are not arbitrary or capricious.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

**Limitations Period:**

Employee agrees that any claim or suit arising out of Employee's employment with the School District must be filed no more than six months after the date of the employment action that is the subject of the claim or suit. Employee understands that the statute of limitations for claims arising out of an employment

action may be longer than six months but agrees to be bound by the six-month period of limitations pursuant to this section and waives any statute of limitations to the contrary. It is the intent of the Parties that any court of competent jurisdiction will enforce this section to the maximum extent permitted by law.

**Complete Agreement:**

This Agreement contains the entire agreement of the parties hereto, and may not be altered, modified, or rescinded by any prior or contemporaneous statement or understanding of either such party, or any person on their behalf; this Agreement may be amended, modified, rescinded, or otherwise altered during its term only by an express written "Modification," denominated as such, and signed by each of the parties hereto.

IN WITNESS HEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

ADMINISTRATOR

KENT INTERMEDIATE SCHOOL DISTRICT

\_\_\_\_\_

by: \_\_\_\_\_  
Superintendent

And: \_\_\_\_\_  
Board President

cc: Personnel File

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# BOARD AGENDA ITEM

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

**Item:** PowerSchool Purchase for MiPSE

**Submitted by:** Kirsten Myers



**Date:** October 14, 2024

**Recommended by:** Kevin Phillips 

**Board Meeting Date:** October 21, 2024

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**RECOMMENDATION:**

The purchase of PowerSchool Licenses for MiPSE (Michigan Powerschool Special Education) in the amount of \$334,021.48

**BACKGROUND:**

Kent ISD uses PowerSchool software as the base for our Special Education software product called MiPSE. We offer MiPSE for all Kent ISD schools for use for their special education documents. Annually we renew this agreement, and this year we have a renewal that includes a 4% cost increase from PowerSchool.

We contract out to other partner ISDs and charter schools to use MiPSE for their own districts. For the current school year we have agreements with Muskegon, Ottawa, Ingham, Montcalm, Eaton, Mecosta-Osceola, Char-Em ISDs, as well as National Heritage Academies, Choice Schools, and Michigan Virtual Charter Academy. Combined all of the schools using MiPSE represent over 20% of the student population in Michigan.

Our annual billing back to partner schools in July 2024 totaled \$600,716.26. This covers the cost of the PowerSchool licenses for these schools, as well as helping cover the costs of staffing required at Kent ISD to maintain MiPSE.

The account number to be used: 22-1-284-3450-000-0000-00000-2300-



# Invoice

Date 08/26/2024  
 Invoice# INV416842  
 Due Date 08/26/2024  
 Customer ID 10008794

**Bill To**

Mark Higgins  
 Kent Intermediate School District  
 2930 Knapp St. NE  
 Grand Rapids MI 49525  
 United States

**Ship To**

Garrett Burgett  
 Kent Intermediate School District  
 2930 Knapp St NE  
 Grand Rapids MI 49525  
 United States

**VAT:**

PO#	Quote#	Customer Success Manager
	Q-1029983	CS-Inside (Digital)

Product Description	Qty	Unit	Tax	Unit Price	Extended Price
SW-SPED-S-TAS: Powerschool Special Programs SECM SaaS  Choice Schools Invoice Period: 08/17/2024 - 08/16/2025	422	Students	\$0.00	5.86	\$2,472.92
SW-SPED-S-TSCS: PowerSchool Special Programs Service Capture SaaS  Choice Schools Invoice Period: 08/17/2024 - 08/16/2025	445	Students	\$0.00	0.71	\$315.95
SW-SPED-S-SPSPA: PS Special Education Service Plan Annual Fee  Choice Schools Invoice Period: 08/17/2024 - 08/16/2025	23	Students	\$0.00	1.51	\$34.73
SW-SPED-S-TAS: Powerschool Special Programs SECM SaaS  Eaton RESA Invoice Period: 08/17/2024 - 08/16/2025	2,208	Students	\$0.00	5.86	\$12,938.88
SW-SPED-S-TSCS: PowerSchool Special Programs Service Capture SaaS  Eaton RESA Invoice Period: 08/17/2024 - 08/16/2025	2,888	Students	\$0.00	0.71	\$2,050.48

Thank you for your business

<b>Remit by Check (US Mail Only):</b> POWERSCHOOL GROUP LLC PO BOX 888408 LOS ANGELES, CA 90088-8408	<b>Remit by Check (Courier):</b> LOCKBOX SERVICES POWERSCHOOL GROUP LLC - Box 888408 3440 FLAIR DRIVE, 4th FLOOR EL MONTE, CA 91731	<b>Remit by Wire or ACH:</b> Wells Fargo Bank, NA Account Name: PowerSchool Group LLC ABA Routing No: 121000248 Account No: 4633847017 SWIFT: WFBUI565 (Include invoice number in transmission)	<b>Customer Service:</b> ar@powerschool.com 888-265-7641 (Toll-Free) 916-357-9934 (Fax)
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This is your annual support/subscription/hosting renewal. To avoid cancellation of your phone support, product updates or hosted products, please work with your Director of Technology or appropriate business person to approve a purchase order and payment for this annual recurring invoice.



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 Invoice#: INV416842  
 Due Date: 08/26/2024  
 Customer ID: 10008794

Product Description	Qty	Unit	Tax	Unit Price	Extended Price
SW-SPED-S-SPEOA: PS Special Education Early On Annual Fee Eaton RESA Invoice Period: 08/17/2024 - 08/16/2025	261	Students	\$0.00	5.86	\$1,529.46
SW-SPED-S-SPSPA: PS Special Education Service Plan Annual Fee Eaton RESA Invoice Period: 08/17/2024 - 08/16/2025	419	Students	\$0.00	1.51	\$632.69
SW-SPED-S-TAS: Powerschool Special Programs SECM SaaS Kent ISD Invoice Period: 08/17/2024 - 08/16/2025	22,584	Students	\$0.00	5.86	\$132,342.24
SW-SPED-S-TSCS: PowerSchool Special Programs Service Capture SaaS Kent ISD Invoice Period: 08/17/2024 - 08/16/2025	26,303	Students	\$0.00	0.71	\$18,675.13
SW-SPED-S-SPEOA: PS Special Education Early On Annual Fee Kent ISD Invoice Period: 08/17/2024 - 08/16/2025	2,337	Students	\$0.00	5.86	\$13,694.82
SW-SPED-S-SPSPA: PS Special Education Service Plan Annual Fee Kent ISD Invoice Period: 08/17/2024 - 08/16/2025	8,175	Students	\$0.00	1.51	\$12,344.25

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SW-SPED-S-TSCS: PowerSchool Special Programs Service Capture SaaS  MI Virtual Invoice Period: 08/17/2024 - 08/16/2025	798	Students	\$0.00	0.71	\$566.58
SW-SPED-S-SPSPA: PS Special Education Service Plan Annual Fee  MI Virtual Invoice Period: 08/17/2024 - 08/16/2025	110	Students	\$0.00	1.51	\$166.10
SW-SPED-S-TAS: Powerschool Special Programs SECM SaaS  Montcalm Invoice Period: 08/17/2024 - 08/16/2025	2,258	Students	\$0.00	5.86	\$13,231.88
SW-SPED-S-TSCS: PowerSchool Special Programs Service Capture SaaS  Montcalm Invoice Period: 08/17/2024 - 08/16/2025	2,783	Students	\$0.00	0.71	\$1,975.93
SW-SPED-S-SPEOA: PS Special Education Early On Annual Fee  Montcalm Invoice Period: 08/17/2024 - 08/16/2025	331	Students	\$0.00	5.86	\$1,939.66

Thank you for your business

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# Invoice

Date: 08/26/2024  
 Invoice#: INV416842  
 Due Date: 08/26/2024  
 Customer ID: 10008794

Product Description	Qty	Unit	Tax	Unit Price	Extended Price
SW-SPED-S-SPSPA: PS Special Education Service Plan Annual Fee Montcalm Invoice Period: 08/17/2024 - 08/16/2025	194	Students	\$0.00	1.51	\$292.94
SW-SPED-S-TAS: Powerschool Special Programs SECM SaaS Muskegon Invoice Period: 08/17/2024 - 08/16/2025	4,943	Students	\$0.00	5.86	\$28,965.98
SW-SPED-S-TSCS: PowerSchool Special Programs Service Capture SaaS Muskegon Invoice Period: 08/17/2024 - 08/16/2025	6,055	Students	\$0.00	0.71	\$4,299.05
SW-SPED-S-SPEOA: PS Special Education Early On Annual Fee Muskegon Invoice Period: 08/17/2024 - 08/16/2025	690	Students	\$0.00	5.86	\$4,043.40
SW-SPED-S-SPSPA: PS Special Education Service Plan Annual Fee Muskegon Invoice Period: 08/17/2024 - 08/16/2025	422	Students	\$0.00	1.51	\$637.22
SW-SPED-S-TAS: Powerschool Special Programs SECM SaaS NHA/PrepNet Invoice Period: 08/17/2024 - 08/16/2025	3,848	Students	\$0.00	5.86	\$22,549.28

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# Invoice

Date: 08/26/2024  
 Invoice#: INV416842  
 Due Date: 08/26/2024  
 Customer ID: 10008794

Product Description	Qty	Unit	Tax	Unit Price	Extended Price
SW-SPED-S-TSCS: PowerSchool Special Programs Service Capture SaaS NHA/PrepNet Invoice Period: 08/17/2024 - 08/16/2025	3,951	Students	\$0.00	0.71	\$2,805.21
SW-SPED-S-SPSPA: PS Special Education Service Plan Annual Fee NHA/PrepNet Invoice Period: 08/17/2024 - 08/16/2025	103	Students	\$0.00	1.51	\$155.53
SW-SPED-S-TAS: Powerschool Special Programs SECM SaaS Ottawa Invoice Period: 08/17/2024 - 08/16/2025	6,654	Students	\$0.00	5.86	\$38,992.44
SW-SPED-S-TSCS: PowerSchool Special Programs Service Capture SaaS Ottawa Invoice Period: 08/17/2024 - 08/16/2025	8,012	Students	\$0.00	0.71	\$5,688.52
SW-SPED-S-SPEOA: PS Special Education Early On Annual Fee Ottawa Invoice Period: 08/17/2024 - 08/16/2025	1,057	Students	\$0.00	5.86	\$6,194.02
SW-SPED-S-SPSPA: PS Special Education Service Plan Annual Fee Ottawa Invoice Period: 08/17/2024 - 08/16/2025	301	Students	\$0.00	1.51	\$454.51

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# Invoice

Date 08/26/2024  
 Invoice# INV416842  
 Due Date 08/26/2024  
 Customer ID 10008794

Subtotal	Tax Total	Total (USD)
\$334,021.48	\$0.00	\$334,021.48
		Amt. Due (USD)
		\$334,021.48

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By paying this invoice or continuing to access the services, you agree to renew the services on the same terms and conditions (plus any then-current annual uplift) that govern your access to the services during the immediately preceding subscription period.

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## BOARD AGENDA ITEM

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

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

Action \_\_\_\_\_ x \_\_\_\_\_

Item: Updated revision of Kent ISD’s Emergency Operations Plan (EOP)

Submitted by: Kevin Philipps, Asst. Superintendent of Administrative Services

Date: October 8, 2024

Recommended by: Kevin Philipps

Board Meeting Date: October 21, 2024

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### **RECOMMENDATION:**

It is recommended that the Board adopt the revised Emergency Operations Plan (EOP).

### **BACKGROUND:**

There are several reasons the Kent ISD Emergency Operations Plan (EOP) was rewritten. Michigan law ([MCL - Section 380.1308b - Michigan Legislature](#)) requires that districts have an EOP. This EOP must be reviewed with at least one law enforcement agency every two years. Kent ISD has conducted reviews of its EOP with the Kent County Sheriff’s Office (KCSO) on an annual basis for the past four years. This current edition was developed in partnership with the KCSO, in particular the Emergency Manager’s Office.

Another reason for rewriting the EOP was that this past summer, the Michigan State Police Office of School Safety (OSS) developed a template for formatting EOPs. OSS’s purpose in developing this template was to standardize the appearance and content of EOPs across the State. This version of Kent ISD’s EOP is formatted in the new OSS style.

Lastly, OSS has adopted the I Love Guys (ILUGs) Foundation Standard Response Protocols (SRPs). The reason for this adoption was to standardize emergency procedure terminology for all schools and first responders in the State. Kent ISD has adopted these SRPs, which is also reflected in this version of Kent ISD’s EOP.

## **APPROVAL AND IMPLEMENTATION**

This Emergency Operations Plan (EOP) shall apply to all Kent ISD students, faculty, staff, and others participating in protection, prevention, mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any school-sponsored events, whether on or off-property.

The Kent ISD Superintendent has designated the Kent ISD Director of Security and Safety as the person who shall be responsible for the oversight of this plan. Additionally, the Director of Security and Safety shall be responsible for the coordination of this plan with applicable stakeholders, such as law enforcement, county health department, fire services, emergency management, etc. This emergency operations plan is based on the “all-hazards” concept and plans for natural and man-made disasters and incidents.

This plan is flexible. The entire plan, or segments of the plan, maybe activated based on the specific emergency and decision by school leadership.

This EOP overwrites all previous editions formerly referred to as the Kent Intermediate School District EOP and is effective immediately upon the signing of the authorities below.

---

Dr. Ron Gorman  
Kent ISD Superintendent  
Date: \_\_\_\_\_

Andrea Haidle  
Kent ISD Board President  
Date: \_\_\_\_\_

This Kent ISD Emergency Operations Plan (EOP) was completed through a collaborative community effort. The input and feedback from the following agencies were paramount to the construction of this plan.

- American Red Cross
- AMR Emergency Medical Services
- Calvary Church
- Calvin University
- Gerald R. Ford Airport Police Department
- Grand Rapids Catholic Diocese
- Grand Rapids Police and Fire Departments
- Grand Rapids Township Fire Department
- I Love U Guys Foundation
- Kent County Emergency Manager's Office
- Kent County Sheriff's Office
- MSP Office of School Safety
- Northpointe Christian High School
- Salvation Army of West Michigan
- The Rapid
- TRAILS to Wellness
- Wyoming Police and Fire Departments

## **I. INTRODUCTION**

The purpose of the Kent Intermediate School District (Kent ISD or ISD) Emergency Operations Plan (EOP) is to identify hazards and to provide policy for the response to incidents on Kent ISD Secondary Campus and all Center Program Campuses. This purpose is accomplished by outlining the responsibilities and duties of the Kent ISD and its employees.

Developing, maintaining, and exercising this plan will empower employees to act quickly and decisively in an emergency incident. Additionally, this plan educates students, teachers, staff, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents/guardians and other members of the community with assurances that Kent ISD has established guidelines and procedures to respond to incidents/ hazards effectively.

It is the policy of Kent ISD to provide in-service training for faculty/staff on this EOP. It is the expectation of the ISD that faculty members will use this in-service training to develop educational modules for their students on the proper response to hazards/incidents. It is only through the combined efforts of all Kent ISD administrators, faculty, staff, and students that active events and hazards can be mitigated with minimal impact on our educational environment.

### **School Board Policy Statement**

This Kent ISD Emergency Operations Plan is within the scope and framework of district policies. Kent ISD's vision is to build thriving communities through meaningful partnerships and equitable educational opportunities for all learners.

### **Scope of the Plan**

The Kent ISD EOP outlines the expectations of the administration for faculty/ staff response to an emergency for all of the Kent ISD programs.

### **EOP Goals**

The goals of the Kent ISD EOP are to:

- Protect lives.
- Keep our students' parents/guardians informed as to the status of the incident.
- Respond to emergencies promptly and properly.
- Coordinate Kent ISD emergency response with local authorities and resources.
- Provide aid in recovery operations for students, staff, and our community.

## **Plan Development, Maintenance, Distribution**

### **Dissemination of the Plan**

Upon approval of this EOP by the Kent ISD School Board, the Kent ISD Superintendent will ensure the dissemination of the EOP and its appendices through the following steps:

- By providing training to staff and faculty on the contents of the EOP
- By briefing local first responders on the plan and incorporating their insights into the EOP
- By conducting regular training exercises for leadership/staff/students on responding to emergency matters in accordance with the EOP

### **Plan Review and Updates**

The EOP will be reviewed annually by the Kent ISD Director of Safety and Security. The Director will coordinate with local emergency management agencies and other entities as deemed appropriate. In addition, the EOP will be updated based upon deficiencies identified during training exercises and/or incident management activities. It may also be updated when changes in threats, resources, or school structure occur. Per Michigan state law the Security Director will be responsible for submitting Kent ISD's EOP to the Kent County Emergency Managers Office.

### **Record of Changes**

Each update or revision to this EOP will be tracked. Revisions will include the following:

- The section of the EOP was affected by the change.
- A description of the change.
- The name of the person entering the change.
- The date the change was made.

The Record of Changes is below. The Kent ISD Director of Safety and Security is responsible for ensuring EOP revisions are disseminated to affected stakeholders.

**RECORD OF EOP CHANGES**

Page/Section of Change	Brief description of change	Change Entered By	Date Approved by Kent ISD Board
Entire EOP	Document was constructed into the FEMA/MSP-OSS recommended format. Document was reviewed and updated by a collaborative group of employees to include: Safety Coordinator John Wittkowski, IT Security Coordinator Micky Clark, Security Supervisor Eric Van Dyke, Student Success Facilitator Amy Albert, Agra Science Teacher Jennifer Wood, Acting Principal Jennifer Wittenbach, Health Services Teacher Alison VanAndel, Director of Communications & Marketing Katie McClintic, Nurse Coordinator Rachel Vandenbrink, Mental Health Coordinator Chelsea Kitteridge-Farrell, and Assistant Principal Kelly Bowers	Sean Burns	

## **TERMS/ACRONYMS USED**

The following terms and acronyms are used throughout this EOP. They are listed here for the convenience of the reader.

- **AAR** – After Action Review
- **AED**- Automated External Defibrillator
- **CBRNE** – Chemical, Biological, Radiological, Nuclear, and Explosives
- **COOP** – Continuity of Operations Plan
- **CTES** – Career Tech Education Specialist
- **CP** – Command Post
- **CPR** – Cardio-Pulmonary Resuscitation
- **CPS** – Child Protective Services
- **ELL** – English Language Learner
- **EMT** – Emergency Medical Technician
- **EMS** – Emergency Medical Service
- **EOP** – Emergency Operations Plan
- **ERT** - Emergency Response Team
- **ESC** – Educational Service Center
- **ESL** – English Second Language
- **EUC** - Empower U Central
- **EUN** - Empower U North
- **EUS** – Empower U South
- **HVAC** – Heating, Ventilation, Air Conditioning
- **HMP** – Hazard Mitigation Plan
- **IAW** – In Accordance With
- **IC** – Incident Command
- **ICP** – Incident Command Post
- **ICS** – Incident Command Staff
- **KCC** – Kent ISD Conference Center
- **KEC** – Kent Education Center
- **KCTC-East** – Kent Career Tech Center - East

***Terms/Acronyms Continued***

- **KCTC-West** – Kent Career Tech Center - West
- **KCHMP** – Kent County Hazards Mitigation Plan
- **Kent ISD** – Kent Intermediate School District
- **LEA** – Local Educational Agency
- **LEP** – Limited English Proficiency
- **LDC** – Lincoln Developmental Center
- **LS** – Lincoln School
- **MDHHS** – MI Department of Health and Human Services
- **MERT** – Medical Emergency Response Team
- **MOU** – Memorandum of Understanding
- **NGO** – Non-Governmental Organization
- **NIMS** – National Incident Management System
- **NLT** – No Later Than
- **NOAA** – National Oceanic and Atmospheric Administration
- **NWS** – National Weather Service
- **OC** – Operations Chief
- **PIO** – Public Information Officer
- **PA** – Public Address
- **PGLC** – Pine Grove Learning Center
- **PWID** – Possession with Intent to Deliver
- **SRO** – School Resource Officer
- **SSO** – School Security Officer

## I. SITUATION OVERVIEW

### Building Addresses

In addition to classes during the school day classes, ISD facilities are frequently used for events and gatherings outside normal school hours. This EOP is applicable to all buildings and events that occur on any Kent **ISD** campus or property. When Kent ISD staff/program are housed within another school district’s building, the EOP for that district will take precedence over the ISD’s EOP. **The following pages contain lists of Kent ISD’s buildings and campuses.**

<b>SECONDARY CAMPUS</b>
<p><b>Educational Service Building Center (ESC)</b> 2930 Knapp NE Grand Rapids, MI, 49525 616-364-1333</p>
<p><b>Kent Educational Center – Beltline (KEC-Belt)</b> 1606 Leffingwell NE Grand Rapids, MI 49525 616-365-2357</p>
<p><b>Kent Career Tech Center - West (KCTC-West)</b> 1800 Leffingwell NE Grand Rapids, MI 49525 616-365-2391</p>
<p><b>Kent Career Tech Center - East (KCTC-East)</b> 1655 Beltline Avenue, NE Grand Rapids MI 49525 616-364-8421</p>
<p><b>Kent ISD Maintenance/Receiving/Facilities</b> 1655 Beltline Avenue Grand Rapids, MI 49525 616-364-8421</p>
<p><b>Kent ISD Conference Center (KCC)</b> 1633 Beltline Avenue, NE Grand Rapids, MI 49525 616-301-8840</p>
<p><b>Kent ISD Pole Barn (KPB)</b> 1480 Leffingwell NE Grand Rapids, MI 49525 616-365-2357</p>

**Kent Aviation Center (KAV)**  
 4958 VanLaar Dr., SE  
 Grand Rapids, MI 49512  
 616-301-8830

**EARLY CHILDHOOD & CENTER PROGRAM CAMPUSES**

**Early Childhood/Bright Beginnings**  
 864 Crahen, NE  
 Grand Rapids, MI 49525  
 616-365-2276

**Empower U Central (EUC)**  
 225 Mayfield, NE  
 Grand Rapids, MI 49503  
 616-410-4860

**Empower U South (EUS)**  
 3600 Byron Center Avenue, SW  
 Wyoming, MI 49519  
 616-410-4420

**Empower U North (EUN)**  
 655 12 Mile Rd., NW  
 Sparta, MI 49345  
 616-802-3560

**Early Childhood Center North (ECC-N)**  
 Greenridge Elementary  
 3825 Oakridge Ave, NW  
 Comstock Park, MI 49321  
 616-254-5401

**Early Childhood Center South (ECC-S)**  
 South Godwin Elementary  
 28 Bellevue, SE  
 Wyoming, MI 49548  
 616-410-4990

**Kent Education Center Beltline (KEC-Belt)**  
 1606 Leffingwell NE  
 Grand Rapids, MI 49525  
 616-365-2357

<p><b>Kent Education Center Oakleigh (KEC-Oak)</b>                  2223 Gordon St., NW                  Grand Rapids, MI 49504                  616-410-4760</p>
<p><b>Lincoln Developmental Center (LDC)</b>                  862 Crahen, NE                  Grand Rapids, MI 49525                  616-410-4700</p>
<p><b>Lincoln School (LS)</b>                  862 Crahen, NE                  Grand Rapids, MI 49525                  616-410-4700</p>
<p><b>Oral Deaf</b>                  North Oakridge Elementary                  4300 Costa, NE                  Grand Rapids, MI 49525                  616-365-6170</p>
<p><b>Pine Grove Learning Center (PGLC)</b>                  2101 52<sup>nd</sup> Street, SW                  Wyoming, MI 49519                  616-410-4900</p>
<p><b>Total Communications</b>                  Deaf and Hard of Hearing Office                  4561 Hunsberger, NE                  Grand Rapids, MI 49525</p>
<p><b>ADULT EDUCATION CAMPUSES</b></p>
<p><b>Grand Rapids Adult Education</b>                  Located at GRCC's Sneden Hall                  415 Fulton St. E                  Grand Rapids, MI 49503                  616-819-2734</p>
<p><b>Wyoming Adult Education (co-located with EUS)</b>                  3600 Byron Center Ave., SW                  Wyoming, MI 49519                  616-530-7500</p>

## **SCHOOL POPULATION**

### **General Population**

At any one time during the school day, the Kent ISD secondary campus may have over 3,000 people on the secondary campus alone. The vast majority of these people are students attending one of the high schools on the campus. However, in addition to the students, the secondary campus has hundreds of staff members who also work on school grounds. In addition, Kent ISD campus buildings are used during after school hours for community events such as adult education, school board meetings, and summer camps for children during the summer months.

### **Special Needs Populations**

Kent ISD Center Program schools are composed of special needs students. These special needs may include:

- Limited English Proficiency (LEP)
- Blindness or Visual Disabilities
- Cognitive or Emotional Disabilities
- Deafness or Hearing Loss
- Mobility and/or Physical Disabilities (Permanent and Temporary)
- Medically Fragile Health (Including, but not limited to, students that are vented, diabetic, asthmatic, and with severe allergies)
- Mental Health

Kent ISD is committed to the safe evacuation and transportation of students, faculty, staff, and visitors with special needs.

## **Planning Assumptions**

Stating the planning assumptions allows the Kent ISD to deviate from the EOP if, during operations, certain assumptions are absent. The EOP assumes:

- Kent ISD buildings and campuses are subject to the hazards described in the Hazard Analysis summary (page 13), as well as lesser hazards and others that may develop in the future.
- A major disaster can occur with or without warning. In cases where a warning has been disseminated to the public, increased readiness measures may be implemented.
- Single-site incidents (e.g., fire, gas main breakage, etc.) can occur without warning.
- Kent ISD staff will take immediate action to mitigate issues if they are trained to do so.
- Following a catastrophic incident, Kent ISD buildings and campuses may have to be self-sustaining for up to 72 hours.
- There will be a number of injuries of varying degrees/seriousness to faculty, staff, and students.
- Outside assistance from fire, law enforcement, and medical will be available within 20 minutes of notification.
- Creating a positive school environment and conducting staff/student training sessions will reduce incident-related losses.

## **Planning Limitations**

Kent ISD acknowledges that this EOP is not a perfect management system. This EOP is, however, based on current best practices at the federal, state, and local levels. Kent ISD will make every reasonable effort to manage the situation with the resources and information available at the time of the incident.

## **Resources**

This plan is based upon the concept that any emergency responses that school personnel might be required to perform should parallel a person's normal day-to-day functions. When possible, personnel and material resources used for day-to-day activities will be employed during emergency situations.

Because personnel and equipment resources are limited, routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that are normally required for those functions will be redirected to accomplish emergency tasks. Kent ISD will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, assistance from local emergency services, organized volunteer groups, or the State of Michigan may be requested. Resources from industry or individuals may also be requested.

## **References**

The following references were used in the construction of this document:

*A Framework for Safe and Successful Schools*; National Association of School Psychologists (NASPO), 2013.

*Crisis Management Affecting Institutions of Higher Education: A Collaborative Community Approach-MGT-361, version 3.1*; FEMA and the Texas A&M Engineering Extension Service (TEEX), January 2023.

*Final Recommendations of the School Safety Task Force, 2018*. Michigan State Police, Office of School Safety website: [Final Recommendations Link](#).

*Guide for Developing High-Quality School Emergency Operations Plans*, Federal Emergency Management Agency (FEMA), June 2016.

*I Love U Guys Foundation Standard Response Protocol*; [I Luv U Guys SRP Link](#).

*I Love U Guys Foundation, Standard Reunification Method*; [I Love U Guys SRM Link](#).

*School Safety and Violent Event Incident Management, FL-005-RESP, version 1.0*; C-3 Pathways, Inc., October 2019.

## **II. HAZARD ANALYSIS**

### **Hazard Risk Summary**

Kent ISD campuses can potentially be exposed to many hazards. These hazards have the ability to disrupt the school community by causing injury or by damaging property. This EOP spells out incident response procedures that will minimize damage and trauma.

As part of an ongoing analysis of potential risks/hazards, Kent ISD will conduct the following vulnerability and risk assessments for all of its campuses:

- Biennial assessments of the strengths and weaknesses of individual campus buildings.
- Biennial assessments of the strengths and weaknesses of campus grounds.
- Annual reviews of staff skills and resources.
- Annual reviews of concerns of individuals with disabilities and special needs.

### **Risk and Vulnerability Assessment Summary, Kent County**

To determine the hazards that present the greatest threat to Kent County residents (to include Kent ISD students and staff), the Kent County Emergency Manager's Office completes a yearly Hazards Mitigation Plan (HMP). The HMP ranks and prioritizes hazards that pose the most significant threat to Kent County. This HMP was taken into consideration while creating the Kent ISD EOP. See the next page for the Kent County Risk and Vulnerability Assessment.

The table below is the Kent County Risk and Vulnerability Assessment Summary. This table is compiled on a yearly basis. The higher the score (from a scale of 0-100), the more probability of a hazard occurring in Kent County. Values from this summary were used in developing the EOP. The Kent ISD Director of Safety and Security will review this data on a yearly basis with the Kent County Emergency Manager. Once the review is completed, the Director will update the EOP as appropriate.

**2022 Kent County, Ottawa County, and the City of Grand Rapids  
Regional Hazard Mitigation Plan**

**Most Probable Hazard (top) to Least Probable (bottom)**

<b>Event</b>	<b>Ranking</b>
Public Health Emergencies (Pan, Epi, Con F&W)	1
Flooding & Erosion (Riverine/Shoreline)	2
Infrastructure Failure (Electric, Gas/Oil, Pipeline, Water)	3
Severe Summer Weather (Hail, Lightning, High Winds)	4
Supply Chain Disruption (Gas/Oil, PPE, etc.)	5
Infrastructure Failure (Communications & Internet)	6
Extreme Temperature (Hot/Cold)	7
Winter Weather (Snow, Ice, Sleet)	8
Tornadoes	9
Major Fires	10
Invasive Species	11
Cyber Security Intrusion	12
Criminal Acts (Mass Shootings/Active Assailant)	13
Landslide	14
Civil Unrest	15

Taken from: Kent County, Ottawa County, and City of Grand Rapids Regional Hazard Mitigation Plan (Revision Date: December 29, 2022, and Approval Date: January 5, 2023), Pg. 5, Table 1: Hazard Ranking.

## **Prevention and Intervention Measures**

All Kent ISD schools have implemented the following measures to prevent and minimize the impact of an adverse incident.

### **Limiting Access to Schools**

Students and visitors entering a Kent ISD facility will be directed to specific entrance points. Administration and staff should continually discourage anyone from allowing individuals into buildings via any entrance other than the main entrance.

Staff should be visible in the hallways before school, during passing times, and at the end of the day. If a staff member observes a student allowing someone into the school via an exit-only door, corrective actions should be taken with the student, and the visitor should be escorted to the main office to be properly checked into the building.

### **Visitors to Kent ISD Buildings**

All visitors/vendors are required to check in at the front office before visiting classroom areas. At the front office, visitors will be required to provide a picture identification card so that staff can check the visitor's name via 'Ident-A-Kid' software to ensure the visitor is not on the National Sex Offender Registry. Once the check has been completed, the visitor will be issued a "Visitor Pass", which will be displayed prominently on their person. All school faculty and staff should be advised to greet visitors or any unidentified person not having a pass and escort them to the office.

### **Emergency Alarm System**

Warning announcements will be issued via the public notification system. Announcements will be used to alert and update staff/students in the event of a critical incident. Announcements will be used by building administrators to signal the following operations: lockdown, secure, hold, shelter, and evacuation. Additionally, announcements can be used to disseminate information to a large crowd in a rapid fashion. See Appendix J for further communication procedures.

### **Evacuation Sites and Routes**

In the event of an evacuation of a building on the Kent ISD Secondary Campus, students and staff will relocate to one of three locations: NorthPointe High School, Catholic Central CAT Complex, or the Kent Conference Center. In the event of the evacuation of any other Kent ISD facility, staff and students will move to pre-designated evacuation sites. Detailed information concerning evacuation routes, evacuation sites, and points of contact for those sites can be found in the Functional Annex. Additionally, all this information can be found on the MyEOP desktop/phone application.

### **Reunification Site**

In the event of a campus evacuation, students will be transported to a predetermined location to be reunited with parents/guardians. See Functional Annex-Reunification, for further information.

**Building Plans, Maps, Utility Shutoffs**

Building floor plans are on file with local police and fire departments. Additionally, critical incident maps for all Kent ISD buildings have been constructed and are available to Kent County Dispatch and Grand Rapids Dispatch.

**MyEOP Desktop and Phone Application (App)**

Kent ISD has purchased the MyEOP phone and desk app. Instructions on how to download the application can be located on the Kent ISD Staff portal at the following site: [Link to download Kent ISD MyEOP plan](#).

All Kent ISD staff will have the MyEOP app downloaded onto their issued laptops. Staff are highly encouraged to download the app onto their phones.

## **IV. INCIDENT MANAGEMENT**

Kent ISD will use the federal National Incident Management System (NIMS) to manage all incidents and planned events. NIMS can be used to address all phases of incident management, including preparation, response, and recovery.

### **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

The National Incident Management System (NIMS) is a systematic approach that guides the coordination of government agencies, nongovernmental organizations (NGOs), and the private sector in emergency situations. The foundation of NIMS is that incidents are managed by those with the greatest level of technological/practical expertise in relation to the hazard.

A serious incident at a Kent ISD facility will require ISD officials to coordinate their activities with first responder agencies. NIMS not only enables ISD staff and administrators to respond effectively to an incident, it also facilitates coordination with first responder agencies as these agencies all utilize the NIMS model for their response to incidents.

It is critical that Kent ISD administration officials and emergency responders train together prior to an emergency. This will allow ISD officials and responders to develop a working relationship and an understanding of how the school's initial response will unfold. Training will also expose response flaws that can be addressed and resolved. This training can take the form of table-top exercises (TTX) that exercise the EOP's procedures with regard to higher probability hazards.

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This section establishes the operational organization that will be relied on to manage an incident. This will include a list of tasks and responsibilities by position.

Building principals are not able to manage all the aspects associated with an incident without assistance. Schools rely on key personnel to perform tasks that will ensure the safety of students and staff during a crisis or a critical incident. The Incident Command Structure (ICS) uses a team approach to manage incidents.

Staff roles within the ICS have been assigned based on training and qualifications. Additionally, key positions within the Kent ISD ICS have staff members designated as alternates in case the primary for the position is unavailable and for purposes of establishing a 'rest plan.' All staff members should be familiar with his/her role and responsibilities prior to the occurrence of an incident.

In the event of an incident, ISD staff may be required to remain at work or may be called in to work to assist with the incident.

**Building Level (Incidents that are site specific)**

During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. These situations can take the forms of an emergency medical response, a student in crisis, bomb/swatting incident, and other services.

These situations are building specific. Buildings should establish teams that consist of staff members who possess the abilities and knowledge to serve in these specialized roles. Team members should be selected so that members are available to respond to incidents throughout the school day. Staff that are often away from the building or are in administrative roles should not be members of these teams.

As a general matter, primary responsibility for an emergency response at a Kent ISD facility will be assigned to the individual from that facility that possesses the skills and the authority to lead the response. Most times, this will be the building principal or senior administrator. The person will serve as the Incident Commander (IC) for the incident. Other personnel may be assigned support responsibilities for specific emergency events.

A principal may delegate their authority as an IC to a qualified individual in the principal's absence or at the principal's direction. However, the principal still retains the responsibility for the overall safety of students and staff.

**District Level**

During a district level incident, the Kent ISD Superintendent will institute the Incident Command Structure. During a district level incident, the Superintendent (or designee) may stand up the District's Incident Command Structure (ICS) to facilitate the direction of emergency response and recovery operations.

**District Superintendent**

At all times, the District Superintendent retains the overall responsibility for the safety of students and staff, regardless of the threat location and severity.

## **IMPLEMENTATION OF INCIDENT COMMAND STRUCTURE (ICS)**

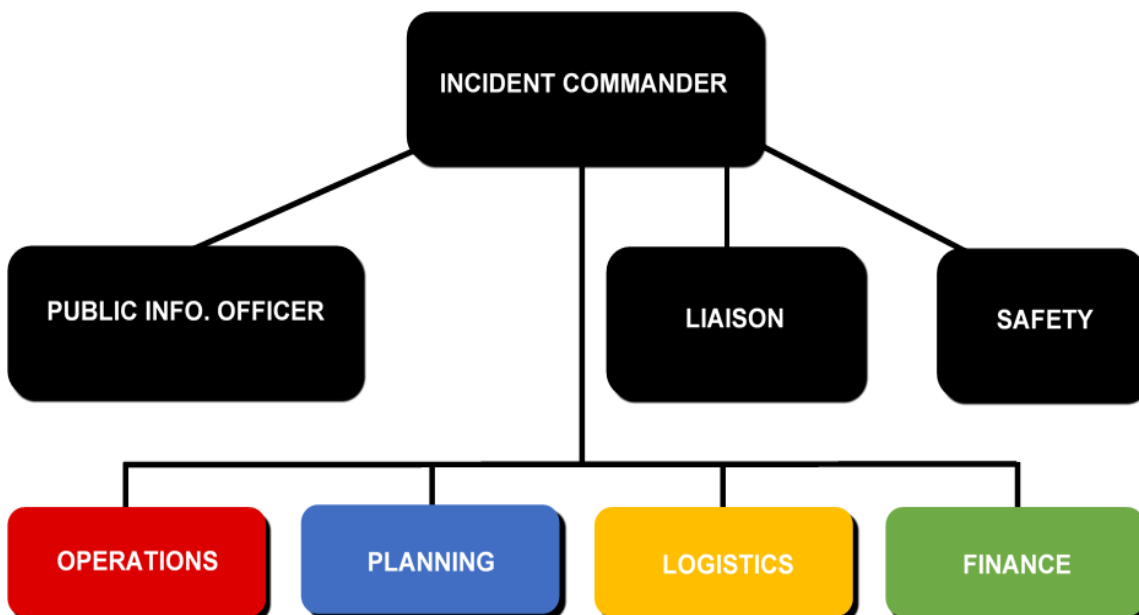
The purpose of this section is to provide guidance for the effective coordination of an incident on the Kent ISD secondary campus. The Kent ISD Superintendent or designee will serve as the Incident Commander (IC) and will be responsible for activating the Incident Command Structure. Kent ISD IC responsibilities include but are not limited to:

- Establishing an Incident Command Structure (see below).
- Determining the appropriate incident response.
- Determining which protocols to implement and/or adapt.
- Monitoring safety concerns.
- Coordinating media relations and information dissemination.
- Documenting all activities.

### **NIMS Incident Command Structure**

The Incident Command Structure (ICS) is comprised of two staffs; the Command Staff that work *for* the Incident Commander, and the General Staff who work *with* the Incident Commander to mitigate an incident. The Command Staff positions are denoted by the **black** boxes in the diagram below. The General Staff positions are denoted by the red, blue, yellow, and green boxes. All staff positions are subordinate to the Incident Commander.

Depending on the type of incident, all, or portions of the ICS may be activated by the Incident Commander.



## **Incident Command Structure for Kent ISD**

### **INCIDENT COMMANDER AND COMMAND STAFF RESPONSIBILITIES**

#### **INCIDENT COMMANDER (IC) – Kent ISD Superintendent**

*(Emergency Operations Center (EOC) Director or EOC Coordinator in the IC's absence)*

##### **Responsibilities**

- Overall responsibility for the ISD's response to an incident.
- ISD's on-scene commander.
- Maintains command until public safety agencies arrive to assume command.
- Participates in the Unified Command with public safety agencies, once established.
- Establishes objectives, strategies, and priorities for the ISD's response to the incident.
- Reviews and approves/denies requests for resources.
- Determines when to terminate the ISD's response
  - When to demobilize assets
  - When to close down the incident command post (CP) or emergency operations center (EOC).
- In the absence of the IC, the EOC Director/Coordinators will assume the duties of the IC.
- Directs the ISD's short-term, medium-term, and long-term response to an incident with guidance from Leadership Response Group.
- Schedule a 'hotwash' at the immediate conclusion of the incident and a formal after-action review (AAR) when appropriate.

#### **SAFETY OFFICER – Director of Strategic Planning**

##### **Responsibilities**

- Keep the IC apprised of any activities or problem areas that may need solutions.
- Monitors conditions and develops measures for ensuring the safety of staff and students.
- Identify and disseminate hazardous situations.
- Prevent accidents by stopping unsafe acts and correcting unsafe conditions.
- Coordinates with the PIO to ensure safety messages are effectively communicated to ISD staff.
- Maintains a log of messages received, actions taken, and justification for decisions made.

**PUBLIC INFORMATION OFFICER (PIO) - Director of Communications**

**Responsibilities**

- Serves as or designates official spokesperson for Kent ISD following a critical incident.
- Coordinates public messages with the PIOs from all the agencies making up Unified Command.
- Serves as the **only** conduit for information on the incident for media outlets and ISD families.
- Develops information for use in media briefings.
- Obtains IC's approval for all media releases.
- Conducts periodic media briefs in conjunction with Unified Command agency counterparts.
- Maintains a log of messages received, actions taken, and justification for decisions made.

**LIAISON OFFICER – Assistant Superintendent of Career and Talent Development**

**Responsibilities**

- Point of contact for agencies outside the Unified Command.
- Monitors operations to identify inter-agency conflicts and to ensure the ISD's interests are upheld.
- Ensures effective coordination of efforts by keeping the IC informed of partner agencies action plans.

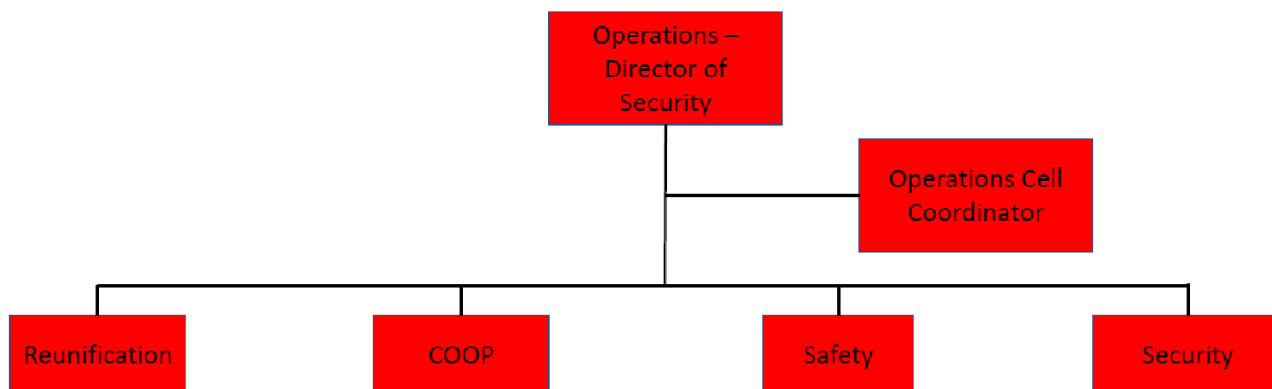
**LEGAL – Thrun Law Firm/SetSeg Insurance Representative**

**Responsibilities**

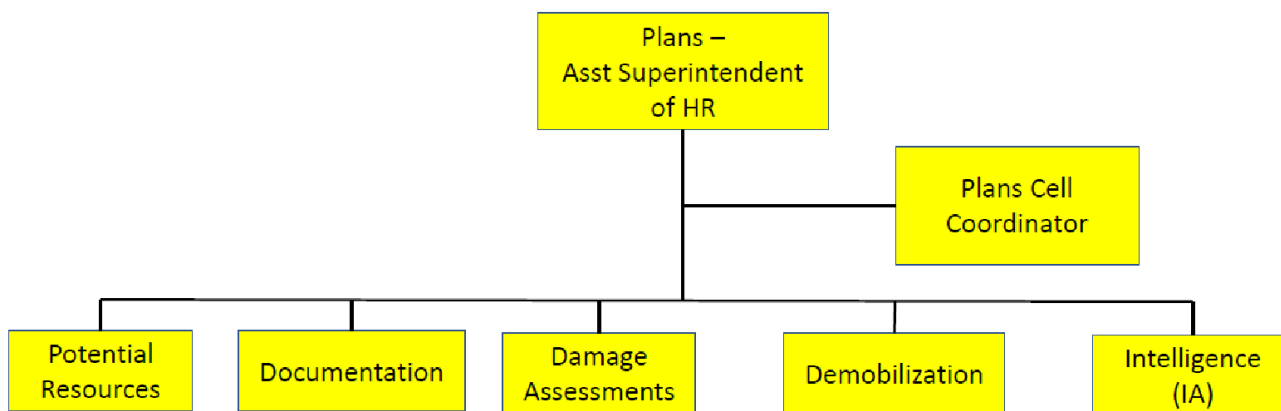
- Advise the IC on liability matters and how those matters may affect the ISD.
- Provide counsel and legal advice with regard to potential courses of action.

## General Staff Assignments

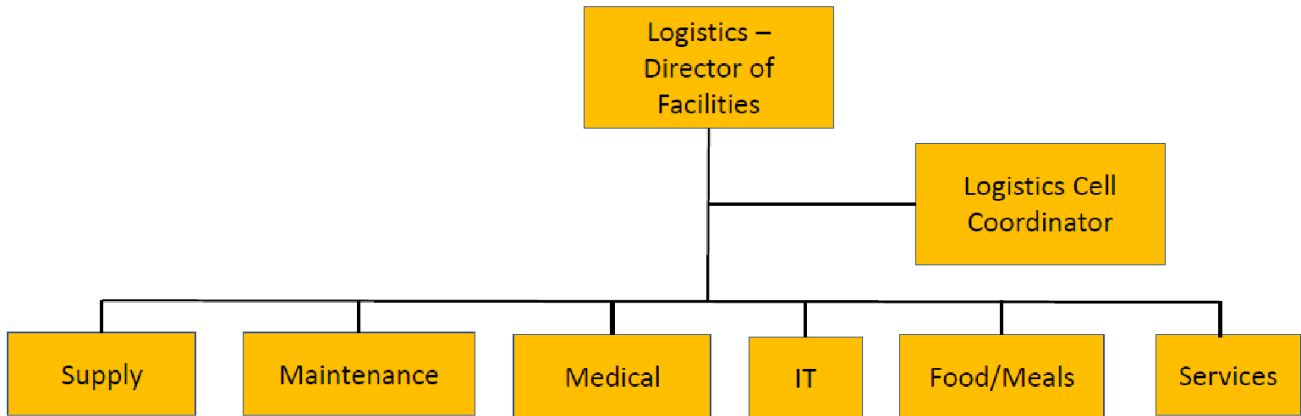
### Operations Cell



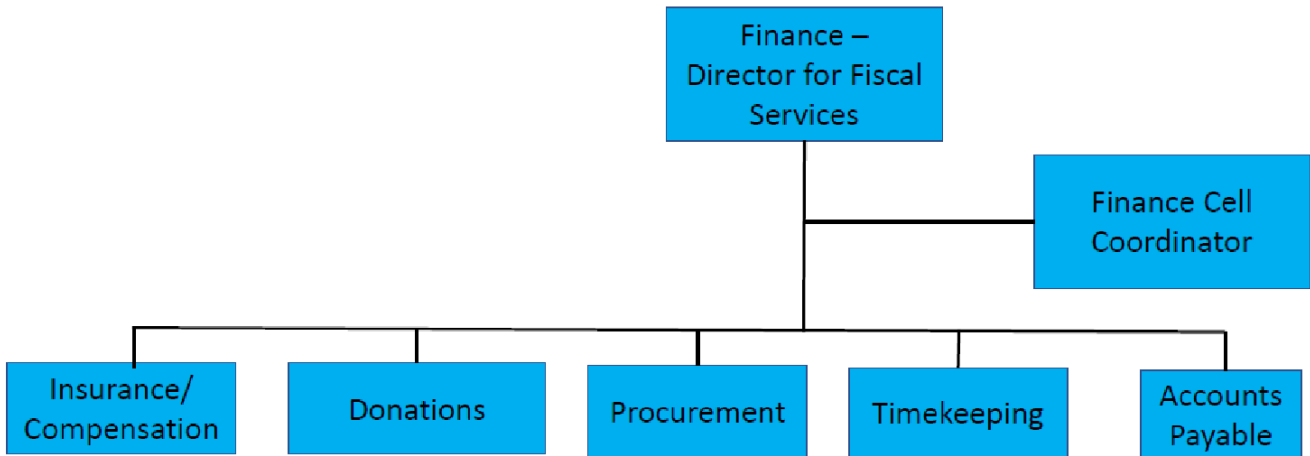
### Plans Cell



## Logistics Cell



## Finance Cell



## **GENERAL STAFF RESPONSIBILITIES**

### **OPERATIONS CELL CHIEF – Director of Safety/Security or Assistant Superintendent of IT (*depending on the incident*)**

#### **Responsibilities**

The Operations Chief manages the tactical response to the incident, which can include:

- Coordinate and direct Reunification operations.
- Coordinate and direct Continuity of Operation (COOP) actions.
- Point of contact for first responder agencies outside the Unified Command.
- Maintain good communications with IC.
- Ensure that safety and security concerns are addressed.
- Develop a rest plan for staff for operations lasting more than 12 hours.
  - Make sure that operations staff remain mentally healthy and safe.
- Maintain positive communications with Logistics for supplies as needed.
- Maintain positive communications with Plans for documentation of damage and intelligence products.
- Ensure information is disseminated both up and down the chain of command.

### **PLANS CELL CHIEF – Assistant Superintendent of HR**

#### **Responsibilities**

The Plans Chief manages the intelligence and planning aspects of the incident to include:

- Listing/tracking of potential resources that are available.
  - Need for technical experts/specialized resources to support the incident.
  - Overseeing check-in/check-out of non-organic resources.
  - Maintaining status of resources to include location and availability.
  - Maintain a master list of all resources assigned to the incident.
- Documentation of incident.
- Damage assessments.
- Demobilization plans.
- Intelligence products to include analysis of incident and alternative strategies.
  - Security Intelligence Analyst attached to Plans Section for duration of incident.
- The storage of documents related to the incident for legal, analytical, historical purposes.
  - Record content of all radio communications in conjunction with Emergency Operations Center (EOC).
  - Maintain all written reports.
  - File all reports for later retrieval.
  - Record Student Accounting forms and staff roster.
- Conduct and facilitate planning meetings.
- Be able to compute the number of students, staff, and others accounted for.

- Report missing persons to the Command Post.
- Maintain good communications with IC.
- Ensure proper Documentation of incident is maintained
- Coordinate and direct Damage Assessments.
- Coordinate Demobilization efforts with Operations Chief.
- Develop a rest plan for staff for operations lasting more than 12 hours.
  - Ensure that Plans staff remain mentally healthy and safe.
- Maintain positive communications with Logistics for the use of potential resources.
- Maintain positive communications with Finance for insurance/compensation claims.
- Provide updates to all units of intelligence products and ensure information is disseminated both up and down the chain of command.

## **LOGISTICS CELL CHIEF – Director of Facilities**

### **Responsibilities**

The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

- Ensure that the Command Post and other facilities are set up as needed.
- Coordinate supplies, equipment, and personnel needs with the Incident Commander and General Staff Chiefs.
- Secure needed equipment and supplies.
- Provide Plans Chief with all logs, message forms, etc. at the conclusion of the incident.
- Coordinate and direct Damage Assessments.
- Coordinate Demobilization efforts with Operations Chief.
- Develop a rest plan for staff for operations lasting more than 12 hours.
  - Ensure that Logistics staff remain mentally healthy and safe.
- Maintain positive communications with Plans Cell for the use of potential resources.
- Maintain positive communications with Finance Cell for insurance/compensation claims.
- Provide updates to all units of Logistics resources and ensure information is disseminated both up and down the chain of command.

## **FINANCE CELL CHIEF – Director for Fiscal Services**

### **Responsibilities**

The Finance/Administration Section is responsible for financial tracking, for procurement, and for cost analysis related to the disaster or emergency. The Finance Section Chief will maintain financial records and will track/record staff hours.

- Establish methods and procedures to receive and manage cash contributions.
  - Ensure donations are in line with Kent ISD policy

- Establish procedures to handle the influx of volunteers.
- Pre-identify facilities likely to be used in the management and storage of contributions.
- Develop process for tracking regular and overtime hours of staff.
  - Ensure accurate records are kept of all staff members, indicating the hours worked.
- Provide Plans Chief with all logs, message forms, etc. at the conclusion of the incident.
- Coordinate Demobilization efforts with Operations Chief.
- Develop a rest plan for staff for operations lasting more than 12 hours.
  - Ensure that Finance staff remain mentally healthy and safe.
- Maintain positive communications with all General Staff cells for insurance/compensation claims.
- Provide updates to all units of Finance resources and ensure information is disseminated both up and down the chain of command.

## ROLE OF KENT ISD LEADERSHIP

The most sacred trust that is placed upon school leaders is that of the parents/guardians who entrust the District with their child’s safety and security. The safety of our students, faculty, and staff is the ultimate role of Kent ISD Leadership (Leadership). In order to facilitate this role, Leadership should develop capabilities to avoid, prevent, or stop threats from adversely impacting students and employees.

The Department of Homeland Security (DHS) has defined a threat as a natural or man-made occurrence which has the potential to harm life, operations, or property/environment. These threats can be natural hazards, technological hazards, and human caused incidents. Lastly, DHS has defined a critical incident as an occurrence that is natural, technological, or human-caused that requires a response to protect life/property that overwhelms the capabilities of the initial responding agency.

Leadership has to develop plans in which critical incidents can be prevented, protected against, or when they happen, mitigated. Procedures for the prevention and protection of our students and employees is outside the scope of this document. Instead, this document will focus on mitigating the effects of a critical incident on the school community.

The guiding principle of the National Incident Management System (NIMS) is that incidents are managed by the persons with the greatest level of technological and practical expertise in relation to the hazard. The immediate tactical response for a critical incident will be the traditional public safety agencies of fire, medical, and law enforcement. These agencies will remain on site until the threat to public safety has been abated. In the below figure, this response will fall into the ‘short-term’ phase of recovery. Leadership’s responsibilities will encompass not only the short-term, but also the intermediate and long-term phases.

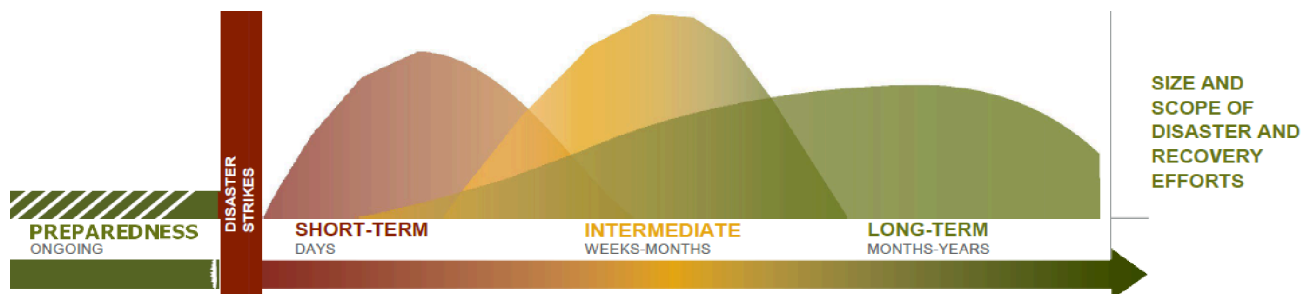


Figure 1-The Recovery Continuum (FEMA MGT-361-C Jan 2023)

Law enforcement, fire, and medical will address the issues that led up to the critical incident. These investigations will be completed within days/weeks. Conversely, it is the responsibility of Leadership to take the long view over weeks and months to determine what the long-term effects of the critical incident were upon the District and the community.

To assist with managing the impact of the incident upon the District, Kent ISD will utilize a **Leadership Response Group (LRG)** to develop policies and procedures to lessen the adverse effects of the incident on the institution. The LRG should not only address shortcomings that may have led to the critical incident, but should also look forward to address events/items that may arise in the aftermath of the incident. Additions to the LRG can be made at the discretion of the Superintendent.

## **LEADERSHIP RESPONSE GROUP**

The purpose of the Kent ISD *Leadership Response Group* is to develop policies and procedures to lessen the adverse effects of a critical incident on the institution. The LRP is focused on the Intermediate and Long-Term phases of the Recovery Continuum.

The LRG consists of the following Kent ISD positions:

- Kent ISD Superintendent
- Assistant Superintendent-Information Technologies
- Assistant Superintendent-Career and Talent Development (CTD)
- Assistant Superintendent-Instructional Services
- Assistant Superintendent-Student Services
- Assistant Superintendent-Administrative Services
- Assistant Superintendent-Human Resources
- Kent ISD Michigan Education Association (Union) President
- Kent ISD Communications Director

## **COMMUNICATION AFTER AN INCIDENT (RECOVERY PROCESS)**

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, faculty and staff will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

### **Staff/Faculty/Administration**

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment, resources used, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to estimate when the educational program can be fully operational and identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Continue to educate school personnel, students, and parents on available crisis counseling services.

### **District**

- Identify record keeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for faculty/staff and students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return to classes immediately (e.g., correspondence classes, videoconferencing, tele-group tutoring, etc.).
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

## **POST-INCIDENT AFTER-ACTION REVIEW (AAR)**

The Superintendent and/or his/her designee is responsible for organizing and conducting an after-action review (AAR) following the conclusion of a significant emergency event/incident.

The review will entail both written and verbal input from all appropriate school participants and first response agencies. An AAR report will be created and where deficiencies are identified, school personnel will be assigned responsibility for correcting the deficiency. The Superintendent will identify responsible persons and due dates for any identified issues to be corrected.

### **Post-Incident Procedures**

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Discuss and approve memorials with the school board's consent.

### **Specialized Procedures**

The following procedures should be undertaken in the aftermath of a serious injury, death and/or major incident:

- Convene an all-staff meeting to brief staff on updates and how the situation is being handled. Discuss what resources are available to staff, students, and families (refer to the communication procedures in the basic plan).
- Set up locations where staff/students can obtain counseling services.
- Leadership should consider using outside mental health professionals to assist with staff grief.
- Encourage discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to counselors.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

### **Hospital/Funeral Arrangements**

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available.
- Designate leadership personnel to be at and later visit hospitals and/or attend the funeral to represent Kent ISD.

# FUNCTIONAL ANNEX

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# **ACCOUNTING FOR ALL PERSONS: SPECIAL NEEDS POPULATION PROCEDURES**

## **Purpose**

The cumulative effects of trauma and other environmental stimuli have compelled school administrators to identify and implement methods for assisting students who are unable to function and learn in traditional ways and/or settings.

## **Scope**

The Procedures for the Special Needs Population Annex provides appropriate accommodations for these students. In most cases, additional safeguards have been established regarding roles, responsibilities, and procedures for students with physical, sensory, cognitive, emotional, and health disabilities. All school nurses and staff members assigned to assist students with special needs are required to participate in the development, implementation, and evaluation of the School EOP as it relates to this annex.

This annex provides for the safety of students with, but not limited to:

- Limited English proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Deafness or hearing loss
- Mobility/physical disabilities (permanent and temporary)
- Medically fragile health (including asthma and severe allergies)

## **Responsibilities**

Designated school staff/faculty, in conjunction with administration, should take the following actions:

- Pre-identify people with special needs and the type of assistance they will require in an incident.
- Review all paths of travel and keep them free from potential obstacles.
- Create a usable circulation path to allow students with visual and/or mobility needs to travel unassisted to an exit.
- Determine the primary and secondary paths of exit to be used during incidents.
- Assign appropriate staff members to students that require assistance and provide training

## **Specialized Procedures**

The following procedures will be followed by staff/faculty designated to assist students with special needs during an incident. Staff/faculty will receive training and equipment based upon the specific needs of the student(s).

Students with limited English proficiency will be assigned staff members for assistance on an as-needed basis.

Students/Staff who are blind or have visual impairments will be assigned a staff member to assist them during an incident when appropriate. All staff so assigned will receive training in how to be a sighted guide, how to use specialized equipment, and where additional supplies are located to assist students/staff who have visual impairments.

Students with disabilities should be assigned a staff member to assist the student during an incident. Assigned staff members should be trained in the following procedures:

- Being able to quickly describe the situation to the student and being able to explain to the student how they may be affected during an incident.
- How to keep the student informed as to what is happening.
- How to reassure the student if the student becomes agitated.
- Possibly create pre-printed messages such as “I need help, I am hearing impaired/disabled” for students with the inability to speak to display their communication.

## **CONTINUITY OF OPERATIONS PLAN (COOP)**

The purpose of the Continuity of Operations (COOP) Plan is to ensure there are procedures in place to maintain or rapidly resume essential operations of the school district after the disruption of these normal operations. These essential operations include the academic, IT, business, and physical facilities of the district.

Below is an outline of essential functions and the positions responsible for those functions:

### **Superintendent and District Leadership**

- Determine when to close schools/buildings.
- Determine when to relocate students/staff to alternate locations.
- Disseminate information internally to students and staff.
- Communicate with parents, media, and the larger school community.
- Identify who is responsible for restoring various functions for individual schools.
  - i. Ensure systems are in place for rapid contract execution after an incident
  - ii. Restore administrative and record-keeping functions such as payroll, accounting, and personnel transactions.

### **Principals and Directors**

- Identify relocation areas for classrooms and administrative operations.
- Identify staff who can 'work from home'.
- Create a system for accounting of students/employees.
- Brief and train staff regarding their additional responsibilities.
- Secure and provide needed personnel, equipment, resources, and service as required for continued operations.
- Identify strategies to continue teaching.
- Reevaluate the curriculum as necessary.

### **Facilities Department**

- Coordinate with local government officials to determine when it is safe for students and staff to return to ISD buildings and grounds.
- Manage the restoration of school buildings and grounds (e. g. debris removal, repairing, repainting, and/or re-landscaping)

### **Faculty**

- Secure teaching materials and student curricular materials
- Prepare for alternative curriculum delivery methods as needed
- Maintain accountability for all students

### **Administrative Support Staff**

- Maintain inventory, accountability, and essential records
- Assist in securing classroom equipment, books, and materials as needed by faculty.
- Retrieve, collect, and maintain all building personnel data (emergency contact information, etc.).
- Provide accounting and cash management services

### **Counselors, Social Workers, and School Nurses/Health Assistants**

- Establish academic and support services for students and staff/faculty.
- Coordinate for and implement additional response and recovery activities as needed.

### **COOP Training**

All core COOP plan members and senior staff will undergo training on COOP activation. Training will inform staff of what the COOP plan is, when a COOP would be initiated, and what staff responsibilities are during COOP activation. Training will include testing the information technology (IT) systems and backing up data to include testing off-site IT operating systems.

### **COOP Activation**

The Superintendent will determine when to activate the COOP plan. The Superintendent will also decide the extent to which relocation is needed. The COOP plan will be implemented whenever it is determined a Kent ISD school or building is not suitable for safe occupancy or functional operation.

### **COOP Locations**

If the ESC becomes inoperable, the primary COOP location will be the Lincoln Early Childhood Conference (ECC), 864 Crahen, NE, Grand Rapids, 49525. Department Directors will be responsible for determining which employees will be able to work remotely and which employees will need to come into the office. If circumstances prohibit the use of the ECC, Kent ISD will coordinate with local districts and universities for COOP locations.

### **Potential COOP locations:**

1. Grand Rapids Public Schools (GRPS) University, 1400 Fuller, NE, Grand Rapids, MI. POC- Larry Johnson - GRPS Chief of Staff, 616-819-2100;
2. Calvin University, 3201 Burton, SE, Grand Rapids, MI. POC-Bill Corner - Public Safety Director, 616-526-6452;
3. Grand Valley State University, 1 Campus Drive, Allendale, MI. POC - Chief Brandon DeHaan, 616-331-3255.

### **Alert, Notification, and Implementation Process**

The Kent ISD Communications team will notify employees of the COOP Plan activation and will provide situation information, as available. The Communications Team will also alert parents/guardians using the automated notification systems and ISD social media sites.

### **Alternate Locations for Educational Sites**

In the event that a Kent ISD campus or school is rendered inaccessible, academic instruction will be shifted to an online version until a suitable location can be secured for the reinstatement of face-to-face instruction. This model was used with success during the Covid pandemic. The Kent ISD Facilities Department and the appropriate academic leaders will coordinate the search for a facility that can accommodate the student body and the academic curriculum.

### **Reconstitution**

In most instances of the COOP plan implementation, reconstitution (the return to normal) will be a reverse of the procedures above. Staff will be advised the threat or incident no longer exists and will be provided instructions for the resumption of normal operations. Leadership will supervise an orderly return to Kent ISD buildings to include the resumption of academics. Leadership should conduct an after-action review of COOP operations, plans and procedures to determine where improvements can be made.

Lastly, ISD leaders should be cognizant of an increased need for counseling services. Oftentimes, the implementation of a COOP plan is the result of a traumatic event. Accordingly, students and staff may need assistance in addressing that trauma.

## **COMMUNICATIONS**

Communications are a critical part of incident management. Kent ISD's Communications Team maintains a robust Crisis Communications Plan which is used to guide communication activities in mitigated, active and ongoing incidents ranging from low impact to high impact.

This section provides a brief overview of some communication practices and tools that help keep staff, students and the community informed, as well as limit misinformation.

### **Media Protocol**

In the event of an incident, the following protocol should be followed for communicating with the media to ensure messages are thoughtful, accurate and unified.

- **No one speaks with the media other than the appointed spokespersons or the superintendent**, unless approved and offering pre-scripted responses provided by the Com Team.
- **All media inquiries received should be directed to or forwarded to the Communication Team** as soon as possible upon receipt.
- **Communication with the media must be approved** by the district Spokesperson in advance of any media interview.
- If the media contacts an administrator for comment, they should forward the call to Communications.
- **The District Spokesperson will respond to all media inquiries** as quickly as possible.
- **An interviewee should never respond with "no comment"** or deflect blame. Interviewees should reference key messages developed by the Crisis Com Team.
- **Key messages will be distributed** to staff and designated spokespersons. It is important that all staff follow the approved key messages to ensure consistency and a cohesive voice.
- **The District Spokesperson will provide updates** to the Incident Communication Lead and superintendent following all approved comments and responses to media.

In the event of an incident, the Crisis Com Team will also:

- Establish a briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center with other responding agencies.

## **Communication Tools**

Common internal and external communication tools that Kent ISD may use include the following. All communications should be sent out in Spanish and English.

- Cell Phone
  - Cell phones may be the only tool working when electric service is out.
  - However, in a crisis, cell towers may become overloaded, which negates the use of cell phones for voice/data transmission.
- Public Address (PA) Systems
- Classroom hard line telephones
- Applications
  - BrightArrow mass notification platform
    - Emails to parents/guardians, staff, students
    - Text messages to parents/guardians, staff, students
    - Phone calls to parents/guardian, staff, students
- MyEOP
  - All Kent ISD staff should have the MyEOP app uploaded to their laptop computers
  - It is optional for staff to load the MyEOP app to their cell phones, unless the phone was issued by Kent ISD or the employee receives a technology stipend.
- Kent ISD Social Media Accounts
  - Facebook
  - X (akaTwitter)
  - Instagram
- Computers/Tablets
- Alarm Systems
  - Bells and strobes signal incidents; for example, Evacuations, Lockdowns, Shelters.
  - Alarm notifications should be accompanied by an announcement over the building's PA system.
- Handheld Radios
  - Hand-held radios can be used for communications between persons.
  - Limitations
    - Line of sight transmission range
    - Non-secure transmissions

## **Notification Procedures**

In the case of an emergency at any Kent ISD student building, the flow of information after calling 9-1-1 should be from the school principal (or their designee) to their respective Superintendent. Information should include the nature of the incident and any impact on the students and staff.

## **Emergency Communications**

The principal (or designee) is responsible for the overall direction of the response procedures and communication at the school facility until the arrival of emergency responders.

**911 Calls** - Callers should provide the following information, if known:

- Location
- Type of incident
- Number of individuals involved and whether or not there are injuries.
- When possible, callers should stay on the line with the dispatcher until emergency responders arrive.

## **Alarm Signals**

- The fire alarm bell shall be used to alert students and staff of the **possible** need to evacuate the building.

## **PA Announcement**

- Used to provide instructions and create awareness of an incident.
- Used to announce **HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER, or ALL CLEAR.**

## **Additional Communication Tools**

In an emergency situation, it is crucial to communicate accurate and timely information to staff and students. The use of hand-held radios (**do not use during a bomb threat**), cell phones (**do not use during a bomb threat**), megaphones, runners, phone apps, etc. are important tools for school leaders to use to accomplish this end.

## **Communication/Notifications During School Breaks**

If a school administrator or other crisis response team member is notified of an emergency during the summer (or other break period), the response usually will be one of limited school involvement. In that case, the administrator should contact the Superintendent and advise of the crisis. With the Superintendent's approval, the following steps may be taken:

- Contact the Communications Team for assistance in notifying faculty/staff and families of students with appropriate information.
- Schedule a faculty/staff meeting for an update the week before students return to school.
- Be alert for repercussions among students/staff.
- When school reconvenes, institute appropriate support mechanisms and

## **Internal Communication**

### **Communication With and Between Staff**

It is the responsibility of the chief building administrator/Operations Chief to notify faculty and staff when an incident occurs. Faculty and staff will be kept informed as additional information becomes available. The following practices may be utilized to disseminate information internally, when appropriate:

- PA System
- Runners
- District Email system
- PowerSchool
- SMS text message

### **Communication with the Superintendent's Office**

The Operations Chief will notify Kent ISD's superintendent of the school's status/needs. The superintendent is responsible for notifying other ISD leaders of the incident and providing status updates. This function may be delegated to the Kent ISD Safety & Security Director by the Superintendent.

## **External Communication**

Communications are best initiated before an incident occurs. However, after an incident has occurred, parents/guardians, media, and first responders will require clear and concise information from Kent ISD about actions that are being taken and the safety of students/staff.

### **Communication with Parents, Guardians, Families**

Before an incident occurs, Kent ISD should:

- Educate parents/guardians on how to access alerts and incident information.
- Ensure that student/staff emergency contact information is up-to-date and accurate.
- Have access to translation services for parents/guardians who have limited English or no English-speaking abilities.

In the event of an incident, Kent ISD may:

- Disseminate information via text messages, social media, and emails to inform parents/guardians of pertinent information.
- Provide reunification site procedures to parents/guardians.
- Provide parents/guardians with information regarding possible reactions their children may experience and ways to talk with them.

- Inform parents/guardians, students, and staff about how and when school activities will resume.

### **Communication with First Responders/Incident Command Transition**

The IC will maintain communications with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. When this transfer occurs, the Kent ISD's IC may be integrated into the Unified Command structure. Kent ISD will conduct training operations with first responders to exercise this EOP to facilitate the effective transfer of command.

### **Handling Rumors and Misinformation**

Providing facts as soon as possible is the most effective strategy to limit misinformation and rumors. To facilitate this, Kent ISD may:

- Provide factual information to District internal groups, such as administrators, teachers, students, and staff.
- Conduct a debriefing with staff to provide factual information and to clearly communicate what may be discussed publicly.
- Conduct briefings for parents/guardians and others associated with the District.
- Enlist the help of the media to provide frequent updates to the public, dispelling rumors and inaccurate information.

During an incident, the above actions will be the responsibility of the ICS Public Information Officer (PIO).

After the emergent nature of the incident subsides, Kent ISD will conduct public briefings on the incident as needed. These briefings will provide the public the opportunity to ask questions and to receive accurate information on the incident.

## **EVACUATION ROUTES AND SITES**

### **SECONDARY CAMPUS EVACUATION SITES**

Following are graphics illustrating the evacuation routes for buildings on the Secondary Campus. The routes lead to three evacuation sites. Those sites are NorthPointe Christian High School, Cougar Athletic Trails (CAT), and the Kent Conference Center (KCC). Additionally, if the Kent Conference Center has to evacuate, the evacuation sites will be the Kent Career Tech Center-East (KCTC-East) or the Educational Service Center (ESC). The addresses for all the buildings are below.

#### **Secondary Campus Buildings**

- ESC: 2930 Knapp St., NE, Grand Rapids, MI, 49525
- KCC: 1633 East Beltline, NE, Grand Rapids, MI 49525
- KCTC-East: 1655 East Beltline, NE, Grand Rapids, MI, 49525
- KCTC-West: 1800 Leffingwell, NE, Grand Rapids, MI, 49525
- KEC-Beltline: 1606 Leffingwell, NE, Grand Rapids, MI, 49525

#### **Evacuation Sites**

- CAT Fieldhouse: 2770 Knapp Street, NE, Grand Rapids, MI, 49525
- KCC: 1633 East Beltline, NE, Grand Rapids, MI 49525
- North Pointe High School: 3101 Leonard St., NE, Grand Rapids, MI, 49525

**NOTE:** The route to North Pointe High School that runs south through the woods is marked by signs similar to the one pictured below.



**Educational Service Center (ESC) Evacuation Routes**



-  Primary Route to Kent Conference Center
-  Primary Route to CAT
-  Primary Route to North Pointe Christian

## **EMPOWER U CAMPUSES EVACUATION SITES**

Following are graphics illustrating the evacuation routes for the three Empower-U buildings; Empower-U South, Empower-U Central, and Empower-U North. The students at these schools have disabilities that could hinder an orderly evacuation. Accordingly, the locations chosen for evacuation sites are relatively close to the schools and are in direct lines from the school. The addresses for all the buildings are below.

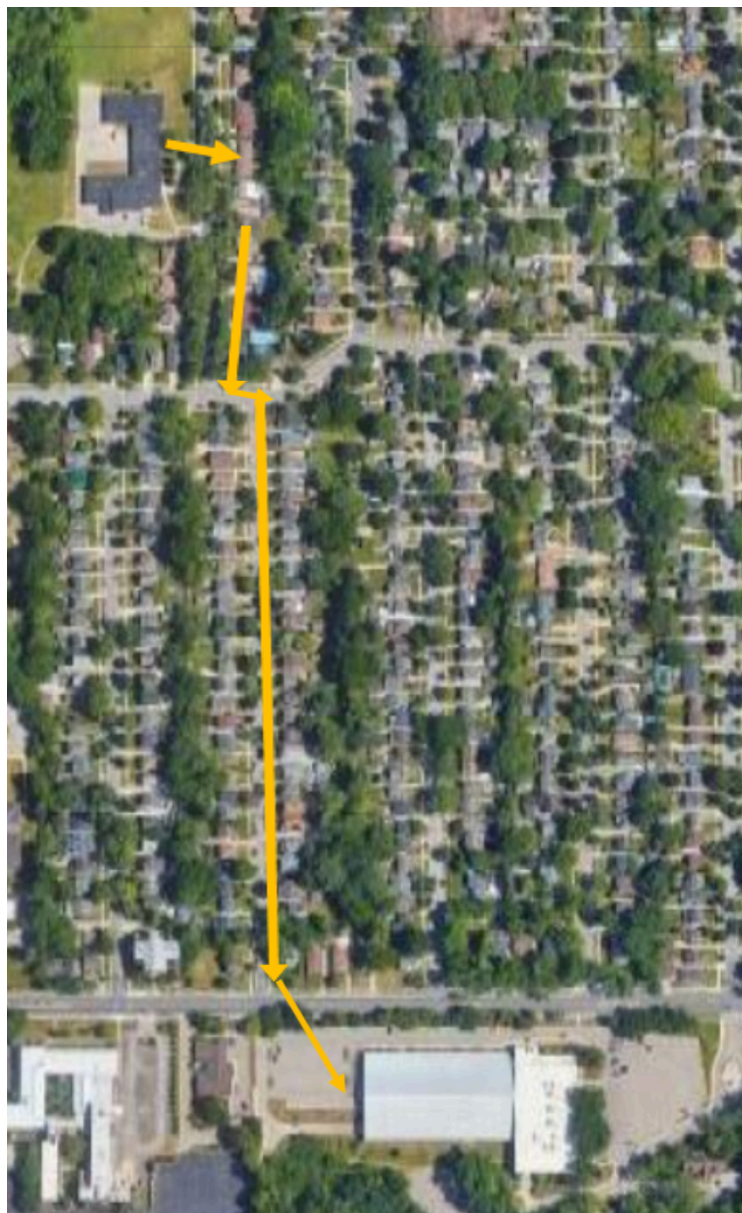
### **Empower U School Buildings**

- Empower U South (EUS): 3600 Byron Center Ave., SW, Wyoming, MI, 49519
- Empower U Central (EUC): 225 Mayfield Ave., NE, Grand Rapids, MI 49503
- Empower U North (EUN): 1655 12 Mile Rd, NW, Sparta, MI, 49345

### **Evacuation Site**

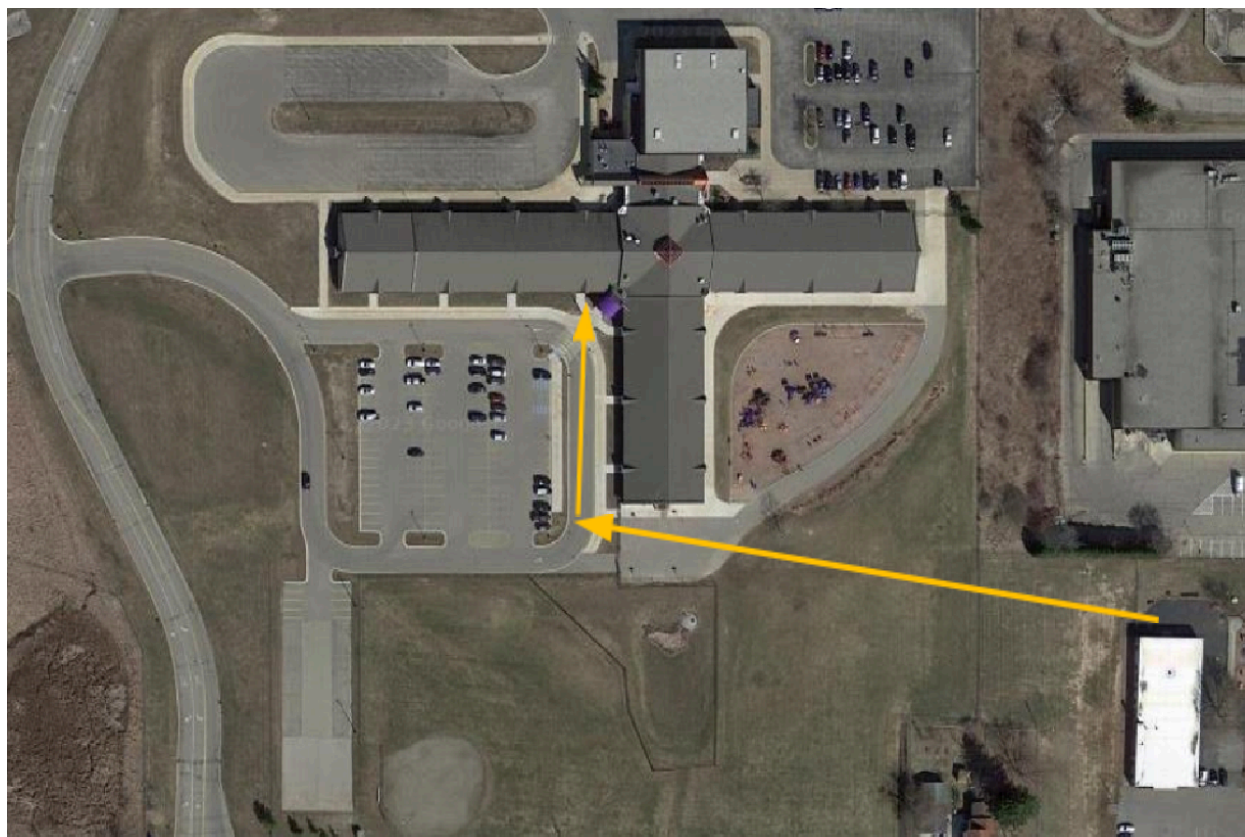
- **EUS:** Calvary Christian Church, 3500 Byron Center Ave., SW, Wyoming, MI, 49519
- **EUC:** Aquinas College Sturris Sports and Fitness Center, 1580 East Fulton St., Grand Rapids, MI, 49506.
- **EUN:** Ridgeview Elementary School, 560 West Spartan Dr., NW, Sparta, MI, 49345

**Empower U Central Evacuation Route**



↖ **Evacuation Route to Aquinas Field House**

**Empower U North Evacuation Route**



← Primary Evacuation Route to Elementary School

**Empower U South Evacuation Route**



 **Primary Evac Routes to Calvary Church**




**Kent Career Tech Center-East Evacuation Routes**



-  Primary Route to Kent Conference Center
-  Primary Route to CAT
-  Primary Route to North Pointe Christian

**Kent Career Tech Center-West Evacuation Routes**



-  Primary Route to Kent Conference Center
-  Primary Route to CAT
-  Primary Route to North Pointe Christian




**Kent Conference Center Evacuation Routes**



-  Primary Route to Kent Career Tech Center-East
-  Primary Route to North Pointe Christian

**Kent Education Center-Beltline Evacuation Routes**



-  Primary Route to Kent Conference Center
-  Primary Route to CAT
-  Primary Route to North Pointe Christian

## **Kent Aviation Center**

Although it is not on the grounds of the Secondary Campus, the Kent Aviation Center (KAC) is a satellite of KCTC-East. KAC is located on the grounds of the Gerald R. Ford Airport. The evacuation site for KAC is the Meijer Corporation Hanger. The addresses for both buildings are below.

### **Secondary Campus Building (KAC Hanger)**

- KAC: 4958 Van Laar Dr., SE, Grand Rapids, MI, 49512

### **Evacuation Site**

- Meijer Corporate Hanger: 5400 44<sup>th</sup> St., SE, Grand Rapids, MI, 49512

**Kent Aviation Center Evacuation Route**



 **Primary Evacuation Routes to Meijer Hanger**

## **Lincoln Campus Evacuation Sites**

Following are graphics illustrating the evacuation routes for buildings on Lincoln Campus. The two schools on the campus, Lincoln School (LS) and Lincoln Developmental Center (LDC) have unique student populations. The students at these schools have disabilities that will not allow staff to physically evacuate students over long distances. Accordingly, the main evacuation site for both schools is the Early Childhood Conference Center (ECCC) which is also located on the Lincoln Campus. The addresses for all the buildings are below.

### **Lincoln Campus School Buildings**

- Lincoln School: 860 Crahen, NE, Grand Rapids, MI, 49525
- Lincoln Developmental Center: 862 Crahen, NE, Grand Rapids, MI 49525

### **Evacuation Site**

- Early Childhood Conference Center: 864 Crahen, NE, Grand Rapids, MI, 49525

**Lincoln Developmental Center Evacuation Routes**



-  Primary Route to Early Childhood Center
-  Primary Route to Lincoln School

**Lincoln School Evacuation Routes**



-  Primary Route to Early Childhood Center
-  Primary Route to Lincoln Developmental

**Kent Educational Center (KEC)-Oakleigh  
Evacuation Site**

Following is a graphic illustrating the evacuation route for KEC-Oakleigh. The evacuation site for KEC-Oakleigh is Faith United Methodist Church. The addresses for both buildings are below.

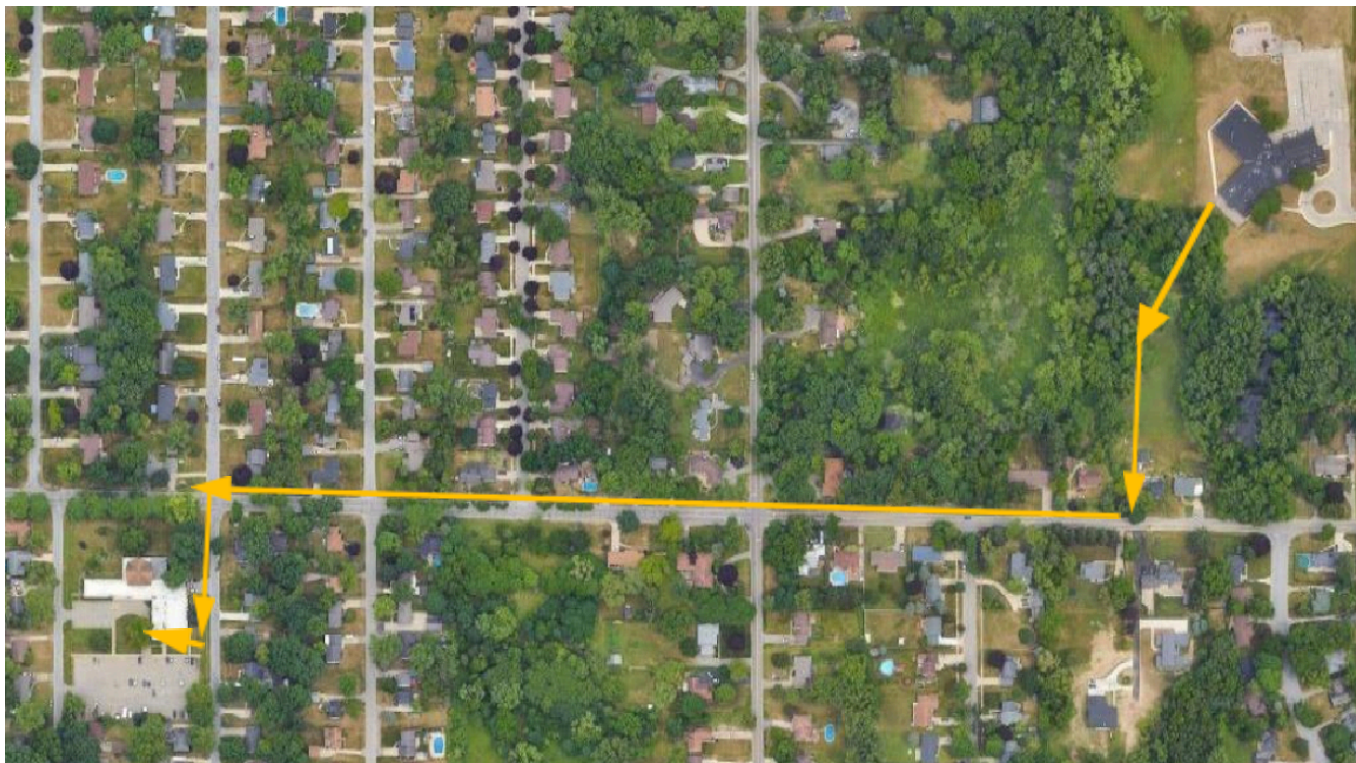
**Kent Educational Center (KEC)-Oakleigh**

- KEC-Oak: 2223 Gordon St., NW, Grand Rapids, MI, 49525

**Evacuation Site**

- Faith United Methodist: 2600 7<sup>th</sup> St., NW, Grand Rapids, MI, 49504

**Kent Educational Center (KEC)-Oakleigh  
Evacuation Route**



 **Primary Route to Faith United Methodist Church**

## **Pine Grove Learning Center Evacuation Sites**

Following are graphics illustrating the evacuation route for Pine Grove Learning Center (PGLC). PGLC has a unique student population. The students at this school have disabilities that will not allow staff to physically evacuate students over long distances. Accordingly, the main evacuation site for the school is located a short distance from the school. The addresses for both buildings are below.

### **Pine Grove Learning Center**

- PGLC: 2101 52<sup>nd</sup> St., SW, Wyoming, MI, 49519

### **Evacuation Site**

- Faith Community Christian Reformed Church, 5250 Byron Center Ave., SW, Wyoming, MI, 49519

**Pine Grove Learning Center Evacuation  
Route**



 **Primary Evacuation Route to Faith Community Christian Reformed**

## **MENTAL HEALTH RESPONSE**

### **Critical Incident Aftermath**

Following a critical event, it will be necessary to respond to the concerns of staff, students, their family members, and the community. In addition to accurate and timely information concerning the incident, people will require access to mental health resources to process and recover from the incident.

Kent ISD will be 'forward-leaning' when providing mental health resources. The Kent ISD Mental Wellness Consultant will be the point person for coordinating and allocating this aspect of recovery. Kent ISD will utilize all of the District's internal assets to address mental health concerns and when necessary, the District will coordinate with outside agencies for services. Additionally, voluntary debriefing sessions will be held for students and staff following a critical incident to assist them with processing the incident.

### **Psychological/Emotional Recovery**

These procedures have been developed to provide guidelines to staff and students who have been impacted by emotional trauma at school or in the community. Following a traumatic incident these procedures will be helpful in assisting students, staff, and their families in the healing/recovery process.

See the Basic Plan; Post Incident After Action Review (AAR) for further information on memorial services and funeral attendance.

### **Student Suicide Prevention Procedure**

#### **Assessment and Referral**

Suicide is a continuum of behaviors, which includes suicidal ideation, suicidal behaviors, and suicide attempts. These behaviors vary and are not mutually exclusive, nor do all suicidal youth advance sequentially through them.

When a student is identified by a peer, educator, or other source as being potentially suicidal — i.e., verbalizes thoughts about suicide, presents overt risk factors such as agitation or intoxication, an act of self-harm occurs, or expresses or otherwise shows signs of suicidal ideation — the student will be seen by a school-employed mental health professional, such as a school psychologist, school counselor, school social worker, within the same school day to assess risk using an evidence-based evaluation tool, inform parents/guardians of the outcome of the assessment, and facilitate referrals to community resources, if necessary.

The building administrator and school suicide prevention coordinator shall be made aware of the

situation as soon as possible.

Educators should monitor student assignments for written threats and expressions about suicide and death. Such incidents require immediate referral to the appropriate school-employed mental health professional. If a mental health professional is not available, the incident should immediately be brought to the attention of the building administrator. School staff should continuously supervise the student to ensure their safety until the assessment process is complete.

The school mental health professional in conjunction with the building administrator will contact the student's parent or guardian concerning the incident. Instructional staff will not contact parents/guardians about the incident, unless instructed to do so by their administrator. Kent ISD mental health experts will assist the family with obtaining referrals as necessary.

If parental abuse or neglect is suspected or reported, the appropriate state protection officials (e.g., local Child Protection Services) shall be contacted in lieu of parents as per law (see Mandated Reporters section of Threat-Hazard Specific Annex).

Kent ISD mental health staff will request written permission to discuss the student's health concerns with outside care providers from the student's parents/guardians or from the student if the student is over the age of 18.

### **When School Personnel Need to Engage Law Enforcement**

When a student is actively suicidal and the immediate safety of the student or others is at-risk (such as a student having access to weapons), school staff shall call 911 immediately. Staff should provide as much information about the situation as possible, including the name of the student, any weapons the student may have, and where the student is located. School staff should note for the 911 dispatcher that the student is a suicidal emotionally disturbed person, or "suicidal EDP", to allow for the dispatcher to send officers with specific training in crisis de-escalation and mental illness. After contacting 911, school officials should contact the Kent ISD school resource officer (SRO) and advise the SRO of the situation.

### **Parent Notification**

The building administrator or school mental health professional shall inform the student's parents/guardians on the same school day any time a student is identified as having any level of risk for suicide or if the student has attempted suicide. The exception to this notification would be if notifying the parent will put the student at increased risk of harm. Following parental notification and based on initial risk assessment, the building administrator, designee, or school mental health professional may offer recommendations for next steps based on perceived student need. These can include but are not limited to, an additional, external mental health evaluation conducted by a qualified health professional or emergency service provider.

## **REUNIFICATION OPERATIONS**

### **Reunification Overview**

The ultimate goal of reunification operations is to reunite students with their parents/guardians. In most situations, reunification will occur at Calvary Church located at 707 East Beltline, NE, Grand Rapids, MI, 49525. In certain situations, Calvary Church may not be available. An example would be a hazmat spill on I-96 in which the church is downwind. In these instances, alternate reunification sites have been coordinated for. These sites are Calvin University (located south of Kent ISD Secondary Campus) and Kuyper College (located north of Kent ISD Secondary Campus).

Upon arrival at the designated reunification site, Kent ISD employees will marshal arriving personnel to pre-designated areas. Communications from the Kent ISD Communications Team will go out to parents/guardians to direct them to the appropriate reunification site to retrieve their student. Students will be released to their parent/guardian once the following criteria have been met:

1. The student has been accounted for;
2. The parent/guardian's identity has been confirmed; and
3. Staff has confirmed the parent/guardian has legal authority to be in custody of the student.

### **Reunification Center Guidelines**

**These general guidelines will be adhered to regardless of the physical location of the reunification center.**

- Student accountability is paramount.
- Once students arrive at the reunification location, student movement will be constrained. Students **will not** be allowed to roam about the reunification site unescorted.
- Parents/guardians will check in with ISD staff at the site, utilizing some form of official photo identification (state or federal).
- Once a parent/guardian's identity and legal status to take the child have been confirmed, the parent/guardian will be reunited with their student. Reunifiers will confirm with the student that the student is comfortable departing with that person.
- Casualty Notification teams will be immediately available to notify a parent/guardian that their student was a casualty. Notification teams should have information to provide to the parent/guardian as to which hospital their student was taken to.
- Before departing with their student, the parent/guardian will sign the Student Receipt Card, acknowledging they have taken receipt of their student.

## **Reunification - Roles And Responsibilities**

Kent ISD has modeled its Reunification plan on the *I Love You Guys Foundation's* Standard Reunification Method. The Kent ISD Operations Chief will be responsible for the management of evacuation sites and the reunification site. The Operations Chief for Kent ISD will be the Kent ISD Safety & Security Director (or designee). Primary staffing of the reunification and evacuation sites will be accomplished by Kent ISD Early Childhood staff, under the direction of the Early Childhood Director. Training of the evacuation sites' and the reunification site's operational staff will be the responsibility of Kent ISD Safety & Security Director.

## **Reunification Events-Student Perspective**

Below is a brief sequence of events that students will encounter as they arrive at Calvary Church:

1. Buses arrive on the west side of the Church and pull up to Door I.
2. **Greeters** will meet arriving buses. Students will be triaged by **Greeters, Counselors, and Medical staff** for medical issues, mental health issues, or if the student is a potential witness.
  - a. Students identified as having a medical issue will be moved to classrooms located on the lower level, to the left (north) of the stairwell. Medical staff will be prepositioned in these classrooms to treat injured staff/students.
  - b. Students identified as having a mental health issue will be escorted to rooms on the lower level, located under the main Sanctuary. Kent ISD counselors will occupy private rooms in this area to assist students/staff.
  - c. Students identified as being a potential witness will be escorted to rooms on the lower level, located under the main Sanctuary. Officials from local law enforcement agencies will occupy private rooms in this area to assist in the interviews of student/staff witnesses.
  - d. School counselors will circulate amongst incoming students to assist as necessary.

3. Students who do not meet any of the above categories will be escorted into the center of the building to be checked into the site. **Checkers** will assist students as they approach the Accountant table. Students with ID cards should have a barcode on their ID that **Accountants** will be able to scan. Following check-in, students will ascend the stairwell to the second floor, where they will be directed to the main Sanctuary of the church. The Sanctuary will serve as the **Student Assembly** area. Students will be directed to find a seat and to relax. Students inside the Sanctuary will be supervised by **Student Assembly** personnel, which will primarily be their teachers.
4. Teachers/**Student Assembly** personnel will maintain accountability for their class that are within the assembly area. Students should not be allowed to wander about the site. Rest rooms and all exits should be monitored by **Student Assembly** team members.
5. Reunifiers will retrieve students from the Student Assembly area once the student's parent/guardian has arrived and checked in. Once the student is reunified with his/her parent/guardian, the student is free to depart the site.

### **Reunification Events-Parent/Guardian (P/Gs) Perspective**

Following is a brief synopsis of the events that will occur as parents/guardians (P/Gs) arrive at Calvary Church:

1. P/Gs will be directed to enter Calvary Church via Door D. On entering the church, they will be met by **Greeters**. **Greeters** will be in the parking area and inside the church. **Greeters** will pass out pamphlets describing Kent ISD's reunification process and will be available to answer questions. Greeters will also issue P/Gs Reunification Cards that the P/G will fill out.
2. P/Gs will check in with **Checkers** and **Accountants** upon entering the church. The **Checker** is responsible for checking the Reunification Card to ensure it is completely filled out and is legible, and for ensuring the P/G has a picture ID.
3. **Accountants** will ask for the P/G's picture ID and the Reunification Card. The **Accountant** will use the Reunification Card to determine if the P/G's student is at the Reunification site. If the student is on-site, the P/G will move to the gymnasium. If their student has not arrived, the P/G will remain in the Holding Area until their student arrives at the reunification site or notification has been received that the student has been transported to the hospital. Uniformed **Law Enforcement** will be on hand in the Holding Area to address unruly individuals.

4. Once a P/G has been notified that their student is at the reunification site (or otherwise accounted for), they will go into the gymnasium, directly adjacent to the holding room. Inside the gymnasium, P/Gs will form a line. Once they move to the front of the line, they will be met by a **Reunifier team**.
  - a. The **Reunifier-student** will ask for the student receipt card from the P/G. The **Reunifier-student** will take the card and move to the student assembly area to retrieve the student. The **Reunifier-parent** will escort the P/G to a location where they will reunite the P/G with their student.
  - b. After the **Reunifier- student** has retrieved the student from the student assembly area, the **Reunifier-student** will confirm that the student is comfortable leaving with the P/G. The P/G will be asked to sign/date the student receipt card. At this point the P/G will be free to take their student home. The **Reunifier** will return the receipt card to the **Accountants'** table to serve as a hard copy back-up.
  - c. If a student is a casualty in the event, the **Reunifier-parent** will move the P/G to the notification room. Here, members of the **Notification Team** will be on standby to notify the P/G of the status of their student. This team will consist of a law enforcement officer, a clergy person, a victim specialist and a member of **Kent ISD Leadership (Operations Chief** if no one else is available).
  - d. The **Kent ISD Leadership member** will be responsible for ensuring that a P/G whose student is a casualty has the resources they need to safely arrive at the hospital safely. This may require securing transportation to the hospital for the P/G.

Although the above sequence has been scripted for the Calvary Church Reunification site, this template will be utilized by Kent ISD staff for alternate reunification sites.

## **Reunification Site Roles**

### **Operations Chief**

Responsible for the overall operation of the site.

### **Student Section Operations Director**

Responsible for the student arrival section and associated personnel of the reunification site, to include the Student Assembly Section of the site.

### **Parent/Guardian Section Director**

Responsible for the P/G arrival section and associated personnel of the reunification site.

### **Greeters**

Responsibilities:

- Greets students on arrival at site (Door I)
- Check student IDs and answer questions.
- Triage students for injuries, mental health, witness potential.
- Escort students to the proper area for treatment/interview.
- Once students are checked in, escort students to the main floor and to the student assembly area (Sanctuary).
- Maintain order.
- Greets P/Gs on arrival at site (Door D).
- Explain the process to the incoming personnel.
- Pass out lanyards to students.
- Pass out pamphlets to P/Gs that illustrate the process.
- Pass out Reunification Cards to P/Gs and explain how to fill out.
- Be prepared to answer any procedural questions people may have.
- Be prepared to relay questions P/G may have to the appropriate person.
- Be upbeat, positive, and proactive.
- Contact on-site LE for assistance with unruly P/G.
- Assist with foot traffic control (with law enforcement).
- Be proactive to alleviate P/G's and student anxiety.
- Be familiar with all Reunification site positions to assist where necessary.

### **Checkers**

Responsibilities:

- P/Gs in the gymnasium and escort them to Table 2.
- Verify P/G ID cards.
- Answer questions for P/Gs.
- Maintain order.
- Be familiar with all Reunification site positions to assist where necessary.

**Accountants (Student Check-in specific)**

Responsibilities

- Log students into the site by scanning student's ID Card or inputting data from Student Intake Card into the database.
- Direct student to move up stairs to the student assembly area (Sanctuary).

**Accountants (P/G Check-in specific)**

Responsibilities (P/G Check-in/Student Check-out Position)

- Set up tables into four sections (A-C, D-K, L-M, O-Z).
- Receive Reunification Cards from **Checkers**.
- Check the spreadsheet to determine if the student is at the Reunification Site.
- If the P/G's student is at site, direct P/G into the gym.
- If not on site, keep P/G in the lobby until name is called.
- Check students of the site once **Reunifier** has released the student to P/G.
- Obtain the completed ReunificationCard from **Reunifiers**.
- Maintain accountability of all completed Reunification Cards

**Accountants (Overall)**

Overall General Responsibilities

- Responsible for tracking students that are at the site and students that have left the site.
- Responsible for keeping an electronic record and hard copies of Reunification cards.
- Be familiar with all Reunification site positions to assist where necessary.

**Reunifiers**

Responsibilities

- Meet P/Gs outside of gymnasium.
- Get the Reunification Card from P/G.
- Escort P/G to location outside Door B.
- Retrieve Student from Student Assembly Area, take to P/G reunification site.
- Ensure students are comfortable going home with P/G.
- Recover Reunification Cards, turn into Accountants.
- Escort student and P/G to exit (door B).
- Be familiar with all Reunification site positions to assist where necessary.

**Student Assembly Staff**

Responsibilities

- Responsible for maintaining order in the student assembly area.
- Ensure that students do not leave the assembly area unaccompanied.
- Maintain class integrity when seating students.
- Remain vigilant for students who may need medical/mental health care.
- Encourage students to text parents. A sample message could be: *“Pick me up at Calvary Church in one hour. Bring your ID,”*
- Assist **Reunifiers** with locating students in the assembly area.

**Victim Advocate Team**

Responsibilities

**Interpreters**

- Will provide interpretive services as needed.

**Casualty Notification Team**

- Will consist of a law enforcement official, Victim Specialist, and Kent ISD leadership member.
- Will notify P/Gs that the student is in the hospital or otherwise a casualty.
- Will ensure that P/G gets to hospital safely.

**Reporting Staff Coordinator**

Responsibilities

- Will position themselves just inside Door H, Lower Level (Main Entrance)
- Incoming ISD staff will check-in with the Coordinator upon arrival at site.
- Will coordinate with the Operations Chief for placement of incoming staff.

**Law Enforcement/Traffic Control**

Responsibilities

**Marked Unit Locations-Uniformed Officers**

- Entrance to Church from Bradford.
- P/G parking area to prevent Media from wandering into the area and to maintain peace.
- Exit from Church onto East Beltline.
- Northern end of Church to prevent media from wandering into Student area

**Interior/Main Level-Uniformed Officers**

- Responsible for maintaining order on the inside of the church.
- Remove unruly persons from the interior of the building
- Remove anyone from the building who is not a P/G, a Church employee, an ISD employee, or a student.
- Assist reunification staff as necessary.
- Perform Notifications as necessary.

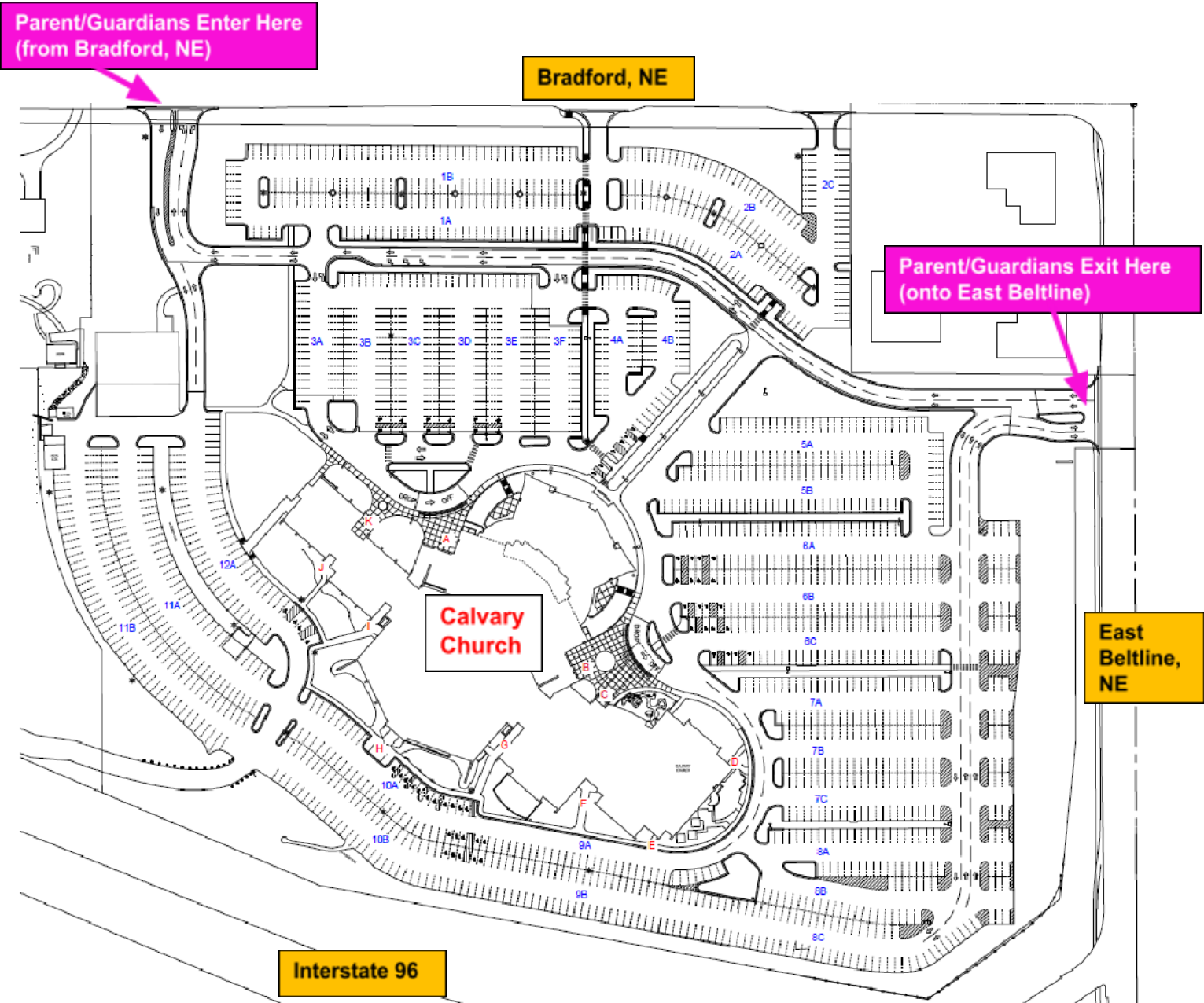
**Interior/Lower Level-Investigators**

- Interview incoming students who may have witnessed incident

**Reunification Site Staff General Guidance**

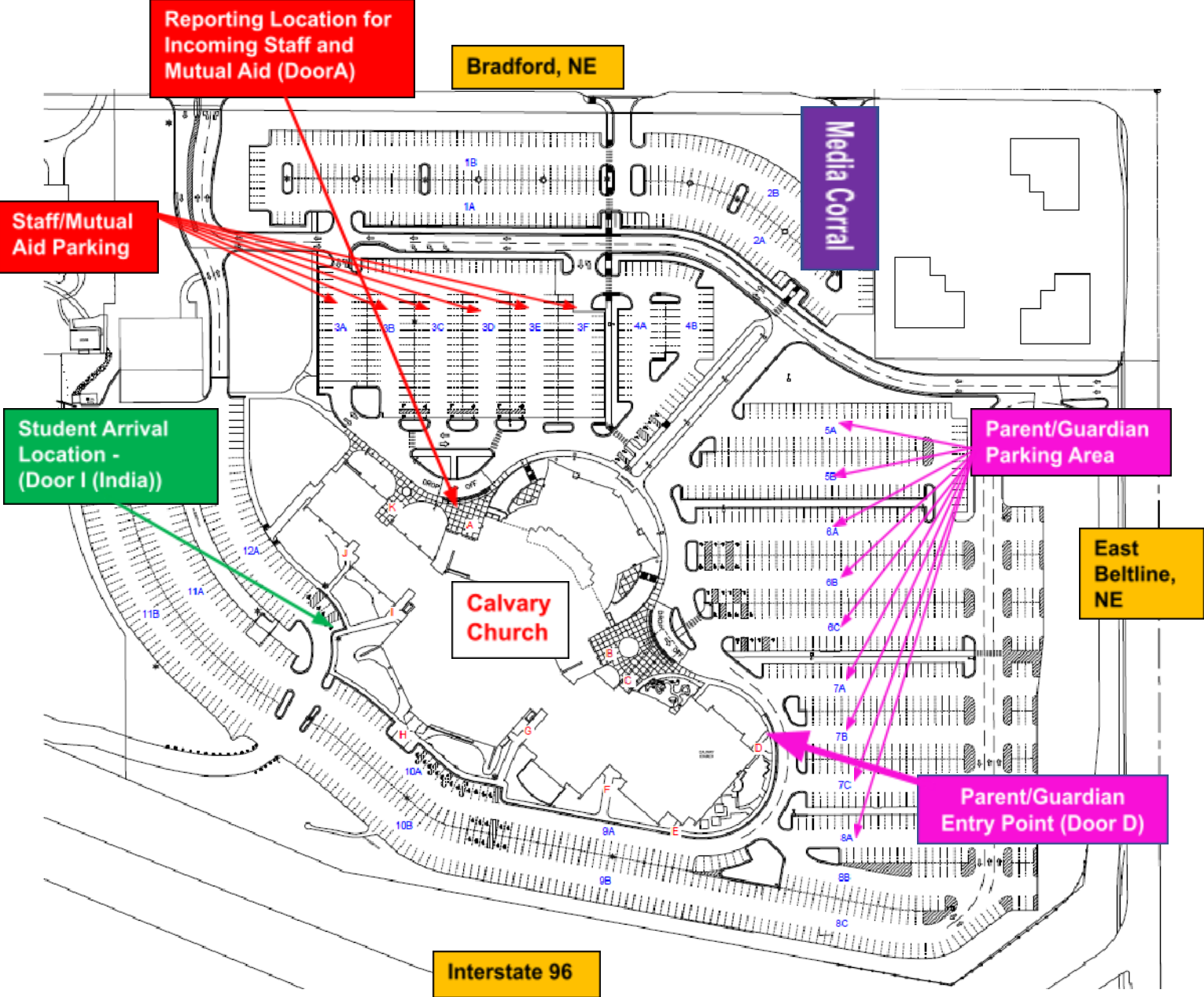
- Always check identification of all non-uniformed personnel who arrive to assist.
- Only release students to authorized P/G after checking P/G's proof of identity and P/G has signed the Reunification card

**Reunification Site  
Calvary Church  
Entrances/Exits**

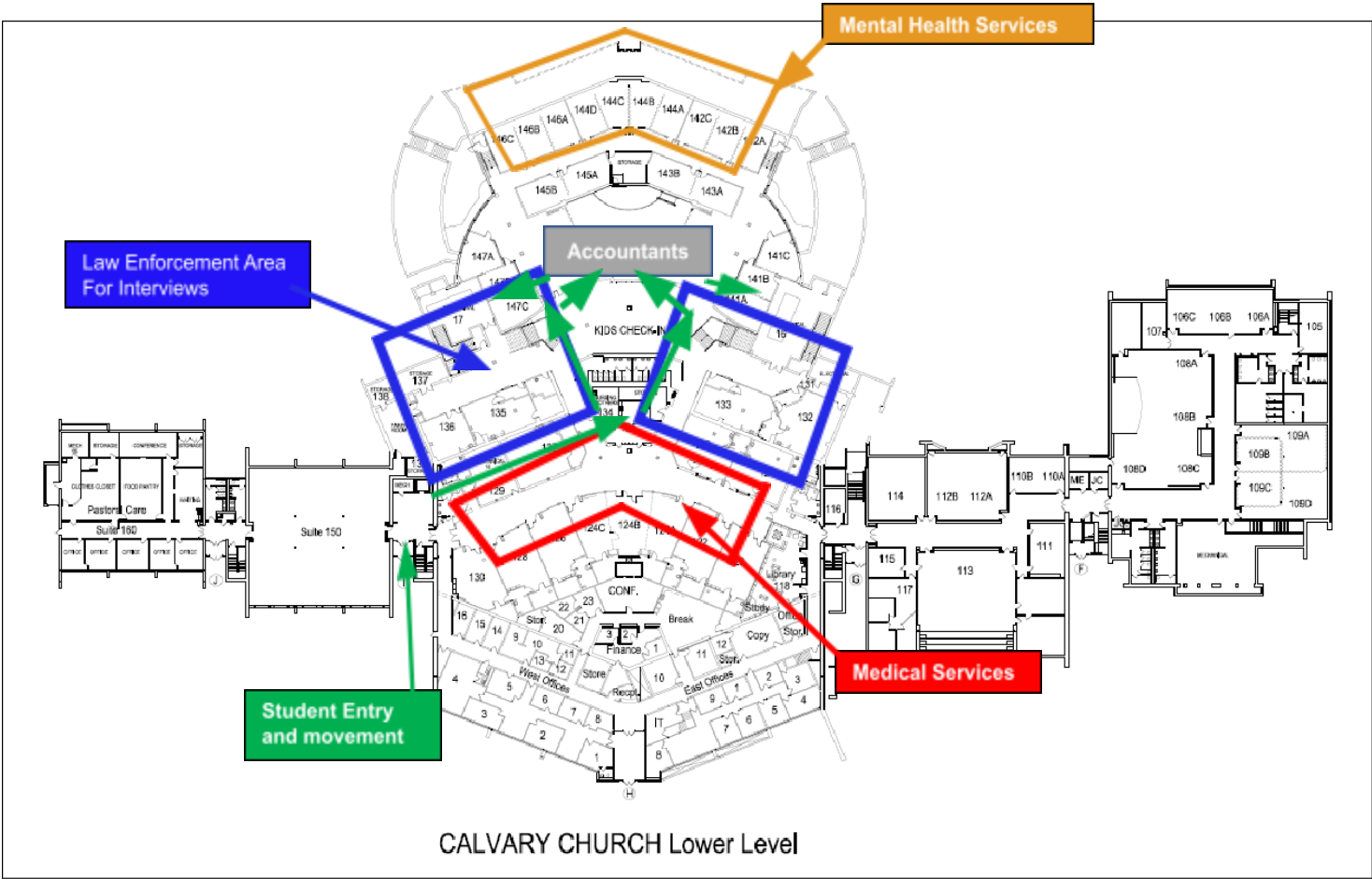


**REUNIFICATION SITE**

P/G Parking, Staff Reporting, Student Arrival, Media Corral

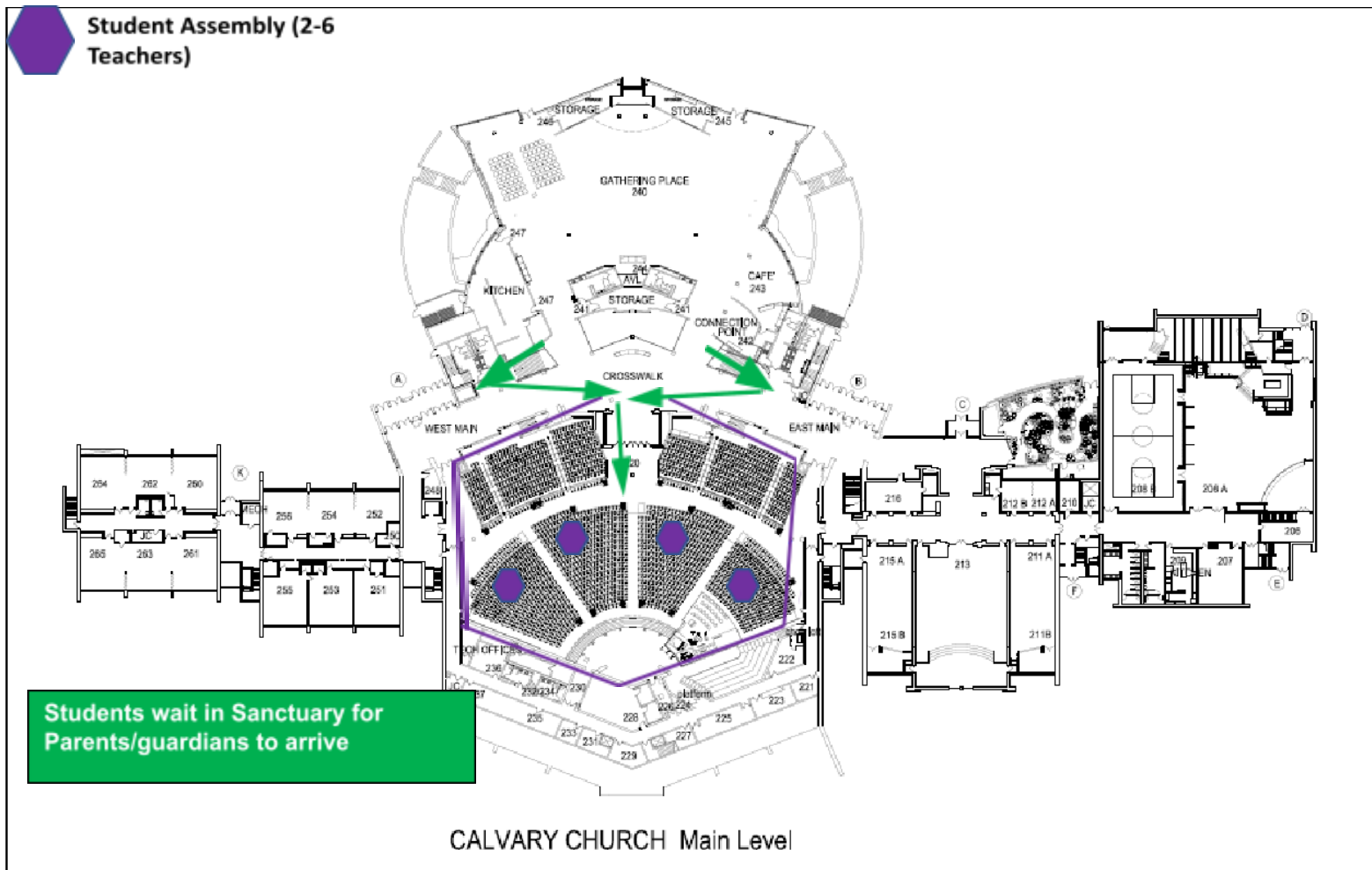


**Lower Level Organization: Student Intake & Location of Services**

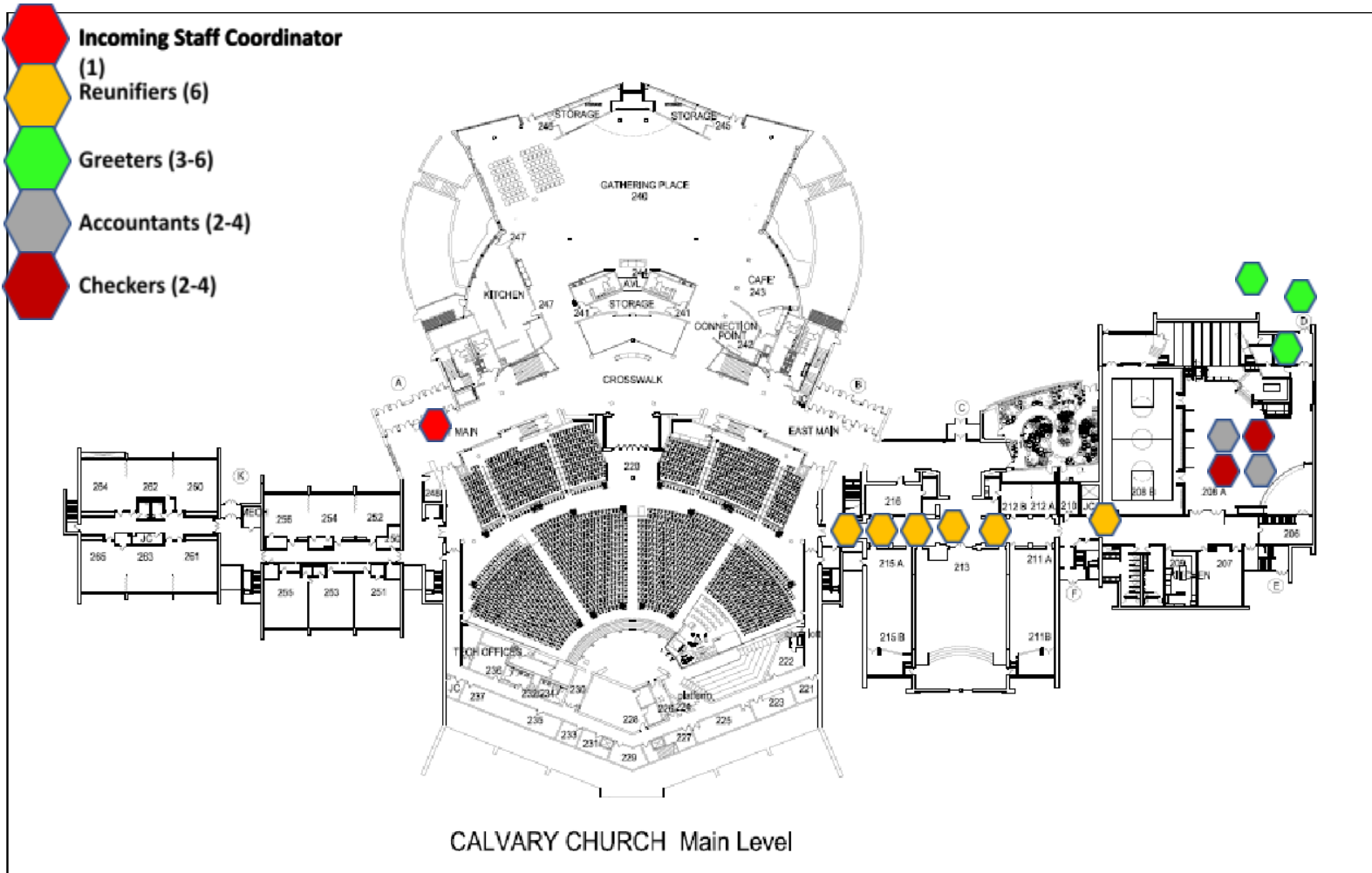




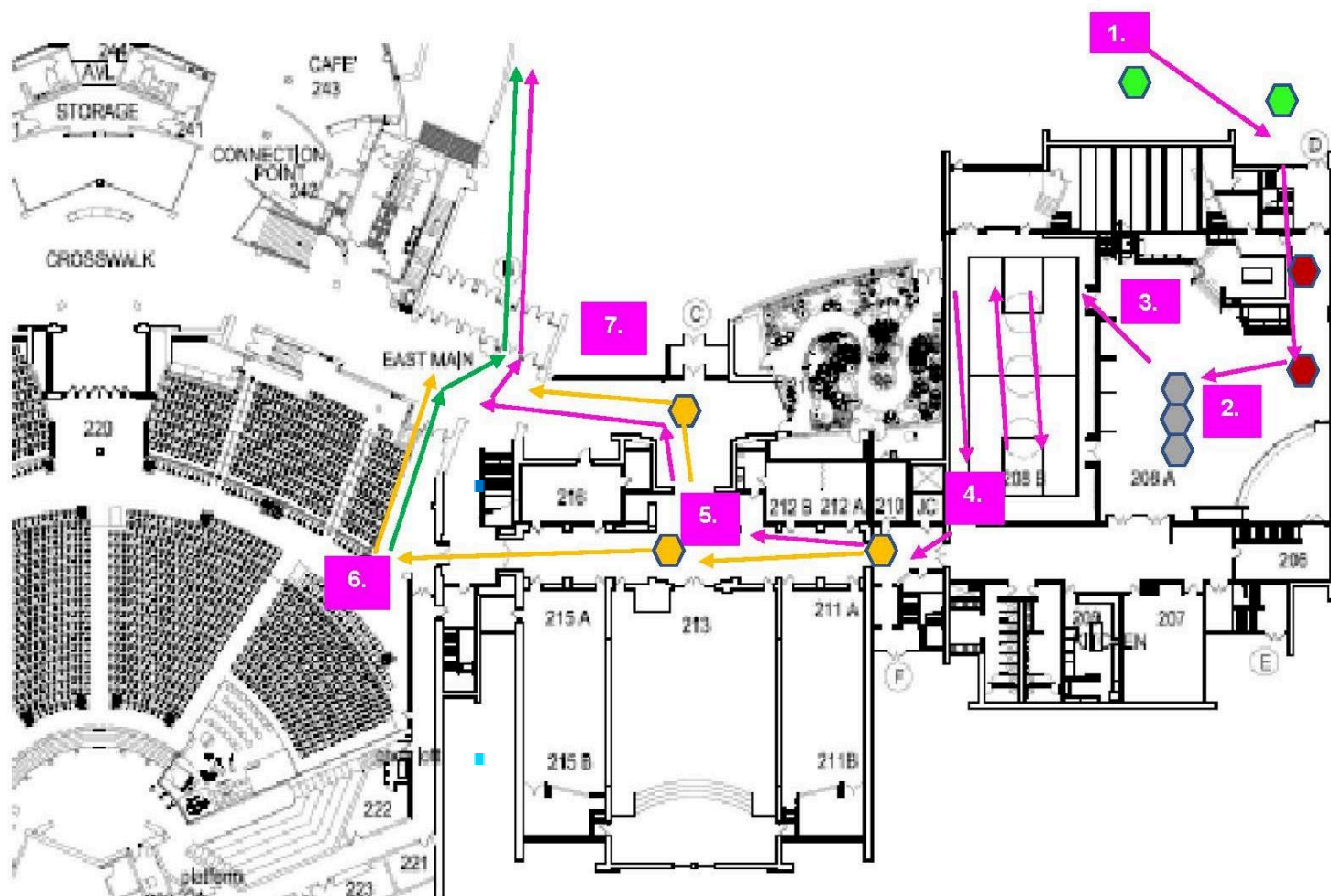
## Staffing-Student Holding Area



## Staffing – Parental Entry/Check-in Area

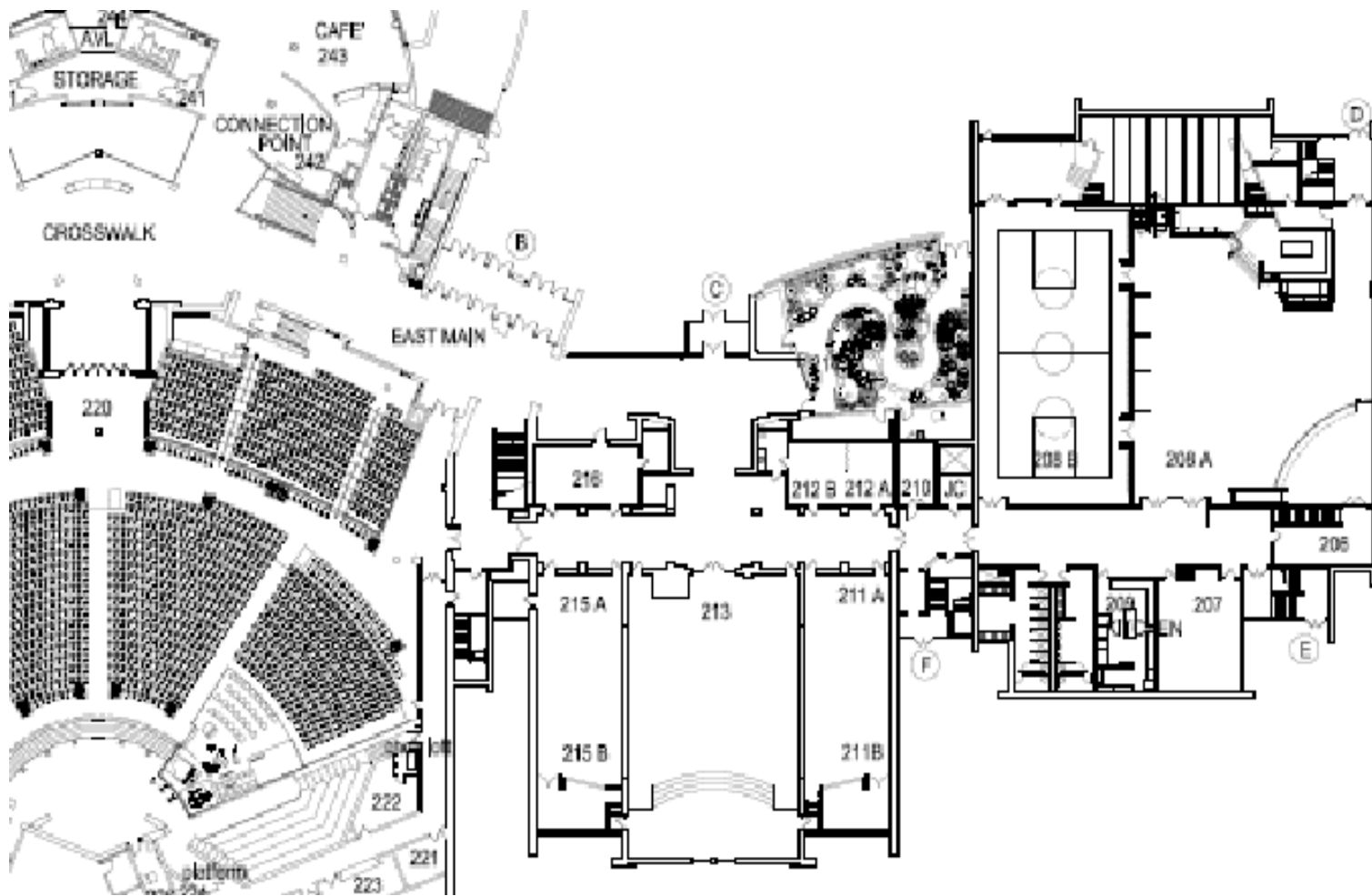


## Parent/Guardian Flow



Step	Activity
1	Parent/Guardian (P/G) enters Door D. Met by Greeters who explain process.
2	P/G checks into the site. Meets with Checkers. Checkers confirm picture ID and that Reunification card has been filled out completely and legibly.
3	PG moves to the Accountants' table to determine if their student is on site.
4	P/G moves to gym once student is confirmed on site
5	P/G links up with the Reunifier Team.
6	Reunifier-student retrieves the student from Assembly Area, while the Reunifier-parent moves the P/G to the reunion location. The Reunifier-student brings the student to P/G.
7	P/G leaves via Door C with the student and departs the site. Reunifiers return cards to the Accountant table to serve as a paper trail.

## Support Positions – Casualty Notification Team, Interpreters



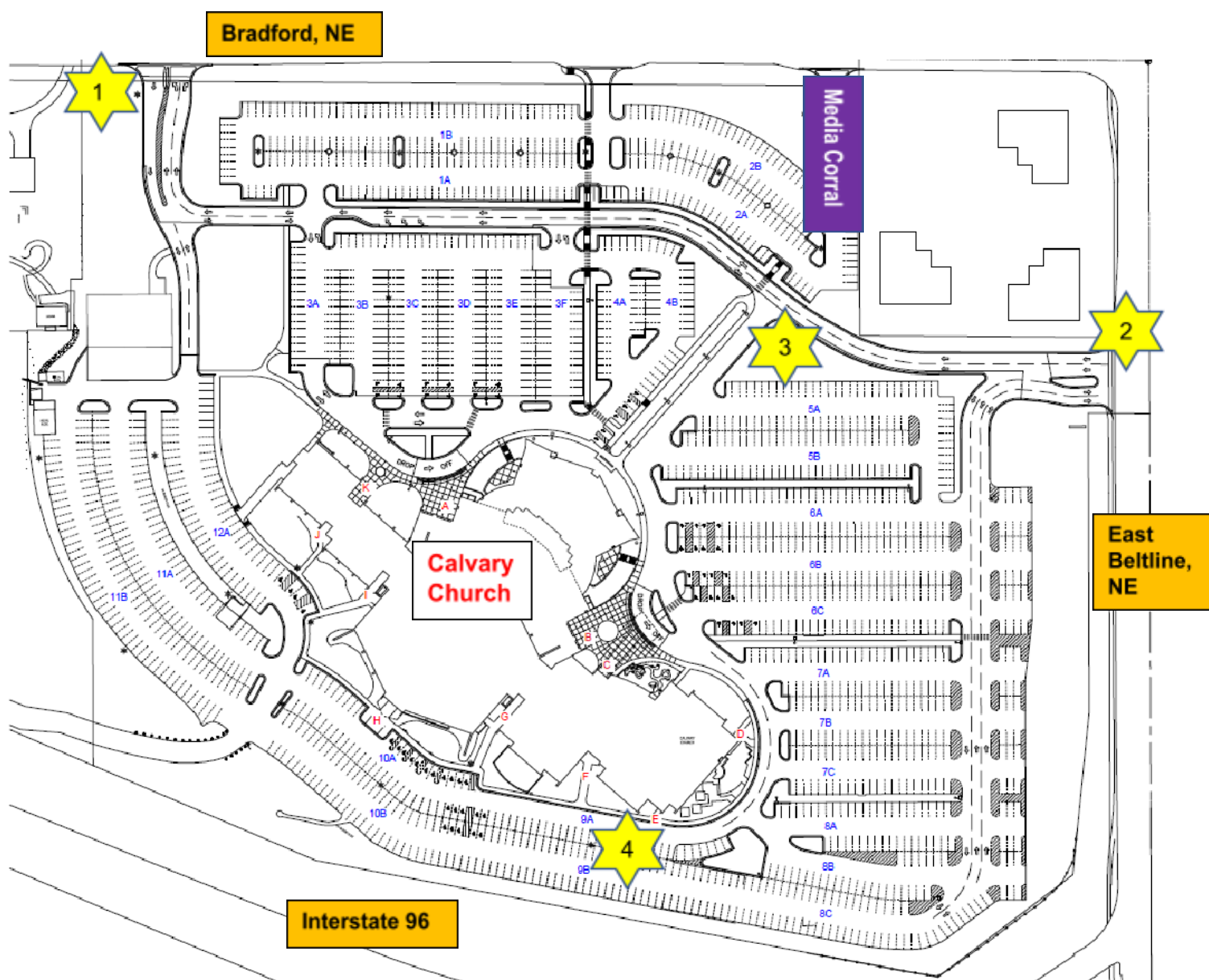
**Casualty Notification Team**

- This team will consist of a law enforcement official, a victim specialist, a clergy member, and a Kent ISD Leader (Operations Chief).
- The team’s mission is to notify parents/guardians that their student is at the hospital or is otherwise a casualty.
- The law enforcement official will make the official notification to the parents/guardians as this is a law enforcement function.
- Remaining team members will provide whatever support they can.
- Kent ISD rep will ensure parents/guardians can drive themselves to hospital or will arrange transport.

**Interpreters**

- Will provide interpretive services where needed.

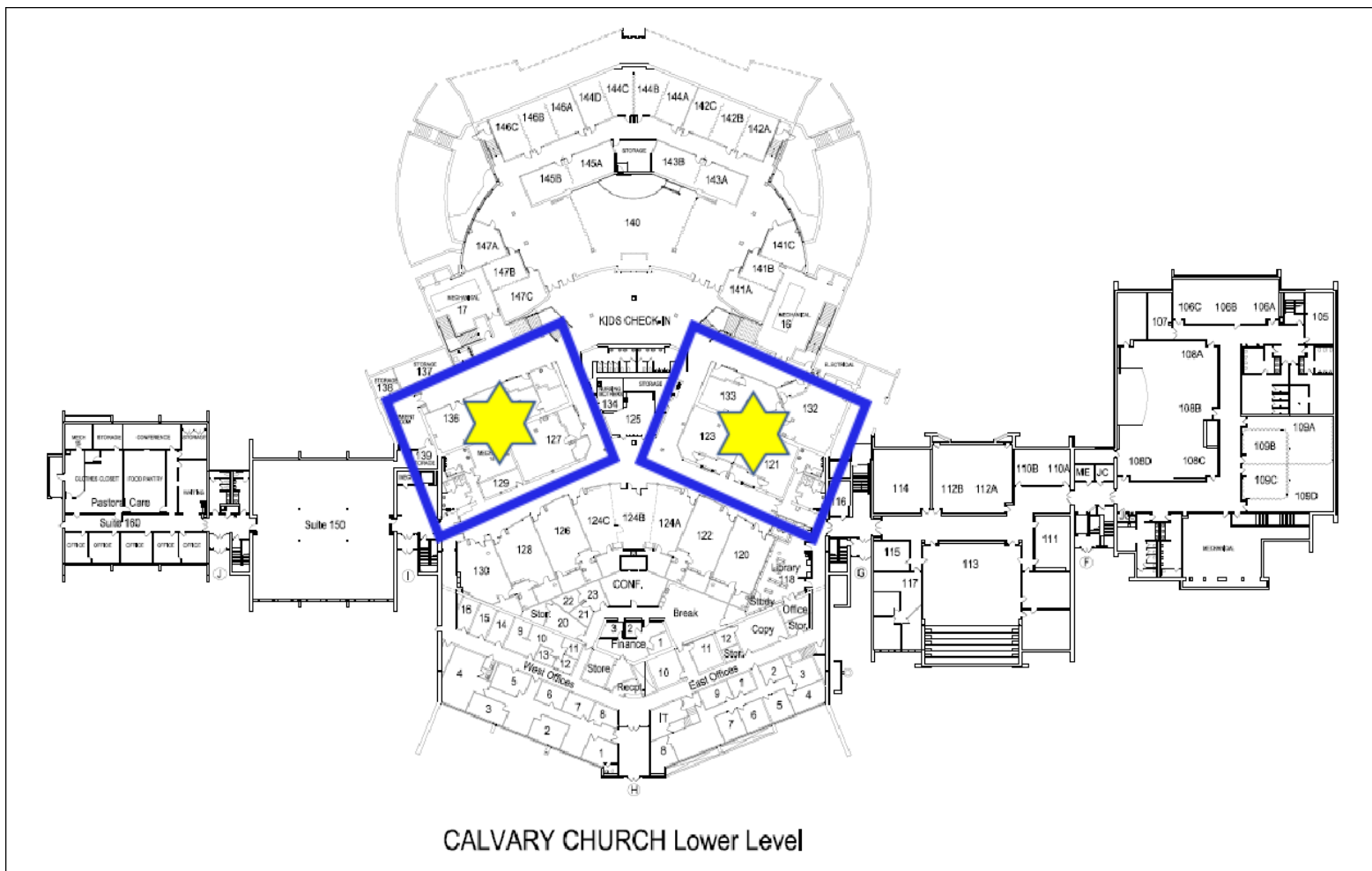
**Support Positions – Law Enforcement, Exterior, Marked Units**



Position	Responsibility
1	-Control access onto site to Staff and Parents/Guardians only. -Direct Media to media corral.
2	-Control traffic for parents/guardians departing site.
3	-Prevent Media from leaving the corral and moving into the Parent/Guardian parking area.
4	-Prevent traffic from circling around the south side of the church.



**Support Positions – Law Enforcement, Interior, Lower Level**



Position	Responsibility
Interview Rooms	-Interview incoming students and staff who may have witnessed the incident.

## **Equipment/Signage for Reunification**

### **DOOR 'D' (Parent/Guardian Report-in Location)**

- **PARENTS/GUARDIANS ENTER HERE, PLEASE HAVE A PICTURE ID READY FOR STAFF TO REVIEW** (one 5-foot banner) (3-5 yard-signs and sandwich boards)
- **HAVE PICTURE ID READY FOR STAFF TO REVIEW. PLEASE BE PATIENT.** (3-5 yard signs/sandwich boards)
- **PLEASE DO NOT TAKE PICTURES OF THE REUNIFICATION SITE OR OF PEOPLE INSIDE THE SITE.** (3-6 yard signs and sandwich boards)

### **DOOR 'I' (Student/Staff In-Take Location)**

- **STUDENTS/TEACHERS: ENTER HERE** (3-6 yard signs and sandwich boards)
- **RESTROOMS** (with arrows) (3-5 yard-signs)
- **MEDICAL** (with arrows) (3-5 yard-signs)
- **COUNSELING** (with arrows) (3-5 yard-signs)

### **DOOR 'A' (Staff Reporting to Site to Assist Location)**

- **STAFF REPORTING TO WORK: ENTER HERE** (one 5-foot banner) (3-6 yard-signs. sandwich boards)

### **MEDIA CORRAL**

- **MEDIA LOT-PLEASE REMAIN WITHIN ROPED OFF AREA, ALL UPDATES/BRIEFINGS WILL BE HELD AT THIS LOCATION.** (one 5-foot banner) (6-12 yard-signs and sandwich boards)

### **PELICAN CASE LABELS**

1. Greeters-Student Entrance
2. Accountants-Student Entrance
3. Greeters-Parent/Guardian Entrance
4. Accountants-Parent/Guardian Entrance
5. Reunifiers
6. Student Assembly
7. Incoming Staff Coordinator
8. Comms
9. Media Corral

## **STANDARD RESPONSE PROTOCOLS (SRPs)**



### **EVACUATE**

If EVACUATE is called, there is a need to move people from one location to another for safety reasons.

**On-site evacuation:** This is conducted when an event that cannot be resolved quickly disrupts the school day. An example would be a small fire inside one of the ISD's buildings, a power outage, or a hazmat spill where students, faculty, and staff have to leave the building.

**Off-site evacuation:** This is conducted when it is no longer safe to stay in a building. Examples could be a major fire, legitimate bomb threat, or a gas leak. Evacuation sites for each campus/building are identified in this section. Depending on the threat, staff and students may be allowed to leave with personal items.

**Violent Event:** If there has been a violent event at a school, an off-site evacuation to a reunification site will be necessary as the school will be considered a crime scene at which law enforcement will have to process for evidence. This processing could last for several days. In this instance, staff/students will not be allowed to take any items with them.

**Police Led Evacuation:** Situations may arise, especially after a violent event, where law enforcement will clear classrooms and will escort staff/students to their evacuation site. It is important for staff/students to immediately comply with all commands given by officers. Staff and students should also keep their hands visible and empty. Evacuees will probably be asked to put their hands in the air or above their heads during the evacuation.

### **Administration's Responsibilities**

- Gather all student medications before exiting the building, if necessary.
- If the evacuation was initiated by a fire alarm, confirm that the alarm is legitimate.
- Follow up the fire alarm with a Public Address (PA) announcement advising staff/students that the alarm is legitimate and to start evacuating the building.
- Utilize unassigned staff members to ensure all areas of the building have been evacuated.
- Notify 9-1-1/public safety.
- Ensure that appointed caretakers assist handicapped students.
- If an off site evacuation or a reunification is necessary, coordinate transportation through Kent ISD leadership.
- Coordinate with Kent ISD Communications Team for communications to parents/guardians.

If students are to be dismissed for the day, students may utilize one of the following four arrangements.

- Kent ISD arranged transportation back to their LEA
- Pick up by parent/guardian designated on PowerSchool.
- Self-transportation
- Ride via third-party with parent/guardian consent.

### **Faculty/Staff's Responsibilities**

**(ALL EVACUATION ROUTES SHALL BE TAKEN IN THE OPPOSITE DIRECTION OF THE EMERGENCY)**

- **Any evacuation initiated by a fire alarm should be accompanied by a PA announcement from the Main Office.**
- Follow the predetermined evacuation routes/procedures based on the information given by the Main Office.
- Maintain your situational awareness.
- Be ready to deviate from the predetermined routes or procedures if circumstances exist that may cause harm or danger to students or staff.
- Based on the incident and the reason for evacuation, teachers may or may not allow students to gather their personal belongings before exiting the building.

- Take your Go-bag and attendance book/laptop with you when you exit the building.
- Close classroom doors and shut off the lights upon exiting the room. This denotes that all people have been evacuated from this location.
- If necessary, request additional assistance for any students with physical or mental disabilities.
- Proceed to the designated area, at a minimum of 300 feet (1 football field) from the building.
- Stay out of the way of emergency vehicles and public safety personnel.
- Upon arrival at the evacuation site, assemble students, note the time, and take attendance.
- Report any missing students up the chain of command immediately.
- Use the **green** portion of the Emergency Response Guide (flip chart) to visually signify that all students are accounted for.
- Use the **red** portion of the Emergency Response Guide (flip chart) to visually signify that you need assistance/have missing students.
- Administer first aid, as necessary. Report any major medical issues to the chain of command immediately or dial **9-1-1**.
- Remain with your class and await further instructions from the principal or the incident commander.

## **RETURN TO BUILDING - ALL CLEAR**

### **Administration's Responsibilities**

- Signal the **All Clear** to return to class when deemed appropriate.
- Ensure that all students and staff are accounted for.

### **Faculty/Staff's Responsibilities**

- Return to the classroom when instructed by the principal or incident commander.
- Take attendance to account for all students within your span of control.
- Report any missing/injured students to the Main Office as soon as possible.



## **HOLD** “In Your Room or Area”

A **Hold** will occur when a situation arises that requires hallways in the school to remain clear. Classroom instruction will continue as normal, but students and staff are to remain in their classrooms/offices until the **Hold** is lifted.

At the initiation of a **Hold**, students and staff will remain where they are until the situation has been resolved. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, but with halls still open in case outside medical assistance is required. In both examples, a **Hold** would be an appropriate response to the situation.

Students who are not in a classroom may need to proceed to an area where they can be supervised and remain safe, such as a cafeteria or other common area. Staff and students should remain in those areas until the **Hold** is lifted. *Students and staff outside the building should remain outside, unless directed otherwise by building administration.*

When a **Hold** is announced, classroom activities should continue in a normal manner; however, the ability to transition to a **Shelter** or **Lockdown** is enhanced.

### **Differences Between Secure and Hold**

**Secure:** People who are outside of the building are brought inside. All activities inside the school continue as usual, but no one moves in or out of the building. Hallways are open and may be utilized by students and staff as needed. People inside the school may not notice any difference in their daily routines during a **Secure**.

**Hold:** People who are outside of the building remain outside. Hallways are cleared. Students remain in their classrooms with their teachers and business continues as usual.

### **Main difference between a Hold and a Secure:**

A **Secure** is enacted when a threat or hazard is outside of the school. A **Hold** is used when there is a need for the halls to remain empty, meaning the issue is inside the building, but has not risen to the level of a Lockdown. During both a **Hold** and a **Secure**, classroom instruction continues as normal.

### **Examples That Could Prompt the Issuance of a Hold**

The following are some examples of when a school or emergency dispatch might call for a **Hold** action:

- An unexpected fire alarm;
- An altercation in a hallway;
- A medical issue that needs attention;
- A hazmat leak/unfinished maintenance operation in a common area during class changes.

### **Administration's Responsibilities**

- Announce the **Hold**: "Attention, Attention. Hold in your room (or area). Hold in your room (or area). Please clear the halls. Please clear the halls."
- If the situation dictates, be prepared to quickly issue a **Lockdown**, **Shelter**, or **Evacuate** order.
- If appropriate, provide staff with updates to the situation via email.
- Release the **Hold** via PA: All Students and Staff - "All Clear, all clear. The **Hold** is released."
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Hold** for parents/guardians.

### **Faculty/Staff's Responsibilities**

- Monitor all student movements. Do not allow students to leave the room/area.
- All doors should be closed and locked.
- Be prepared to bring students into your classroom that are in the hallway.
- Notify the student's instructor/main office that you have secured the student.
  
- Take attendance and note the time.
- *No movement is allowed during the **Hold**.*
  
- Be prepared to move rapidly to a **Shelter** or a **Lockdown**.



## **LOCKDOWN** “Locks, Lights, Out of Sight”

**RUN** – From Danger

**HIDE** – Barricade and Be Silent

**FIGHT** – For Survival

A **Lockdown** will occur when there is a threat or hazard inside a campus building. All interior doors and classroom doors are locked. Students, faculty, and staff stay in their offices/work areas/classrooms. Lights are turned off, silence is maintained, and occupants move out of the line of sight of corridor windows/door windows/sidelights.

*A building’s main entrance **should not be locked** during a **Lockdown**.* The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders’ entry into the building. Kent ISD buildings have the ability to unlock the main entrance doors remotely. All other perimeter access points will remain locked to the outside.

If the location of the threat is known and people cannot get behind a door, it is appropriate to self-evacuate away from the threat. See the previous section for each building’s designated evacuation location.

A **Lockdown** is considered appropriate for situations that involve potential violence inside the school facility, such as:

- A dangerous animal within a school building;
- An intruder;
- An angry or violent parent or student;
- A report of a weapon; and/or
- An active assailant.

A **Lockdown** is also appropriate for times when a **Secure** or a **Shelter** have been compromised, creating an immediate, adverse effect on the safety and security of students/staff.

The **Lockdown** signal will be communicated over the PA system, or other appropriate communications device. This warning should come from a school administrator.

Once the decision is made to **Lockdown**, immediately contact the School Resource Officer and/or notify Kent County Dispatch via the 800 mgHz base units in the main office. Be prepared to provide detailed information on the threat. Prohibit cellular phone use by students, faculty, and staff.

## **Contingencies**

Students and staff who are outside of classrooms when a **Lockdown** is announced should try to get into the closest available classroom, office, or room with a door that can be secured. In the event someone cannot get into a room before doors are locked, they should be instructed about other options, such as **Evacuation**. Designated evacuation locations have been coordinated for each Kent ISD building. Upon arrival of Kent ISD personnel at one of these locations, the senior person should account for all students/staff and transmit the names of the persons at that location to the Incident Commander. See the previous section for more information.

## **Administration's Responsibilities**

- School administration should attempt to inform staff of the reason for the **Lockdown** and the status of the incident; however, this may not be possible due to tactical considerations.
- The Kent ISD Communications Team will disseminate information via all communication platforms (PowerSchool, School Messenger, Kent ISD social media accounts, etc.) concerning the situation that led to the lockdown, so that parents/guardians can remain informed.
- School administration will conduct an after-action review with the staff and students as soon as possible.
- Administration should be on the lookout for students and staff members who may be exhibiting signs of traumatic injury resulting from the incident and be ready to direct those individuals to appropriate agencies.

## **Faculty/Staff's Responsibilities**

**If students are in class at the time of the signal, staff will:**

- Explain that there is an emergency; only share information with students given directly from administration.
- Account for all students, faculty, and staff in their respective room(s).
- Barricade doors and windows.
- Close blinds and shades on interior windows (if safe to do so), turn off lights, and silence cell phones.
- Secure weapons/improvised weapons.
- Secure students, faculty, and staff in a safe area of the room away from windows and doors.

- Remain locked in the classroom, office, or storage room until a uniformed police officer releases you or an All Clear is given.

**If students are not in class at the time of the signal, staff will:**

- Move students into the nearest safe location, avoiding large areas (library, gymnasium, media centers, auditoriums. etc.)
- Secure and barricade all doors/windows.
- Secure weapons/improvised weapons.
- Stay with students to maintain order and calm; reiterate to students that following directions are paramount.
- Keep students in a safe area away from doors/windows.
- Remain locked in the classroom, office, or storage room until a uniformed police officer releases you or an **All Clear** is given.

**All Clear Signal/Evacuation**

- A public address (PA) announcement will precede in-person notification of an **All Clear** by uniformed police officers.
- If a Police Led **Evacuation** is necessary, a building administrator will open the classroom/office/storage room for a police officer. Prior to entering the room, the administrator will announce their entry.
- See the **Evacuation** section for more details.

**Lockdown Exercises**

- **Lockdown** exercises will be conducted a minimum of three times per year.
- One of these exercises will be conducted while students are in transition, or simulated transition.

**Buses/Transportation**

Bus drivers or others (student drivers, parents/guardians dropping off students) coming onto Kent ISD campuses should look for strobes flashing on the campus/building. If a strobe is flashing, transportation drivers should not enter campus. Instead, drivers should find a safe location away from the campus to stage and from where they can contact their supervisors for further direction/information.

**Cell Phone Use During a Lockdown**

All cellphones should be silenced. Instructors should make that part of their **Lockdown** protocols for their students. The reason for this silencing is that one of the first things a parent will do when there is a crisis in the school is text or call their child. If a phone is not silenced, this parental reaction can jeopardize the safety and security of their child's entire class.

Research done in the aftermath of actual **Lockdown** events indicates the initial crisis

may only take minutes. However, after the threat is mitigated, Law Enforcement will typically clear the building one classroom at a time. This clearing process may take a long time.

During this clearing procedure time, both parents and students can reduce stress through text communications. This is also a classroom management strategy that teachers can employ.

Instructors can select three or four students at a time and ask the students to text parents/guardians with a message like this:

***“We are in Lockdown. I’m okay and I’ll update you every 5 minutes.”***

**Note: If a threat is imminent, texting is not permitted and students should remain silent.**

Students should also be given the opportunity to update their parents/guardians with crafted text messages as an event unfolds. An example for a student being moved to a reunification site would be:

***“Pick me up at Calvary Church in one hour. Bring your photo ID,”***



## **SECURE**

### **“Get Inside, Lock Outside Doors”**

The **Secure** action is initiated when there is a threat or hazard **outside** of the school building.

At the initiation of a **Secure**, *classes that were outside should move into the building*. All exterior doors and classroom doors are locked. Once all students have returned to the building, **no one should be allowed in or out of the building**.

**All Kent ISD schools should be in Secure during instructional hours.** What is meant by this statement is that classroom doors and exterior doors are locked, student travel between classrooms is monitored, access to the building is restricted to one entry, and students are always accounted for. When a **Secure** is announced, classroom activities should continue in a normal manner; however, the ability to transition to a **Hold** or **Lockdown** is enhanced.

A **Secure** action may be initiated at a time when students expect to be able to leave the building; i.e. at the end of classes, to go to a job, being picked up by a parent, etc. If a **Secure** has been announced, these departures will have to be delayed until the situation outside the building is resolved.

### **Controlled Release**

An unresolved situation at or near the school at the end of the school day may warrant a **Controlled Release**. During a **Controlled Release**, parents or guardians may be asked to pick up students rather than have them walk home. Buses may run as normal, but increased monitoring of the bus area should occur. Students with driving privileges will be advised to not linger in the area and to drive directly home. Additional law enforcement presence may be warranted on campus.

### **Monitored Entry**

When there is a perceived threat but the threat is not immediate, entrances may be attended by school security officers (SSOs) or law enforcement officials, so that anyone entering the building is more closely monitored. Students and staff walking between buildings or going to the parking lot may be escorted.

### Differences Between **Secure** and **Hold**

**Secure:** People who are outside of the building are brought inside. All activities inside the school continue as usual, but no one moves in or out of the building. Hallways are open and may be utilized by students and staff as needed. People inside the school may not notice any difference in their daily routines during a **Secure**.

**Hold:** People who are outside of the building remain outside. Hallways are cleared. Students remain in their classrooms with their teachers and business continues as usual.

### Main difference between a **Hold** and a **Secure**:

A **Secure** is enacted when a threat or hazard is outside of the school.

A **Hold** is used when there is a need for the halls to remain empty, meaning the issue is inside the building, but has not risen to the level of a **Lockdown**. During both a **Hold** and a **Secure**, classroom instruction continues as normal.

### Examples That Could Prompt the Issuance of a **Secure**

The following are some examples of when a school or emergency dispatch might call for a **Secure** action:

- An unknown or unauthorized person on the school grounds
- Dangerous animal on or near the grounds
- Criminal activity in the area
- Planned police activity in the neighborhood

### Administration's Responsibilities

- Announce the **Secure**: "Attention, Attention. We are activating a **Secure**. All Students and staff get inside the building. Lock and secure all outside doors".
- Ensure that all exterior doors are secured throughout the day.
- If the situation dictates, be prepared to quickly issue a **Hold**, **Shelter**, or a **Lockdown** order.
- When appropriate, provide staff with updates to the situation via email.
- Monitor the lifecycle of the **Secure**.
  - a. As the situation evolves and more information becomes available transition from 'no one in or out' to some access with control may be appropriate.
  - b. Controlled Release and Monitored Entry (see above)
- Release the **Secure** via PA: All Students and Staff - "**All Clear, all clear**. The **Secure** is released."
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Secure** for parents/guardians.

## **Faculty/Staff's Responsibilities**

- Monitor all student movements. Limit unnecessary movement and keep students in their assigned rooms when possible.
- All doors should be closed and locked.
- *Limited* movement between classes/labs/restrooms is allowed. However, travel should be expedited and closely monitored.
- Upon initiation of a **Secure**, note the time and take attendance.
- Be prepared to move rapidly to a **Hold**, **Shelter** or a **Lockdown**.



## **SHELTER**

### State the Hazard and the Safety Strategy

**A Shelter will occur when specific protective actions are needed based on a threat or hazard.**

A **Shelter** requires that all students and all staff follow response directives based on the threat or hazard.

**For severe weather:** Most often, the **Shelter** protocol is utilized for tornadoes and other severe weather. In this instance, the announcement will include the shelter location for students and staff, and what protective actions students/staff should take.

**An outdoor hazardous material release:** A **Shelter** for a hazardous materials spill or release is different from a **Shelter** for severe weather. In the case of a hazmat situation, students/staff should be directed to close their classroom/office windows, shut down their heating and air conditioning units, and seal windows/doors to preserve the good air inside the room, while restricting the entry of any contaminated air from the outside. Classroom/office *Go-bags* contain duct tape that can be used to seal doors and windows. Additionally, excess clothing can be stuffed in door/window gaps. Listening to the specific directives coming from the Main Office is critical to successful emergency response.

#### **Hazards May Include**

- Tornados/derechos
- Severe weather
- Wildfires
- Flooding
- Hazmat spill or release
- Earthquake

#### **Safety Strategies May Include**

- Evacuate to Shelter area
- Seal the room
- Drop, cover, and hold

#### **If Outside and a Shelter is Called**

- Get inside immediately
- If not able to get inside:
  - Thunderstorm/Tornado-Get to low ground.
  - Hazmat Release-Get to high ground.

## **Administration's Responsibilities**

### **Hazard Materials (Hazmat) Release**

- Confirm instructions to **Shelter** (rather than evacuate), due to a nearby hazardous material release.
- Recall staff/students back to the building that were outside.
- Announce **Shelter** order via PA announcement.  
***“Attention, students and staff, Attention. Shelter for hazmat, Shelter for hazmat. Seal all exterior windows and doors.”***
- Ensure that Facilities shut down all HVAC systems for the entire campus.
- Once students/staff have returned to the building, do not let anyone enter the building unless that person is first decontaminated or is a first responder.
- Instruct staff to seal doors and windows with duct tape/towels
- Do not allow anyone to leave the building until an **All Clear** is called by local authorities.
- Ensure that the School Resource Officer stays abreast of updates until the incident is under control.
- Keep staff informed. Announce the current status of the incident at frequent intervals over the PA system.
- Announce **All Clear** via PA announcement  
***“Students and Staff, Students and Staff. All clear, All clear. The Shelter order is lifted.”***
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Shelter** for parents/guardians.

### **Severe Weather**

- Direct faculty/staff to move to their designated severe weather **Shelter** location.
- Recall staff/students back to the building that were outside.
- Announce **Shelter** order via PA announcement.  
***“Attention, attention, students and staff. Shelter for a tornado, Shelter for a tornado. Move immediately to your designated severe weather area.”***
- If not in their normal areas, direct people to **Shelter** in interior hallways on the ground floor.
- Advise people who are outside with no chance to return to the building to seek low ground, away from trees and other tall structures
- Ensure that no one is sheltering in gymnasiums, auditoriums, or other rooms with wide, free-span roofs.
- Keep staff informed. Announce the current status of the incident at frequent intervals over the PA system.
- Announce **All Clear** via PA announcement  
***“Students and Staff, Students and Staff. All clear, All clear. The Shelter order is lifted.”***
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Shelter** for parents/guardians.

## **Faculty/Staff's Responsibilities**

### **Hazard Materials (Hazmat) Release**

- If outdoors, return to the building.
- To prevent air contamination within the shelter, use duct tape from Go-bag to seal around exterior doors and windows.
- If unable to return to the building, do not shelter in low ground, as chemicals will pool there. Seek the highest ground available.
- Contact the main office and provide the location where you are sheltered and who you have with you.

### **Severe Weather**

- Move to the designated **Shelter** location.
- Account for students.
- Students should be instructed to 'drop, cover, and hold' assuming a protective posture facing the wall.
- Return students to class after "**All Clear**" is given, take attendance, and advise the main office of any missing students.
- If unable to return to the building, do not shelter in high ground, as lightning and tornadoes attack those locations. Seek shelter in a culvert or the lowest ground available.
- Contact the main office and provide the location where you are sheltered and who you have with you.

### **If not able to reach designated **Shelter** location for severe weather:**

- **Do not Shelter** in gymnasiums, auditoriums, or other rooms with wide, free-span roofs.
- Avoid all windows and other glassed areas.

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## BOARD AGENDA ITEM

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

Item: October Payment of Act 18 Special Education Funds

Submitted by: Kevin Philipps

Date: 10-14-24

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 10-21-24

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### RECOMMENDATION:

Approve the distribution of \$47,185,911 to our local districts based on the payout formula authorized by the Kent Intermediate Superintendents' Association, Public School Academies, and the Parent Advisory Committee for Special Education including a supplemental payment of \$3,000,000.

### BACKGROUND:

October is the time of the year when we send the second of three payments to the local districts for Act 18. The first payment was made last month. As we have done in previous years, the September and October payments equal 75% of the total. The final 25% is paid in April.

The attached worksheet shows the payment by district. The allocation by district is preliminary and will change once final count and lunch applications are received later in the year.

Also included in October is the Final 2023-24 Act 18 Payout to our Charter Schools. This amount was already approved by the Board for payout last April.

The extra payment of \$3.0 million reflects lapsed Act 18 payments to charter schools lacking unreimbursed special education costs, as well as a distribution of special education fund balance due to property tax collection growth. Our hope is to be able to make these supplemental payments for at least a few years.

The total amount allocated to Kent ISD Center Programs for October 2024 and the supplemental payment is \$17,107,740 making the Total Act 18 allocation \$64,293,651.

KP/kg

Attachment

	<b>Actual 23-24</b>	<b>Estimated 24-25</b>
Increase		8.00%
Base All Spec Ed Programs	100,521,289	108,562,992
All Special Ed Programs	<u>100,521,289</u>	<u>108,562,992</u>

	<b>Actual 23-24</b>	<b>Estimated 24-25</b>	<b>23-24 and 24-25 Difference</b>
Center Programs	26,694,351	28,829,899	2,135,548
Autism Classroom Prgms	9,563,571	10,455,782	892,211
Local Programs	64,263,376	69,277,311	5,013,935
All Special Ed Programs	<u>100,521,298</u>	<u>108,562,992</u>	<u>8,041,694</u>

		<b>Cumulative Percent</b>
Sept-24 Actual	19,986,328	18.41%
Oct-24 estimated	61,435,916	75.00%
April-25 estimated	<u>27,140,748</u>	100.00%
	<u>108,562,992</u>	

Vend #	School District	C	D	E	F	G	H	I	K
		From Center Distribution	From Autism Distribution	From Local Distribution	Sum (C + E)	100% Col F	Previous Payments	Proposed	Col I or Col O (see * note)
		Estimated 24-25 Distribution --Center Programs	Estimated 24-25 Distribution --Autism Classrm Pgms	Estimated 24-25 Distribution --Local Programs	Estimated 24-25 Distribution All Programs	Cumulative Payment as of Oct 24-25 75.00%	2024-25	Oct 24-25 Payment	Actual Oct 24-25 Payment
2364	Byron Center		86,306	2,752,588	2,838,894	2,129,170	522,995	1,606,175	1,606,175
2452	Caledonia		929,388	3,005,978	3,935,366	2,951,524	724,992	2,226,532	2,226,532
2727	Cedar Springs		442,100	2,099,163	2,541,263	1,905,947	468,164	1,437,783	1,437,783
3375	Comstock Park			1,280,919	1,280,919	960,689	235,977	724,712	724,712
4781	East Grand Rapids		202,979	1,661,067	1,864,045	1,398,034	343,403	1,054,631	1,054,631
5725	Forest Hills		880,375	5,318,370	6,198,745	4,649,059	1,141,963	3,507,096	3,507,096
6390	Godfrey-Lee			1,353,465	1,353,465	1,015,098	249,342	765,756	765,756
6411	Godwin Heights		795,134	1,661,852	2,456,987	1,842,740	452,638	1,390,102	1,390,102
6710	Grand Rapids		2,548,159	11,058,840	13,606,999	10,205,249	2,506,747	7,698,502	7,698,502
6859	Grandville		882,506	3,575,641	4,458,146	3,343,610	821,301	2,522,309	2,522,309
8791	Kelloggsville		107,403	1,806,827	1,914,230	1,435,672	352,649	1,083,023	1,029,580
8862	Kenowa Hills		604,409	2,050,029	2,654,437	1,990,828	489,013	1,501,815	1,501,815
8900	Kent City			902,759	902,759	677,069	166,311	510,758	510,758
9056	Kentwood		2,260,738	7,238,634	9,499,372	7,124,529	1,750,020	5,374,509	5,374,509
9785	Lowell			2,161,741	2,161,741	1,621,306	398,246	1,223,060	1,223,060
12386	Northview			2,157,560	2,157,560	1,618,170	397,476	1,220,694	1,220,694
14162	Rockford		436,058	4,562,874	4,998,933	3,749,200	920,928	2,828,272	2,828,272
15341	Sparta			1,660,374	1,660,374	1,245,281	305,882	939,399	939,399
16070	Thornapple Kellogg		280,228	2,063,009	2,343,237	1,757,428	431,683	1,325,745	1,325,745
17911	Wyoming			3,091,983	3,091,983	2,318,987	569,620	1,749,367	1,749,367
49541	Byron Center Charter			127,828	127,828	95,871	23,549	72,322	72,322
21979	Chandler Woods			477,874	477,874	358,406	88,036	270,370	176,513
2515	Covenant House Acad.			193,520	193,520	145,140	35,651	109,489	109,489
36222	Creative Technology			210,286	210,286	157,715	38,740	118,975	118,975
18892	Cross Creek			536,188	536,188	402,141	98,779	303,362	256,224
7261	Excel Charter			563,635	563,635	422,726	103,836	318,890	257,111
4580	Gerald Dawkins Academy			53,388	53,388	40,041	9,835	30,206	30,206
6503	GR Child's Discovery			188,337	188,337	141,253	34,696	106,557	64,160
2719	Grand River Prep			480,590	480,590	360,443	74,865	285,578	230,388
2030	Hope Acad of W MI			270,446	270,446	202,835	49,823	153,012	117,916
30234	Knapp			344,249	344,249	258,187	63,419	194,768	194,768
10268	Lighthouse Academy			310,682	310,682	233,011	57,235	175,776	175,776
11084	New Branches			290,035	290,035	217,526	53,432	164,094	97,319
2324	NexTech			107,541	107,541	80,656	19,812	60,844	24,965
4406	PrepNet Virtual Academy			73,479	73,479	55,110	13,537	41,573	41,573
34921	Ridge Park			410,941	410,941	308,206	75,706	232,500	186,099
2205	River City Scholars			248,204	248,204	186,153	45,725	140,428	140,428
42796	Vanguard			569,264	569,264	426,948	104,873	322,075	172,611
48012	Vista			549,251	549,251	411,938	101,186	310,752	310,752
3711	Walker			496,781	496,781	372,586	91,519	281,067	281,067
1910	Wellspring Prep HS			215,609	215,609	161,707	39,721	121,986	84,444
31683	WMA-Environment			483,928	483,928	362,946	89,151	273,795	273,795
1886	West Mich Aviation			356,239	356,239	267,179	65,628	201,551	106,610
45532	Win Abncy Academy			255,342	255,342	191,507	47,040	144,467	144,467
	Center Programs	28,829,899			28,829,899	21,622,424	5,311,184	16,311,240	16,311,240
	<b>Total</b>	<b>28,829,899</b>	<b>10,455,782</b>	<b>69,277,311</b>	<b>108,562,992</b>	<b>81,422,245</b>	<b>19,986,328</b>	<b>61,435,917</b>	<b>60,616,015</b>

Estimated 24-25 Amount    28,829,899    10,455,782    69,277,311    108,562,992    81,422,244    27,140,748

- \*    October payment is calculated at 76% of 23-24 4096
  - \*\*    October payment reduced by amount over funded for FY24
  - \*\*\*    This amount will be used by Kent ISD to cover the expenses of the Center Programs
- 20,806,230

	<b>Actual 22-23</b>	<b>Estimated 23-24</b>
Increase		5.00%
Base All Spec Ed Programs	95,734,561	100,521,289
All Special Ed Programs	<u>95,734,561</u>	<u>100,521,289</u>

			<b>22-23 and 23-24 Difference</b>
Center Programs	25,423,191	26,694,351	1,271,160
Autism Classroom Prgms	8,496,057	9,563,571	1,067,514
Local Programs	<u>61,815,313</u>	<u>64,263,367</u>	<u>2,448,054</u>
All Special Ed Programs	<u>95,734,561</u>	<u>100,521,289</u>	<u>4,786,728</u>

		<b>Cumulative Percent</b>
Sept-23 Paid	19,999,997	19.90%
Oct-23 Paid	54,193,295	73.81%
April-24 estimated	<u>26,327,997</u>	100.00%
	<u>100,521,289</u>	

Vend #	School District	C	D	E	F	G	H	I	K
		From Center Distribution	From Autism Distribution	From Local Distribution	Sum (C + E)	100% Col F	Previous Payments 2023-24	Sum (G-H)	Col I or Col O (see * note)
		Estimated 23-24 Distribution -Center Programs	Estimated 23-24 Distribution -Autism Classrm Pgms	Estimated 23-24 Distribution -Local Programs	Estimated 23-24 Distribution All Programs	Cumulative Payment as of Final 23-24 100.00%		Proposed Final Payment	Actual Final Payment
49541	Byron Center Charter			118,576	118,576	118,576	91,966	26,610	26,610
21979	Chandler Woods			443,288	443,288	443,288	262,199	181,089	** (30,700)
2515	Covenant House Acad.			179,514	179,514	179,514	134,190	45,324	* 21,965
36222	Creative Technology			195,067	195,067	195,067	149,211	45,856	* 45,782
18892	Cross Creek			497,382	497,382	497,382	275,654	221,728	* 40,569
7261	Excel Charter			522,842	522,842	522,842	304,611	218,231	* 5,658
4580	Gerald Dawkins Academy			49,524	49,524	49,524	-	49,524	49,524
6503	GR Child's Discovery			174,706	174,706	174,706	53,269	121,437	* 53,772
2719	Grand River Prep			445,808	445,808	445,808	74,865	370,943	* 229,571
2030	Hope Acad of W MI			250,873	250,873	250,873	197,964	52,909	** (75,340)
30234	Knapp			319,334	319,334	319,334	314,115	5,219	** (32,254)
10268	Lighthouse Academy			288,196	288,196	288,196	202,842	85,354	** (9,470)
11084	New Branches			269,044	269,044	269,044	74,245	194,799	* 44,887
2324	NexTech			99,757	99,757	99,757	30,163	69,594	* 4,669
4406	PrepNet Virtual Academy			68,161	68,161	68,161	177,281	(109,120)	*** -
34921	Ridge Park			381,199	381,199	381,199	205,604	175,595	** 3,497
2205	River City Scholars			230,240	230,240	230,240	204,313	25,927	** (96,908)
42796	Vanguard			528,064	528,064	528,064	267,207	260,857	** (34,828)
48012	Vista			509,499	509,499	509,499	301,361	208,138	* 134,672
3711	Walker			460,827	460,827	460,827	333,357	127,470	** (6,428)
1910	Wellspring Prep HS			200,005	200,005	200,005	58,780	141,225	* 49,505
31683	WMA-Environment			448,903	448,903	448,903	321,939	126,964	** (9,671)
1886	West Mich Aviation			330,456	330,456	330,456	86,361	244,095	* 75,254
45532	Wm Abncy Academy			236,862	236,862	236,862	204,205	32,657	32,657
	<b>Total</b>	26,694,351	9,563,571	64,263,367	100,521,289	100,521,289	74,193,292	26,327,997	522,993

Estimated 23-24 Amount    26,694,351    9,563,571    64,263,367    100,521,289    74,193,292    26,327,997

- \* 23-24 Payout reduced to actual Unfunded Liability
- \*\* 23-24 PSA was overpaid and will have Oct 2024 payment reduced to offset
- \*\*\* PrepNet Virtual was billed overpaid amount previously from April 2024

	<b>Estimated 24-25</b>
Increase	8.00%
Base All Spec Ed Programs	3,000,000
All Special Ed Programs	<u>3,000,000</u>
Center Programs	796,500
Autism Classroom Prgms	-
Local Programs	<u>2,203,500</u>
All Special Ed Programs	<u>3,000,000</u>

Vend #	School District	C	E	F	G	H	I	K
		From Center Distribution	From Local Distribution	Sum (C + E)	Unfunded Liability as of Final 23-24 Act 18 Payout	Proposed Supplemental Payment	Unfunded Liability Test	
		Estimated Supplemental Distribution -Center Programs	Estimated Supplemental Distribution -Local Programs	Estimated Supplemental Distribution All Programs				Actual Oct 24-25 Payment
2364	Byron Center		87,551	87,551	178,754	87,551	87,551	87,551
2452	Caledonia		95,611	95,611	1,774,406	95,611	95,611	95,611
2727	Cedar Springs		66,768	66,768	1,159,553	66,768	66,768	66,768
3375	Comstock Park		40,742	40,742	513,462	40,742	40,742	40,742
4781	East Grand Rapids		52,833	52,833	513,815	52,833	52,833	52,833
5725	Forest Hills		169,161	169,161	1,200,822	169,161	169,161	169,161
6390	Godfrey-Lee		43,050	43,050	802,412	43,050	43,050	43,050
6411	Godwin Heights		52,858	52,858	648,306	52,858	52,858	52,858
6710	Grand Rapids		351,748	351,748	2,436,534	351,748	351,748	351,748
6859	Grandville		113,730	113,730	223,703	113,730	113,730	113,730
8791	Kelloggsville		57,470	57,470	57,470	57,470	57,470	57,470
8862	Kenowa Hills		65,205	65,205	319,767	65,205	65,205	65,205
8900	Kent City		28,714	28,714	249,981	28,714	28,714	28,714
9056	Kentwood		230,239	230,239	1,796,519	230,239	230,239	230,239
9785	Lowell		68,758	68,758	884,749	68,758	68,758	68,758
12386	Northview		68,625	68,625	613,432	68,625	68,625	68,625
14162	Rockford		145,131	145,131	145,131	145,131	145,131	145,131
15341	Sparta		52,811	52,811	1,142,799	52,811	52,811	52,811
16070	Thomapple Kellogg		65,618	65,618	1,032,166	65,618	65,618	65,618
17911	Wyoming		98,347	98,347	917,225	98,347	98,347	98,347
49541	Byron Center Charter		4,066	4,066	32,331	4,066	4,066	4,066
21979	Chandler Woods		15,200	15,200	-	15,200	-	-
2515	Covenant House Acad.		6,155	6,155	-	6,155	-	-
36222	Creative Technology		6,689	6,689	-	6,689	-	-
18892	Cross Creek		17,055	17,055	-	17,055	-	-
7261	Excel Charter		17,928	17,928	-	17,928	-	-
4580	Gerald Dawkins Academy		1,698	1,698	20,699	1,698	1,698	1,698
6503	GR Child's Discovery		5,990	5,990	-	5,990	-	-
2719	Grand River Prep		15,286	15,286	66,871	15,286	15,286	15,286
2030	Hope Acad of W MI		8,602	8,602	-	8,602	-	-
30234	Knapp		10,950	10,950	123,047	10,950	10,950	10,950
10268	Lighthouse Academy		9,882	9,882	-	9,882	-	-
11084	New Branches		9,225	9,225	-	9,225	-	-
2324	NexTech		3,421	3,421	-	3,421	-	-
4406	PrepNet Virtual Academy		2,337	2,337	-	2,337	-	-
34921	Ridge Park		13,071	13,071	-	13,071	-	-
2205	River City Scholars		7,895	7,895	-	7,895	-	-
42796	Vanguard		18,107	18,107	-	18,107	-	-
48012	Vista		17,470	17,470	7,660	17,470	7,660	7,660
3711	Walker		15,801	15,801	-	15,801	-	-
1910	Wellspring Prep HS		6,858	6,858	-	6,858	-	-
31683	WMA-Environment		15,392	15,392	-	15,392	-	-
1886	West Mich Aviation		11,331	11,331	-	11,331	-	-
45532	Wm Abney Academy		8,122	8,122	7,909	8,122	7,909	7,909
	Center Programs	796,500	-	796,500	8,812,603	796,500	796,500	796,500
	<b>Total</b>	<b>796,500</b>	<b>2,203,500</b>	<b>3,000,000</b>	<b>25,682,126</b>	<b>3,000,000</b>	<b>2,799,040</b>	<b>2,799,039</b>

Estimated 24-25 Amount      796,500      2,203,500      3,000,000      2,250,000      750,000

\* No Unfunded Liability to allow for Supplemental Payment

**2023-2024 Special Education Revenue/Expense Analysis**  
**Detail Worksheet: EXPENDITURES**

District Code	Vendor #	2023-2024	Dennis				Mark		TOTAL COSTS
			4096 Expenditures	*NO UAAL* Itinerant Costs	Physical Therapists	Orientation & Mobility	*ISD & Local 4094 Transportation	Tuition Paid	
41040	2364	Byron Center	3,111,474	1,951,730	10,374	7,152	691,459	313,492	6,085,682
41050	2452	Caledonia	6,512,270	1,932,688	25,681	22,095	1,200,333	7,434	9,700,502
41070	2727	Cedar Springs	4,377,414	1,188,110	10,660	66	861,999	186,623	6,624,872
41080	3375	Comstock Park	2,130,663	1,091,363	4,345	5,568	690,849	282,962	4,205,750
41090	4781	East Grand Rapids	3,489,837	-	3,163	5,568	205,250	(1,034)	3,702,784
41110	5725	Forest Hills	7,280,628	4,289,372	27,606	24,230	1,737,475	5,421	13,364,732
41120	6390	Godfrey-Lee	2,360,737	767,206	3,726	2,927	256,738	190,499	3,581,833
41020	6411	Godwin Heights	4,237,003	1,449,255	2,805	-	687,301	230,455	6,606,819
41010	6710	Grand Rapids	15,335,521	11,150,471	-	58,188	6,795,817	(20,120)	33,319,877
41130	6859	Grandville	5,307,824	2,311,695	13,153	24,054	999,478	289,866	8,946,069
41140	8791	Kelloggsville	1,756,307	730,964	5,461	2,619	559,016	440,440	3,494,807
41145	8862	Kenowa Hills	3,932,267	1,415,364	13,332	-	803,667	116,285	6,280,914
41150	8900	Kent City	1,423,527	623,151	5,062	3,983	419,182	80,851	2,555,756
41160	9056	Kentwood	13,143,383	5,544,224	21,787	33,407	2,785,555	(2,891)	21,525,465
41170	9785	Lowell	3,364,850	1,373,553	7,754	7,152	476,390	(13,052)	5,216,647
41025	12386	Northview	3,056,205	1,535,078	8,526	12,412	597,368	85,710	5,295,300
41210	14162	Rockford	4,652,982	4,014,830	14,683	9,507	1,067,521	37,993	9,797,517
41240	15341	Sparta	3,622,861	1,212,002	6,802	4,115	833,078	168,687	5,847,544
8050	16070	Thornapple-Kellogg	4,153,958	1,151,011	4,340	3,807	862,979	9,290	6,185,385
41026	17911	Wyoming	5,274,474	2,025,173	11,080	5,568	1,176,561	688,370	9,181,226
41908	49541	Byron Center Charter	266,962	-	-	-	-	-	266,962
41920	21979	Chandler Woods	348,091	-	768	-	2,821	8,926	360,606
41900	2515	Covenant House	251,339	-	-	-	-	-	251,339
41918	36222	Creative Technologies	366,980	-	-	-	-	-	366,980
41916	18892	Cross Creek	467,109	-	931	-	-	-	468,040
41905	7261	Excel Charter	474,930	-	1,571	2,223	-	-	478,724
41932	4580	Gerald Dawkins Acad.	73,682	-	-	-	-	-	73,682
41921	6503	GR Child Discovery	130,074	-	-	-	-	21,412	151,486
41930	2719	Grand River Prep	401,649	-	-	-	-	-	401,649
41926	2030	Hope Acad of W MI	220,709	-	-	-	-	-	220,709
41914	30234	Knapp Charter	458,011	-	379	-	-	-	458,390
41922	10268	Lighthouse Acad.	324,835	-	-	-	-	-	324,835
41901	11084	New Branches	198,356	-	-	-	-	-	198,356
41929	2324	NexTech	58,917	-	-	-	-	-	58,917
41931	4406	PrepNet Virtual	1,094,621	-	-	-	-	-	1,094,621
41919	34921	Ridge Park	344,480	-	-	-	-	-	344,480
41928	2205	River City Scholars	320,687	-	-	1,607	-	-	322,294
41910	42796	Vanguard Charter	365,110	-	2,098	1,078	-	-	368,287
41909	48012	Vista Charter	651,829	-	742	-	-	-	652,571
41915	3711	Walker Charter	520,104	-	947	-	-	-	521,051
41923	1910	Wellspring	163,375	-	-	-	33,365	-	196,740
41904	31683	West Mich Acad Env S	483,047	-	691	-	-	-	483,738
41924	1886	West Mich Aviation	226,629	-	-	-	-	-	226,629
41917	45532	Wm Abney Charter	416,336	-	-	792	-	-	417,128
41000	XXXXX	KISD-Center Programs	59,061,239	-	11,781	59,156	94,206	-	59,226,382
			<b>166,213,286</b>	<b>45,757,239</b>	<b>220,246</b>	<b>297,276</b>	<b>23,838,408</b>	<b>3,127,620</b>	<b>239,454,075</b>

\* Include ISD 4094 Costs and Local 4094 Costs (Revised Column)

## 2023-2024 Special Education Revenue/Expense Analysis

## Detail Worksheet: Revenue/Funding Sources

2023-2024	Mark		August SASR			70.4165%		Dennis	
	Revenue		State Aid		State Aid		Itinerant		
	From Tuition	State Aid 51e	S.A. Add'l Payment (51a)	Transport Reimbursement	Millage Enhancement 56(7)	Reimbursement	Reimbursement	Total Revenue	
Byron Center	480,043	935,243	1,316,947	402,850	84,449	64,055	3,283,587		
Caledonia	18,478	1,405,554	2,608,169	-	111,639	57,621	4,201,461		
Cedar Springs	176,507	863,663	1,484,719	436,095	79,338	31,317	3,071,639		
Comstock Park	164,639	630,093	1,026,887	573,966	40,033	35,288	2,470,906		
East Grand Rapids	-	368,755	848,555	142,128	56,374	1,743	1,417,555		
Forest Hills	-	1,878,172	3,067,522	1,021,538	189,385	120,823	6,277,439		
Godfrey-Lee	-	394,985	864,270	169,434	40,856	20,516	1,490,061		
Godwin Heights	600,276	933,609	1,452,924	525,914	75,421	49,558	3,637,703		
Grand Rapids	21,412	4,667,855	7,801,717	4,692,539	423,875	376,653	17,984,050		
Grandville	423,263	1,201,480	2,014,551	666,530	136,841	71,380	4,514,046		
Kelloggsville	-	632,110	646,771	389,029	60,064	21,910	1,749,885		
Kenowa Hills	240,459	1,069,274	1,519,953	486,373	84,209	45,330	3,445,599		
Kent City	89,347	293,813	968,898	29,149	28,801	34,480	1,444,488		
Kentwood	-	3,881,248	4,580,674	1,854,324	287,996	132,373	10,736,615		
Lowell	-	615,681	1,287,512	259,538	68,246	39,089	2,270,066		
Northview	-	792,084	1,160,605	557,257	65,179	51,333	2,626,457		
Rockford	35,541	1,556,112	2,739,265	698,041	154,756	131,096	5,314,810		
Sparta	301,097	885,089	1,389,061	457,013	51,905	37,368	3,121,533		
Thornapple-Kellogg	-	916,219	1,912,248	5,042	71,214	35,312	2,940,034		
Wyoming	686,164	1,567,833	2,082,837	811,789	97,430	69,019	5,315,073		
Byron Center Charter	-	20,657	67,209	-	4,074	-	91,940		
Chandler Woods	-	15,469	98,717	-	14,921	-	129,107		
Covenant House	-	36,126	53,114	-	5,944	-	95,184		
Creative Technologies	-	31,610	128,291	-	6,609	-	166,511		
Cross Creek	-	31,995	103,783	-	16,039	-	151,817		
Excel Charter	-	36,414	114,685	-	17,355	-	168,455		
Gerald Dawkins Acad.	-	3,459	-	-	-	-	3,459		
GR Child Discovery	-	18,447	20,056	-	5,942	-	44,445		
Grand River Prep	-	54,958	28,186	-	14,069	-	97,213		
Hope Acad of W MI	-	14,220	74,533	-	9,332	-	98,085		
Knapp Charter	-	30,361	132,254	-	13,914	-	176,529		
Lighthouse Acad.	-	-	122,478	-	8,985	-	131,463		
New Branches	-	14,220	61,715	-	3,289	-	79,224		
NexTech	-	10,184	11,356	-	2,544	-	24,085		
PrepNet Virtual	-	243,207	260,123	-	7,853	-	511,182		
Ridge Park	-	45,542	77,409	-	12,428	-	135,379		
River City Scholars	-	73,789	132,049	-	9,050	-	214,889		
Vanguard Charter	-	17,583	100,603	-	17,723	-	135,908		
Vista Charter	-	87,241	113,461	-	15,836	-	216,538		
Walker Charter	-	53,613	125,508	-	15,001	-	194,122		
Wellspring	-	28,536	52,820	-	7,099	-	88,455		
West Mich Acad Env S	-	33,916	121,209	-	16,345	-	171,470		
West Mich Aviation	-	21,234	32,515	-	11,265	-	65,014		
Wm Abney Charter	-	23,540	89,921	-	9,045	-	122,506		
KISD-Center Programs	(109,606)	7,230,693	14,994,503	-	886,839	-	23,002,428		
	<b>3,127,620</b>	<b>33,665,884</b>	<b>57,890,583</b>	<b>14,178,548</b>	<b>3,339,515</b>	<b>1,426,264</b>	<b>113,628,415</b>		

U V W X

Oct 2024  
Payment

2023-2024	LEA	Kent ISD	Per Formula	Owed to District	Unreimbursed	2024-25		Unfunded Liability After Final 23-24 Payout
	Unfunded Liability	Act 18 Paid as of April 24	Act 18 Owed as of April 2024	or (Owed to ISD) for 23-24 Act 18	Costs When Applicable	Oct 24 Act 18 Payment Due	Combined Final & Extra 24-25 & Oct 24-25	
Byron Center	2,802,095	2,623,341		-		1,606,175	1,606,175	178,754
Caledonia	5,499,041	3,724,635		-		2,226,532	2,226,532	1,774,406
Cedar Springs	3,553,233	2,393,680		-		1,437,783	1,437,783	1,159,553
Comstock Park	1,734,844	1,221,382		-		724,712	724,712	513,462
East Grand Rapids	2,285,228	1,771,413		-		1,054,631	1,054,631	513,815
Forest Hills	7,087,292	5,886,470		-		3,507,096	3,507,096	1,200,822
Godfrey-Lee	2,091,772	1,289,360		-		765,756	765,756	802,412
Godwin Heights	2,969,116	2,320,810		-		1,390,102	1,390,102	648,306
Grand Rapids	15,335,826	12,899,292		-		7,698,502	7,698,502	2,436,534
Grandville	4,432,024	4,208,321		-		2,522,309	2,522,309	223,703
Kelloggsville	1,744,922	1,816,206		(71,284)	17,841	1,083,023	1,029,580	(53,443)
Kenowa Hills	2,835,315	2,515,548		-		1,501,815	1,501,815	319,767
Kent City	1,111,267	861,286		-		510,758	510,758	249,981
Kentwood	10,788,850	8,992,331		-		5,374,509	5,374,509	1,796,519
Lowell	2,946,581	2,061,832		-		1,223,060	1,223,060	884,749
Northview	2,668,843	2,055,411		-		1,220,694	1,220,694	613,432
Rockford	4,482,706	4,754,667		(271,961)	271,961	2,828,272	2,828,272	87,158
Sparta	2,726,011	1,583,212		-		939,399	939,399	1,142,799
Thornapple-Kellogg	3,245,351	2,213,185		-		1,325,745	1,325,745	1,032,166
Wyoming	3,866,154	2,948,929		-		1,749,367	1,749,367	917,225
Byron Center Charter	175,022	91,966	26,610	26,610		72,322	98,932	56,446
Chandler Woods	231,499	262,199	181,089	(30,700)		176,513	145,813	(0)
Covenant House	156,155	134,190	45,324	21,965		109,489	131,454	0
Creative Technologies	200,469	154,687	45,856	45,782		118,975	164,757	(0)
Cross Creek	316,223	275,654	221,728	40,569		256,224	296,793	0
Excel Charter	310,269	304,611	218,231	5,658		257,111	262,769	0
Gerald Dawkins Acad.	70,223	-	49,524	49,524		30,206	79,730	20,699
GR Child Discovery	107,041	53,269	121,437	53,772		64,160	117,932	(0)
Grand River Prep	304,436	74,865	370,943	229,571		230,388	459,959	(0)
Hope Acad of W MI	122,624	197,964	52,909	(75,340)		117,916	42,576	0
Knapp Charter	281,861	314,115	5,219	(32,254)		194,768	162,514	(0)
Lighthouse Acad.	193,372	202,842	85,354	(9,470)		175,776	166,306	(0)
New Branches	119,132	74,245	194,799	44,887		97,319	142,206	(0)
NexTech	34,832	30,163	69,594	4,669		24,965	29,634	0
PrepNet Virtual	583,439	177,281	-	-		41,573	41,573	-
Ridge Park	209,101	205,604	175,595	3,497		186,099	189,596	0
River City Scholars	107,405	204,313	25,927	(96,908)		140,428	43,520	(0)
Vanguard Charter	232,379	267,207	260,857	(34,828)		172,611	137,783	(0)
Vista Charter	436,033	301,361	208,138	134,672		310,752	445,424	(0)
Walker Charter	326,929	333,357	127,470	(6,428)		281,067	274,639	0
Wellspring	108,285	58,780	141,225	49,505		84,444	133,949	0
West Mich Acad Env S	312,268	321,939	126,964	(9,671)		273,795	264,124	(0)
West Mich Aviation	161,615	86,361	244,095	75,254		106,610	181,864	0
Wm Abney Charter	294,622	204,205	32,657	32,657		144,467	177,124	57,760
KISD-Center Programs	36,223,954	27,411,351	-	-		16,311,240	16,311,240	8,812,603
	<b>125,825,660</b>	<b>99,883,840</b>	<b>3,031,545</b>	<b>179,749</b>	<b>289,802</b>	<b>60,669,458</b>	<b>61,139,008</b>	

(A) (B) (C) (D)

The Final 2023-24 Act 18 payout is determined by using the lower of the Act 18 formula amount or the unfunded liability amount. A district should not be reimbursed more than their special education unfunded liability.