

Kent ISD Regular School Board Meeting

Monday, February 17, 2025 4:00 PM

Kent Conference Center (Lower Level) , 1633 East Beltline NE , Grand Rapids, MI 49525

A. Call to Order

B. Welcome Visitors and Roll Call

C. Presentation

C.1. Leading Learning Awards

C.2. Staff Recognition

C.3. Student Services & Center Programs Update:
Kirsten Myers

D. Action Items

Consent Grouping: Action items D.1-D.11 may be approved with one motion unless a board member requests that an item or items be removed for separate action.

D.1. Approval of the minutes from the regular school board meeting.

D.2. Approve the Financial Report allowing bills from January 1 through January 31, 2025.

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

D.4. Approve the purchase of furniture from Custer Office Environments for the Early Childhood Collaboration Center.

D.5. Approve the purchase and installation of flooring from Bentley Mills for Pine Grove Learning Center.

D.6. Approve the annual maintenance renewal for Vircom Protect Email and Domains Bundle.

D.7. Approve the 2025-2026 school calendars as outlined in the board packet.

D.8. Approve KCTC's Health Career Programs Field trip to the HOSA International Competition in Fort Wayne, IN on February 21, 2025

D.9. Approve KCTC's Agriscience for Plants and Animals program to attend the Future Farmers of America State Convention in East Lansing, MI held on March 7-9, 2025.

D.10. Approve the striking of personal property taxes from previous tax rolls

D.11. Approve contracting with SeyferthPR to support public relations for the upcoming enhancement millage renewal

D.12. Informational Item: Budget Assumptions

E. Approve the purchase of furniture from Custer Office Environments for Phase I of the ESC renovation.

F. Adopt the amended board policies as recommended
by Thrun Law Firm, P.C.

G. Public Comment

H. Items from Board Members

I. Superintendent's Report

J. Adjournment

Leading Learning Award January 2025



Stacy Crowell

Stacy Crowell, Specially Designed Instructional Coordinator, is a transformative leader whose impact on special education is felt across local districts, regional programs, and center programming. With a career rooted in excellence, Stacy has consistently demonstrated her ability to inspire educators and elevate instructional practices. Stacy transitioned into the Specially Designed Instructional Coordinator role this year, taking her influence to new heights. She developed a comprehensive coaching model for our center programs. Stacy's leadership has also extended to guiding coaches in leading impactful staff meetings and creating instructional walkthrough tools for principals, ensuring fidelity in implementation and sustained quality in programming. Colleagues describe her as a beacon of positivity and dedication, noting that her passion for special education drives them to strive for excellence in their work.



Edwin Montoya

I am writing to enthusiastically nominate Edwin Montoya for the Leading Learning Award in the "Above and Beyond" category for his extraordinary support of Kenowa Hills Public Schools during a challenging time. In November, Kenowa Hills' technology department faced a significant hardship. One of their valued technicians was involved in a car accident requiring surgery and a subsequent extended leave of absence. As a district with a lean technology team, the loss of this individual substantially strained their ability to maintain essential technology services and support the needs of our students and staff. During this critical period, Edwin stepped up and demonstrated his willingness to go above and beyond in support of the district. His positive attitude, willingness to help, and technical expertise were instrumental in keeping Kenowa Hill's classroom technology running smoothly during this difficult period.



Bonnie Lewis

I am honored to nominate Bonnie Lewis for a Leading Learning Award. Bonnie's unwavering dedication to excellence and her ability to foster meaningful relationships with staff and local supporters make her truly deserving of this recognition. Bonnie is a truly selfless and dedicated individual who consistently goes out of her way to support those around her. Her compassion and empathy make her a trusted confidante, and she approaches every situation with kindness and understanding. Beyond her willingness to help, Bonnie's work ethic is unmatched—she does not leave until every task is completed with the highest level of care and attention to detail. Her dedication ensures that everything runs smoothly, and her persistence sets a strong example for those who work alongside her. I wholeheartedly believe she embodies the qualities and values of Kent ISD.



The Kent ISD School Board held a regular meeting at the Kent Conference Center on Monday, January 13, 2025. President Haidle called the meeting to order at 4:00 p.m.

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

Kent ISD Staff Present: Superintendent Gorman, Assistant Superintendents Finkel, Gardner Philipps, Myers, Rodgers; Directors Arnold, Baine, Behm, Bray, Burns, Campbell, Graham, Hissong, Hendry, Hofstee, Houtman, Karsten, Lienesch, Lillis, Maynard, McClintic, Murphy, Sneider, Stamas, Verwey; Principal Herron, Weigel; Recording Secretary Lovell; Staff Members: Cinnamon Mellema, Jacob Bandstra, Lindsey VanDyke

President Haidle welcomed attendees and turned the meeting over to Mr. Bryndon Arnold, who presented the Leading Learning Awards to Craig Weigel and Laura Fisher.

Director Ashley Karsten and Director Alissa Hofstee shared an Early Childhood MTSS update highlighting the Early Childhood Programs.

Upon motion of Member Hamming, supported by Member Featherston, it was resolved to combine and approve action items D.1-D.4.

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.

Superintendent Gorman thanked Director Alissa Hofstee and Director Ashley Karsten for their presentation and for continuing to be ambassadors for early childhood education.

Superintendent Gorman congratulated Mr. Craig Weigel and Ms. Laura Fisher on being recognized with this month's Leading Learning Award. Both individuals are highly deserving and great examples of what it means to "Lead Learning."

Superintendent Gorman shared a compliment received for Mr. Ron Houtman on his work preparing for the Educational Service Center Renovation. His work helped the transition go smoothly for all of his colleagues.

Superintendent Gorman thanked Board Members for their dedication to Kent ISD and shared a recognition gift for School Board Appreciation Month.

The meeting was adjourned at 4:30 p.m.

Minutes Approved: February 17, 2025

Andrea Haidle, President

Anne Hamming, Secretary

DRAFT

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND
01/01/2025 - 01/31/2025**

11. GENERAL EDUCATION	\$	10,072,505.97
21. SPECIAL EDUCATION-CENTER PROGRAMS	\$	326,058.17
22. SPECIAL EDUCATION	\$	9,003,758.91
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)	\$	733,684.68
26. CAREER TECHNICAL EDUCATION	\$	693,811.67
27. COOPERATIVE EDUCATION **	\$	48,606.35
29. STUDENT/SCHOOL ACTIVITY FUND	\$	12,984.58
CAPITAL PROJECTS		
41. GENERAL EDUCATION	\$	205,897.74
42. SPECIAL EDUCATION	\$	246,798.76
46. CAREER TECHNICAL EDUCATION	\$	278,332.50
81. INTERNAL SERVICE FUND		-
TOTAL	\$	21,622,439.33
Total Transfers Out to LEAs (K-12 and Charter Schools)	\$	6,800,893.07

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

Kent ISD Check Register 1/1/2025 to 1/31/2025

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300032079	DEAN TRANSPORTATION	21	17,731.07		
	DEAN TRANSPORTATION	22	2,454,541.09		
			Check Total	2,472,272.16	OCT 24 REG 1/2 TRANSPORT
300032060	DEAN TRANSPORTATION	22	2,118,049.26		
			Check Total	2,118,049.26	SEPT 24 REG 1/2 TRANSPORT
600010925	MICH PUBLIC SCHOOL EMPLOYEES	11	1,355,977.66		
			Check Total	1,355,977.66	RETIREMENT 12.27.24
600012325	MICH PUBLIC SCHOOL EMPLOYEES	11	1,268,634.16		
			Check Total	1,268,634.16	RETIREMENT 01.10.25
300032083	GRAND RAPIDS PUBLIC SCHOOLS	11	930,636.00		
			Check Total	930,636.00	GSRP EXPENSES THRU DEC 2024
601242501	NEXT GENERATION ENROLLMENT INC	11	827,349.14		
			Check Total	827,349.14	FEB PREMIUMS
601242521	UNITED STATES TREASURY	11	650,820.59		
			Check Total	650,820.59	PAYROLL TAXES
601102521	UNITED STATES TREASURY	11	649,397.11		
			Check Total	649,397.11	PAYROLL TAXES
61627	MICH EDUC SPECIAL SERVICES	11	591,559.04		
			Check Total	591,559.04	Insurance Premiums - February
300032149	ROCKFORD PUBLIC SCHOOLS	22	529,707.00		
			Check Total	529,707.00	IDEA THRU JAN 2025
300032134	GRAND RAPIDS PUBLIC SCHOOLS	22	503,912.00		
			Check Total	503,912.00	IDEA THRU JAN 2025

300032022	GRAND RAPIDS PUBLIC SCHOOLS	22	485,781.67	
			Check Total	485,781.67 JAN25 SA SECT 51A SPED
300032092	MICH FAMILY RESOURCES	11	422,664.00	
			Check Total	422,664.00 GSRP EXPENSES THRU DEC 2024
300032057	AMAZON.COM LLC	11	409,625.34	
			Check Total	409,625.34 SLCGP MiSECURE GRANT SOFTWARE
300032155	WYOMING PUBLIC SCHOOLS	22	361,863.00	
			Check Total	361,863.00 IDEA THRU JAN 2025
300032141	KENTWOOD PUBLIC SCHOOLS	22	328,459.00	
			Check Total	328,459.00 IDEA THRU JAN 2025
300032144	LOWELL AREA SCHOOLS	22	298,934.00	
			Check Total	298,934.00 IDEA THRU JAN 2025
300032063	GR COMMUNITY COLLEGE	11	124,771.04	
	GR COMMUNITY COLLEGE	26	110,502.99	
			Check Total	235,274.03 LAUNCH U TUITION - FALL 2024
61693	OWEN-AMES-KIMBALL CO	41	145,150.35	
	OWEN-AMES-KIMBALL CO	46	81,200.13	
			Check Total	226,350.48 KCTC RENOVATION PH2 THRU 12/31
300032030	KENTWOOD PUBLIC SCHOOLS	22	208,580.39	
			Check Total	208,580.39 JAN25 SA SECT 51A SPED
61718	YMCA OF GREATER GR	11	195,750.00	
			Check Total	195,750.00 GSRP EXPENSES THRU DEC 2024
300032093	MICH FAMILY RESOURCES	11	192,491.00	
			Check Total	192,491.00 GSRP TRANSPORTATION FUNDS - SE
300032076	LEARNING CARE GROUP	11	188,616.00	
			Check Total	188,616.00 GSRP EXPENSES THRU DEC 2024
80114251	JPMORGAN CHASE BANK NA	11	54,237.23	
	JPMORGAN CHASE BANK NA	21	193.84	

80114251	JPMORGAN CHASE BANK NA	21	32,311.66	
	JPMORGAN CHASE BANK NA	22	13,074.54	
	JPMORGAN CHASE BANK NA	26	57,154.67	
	JPMORGAN CHASE BANK NA	27	1,552.67	
	JPMORGAN CHASE BANK NA	28	8.54	
	JPMORGAN CHASE BANK NA	29	4,158.44	
	JPMORGAN CHASE BANK NA	42	4.90	
	JPMORGAN CHASE BANK NA	46	546.65	
			Check Total	163,243.14 AMAZON MKTPLACE PMTS
300032045	SPARTA AREA SCHOOLS	11	98,547.73	
	SPARTA AREA SCHOOLS	22	57,866.07	
			Check Total	156,413.80 JAN25 SA SECT 51A SPED
300031942	CUSTER OFFICE ENVIRONMENTS INC	26	58,951.40	
	CUSTER OFFICE ENVIRONMENTS INC	42	88,935.75	
			Check Total	147,887.15 LNS LIBRARY FURNITURE
300032015	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	147,294.15	
			Check Total	147,294.15 JAN25 SA SECT 51A SPED
61486	OWEN-AMES-KIMBALL CO	46	141,934.43	
			Check Total	141,934.43 KCTC EAST RENO PH2 - THRU 11/3
300032082	GR COMMUNITY COLLEGE	11	127,662.00	
			Check Total	127,662.00 GSRP EXPENSES THRU DEC 2024
300032136	GRANDVILLE PUBLIC SCHOOLS	22	125,946.00	
			Check Total	125,946.00 IDEA THRU JAN 2025
300032139	KENT CITY COMMUNITY SCHOOLS	22	123,042.00	
			Check Total	123,042.00 IDEA THRU JAN 2025
300032112	GRAND RAPIDS PUBLIC SCHOOLS	23	116,095.68	
			Check Total	116,095.68 FY25 ENHANCE 2025-01-31

300032058	BARE BULB COMPANIES LLC	11	108,000.00	
			Check Total	108,000.00 Child Care Navigation System (
601102523	STATE OF MICHIGAN	11	102,452.63	
			Check Total	102,452.63 PAYROLL TAXES
601242523	STATE OF MICHIGAN	11	102,272.73	
			Check Total	102,272.73 PAYROLL TAXES
61635	OWEN-AMES-KIMBALL CO	42	101,794.09	
			Check Total	101,794.09 EMPOWERU-NORTH RENO (FY25 REMA
300032044	ROCKFORD PUBLIC SCHOOLS	11	5,632.73	
	ROCKFORD PUBLIC SCHOOLS	22	95,574.14	
			Check Total	101,206.87 JAN25 SA SECT 51A SPED
300032064	HEART OF WEST MICH UNITED WAY	11	95,649.03	
			Check Total	95,649.03 QA 32P FY25 STATE - EXPENSES O
300032150	SPARTA AREA SCHOOLS	22	91,660.00	
			Check Total	91,660.00 IDEA THRU JAN 2025
61454	FERRIS STATE UNIVERSITY	26	90,960.00	
			Check Total	90,960.00 FALL 2024 TUITION
61706	STEEPLETOWN NEIGHBORHOOD SERVICES	11	87,953.00	
			Check Total	87,953.00 GSRP EXPENSES THRU DEC 2024
300032054	WYOMING PUBLIC SCHOOLS	22	83,883.79	
			Check Total	83,883.79 JAN25 SA SECT 51A SPED
300032117	KENTWOOD PUBLIC SCHOOLS	23	80,998.69	
			Check Total	80,998.69 FY25 ENHANCE 2025-01-31
300032024	GRANDVILLE PUBLIC SCHOOLS	22	78,158.87	
			Check Total	78,158.87 JAN25 SA SECT 51A SPED
300032055	ZEELAND PUBLIC SCHOOLS	11	73,616.55	
			Check Total	73,616.55 JAN25 SA SECT 107 ADULT ED

300032109	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	23	71,716.00	
			Check Total	71,716.00 FY25 ENHANCE 2025-01-31
300032120	ROCKFORD PUBLIC SCHOOLS	23	64,322.32	
			Check Total	64,322.32 FY25 ENHANCE 2025-01-31
300031957	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	6,024.27	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	21,924.23	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	36,311.88	
			Check Total	64,260.38 ACCT#41000 ELECTRICITY - DEC24
300032125	BYRON CENTER PUBLIC SCHOOLS	22	64,242.00	
			Check Total	64,242.00 IDEA THRU JAN 2025
300032132	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	11	63,891.00	
			Check Total	63,891.00 FY25 HRA-JAN
300032004	BYRON CENTER PUBLIC SCHOOLS	22	58,670.07	
			Check Total	58,670.07 JAN25 SA SECT 51A SPED
300032006	CEDAR SPRINGS PUBLIC SCHOOLS	22	58,306.30	
			Check Total	58,306.30 JAN25 SA SECT 51A SPED
61625	LEADING EDUCATORS INC	11	55,265.00	
			Check Total	55,265.00 LEADING EDUCATORS SERVICE CONT
300032028	KENOWA HILLS PUBLIC SCHOOLS	22	54,965.25	
			Check Total	54,965.25 JAN25 SA SECT 51A SPED
300032020	GODWIN HEIGHTS PUBLIC SCHOOLS	22	53,806.28	
			Check Total	53,806.28 JAN25 SA SECT 51A SPED
300032130	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	52,450.00	
			Check Total	52,450.00 IDEA THRU JAN 2025
300032146	MICHIGAN PREPARATORY VIRTUAL SCHOOL	22	51,646.00	
			Check Total	51,646.00 IDEA THRU JAN 2025

61496 SALES FORCE INC	26	50,349.96	
		Check Total	50,349.96 TABLEAU RENEWAL - YR 1/3 1/22/
300032009 COMSTOCK PARK PUBLIC SCHOOLS	22	48,838.91	
		Check Total	48,838.91 JAN25 SA SECT 51A SPED
300032113 GRANDVILLE PUBLIC SCHOOLS	23	46,600.49	
		Check Total	46,600.49 FY25 ENHANCE 2025-01-31
300032038 ORCHARD VIEW SCHOOLS	11	46,556.82	
		Check Total	46,556.82 JAN25 SA SECT 107 ADULT ED
300032037 NORTHVIEW PUBLIC SCHOOLS	22	46,089.64	
		Check Total	46,089.64 JAN25 SA SECT 51A SPED
300031935 ADN ADMINISTRATORS INC	11	44,779.39	
		Check Total	44,779.39 DENTAL CLAIMS
61626 LIFE EMS AMBULANCE	26	44,750.00	
		Check Total	44,750.00 EMT CONTRACT SERVICES FOR SY25
601172502 CITY OF GRAND RAPIDS	11	44,681.95	
		Check Total	44,681.95 GRAND RAPIDS CITY TAX
300032027 KELLOGGSVILLE PUBLIC SCHOOLS	22	43,061.88	
		Check Total	43,061.88 JAN25 SA SECT 51A SPED
300032105 CALEDONIA COMMUNITY SCHOOLS	23	42,546.88	
		Check Total	42,546.88 FY25 ENHANCE 2025-01-31
61675 ANSELU LLC	11	41,872.00	
		Check Total	41,872.00 GSRP EXPENSES THRU DEC 2024
300032145 LOWELL AREA SCHOOLS	11	41,490.00	
		Check Total	41,490.00 FY25 HRA-JAN
300031973 ENVIRO-CLEAN	21	41,448.77	
		Check Total	41,448.77 JANITORIAL SERVICES - LINCOLN
300032104 BYRON CENTER PUBLIC SCHOOLS	23	38,959.36	
		Check Total	38,959.36 FY25 ENHANCE 2025-01-31

300032033	LOWELL AREA SCHOOLS	22	37,262.77	
			Check Total	37,262.77 JAN25 SA SECT 51A SPED
300031988	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	1,308.57	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	12,776.11	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	19,296.08	
			Check Total	33,380.76 ACCT# 41000 - NATURAL GAS - NO
300032133	GODFREY LEE PUBLIC SCHOOLS	11	32,990.00	
			Check Total	32,990.00 FY25 HRA-JAN
300032123	WYOMING PUBLIC SCHOOLS	23	32,444.84	
			Check Total	32,444.84 FY25 ENHANCE 2025-01-31
300032126	BYRON CENTER PUBLIC SCHOOLS	11	29,729.00	
			Check Total	29,729.00 FY25 HRA-JAN
300032118	LOWELL AREA SCHOOLS	23	29,598.30	
			Check Total	29,598.30 FY25 ENHANCE 2025-01-31
300031946	GRAND RAPIDS PUBLIC SCHOOLS	11	29,530.00	
			Check Total	29,530.00 WMTC LIVING STIPEND - JAN25
61578	OVER ACHIEVERS ACADEMY	11	28,693.00	
			Check Total	28,693.00 GSRP THRU NNOV 2024
300032119	NORTHVIEW PUBLIC SCHOOLS	23	27,459.59	
			Check Total	27,459.59 FY25 ENHANCE 2025-01-31
61645	JEFFREY JAMES GROVE	41	26,495.00	
			Check Total	26,495.00 BI-FACILITIES OFFICE RENO
300032122	THORNAPPLE KELLOGG SCHOOLS	23	26,372.93	
			Check Total	26,372.93 FY25 ENHANCE 2025-01-31
300032108	EAST GRAND RAPIDS PUBLIC SCHOOLS	23	25,454.86	
			Check Total	25,454.86 FY25 ENHANCE 2025-01-31
61438	CENTER FOR EQUITY AND EXCELLENCE	11	25,000.00	
			Check Total	25,000.00 GSRP Guest Speaker

300032115	KENOWA HILLS PUBLIC SCHOOLS	23	24,865.25	
			Check Total	24,865.25 FY25 ENHANCE 2025-01-31
300032039	PLAINWELL COMMUNITY SCHOOLS	11	23,683.00	
			Check Total	23,683.00 JAN25 SA SECT 107 ADULT ED
300032148	RIVER CITY SCHOLARS CHARTER ACADEMY	22	22,500.00	
			Check Total	22,500.00 IDEA THRU JAN 2025
61692	OVER ACHIEVERS ACADEMY	11	22,253.00	
			Check Total	22,253.00 GSRP EXPENSES THRU DEC 2024
300032147	RIDGE PARK CHARTER ACADEMY	22	21,996.00	
			Check Total	21,996.00 IDEA THRU JAN 2025
61698	RAPID SERVICES OF WEST MICHIGAN LLC	26	21,592.20	
			Check Total	21,592.20 SNOW REMOVAL FOR KENT ISD MAIN
61531	COMMUNICATIONS TECHNOLOGIES INC	21	3,000.00	
	COMMUNICATIONS TECHNOLOGIES INC	42	18,394.30	
			Check Total	21,394.30 OPENGATE with LTE Board
300032016	FREMONT PUBLIC SCHOOLS	11	21,113.37	
			Check Total	21,113.37 JAN25 SA SECT 107 ADULT ED
300032137	GRANDVILLE PUBLIC SCHOOLS	11	20,757.00	
			Check Total	20,757.00 FY25 HRA-JAN
300032121	SPARTA AREA SCHOOLS	23	20,273.35	
			Check Total	20,273.35 FY25 ENHANCE 2025-01-31
300032140	KENT CITY COMMUNITY SCHOOLS	11	20,065.00	
			Check Total	20,065.00 FY25 HRA-JAN
300032106	CEDAR SPRINGS PUBLIC SCHOOLS	23	19,969.04	
			Check Total	19,969.04 FY25 ENHANCE 2025-01-31
300032066	MADISON NATIONAL LIFE INS CO INC	11	19,305.58	
			Check Total	19,305.58 FEB PREMIUMS

300032152	VISTA CHARTER ACADEMY	22	19,209.00	
			Check Total	19,209.00 IDEA THRU JAN 2025
300032114	KELLOGGSVILLE PUBLIC SCHOOLS	23	18,713.29	
			Check Total	18,713.29 FY25 ENHANCE 2025-01-31
300032069	SET INC	11	18,611.83	
			Check Total	18,611.83 FEB PREMIUMS
61703	SOUTH END COMMUNITY OUTREACH MINISTRIES	11	18,598.00	
			Check Total	18,598.00 GSRP EXPENSES THRU DEC 2024
300032002	BELDING AREA SCHOOLS	11	18,583.91	
			Check Total	18,583.91 JAN25 SA SECT 107 ADULT ED
61655	CONSUMERS ENERGY CO	21	4,357.98	
	CONSUMERS ENERGY CO	26	3,407.77	
	CONSUMERS ENERGY CO	27	9,833.96	
			Check Total	17,599.71 100013175094 (4958 VAN LAAR #B
61542	POSTMA CORPORATION	27	17,551.20	
			Check Total	17,551.20 WAN MAINTENANCE YEAR 1/3
61446	TREECE HOME CARE INC	22	17,513.54	
			Check Total	17,513.54 COMMUNITY CARE GIVERS BUS NURS
300032017	FRUITPORT COMMUNITY SCHOOLS	11	17,482.55	
			Check Total	17,482.55 JAN25 SA SECT 107 ADULT ED
271512425	EDUSTAFF LLC	11	2,361.73	
	EDUSTAFF LLC	21	12,304.75	
	EDUSTAFF LLC	22	820.27	
	EDUSTAFF LLC	26	1,850.16	
			Check Total	17,336.91 EDUSTAFF WEEK OF 01/24/2025
61687	MILESTONES CDC LLC	11	17,042.00	
			Check Total	17,042.00 GSRP CASCADE EXPENSES THRU DEC

61665	GRAND RAPIDS EARLY DISCOVERY CENTER	11	16,643.00	
			Check Total	16,643.00 GSRP MALAGUZZI EXPENSES THRU D
300032007	CENTRAL MONTCALM PUB SCH	11	16,569.55	
			Check Total	16,569.55 JAN25 SA SECT 107 ADULT ED
300032111	GODWIN HEIGHTS PUBLIC SCHOOLS	23	16,503.80	
			Check Total	16,503.80 FY25 ENHANCE 2025-01-31
300032068	PROGRESSIVE ARCHITECTURAL ENGINEERS	41	16,492.80	
			Check Total	16,492.80 ESC RENO - PROF SERVICES THRU
300032131	EXCEL CHARTER ACADEMY	22	16,415.00	
			Check Total	16,415.00 IDEA THRU JAN 2025
61676	LANGLEY CHILD CARE	11	16,201.00	
			Check Total	16,201.00 GSRP EXPENSES THRU DEC 2024
300032127	CHANDLER WOODS CAMPUS	22	16,009.00	
			Check Total	16,009.00 IDEA THRU JAN 2025
61685	MILESTONES CDC LLC	11	15,899.00	
			Check Total	15,899.00 GSRP BELMONT EXPENSES THRU DEC
300032078	CREATIVE TECHNOLOGIES ACADEMY	11	15,799.00	
			Check Total	15,799.00 GSRP EXPENSES THRU DEC 2024
300032013	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	15,753.55	
			Check Total	15,753.55 JAN25 SA SECT 51A SPED
61711	UNITED METHODIST COMMUNITY HOUSE	11	15,638.00	
			Check Total	15,638.00 GSRP EXPENSES THRU DEC 2024
61523	ALPINE TOWNSHIP	22	15,624.00	
			Check Total	15,624.00 SUMMER TAX COLLECTION FEES
300032107	COMSTOCK PARK PUBLIC SCHOOLS	23	15,143.91	
			Check Total	15,143.91 FY25 ENHANCE 2025-01-31
300032001	ALLEGAN PUBLIC SCHOOLS	11	14,944.27	
			Check Total	14,944.27 JAN25 SA SECT 107 ADULT ED

300032019	GODFREY LEE PUBLIC SCHOOLS	22	14,924.18	
			Check Total	14,924.18 JAN25 SA SECT 51A SPED
300032128	COVENANT HOUSE ACADEMY	22	14,891.00	
			Check Total	14,891.00 IDEA THRU JAN 2025
300032074	BAXTER COMMUNITY CENTER	11	14,865.00	
			Check Total	14,865.00 GSRP EXPENSES THRU DEC 2024
300032095	NORTHVIEW PUBLIC SCHOOLS	11	14,844.50	
			Check Total	14,844.50 WMTC STIPENDS-BELL/SANDERS/SCH
300032151	VANGUARD CHARTER ACADEMY	22	14,709.00	
			Check Total	14,709.00 IDEA THRU JAN 2025
300032084	OCTAVIA PACE	11	14,571.00	
			Check Total	14,571.00 GSRP EXPENSES THRU DEC 2024
300032135	GRAND RIVER PREPARATORY HIGH SCHOOL	22	14,485.00	
			Check Total	14,485.00 IDEA THRU JAN 2025
61686	MILESTONES CDC LLC	11	14,322.00	
			Check Total	14,322.00 GSRP WILSON EXPENSES THRU DEC
300032153	WALKER CHARTER ACADEMY	22	14,073.00	
			Check Total	14,073.00 IDEA THRU JAN 2025
601242522	PARADIGM EQUITIES INC	11	14,048.88	
			Check Total	14,048.88 ANNUITY
61705	ST MARK LUTHERAN CHURCH OF GRAND RAPIDS MI	11	13,948.00	
			Check Total	13,948.00 GSRP EXPENSES THRU DEC 2024
61709	THE VILLAGE LEARNING CENTER INC	11	13,920.00	
			Check Total	13,920.00 GSRP EXPENSES THRU DEC 2024
61668	HISPANIC CENTER OF WESTERN MICHIGAN	11	13,636.00	
			Check Total	13,636.00 GSRP EXPENSES THRU DEC 2024
61666	GRAND RAPIDS EARLY DISCOVERY CENTER	11	13,600.00	
			Check Total	13,600.00 GSRP IMAGINAIRE EXPENSES THRU

61657	COURTLAND TOWNSHIP	22	13,455.00	
			Check Total	13,455.00 2024 SUMMER PROPERTY TAX COLLE
61695	THOMAS SKILLING	11	12,694.00	
			Check Total	12,694.00 GSRP EXPENSES THRU DEC 2024
300031956	MERIDIAN CABLING SOLUTIONS	26	8,100.00	
	MERIDIAN CABLING SOLUTIONS	46	4,552.60	
			Check Total	12,652.60 WAN REPLACEMENT - AIRPORT
300032094	SHEENA AUSTIN	11	12,547.00	
			Check Total	12,547.00 GSRP EXPENSES THRU DEC 2024
61637	SENTINEL TECHNOLOGIES INC	46	12,505.00	
			Check Total	12,505.00 CISCO SWITCHES FOR KCTC-E RENO
61607	WHITEHALL DISTRICT SCHOOLS	11	12,280.27	
			Check Total	12,280.27 JAN25 SA SECT 107 ADULT ED
601102520	GLP & ASSOCIATES	11	12,116.81	
			Check Total	12,116.81 ANNUITY
61664	GR CHRISTIAN SCHOOLS	11	11,932.00	
			Check Total	11,932.00 GSRP EXPENSES THRU DEC 2024
300032000	ZEELAND PUBLIC SCHOOLS	11	11,918.95	
			Check Total	11,918.95 WMTC LIVING STIPEND-L.HANN & S
601242520	GLP & ASSOCIATES	11	11,796.12	
			Check Total	11,796.12 ANNUITY
300032061	GODFREY LEE PUBLIC SCHOOLS	11	11,685.88	
			Check Total	11,685.88 WMTC LIVING STIPEND - SARABIA
61519	XEROX CORPORATION	26	11,435.86	
			Check Total	11,435.86 XEROX MONTHLY LEASE PAYMENTS F
61485	OTTAWA AREA ISD	11	11,215.00	
			Check Total	11,215.00 WMTC STIPEND - EMELANDER & OLS

300031944	GODWIN HEIGHTS PUBLIC SCHOOLS	11	10,894.23	
			Check Total	10,894.23 WMTC STIPEND JAN25 - N.MARTINE
61440	CHROUCH COMMUNICATIONS INC	21	10,689.00	
			Check Total	10,689.00 SL300 PORTABLE RADIO WITH DISP
300032088	KENT COUNTY TREASURER	26	10,681.94	
			Check Total	10,681.94 24-25 SRO OFFICER (JULY 2024 -
61550	GR BUILDING SERVICES INC	21	10,650.00	
			Check Total	10,650.00 JANITORAL SERVICES FOR OAKLEIG
300032154	WELLSPRING PREPARATORY HIGH SCHOOL	22	10,600.00	
			Check Total	10,600.00 IDEA THRU JAN 2025
300032034	MASON COUNTY CENTRAL SCHOOLS	11	10,580.00	
			Check Total	10,580.00 JAN25 SA SECT 107 ADULT ED
300032116	KENT CITY COMMUNITY SCHOOLS	23	10,571.03	
			Check Total	10,571.03 FY25 ENHANCE 2025-01-31
61589	SOLON TOWNSHIP	22	10,500.60	
			Check Total	10,500.60 2024 SUMMER TAX COLLECTION FEE
61428	SOLOMON RESEARCH & ANALYTICS LLC	11	10,500.00	
			Check Total	10,500.00 SOLOMON RESEARCH FOCUS GROUP R
300031931	KENT COUNTY TREASURER	26	10,388.19	
			Check Total	10,388.19 24-25 SRO OFFICER (JULY 2024 -
61447	CONSUMERS ENERGY CO	21	10,141.75	
			Check Total	10,141.75 100039595051 (2101 52ND ST SW)
601102522	PARADIGM EQUITIES INC	11	10,008.96	
			Check Total	10,008.96 ANNUITY
61583	POSTMASTER	11	10,000.00	
			Check Total	10,000.00 REPLENISH - BULK MAILING PERMI
61460	GRAND VALLEY AUTOMATION INC	46	9,976.00	
			Check Total	9,976.00 KCTC-E TMU-6A & 8A CONTROLLER

300032142	KNAPP CHARTER ACADEMY	22	9,753.00	
			Check Total	9,753.00 IDEA THRU JAN 2025
300032025	GRANT PUBLIC SCHOOLS	11	9,263.64	
			Check Total	9,263.64 JAN25 SA SECT 107 ADULT ED
61494	REPUBLIC SERVICES INC	11	348.31	
	REPUBLIC SERVICES INC	21	4,350.54	
	REPUBLIC SERVICES INC	26	4,317.04	
			Check Total	9,015.89 ACCT 3-0240-0360830 01/01/25-0
61716	XEROX CORPORATION	26	9,003.79	
			Check Total	9,003.79 XEROX MONTHLY LEASE PAYMENTS F
61513	SOLUTIONS PLUS INC	26	8,966.38	
			Check Total	8,966.38 2024 RUCKUS SUPPORT RENEWALS
300032005	CALEDONIA COMMUNITY SCHOOLS	22	8,855.68	
			Check Total	8,855.68 JAN25 SA 56(7) SP ED
61478	MATHISON ARCHITECTS LLC	42	8,704.25	
			Check Total	8,704.25 LINCOLN DEV RENO - NOV24
61560	DOLLY ANN KELLOGG	11	8,532.10	
			Check Total	8,532.10 Contracted services for GRSPN
61611	AUTOMATIC DOOR SERVICE OF GR INC	21	8,499.00	
			Check Total	8,499.00 KEC-B AUTOMATIC DOOR OPERATORS
61553	THE HENEVELD INDUSTRIAL GROUP LLC	26	8,450.00	
			Check Total	8,450.00 WELDING FILTER CLEANING
61648	BUIST ELECTRIC INC	26	8,302.00	
			Check Total	8,302.00 KCTC EAST AUTO PARTS IDF RENOV
61427	SEWARD CONSULTING LLC	11	8,025.00	
			Check Total	8,025.00 ADAPTIVE SCHOOLS TRAINING 4 DA
300032081	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	11	7,833.70	
			Check Total	7,833.70 WMTC RESIDENT STIPENDS-KEMPAIN

61605	WESLEY FAMILY SERVICES	21	7,800.00	
			Check Total	7,800.00 HEALTH RELATIONSHIPS CURRICULU
61441	CITY OF GRAND RAPIDS	11	326.17	
	CITY OF GRAND RAPIDS	21	4,744.32	
	CITY OF GRAND RAPIDS	26	2,659.18	
			Check Total	7,729.67 WS2081154 (1800 LEFFINGWELL NE
300032080	EAST GRAND RAPIDS PUBLIC SCHOOLS	11	7,512.48	
			Check Total	7,512.48 EARLY LITERACY COACHING SUB RE
300032098	P & M HOLDING GROUP LLP	41	539.67	
	P & M HOLDING GROUP LLP	42	2,828.50	
	P & M HOLDING GROUP LLP	46	4,131.83	
			Check Total	7,500.00 PA PROJECT SOW THROUGH 6/30/25
300031937	APPLE INC (ORDERS)	21	7,499.75	
			Check Total	7,499.75 APPLE CREDITS FOR LAMP WORD OF
300032089	ANA L RAMIREZ-SAENZ	21	7,124.68	
	ANA L RAMIREZ-SAENZ	22	375.00	
			Check Total	7,499.68 LA FUENTE TRANSLATION SERVICES
61585	REHMANN ROBSON	11	7,485.00	
			Check Total	7,485.00 GDRP MONITORING - DEC24
61641	VIBRANT FUTURES	11	7,419.31	
			Check Total	7,419.31 CHILD CARE NAVIGATION SERVICES
300031995	UNITED COMMERCIAL SERVICES INC	21	7,371.17	
			Check Total	7,371.17 JANITORIAL SERVICES - KEC BELT
61433	B&H FOTO & ELECTRONICS CORP	46	7,340.60	
			Check Total	7,340.60 MONITORS FOR KCTC-E PHASE 2 -
300032143	LIGHTHOUSE ACADEMY	22	7,322.00	
			Check Total	7,322.00 IDEA THRU JAN 2025

61576	NATL INSTITUTE FOR AUTOMOTIVE SERVICE EXCELLENCE	26	7,212.00	
			Check Total	7,212.00 24-25 ASE CERTIFICATION FOR ST
601242515	GLP & ASSOCIATES - 457	11	7,201.85	
			Check Total	7,201.85 ANNUITY
61506	TRIPLE R ENTERPRISES INCORPORATED	26	7,200.00	
			Check Total	7,200.00 ERATE PROFESSIONAL SERVICES YR
61681	MATHISON ARCHITECTS LLC	42	7,187.75	
			Check Total	7,187.75 EU CENTRAL - PREDESIGN
61654	TREECE HOME CARE INC	22	7,174.79	
			Check Total	7,174.79 COMMUNITY CARE GIVERS KENTWOOD
601102515	GLP & ASSOCIATES - 457	11	7,101.85	
			Check Total	7,101.85 ANNUITY
61409	16 HANDS INC	11	6,817.50	
			Check Total	6,817.50 FIDUCIUS CONSORTIUM AGREEMENT
300031961	THE SCHOLAR FIRST INC	11	6,750.00	
			Check Total	6,750.00 PROVIDE CONSULTATION AND PROFE
300032100	THE SCHOLAR FIRST INC	11	6,750.00	
			Check Total	6,750.00 PROVIDE CONSULTATION AND PROFE
601102519	ASR CORP	11	6,718.89	
			Check Total	6,718.89 KENT ISD FLEX
601242519	ASR CORP	11	6,718.89	
			Check Total	6,718.89 KENT ISD FLEX
61558	JIGSAW LEARNING LLC	21	6,675.00	
			Check Total	6,675.00 TEACHTOWN TRANSITION TO ADULTH
300032086	HOPE ACADEMY OF WEST MICHIGAN	11	6,642.00	
			Check Total	6,642.00 GSRP EXPENSES THRU DEC 2024
61426	QBS LLC	21	6,392.00	
			Check Total	6,392.00 QBS - SAFETY CARE TRAINING - F

61557	JENISON PUBLIC SCHOOLS	11	6,361.50	
			Check Total	6,361.50 WMTC LIVING STIPEND - H.BLAIR
61425	COURIERED LLC	11	6,072.74	
			Check Total	6,072.74 INTER AND INTRA DISTRICT COURI
300031959	SPARTA AREA SCHOOLS	11	5,840.50	
			Check Total	5,840.50 WMTC RESIDENT STIPENDS
300031964	UNITED COMMERCIAL SERVICES INC	26	5,703.00	
			Check Total	5,703.00 CONTRACTED CUSTODIAL SERVICES
300032040	PORTLAND PUBLIC SCHOOLS	11	5,525.09	
			Check Total	5,525.09 JAN25 SA SECT 107 ADULT ED
61467	JK MASONRY INC	46	5,500.00	
			Check Total	5,500.00 KCTC-W MASONRY REPAIR
300031958	SEHI COMPUTER PRODUCTS INC	11	5,420.96	
			Check Total	5,420.96 Chromebooks
300032046	THORNAPPLE KELLOGG SCHOOLS	22	5,384.06	
			Check Total	5,384.06 JAN25 SA 56(7) SP ED
300031948	GRAYBAR ELECTRIC CO	21	259.70	
	GRAYBAR ELECTRIC CO	26	111.00	
	GRAYBAR ELECTRIC CO	46	4,908.69	
			Check Total	5,279.39 KCTC RENO PH2 - ELECTRICAL SUP
61500	SPRING LAKE PUBLIC SCHOOLS	11	5,150.00	
			Check Total	5,150.00 WMTC LIVING STIPEND
300032124	BYRON CENTER CHARTER	22	5,140.00	
			Check Total	5,140.00 IDEA THRU JAN 2025
300031955	MCALVEY MERCHANT & ASSOCIATES	11	5,000.00	
			Check Total	5,000.00 GOVERNMENTAL CONSULTING
61530	COMCAST HOLDINGS CORPORATION	11	1,375.00	
	COMCAST HOLDINGS CORPORATION	21	3,555.09	

61530			Check Total	4,930.09 MONTHLY INTERNET ACCESS YR 2/3
61650	FEDERAL INSURANCE COMPANY	29	4,914.00	
			Check Total	4,914.00 ACCT 445011201007001C POLICY 0
61534	D & W VUGS LLC	21	4,901.00	
			Check Total	4,901.00 PGLC SNOW REMOVAL
61445	COMCAST HOLDINGS CORPORATION	11	1,375.00	
	COMCAST HOLDINGS CORPORATION	21	3,477.35	
			Check Total	4,852.35 MONTHLY INTERNET ACCESS YR 2/3
61414	CONSUMERS ENERGY CO	21	1,579.05	
	CONSUMERS ENERGY CO	26	3,186.13	
			Check Total	4,765.18 100010917175 (1480 LEFFINGWELL
61642	VK ENDEAVOURS LLC	42	4,713.00	
			Check Total	4,713.00 KEC OAKLEIGH 2024 PAVING
300032110	GODFREY LEE PUBLIC SCHOOLS	23	4,638.36	
			Check Total	4,638.36 FY25 ENHANCE 2025-01-31
61481	MISDU	11	4,550.50	
			Check Total	4,550.50 GARNISHMENT
61629	MISDU	11	4,550.50	
			Check Total	4,550.50 GARNISHMENT
300031994	SYSCO GRAND RAPIDS LLC	26	4,515.59	
			Check Total	4,515.59 KCTC CULINARY - CLASSROOM SUPP
61671	DOLLY ANN KELLOGG	11	4,453.34	
			Check Total	4,453.34 Contracted Services for MMH
300031986	UKG KRONOS SYSTEMS LLC	11	665.11	
	UKG KRONOS SYSTEMS LLC	21	2,627.83	
	UKG KRONOS SYSTEMS LLC	22	443.41	
	UKG KRONOS SYSTEMS LLC	26	665.11	
			Check Total	4,401.46 KRONOS WORKFORCE SOFTWARE FY25

61617	D & W VUGS LLC	21	4,319.00	
			Check Total	4,319.00 PGLC SNOW REMOVAL
61577	IMPERIAL DADE	21	1,966.86	
	IMPERIAL DADE	26	2,169.67	
			Check Total	4,136.53 EU CENTRAL - CUSTODIAL SUPPLIE
300031938	B&V MECHANICAL INC	21	4,074.38	
			Check Total	4,074.38 KEC OAKLEIGH-REPAIR FIRE PROTE
61536	DJ'S LANDSCAPE MANAGEMENT	21	2,146.00	
	DJ'S LANDSCAPE MANAGEMENT	26	1,816.00	
			Check Total	3,962.00 EU NORTH - LOADER WORK
61631	MR SERVICES AND HANDLING LLC	41	3,962.00	
			Check Total	3,962.00 ESC RENOVATIONS - MOVE TO TRAI
61432	JEFFREY JAMES GROVE	42	3,920.00	
			Check Total	3,920.00 LCC BATH FLOOR TILE
61541	POSTMA CORPORATION	27	3,820.00	
			Check Total	3,820.00 WAN MAINTENANCE YEAR 1/3
601102503	MG TRUST COMPANY-MIDWEST	11	3,813.73	
			Check Total	3,813.73 ANNUITY
601242505	MG TRUST COMPANY-MIDWEST	11	3,813.73	
			Check Total	3,813.73 ANNUITY
61652	CITIZENSHIRT	11	3,803.50	
			Check Total	3,803.50 WMTC - LOGO LUNCH BAGS & WATER
300031990	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	3,765.00	
			Check Total	3,765.00 LINCOLN SENSORY GARDEN THRU 12
61465	FRED WARREN HAYWARD JR	11	3,283.75	
	FRED WARREN HAYWARD JR	21	425.00	
			Check Total	3,708.75 BLDG AUTOMATION SERVICE AND CO

300032059	CDW LLC	27	3,647.56	
			Check Total	3,647.56 CISCO OPTICS FOR WAN
61439	RACHLAN 26 INC	21	3,644.21	
			Check Total	3,644.21 EUC PAINTING
61639	STRUCTURETEC CORPORATION	42	3,625.00	
			Check Total	3,625.00 LINCOLN DEV RESTORATION
300032091	MERIDIAN CABLING SOLUTIONS	41	3,600.00	
			Check Total	3,600.00 BI-FAC OFC PROJECT - DATA DROP
601242514	PARADIGM EQUITIES-ROTH	11	3,554.25	
			Check Total	3,554.25 ANNUITY
300031962	THRUN MAATSCH AND NORDBERG PC	11	1,157.83	
	THRUN MAATSCH AND NORDBERG PC	22	1,157.83	
	THRUN MAATSCH AND NORDBERG PC	26	1,157.84	
			Check Total	3,473.50 CLIENT 0720 MATTER 00001 - LEG
61708	TEACHSTONE INC	11	3,465.00	
			Check Total	3,465.00 Teachstone
61573	MR SERVICES AND HANDLING LLC	11	1,163.21	
	MR SERVICES AND HANDLING LLC	26	1,452.00	
	MR SERVICES AND HANDLING LLC	41	834.00	
			Check Total	3,449.21 KCTC E WING CLASSROOM MOVES
300031991	RELAYHUB LLC	22	3,433.33	
			Check Total	3,433.33 Monthly Licensing Fee
601102514	PARADIGM EQUITIES-ROTH	11	3,429.25	
			Check Total	3,429.25 ANNUITY
61592	SPENCER TOWNSHIP TREASURER	22	3,399.00	
			Check Total	3,399.00 2024 SUMMER TAX COLLECTION
601102524	VALIC	11	3,316.53	
			Check Total	3,316.53 ANNUITY

601242524 VALIC	11	3,316.53	
		Check Total	3,316.53 ANNUITY
61559 KATERBERG VERHAGE INC	21	3,307.50	
		Check Total	3,307.50 LINCOLN CAMPUS SNOW REMOVAL
61694 CUSTOM PRINTERS	26	3,231.75	
		Check Total	3,231.75 KCTC Gen Awareness Handouts -
61420 MISS DIG SYSTEM INC	27	3,199.07	
		Check Total	3,199.07 MISS DIG MEMBERSHIP WAN
61436 TIGHTROPE MEDIA SYSTEMS INC	26	3,175.00	
		Check Total	3,175.00 DIGITAL SIGNAGE RENEWAL 1/7/25
300031932 UKG KRONOS SYSTEMS LLC	11	348.74	
UKG KRONOS SYSTEMS LLC	21	2,789.89	
		Check Total	3,138.63 EQUIPMENT SUPPORT SERVICES
300031969 CDW LLC	42	389.50	
CDW LLC	46	2,740.95	
		Check Total	3,130.45 LINCOLN LCC - SAMSUNG 55IN TV/
61535 ZACHARY D START	21	3,053.60	
		Check Total	3,053.60 PGLC NEW INTERIOR DOOR
61644 NEXSTAR BROADCASTING INC	11	3,000.00	
		Check Total	3,000.00 MARANDA PARTNERSHIP 04/01/25-0
61697 QONVERGE LLC	11	3,000.00	
		Check Total	3,000.00 ADULT ED 2025 MARKETING
300031974 FIRE PROS INC	11	2.00	
FIRE PROS INC	41	2,995.00	
		Check Total	2,997.00 MAINT OFC EXPANSION - FIRE SUP
61443 CITY OF WYOMING	21	2,969.61	
		Check Total	2,969.61 523549001 (2101 52ND ST SW) 09

61458	GORDON FOOD SERVICE INC	26	2,932.90	
			Check Total	2,932.90 KCTC CULINARY RESALE SUPPLIES
300032029	KENT CITY COMMUNITY SCHOOLS	22	2,851.78	
			Check Total	2,851.78 JAN25 SA 56(7) SP ED
61487	CUSTOM PRINTERS	26	2,827.53	
			Check Total	2,827.53 KCTC Fall General Awareness Ma
61669	HOPE GARDENS	11	2,816.73	
			Check Total	2,816.73 FARM TO SCHOOL REIMBURSEMENT-D
61477	LOWE'S HOME CENTERS INC	26	2,761.71	
			Check Total	2,761.71 STORAGE BARN PROJECT-INTERIOR
61455	FIBER LINK INC	27	2,693.35	
			Check Total	2,693.35 WAN SPLICING AT FOREST HILLS
61547	GORDON FOOD SERVICE INC	26	2,476.34	
	GORDON FOOD SERVICE INC	29	186.14	
			Check Total	2,662.48 GORDON FOOD SECOND SEMESTER RE
61614	CENTRAL MICH PAPER	26	2,640.00	
			Check Total	2,640.00 Copy paper
300031936	AMAZON.COM LLC	11	2,551.57	
			Check Total	2,551.57 GSRP Curriculum Books
61412	LOEKS THEATRES INC	11	2,519.20	
			Check Total	2,519.20 TEACHING MATH TO ELS ROOM RENT
61461	GRAND VALLEY AUTOMATION INC	11	2,500.00	
			Check Total	2,500.00 ESC AHU3 PROGRAMMING
61587	THE SALVATION ARMY	21	2,500.00	
			Check Total	2,500.00 SALVATION ARMY-KROC CTR LONG T
300031933	THE PITNEY BOWES BANK INC	11	2,500.00	
			Check Total	2,500.00 8000-9000-0299-2026 POSTAGE

300032097	THE PITNEY BOWES BANK INC	11	2,500.00	
			Check Total	2,500.00 8000-9000-0299-2026 POSTAGE
61522	AUTOMATIC EQUIPMENT SALES & SERVICE INC	21	2,487.66	
			Check Total	2,487.66 PINE GROVE - REPAIR DOOR STILE
61659	DTE ENERGY	21	2,444.58	
			Check Total	2,444.58 92052222329 (3600 BYRON CTR SW
300032138	HOPE ACADEMY OF WEST MICHIGAN	22	2,440.00	
			Check Total	2,440.00 IDEA THRU JAN 2025
61690	IMPERIAL DADE	21	2,427.62	
			Check Total	2,427.62 LINCOLN CAMPUS CUSTODIAL SUPPL
601102502	PLANMEMBER SECURITIES CORP	11	2,422.79	
			Check Total	2,422.79 ANNUITY
601242504	PLANMEMBER SECURITIES CORP	11	2,422.79	
			Check Total	2,422.79 ANNUITY
601102506	PARADIGM - 457	11	2,375.00	
			Check Total	2,375.00 ANNUITY
601242508	PARADIGM - 457	11	2,375.00	
			Check Total	2,375.00 ANNUITY
61719	GERALD DAWKINS ACADEMY	22	2,356.00	
			Check Total	2,356.00 IDEA THRU JAN 2025
61417	LESSONPIX INC	21	2,295.00	
			Check Total	2,295.00 LessonPix Subscription (75)
61413	CITY OF CEDAR SPRINGS	11	34.91	
	CITY OF CEDAR SPRINGS	22	1,406.23	
	CITY OF CEDAR SPRINGS	23	352.76	
	CITY OF CEDAR SPRINGS	26	345.36	
	CITY OF CEDAR SPRINGS	42	41.12	
	CITY OF CEDAR SPRINGS	46	41.12	

61413			Check Total	2,221.50 BOR REFUND
61524	AMERICAN WELDING SOCIETY INC	26	2,200.00	
			Check Total	2,200.00 SENSE LEVEL 1 ENROLLMENT
61548	GR COMMUNITY COLLEGE	11	507.62	
	GR COMMUNITY COLLEGE	21	351.20	
	GR COMMUNITY COLLEGE	22	107.46	
	GR COMMUNITY COLLEGE	26	1,154.48	
			Check Total	2,120.76 Kent ISD Bright Beginnings ECL
300032129	CROSS CREEK CHARTER ACADEMY	22	2,086.00	
			Check Total	2,086.00 IDEA THRU JAN 2025
300031967	AMAZON.COM LLC	11	2,068.65	
			Check Total	2,068.65 GSRP Snack Orders
61679	LINDE GAS & EQUIPMENT INC	26	2,047.19	
			Check Total	2,047.19 LINDE GAS AND EQUIPMENT
61415	DTE ENERGY	21	2,024.04	
			Check Total	2,024.04 920052222329 (3600 BYRON CTR S
61649	CANO'S BROADCASTING INC	11	2,000.00	
			Check Total	2,000.00 GREAT START TO QUALITY ADS-JAN
300031992	RIVER CITY FLOORING INC	26	1,976.00	
			Check Total	1,976.00 KCTC-W ENTRANCE FLOORING
300031968	B&V MECHANICAL INC	21	1,933.44	
			Check Total	1,933.44 KEC OAKLEIGH - FIRE PROTECTION
300031929	AMAZON.COM LLC	26	1,913.34	
			Check Total	1,913.34 Physical Therapy Supplies
601102512	PLANMEMBER-ER	11	1,881.78	
			Check Total	1,881.78 ANNUITY
601242512	PLANMEMBER-ER	11	1,881.78	
			Check Total	1,881.78 ANNUITY

61618	EDUREADY360 LLC	26	1,875.00	
			Check Total	1,875.00 JOBREASY WBL STUDENT LICENSE
61619	FIXALL ELECTRIC MOTOR SERVICE INC	26	1,873.00	
			Check Total	1,873.00 HVAC MOTORS NEEDED IN GREENHOU
300031971	CUSTER OFFICE ENVIRONMENTS INC	21	1,869.63	
			Check Total	1,869.63 LDC RM 172 FLOORING REPLACEMEN
61533	DECKER & SONS APPLIANCES	21	1,868.95	
			Check Total	1,868.95 SOUTH GODWIN WASHER DRYER
300031949	GREAT LAKES ACCESS INC	41	1,853.40	
			Check Total	1,853.40 ESC RENO - EQUIPMENT RENTAL
61571	MIDWEST FOOD EQUIP SERV INC	26	1,834.31	
			Check Total	1,834.31 KCTC CULINARY - REPAIR EQUIPME
300031934	123.NET INC	11	1,827.49	
			Check Total	1,827.49 MONTHLY PHONE SERVICES
601102518	GLP ASSOCIATES EE ROTH	11	1,770.00	
			Check Total	1,770.00 ANNUITY
601242518	GLP ASSOCIATES EE ROTH	11	1,770.00	
			Check Total	1,770.00 ANNUITY
61539	EL VOCERO HISPANO	11	720.00	
	EL VOCERO HISPANO	26	404.80	
	EL VOCERO HISPANO	27	640.00	
			Check Total	1,764.80 KCTC ENROLLMENT ADVERTISING
61551	JEFFREY D HALSTED II	21	1,750.00	
			Check Total	1,750.00 LDC CABINET DEMO
61584	PARTITION PLUS ONLINE INC	11	1,715.00	
			Check Total	1,715.00 HCNC BATHROOM STALL PARTITIONS
300032073	AMAZON.COM LLC	11	1,652.32	
			Check Total	1,652.32 GSRP Snack Orders

61565	LINCOLN ELECTRIC COMPANY	26	1,650.00	
			Check Total	1,650.00 LINCOLN ELECTRIC SECOND SEMEST
61638	SKILLS USA INC	26	1,644.00	
			Check Total	1,644.00 KCTC AUTO TECH - SKILLS USA RE
61564	LESLIE'S POOLMART INC	21	1,625.59	
			Check Total	1,625.59 LINCOLN - SWIMMING POOL MAINTEN
300032099	SYSCO GRAND RAPIDS LLC	26	1,578.54	
			Check Total	1,578.54 SYSCO SECOND SEMESTER RESALE E
61419	MCKESSON MEDICAL SURGICAL	26	1,567.53	
			Check Total	1,567.53 Diagnostics Second Semester Mc
300032077	CONTROL SOLUTIONS INC	41	1,550.00	
			Check Total	1,550.00 ESC RENOVATION - WIRE INVESTIG
601102501	LEGEND GROUP/ADSERV	11	1,550.00	
			Check Total	1,550.00 ANNUITY
601242503	LEGEND GROUP/ADSERV	11	1,550.00	
			Check Total	1,550.00 ANNUITY
271511025	EDUSTAFF LLC	11	790.28	
	EDUSTAFF LLC	22	738.25	
			Check Total	1,528.53 EduStaff Week of 1-10-25
61483	MICH SCHOOL BUSINESS OFFICIALS	26	1,500.00	
			Check Total	1,500.00 2025 MSBO LEADERSHIP INSTITUTE
61525	JEFFREY JAMES GROVE	46	1,475.00	
			Check Total	1,475.00 BI-DEMO & UPGRADE KCTC-E RM B2
61563	KSS ENTERPRISES	26	1,457.58	
			Check Total	1,457.58 CUSTODIAL SUPPLIES - WASTE BAS
61663	GORDON FOOD SERVICE INC	26	1,450.77	
			Check Total	1,450.77 GORDON FOOD SECOND SEMESTER RE

61688	MICH OFFICE SOLUTIONS	26	1,430.32	
			Check Total	1,430.32 KCTC GRAPHICS COPIER 12/5/23-0
61630	MORRISON INDUSTRIAL EQUIPMENT	21	1,409.42	
			Check Total	1,409.42 LPP FORKLIFT REPAIRS
300031979	GRANITE TELECOMMUNICATIONS LLC	11	1,386.32	
			Check Total	1,386.32 EPIK MONTHLY INVOICES FY25
601102513	MG TRUST-ROTH 403B	11	1,385.00	
			Check Total	1,385.00 ANNUITY
601242513	MG TRUST-ROTH 403B	11	1,385.00	
			Check Total	1,385.00 ANNUITY
300031947	GRANITE TELECOMMUNICATIONS LLC	11	1,384.93	
			Check Total	1,384.93 EPIK MONTHLY INVOICES FY25
61696	PROPIO LS LLC	11	767.30	
	PROPIO LS LLC	21	374.08	
	PROPIO LS LLC	22	201.45	
	PROPIO LS LLC	26	20.16	
			Check Total	1,362.99 TRANSLATING SERVICES - 12/01/2
601102507	VALIC - 457	11	1,346.01	
			Check Total	1,346.01 ANNUITY
601242509	VALIC - 457	11	1,346.01	
			Check Total	1,346.01 ANNUITY
300031943	FIRE PROS INC	11	1,293.10	
			Check Total	1,293.10 ESC SPECIAL HAZARD SYSTEM INSP
300032087	MORGAN ANN JAREMA	27	1,260.00	
			Check Total	1,260.00 Editing and reporting services
61632	SID TOOL CO INC	26	1,232.03	
			Check Total	1,232.03 MSC PO MECHATRONICS TEACHING

61488	PARENTS AS TEACHERS NATL CENTER INC	11	1,225.00	
			Check Total	1,225.00 BRIGHT BEGINNINGS-REGISTER SHE
61569	INFOGUYS INC	11	1,225.00	
			Check Total	1,225.00 K-12 2025 SUBSCRIPTION FEB25 -
61493	REPCOLITE PAINTS INC	21	1,199.80	
			Check Total	1,199.80 EU CENTRAL - PAINT
300031997	THE DISTRIBUTION GROUP INC	26	1,182.02	
			Check Total	1,182.02 SECOND SEMESTER RESALE EXPENSE
61498	SENTINEL TECHNOLOGIES INC	46	1,167.00	
			Check Total	1,167.00 CISCO SWITCHES FOR KCTC-E RENO
61622	GRAND VALLEY AUTOMATION INC	41	1,152.50	
			Check Total	1,152.50 ESC RENO - CRASH BAR/LOCKS & I
61490	PRECISION DATA PRODUCTS	21	1,125.00	
			Check Total	1,125.00 OWL LABS MEETING OWL 3 FOR PIN
61704	SPECTRUM HEALTH PRIMARY CARE PARTNERS	11	200.00	
	SPECTRUM HEALTH PRIMARY CARE PARTNERS	22	917.00	
			Check Total	1,117.00 DOT PHYSICALS & DRUG SCREENS
300031960	SYSCO GRAND RAPIDS LLC	26	1,115.14	
			Check Total	1,115.14 SYSCO RESALE EXPENSES SEMESTER
61472	KENDALL ELECTRIC INC	21	612.34	
	KENDALL ELECTRIC INC	26	157.15	
	KENDALL ELECTRIC INC	41	340.29	
			Check Total	1,109.78 KCTC WEST - ELECTRICAL SUPPLIE
61545	FWSBF LLC	21	207.97	
	FWSBF LLC	26	875.56	
			Check Total	1,083.53 PINE GROVE - HVAC SUPPLIES
300032070	SYSCO GRAND RAPIDS LLC	26	1,074.73	
			Check Total	1,074.73 SYSCO SECOND SEMESTER RESALE E

61580	PEOPLE DRIVEN TECHNOLOGY INC	42	1,065.00	
			Check Total	1,065.00 ADD'L CAMERA UPGRADES FOR KEC-
61608	AMER REGISTRY FOR INTERNET NUMBERS	26	1,050.00	
			Check Total	1,050.00 ANNUAL FEE-REGISTRATION SERVIC
61452	DJ'S LANDSCAPE MANAGEMENT	26	1,023.75	
			Check Total	1,023.75 KAC SNOW REMOVAL
300032103	THE DISTRIBUTION GROUP INC	26	1,021.46	
			Check Total	1,021.46 SECOND SEMESTER RESALE EXPENSE
61423	ROCKFORD COMMUNITY SERVICE CENTER	21	1,000.00	
			Check Total	1,000.00 NORTH KENT CONNECT-LEASE FOR 2
61505	TOWNSQUARE MEDIA INC	26	1,000.00	
			Check Total	1,000.00 KCTC Open House 2025 - Townsqu
61552	JEFFREY D HALSTED II	21	1,000.00	
			Check Total	1,000.00 EU CENTRAL - PAINTING
61660	ERIN SEIPKE-BROWN	21	1,000.00	
			Check Total	1,000.00 ERIN SEIPKE-BROWN VIRTUAL WORK
61682	MEGAN SEIPKE-DAME	21	1,000.00	
			Check Total	1,000.00 MEGAN M SEIPKE-DAME VIRTUAL WO
61691	ONE TIME PYMTS	29	1,000.00	
			Check Total	1,000.00 JOEL COBB SCHOLARSHIP - TOOLS
300031945	GR COMMUNITY COLLEGE	29	1,000.00	
			Check Total	1,000.00 SCHOLARSHIP - EMMA MOOMEY # 06
	2/3/2025 8:46 AM		Grand Total	21,541,515.26

Analysis of Banking Institutions
01/31/25

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds	
Chase	Checking	AA-	Yes	\$ -	\$ -	\$ 2,442,393	\$ 2,442,393	***
Chase	Savings	AA-	Yes	250,000	-	918	\$ 250,918	
Huntington National Bank	Municipal Now Checking	A-	Yes	250,000	-	26,364	\$ 276,364	**
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	115,675,495	\$ 115,675,495	
MILAF	US Treasury Bonds/Notes	AA+	No	-	-	25,550,000	\$ 25,550,000	****
MILAF	US Treasury Bills	A1+	No	-	-	400,000	\$ 400,000	****
MILAF	Federal Agency Commercial Mortgage Backed Security	AA+	No	-	-	413,682	\$ 413,682	****
MILAF	Commercial Paper	A1 - A1+	No	-	-	5,000,000	\$ 5,000,000	****
Totals:				\$ 500,000	\$ -	\$ 149,508,852	\$ 150,008,852	

Balances as of 01/31/2025 (unless noted)

Bank ratings updated December 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 March 2025 meeting. December 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 01/31/2025

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	\$ 250,918	250,000	918	1.35%	n/a	AA-	10,000 balance	
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	1,530,870	-	1,530,870	0.00%	n/a	AA-	Sweep	
Chase Bank	Checking	81	909,523	-	909,523	0.00%	n/a	AA-		
Chase Bank	Checking	11	2,000	-	2,000	0.00%	n/a	AA-		
Chase Bank	Checking	Disbursement	-	-	-	0.00%	n/a	AA-	Zero Balance Account	
Chase Bank	Checking	Payroll	-	-	-	0.00%	n/a	AA-	Zero Balance Account	
Huntington Bank	Municipal Now Checking	11-22-26	276,364	250,000	26,364	3.54%	n/a	A-	**	
JRSEMENTS) WR										
<i>MILAF Managed Account:</i>										
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	223,619	-	223,619	4.30%	n/a	AAAm	Cash Management Class	**
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	61,235,384	-	61,235,384	4.46%	n/a	AAAm	MAX Class	**
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,009,339	-	2,009,339	4.37%	09/19/25	AAAf	TERM	**
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,001,916	-	2,001,916	4.37%	10/20/25	AAAf	TERM	**
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,055,808	-	2,055,808	5.17%	02/24/25	AAAf	TERM	**
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,044,635	-	2,044,635	4.82%	03/26/25	AAAf	TERM	**
MILAF	Local Gov't Invest Pool	22	10,205,611	-	10,205,611	4.72%	04/21/25	AAAf	TERM	**
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,041,122	-	2,041,122	4.72%	04/25/25	AAAf	TERM	**
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,029,158	-	2,029,158	4.19%	05/23/25	AAAf	TERM	**
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	4,058,494	-	4,058,494	4.17%	06/20/25	AAAf	TERM	**
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,016,730	-	2,016,730	4.49%	08/20/25	AAAf	TERM	**
MILAF-Grow Your Own	Local Gov't Invest Pool	11	2,584	-	2,584	4.30%	n/a	AAAm	Cash Management Class	**
MILAF-Grow Your Own	Local Gov't Invest Pool	11	13,401,223	-	13,401,223	4.46%	n/a	AAAm	MAX Class	**
MILAF-Grow Your Own	Local Gov't Invest Pool	11	4,256,833	-	4,256,833	5.37%	02/07/25	AAAf	TERM	**
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	2,280,683	-	2,280,683	4.30%	n/a	AAAm	Cash Management Class	**
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	5,812,358	-	5,812,358	4.46%	n/a	AAAm	MAX Class	**
MILAF-Extended Core	US Treasury Bonds/Notes	11-22-26	25,550,000	-	25,550,000	3.48%-5.15%	08/31/25-10/15/27	AA+	US Treasury Bonds/Notes (Par Value)	**
MILAF-Extended Core	US Treasury Bills	11-22-26	400,000	-	400,000	4.85%	05/15/25	A1+	US Treasury Bills (Par Value)	**
MILAF-Extended Core	Federal Agency Commercial	11-22-26	413,682	-	413,682	4.36%-4.61%	07/01/26-01/01/27	AA+	Mortgage Backed Security (Par Value)	**
MILAF-Extended Core	Commercial Paper	11-22-26	5,000,000	-	5,000,000	4.42%-5.27%	12/20/24-03/07/25	A1 - A1+	Commercial Paper (Par Value)	**
			\$ 150,008,852	\$ 500,000	\$ 149,508,852					

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 2/10/25
FOR BOARD MEETING OF 2/17/2025**

RESIGNATIONS AND TERMINATIONS

1. Melanie Dekkers, Student Services, Special Education Center Programs, School Mental Health Clinician, resignation, effective 1/31/2025.
2. Staci Gilhuly, Student Services, Special Education Center Programs, KEC Oakleigh, Social Worker, resignation, effective 1/13/2025.
3. Joshua Miller, Career and Talent Development, Secondary Programs, KCTC East, Instructor, resignation, effective 5/31/2025.

APPOINTMENTS

1. Lindsey Egeler, Student Services, Special Education Center Programs, Music Therapist, Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 6 step 4, \$72,054 per year, effective 3/10/2025.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

1. Brandon Melnyk, Instructional Support Specialist, Student Services, Special Education Center Programs, KEC Oakleigh, reduction in hours due to Social Work Internship field placement, from 1.0 FTE to .6 FTE, effective 1/20/2025.
2. Jennifer Rotach, from Research & Data Analyst to Senior Research & Data Analyst, Instructional Services, Research & Data Analysis, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 6 Step 1, \$88,266 per year, effective 1/1/2025.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ **x** _____

Item: Pine Grove Learning Center Flooring

Submitted by: Russell Bray

Date: _____ 1/30/25 _____

Recommended by: Kevin Philipps *KP*

Board Meeting Date: _____ 2/17/25 _____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase and installation of flooring from Bentley Mills for Pine Grove Learning Center in the amount of \$54,398.28.

BACKGROUND:

This flooring will be placed in four classrooms, four breakout rooms, two offices and two kitchens. The new flooring will be a vinyl flooring to replace carpet. The vinyl flooring will improve ease of cleaning and provide additional durability making it better suited for the students using these rooms. This project will utilize the Sourcewell Cooperative purchasing contract, which satisfies the State's bidding requirements, and be funded with center programs capital outlay funds.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Vircom Maintenance Renewal

Submitted by: Tim Lillis

Date: 1.24.2025

Recommended by: Glen Finkel

Board Meeting Date: 2.17.2022

RECOMMENDATION:

It is recommended that the Kent ISD school board approve the annual maintenance renewal for Vircom Protect Email & Domains Bundle 3/7/25-3/6/26 for \$59,471.68.

BACKGROUND:

Vircom Protect Email Service acts as a layer of security between the staff and students of Kent ISD and malicious attackers. Sixty-nine percent of ransomware attacks are introduced via email. This service scrubs our email before we get it and removes or quarantines the malicious attempts. It also includes an OnDMARC domain service which authenticates senders to verify that they are not spoofing another company's email.

This is the annual renewal for maintenance and support for our email protection service.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: 2025-26 Program Calendars

Submitted by: Dave Rodgers

Date: February 10, 2025

Recommended by: Leadership Team

Board Meeting Date: February 17, 2025

RECOMMENDATION:

It is recommended that Board of Education approve the respective 2025-26 program calendars.

- Secondary Programs (KCTC, My School at Kent and Launch U)
- Center Programs
 - Lincoln Pines
 - KEC Oakleigh & Beltline
 - Empower U
- Early Childhood Center
- Great Start Readiness Program (GSRP)
- Early On
- Adult Education

Note: the calendar for the DHH (Deaf and Hard of Hearing) Program is not yet known.

These calendars have been reviewed by the appropriate program leaders, have been checked for pupil accounting compliance and have received support by the KIEA leadership. The Secondary Program and Center Program calendars continue to reflect the use of Qualifying Professional Development (QPD) hours to meet the required minimum of 180 student attendance days.

Thank you, and as always, please let me know if you have any questions or concerns.

KENT INTERMEDIATE SCHOOL DISTRICT
KCTC, MSK, LU 2025-2026 Calendar

AUGUST 2025						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TD
11

SD
8

FEBRUARY 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

TD
18

SD
17

SEPTEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21

21

MARCH 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

22

OCTOBER 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23

22

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16

16

NOVEMBER 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

17

17

MAY 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20

20

DECEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15

15

JUNE 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

0

0

JANUARY 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19

19

JULY 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	School Days
	Staff PD Days
	No School/Staff students

TEACHER DAYS 182
PROF DEVELOPMENT DAYS 5
STUDENT DAYS 177

KENT INTERMEDIATE SCHOOL DISTRICT

Lincoln Pines 2025-2026 Calendar

AUGUST 2025						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	20
31						

TD
11

SD
8

FEBRUARY 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

TD
19

SD
19

SEPTEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21

21

MARCH 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

21

OCTOBER 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22

21

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16

16

NOVEMBER 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

17

17

MAY 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20

20

DECEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15

14

JUNE 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JANUARY 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19

19

JULY 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	School Days
	Staff PD Days
	No School/Staff Students
	Summer Schedule

TEACHER DAYS 182
PROF DEVELOPMENT DAYS 6
STUDENT DAYS 176

KENT INTERMEDIATE SCHOOL DISTRICT

KEC Oakleigh & Beltline 2025-2026 Calendar

AUGUST 2025						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TD
11

SD
8

FEBRUARY 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

TD
19

SD
19

SEPTEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21

21

MARCH 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

21

OCTOBER 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22

21

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16

16

NOVEMBER 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

17

17

MAY 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20

20

DECEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15

14

JUNE 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JANUARY 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19

19

JULY 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- School Days
- Staff PD Days
- No School/Staff Students
- Half Day Exams/Full Day Staff

TEACHER DAYS 182
PROF DEVELOPMENT DAYS 6
STUDENT DAYS 176

KENT INTERMEDIATE SCHOOL DISTRICT

Empower U 2025-2026 Calendar

AUGUST 2025						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TD
11

SD
8

FEBRUARY 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

TD
19

SD
19

SEPTEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21

21

MARCH 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

21

OCTOBER 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22

21

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16

16

NOVEMBER 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

17

17

MAY 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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20

DECEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15

14

JUNE 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JANUARY 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19

19

JULY 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	School Days
	Staff PD Days
	No School/Staff Students

TEACHER DAYS 182
PROF DEVELOPMENT DAYS 6
STUDENT DAYS 176

KENT INTERMEDIATE SCHOOL DISTRICT

Early Childhood Center 2025-2026 Calendar

AUGUST 2025						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TD
11

SD
4

FEBRUARY 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

TD
18

SD
15

SEPTEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21

18

MARCH 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

18

OCTOBER 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23

18

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16

14

NOVEMBER 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

17

15

MAY 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20

16

DECEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15

12

JUNE 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

0

0

JANUARY 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19

15

JULY 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

0

0

- School Days
- Staff PD Days
- No School/Staff Students
- Staff Workdays - no students

TEACHER DAYS 182
PROF DEVELOPMENT DAYS 6
STUDENT DAYS 145

KENT INTERMEDIATE SCHOOL DISTRICT
GSRP 2025-2026 Calendar

AUGUST 2025						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TD
4

SD
0

FEBRUARY 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

TD
18

SD
13

SEPTEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21

14

MARCH 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

18

OCTOBER 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23

18

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16

14

NOVEMBER 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

17

13

MAY 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

17

10

DECEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15

12

JUNE 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

0

0

JANUARY 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19

15

JULY 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	School Days
	Staff Work Days - No Students
	No School/Staff Students
	Half Day Students / Full Day Staff

TEACHER DAYS 172
PROF DEVELOPMENT DAYS
STUDENT DAYS 127

Dates designated as Staff Work Days include those scheduled for PT Conferences and Prof Development as scheduled by the program administration

KENT INTERMEDIATE SCHOOL DISTRICT

Early On "A/B" 2025-2026 Calendar

AUGUST 2025						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Staff 15 0

FEBRUARY 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Staff 15 0

SEPTEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16 0

MARCH 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 0

OCTOBER 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 0

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

13 0

NOVEMBER 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15 0

MAY 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 0

DECEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 0

JUNE 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

15 0

JANUARY 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 0

JULY 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	B	B	B	B	10	11
12	A/B	A/B	A/B	A/B	17	18
19	A	A	A	A	24	25
26	27	28	29	30	31	

8

- Service Days
- EO Staff Meetings
- Staff PD Days
- Non-Service Days

TEACHER DAYS 182
PROF DEVELOPMENT DAYS 3
STUDENT DAYS 0

Early On staff will be designated to either the "A" or "B" days for the month of July.

KENT INTERMEDIATE SCHOOL DISTRICT

Adult Education 2025-2026 Calendar

AUGUST 2025						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TD
11

SD
9

FEBRUARY 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

TD
18

SD
18

SEPTEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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21

MARCH 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

21

OCTOBER 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23

23

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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16

NOVEMBER 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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MAY 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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19

DECEMBER 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15

15

JUNE 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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JANUARY 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19

18

JULY 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- School Days
- Staff PD Days
- No School/Staff students
- Summer Schedule

TEACHER DAYS 182
PROF DEVELOPMENT DAYS 5
STUDENT DAYS 177

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____

Item: Regional Anatomage Competition

Submitted by: Craig Weigel



Date: 1/30/2025

Recommended by: Sue Gardner



Board Meeting Date: 2/17/2025

RECOMMENDATION:

Requesting approval for eleven (11) students from the KCTC Health Careers Foundations program and two (2) advisors/instructors to travel to Fort Wayne, IN on February 21, 2025. This is an opportunity for these students to compete at the Regional Anatomage Competition, held at the University of Saint Francis.

BACKGROUND:

The Anatomage Tournament is a team-based competition that focuses on knowledge of anatomical structures. Participants will get hands-on experience with an Anatomage Table 3D technology while competing to test their anatomy knowledge. Outside of the Tournament, there will be educational workshops and hands-on activities to help prepare students for their collegiate careers.

During the event, teams of 3-4 students compete to be one of the Top 16 teams to advance to the Tournament Bracket. The Top 4 teams will win prizes and a certificate that qualifies the team to compete in the 2025 National Anatomage Tournament.

Event Details

The Anatomage Tournament is a team-based competition that focuses on knowledge of anatomical structures. Participants will get hands-on experience with our Anatomage Table 3D technology while competing to test their anatomy knowledge. Outside of the Tournament, there will be educational workshops and hands-on activities to help prepare students for their collegiate careers. During the event, teams of 3-4 students will compete to be one of the Top 16 teams advance to the Tournament Bracket. The Top 3 teams will win prizes and will advance to the National Anatomage Tournament!

Student Participants

There will be eleven (11) Kent Career Technical Center Health Careers Foundations students.

Itinerary/Transportation

Depart KCTC at 5:30 AM, Arrive Fort Wayne by 8:00 AM

Depart Fort Wayne by 5:00 PM, Arrive KCTC by 9:00 PM (includes a stop for dinner)

Transportation by two (2) Kent ISD vans – estimate up to \$75 for fuel refill expense, per van.

Registration

Free event registration – included in registration is admission to the Preliminary Round of the Tournament, workshops, lunch, and presentations.

Food

Meal allowance for breakfast and dinner (lunch is provided) - up to \$50 per person, for a maximum total of \$650.

Contact Information

Leslie Kirschenbauer, 248-974-3131

Hailey Kane, 989-621-5197

I appreciate your willingness to consider allowing our students to experience this opportunity.

**2024 TRAVEL APPROVAL REQUEST - KENT INTERMEDIATE SCHOOL DISTRICT
FOR WORKSHOPS, CONFERENCES, PROFESSIONAL DEVELOPMENT & PROFESSIONAL MEETINGS**

EVENT DATA		FOR TRAVEL JANUARY 1, 2025 THROUGH DECEMBER 31, 2025	
Employee Name	Hailey Kane, Leslie Kirschenbauer	Current Date	11/11/24
Building	KCTC EAST		
Event Name	Anatomage Regionals	City, State	Fort Wayne, IN
Dates of Event	Feb 21st 2025		

EVENT COSTS		Estimated Costs	Amount to be Prepaid	Actual Expenses	Amount to be Reimbursed
Registration/Fees	<u>none</u>	\$ -			
Lodging Hotel Name	<u>none</u>		Confirmation #		
Address			Phone #		
Arrival Date	Departure Date	TURN IN FINAL RECEIPT FOR HOTEL EXPENSES TO ACCOUNTS PAYABLE IF PREPAID			
# of Nights	Daily rate including tax/fees	\$ -			
Meals (Allowance max of \$65 per day)	<u>11 students, 2 advisors</u>	\$ <u>650</u>			
Estimated Mileage (round trip)	<u>348</u> Miles @ <u>.70</u> per mile	\$ -			
Actual Mileage (round trip)	Miles @ _____ per mile				
Transportation	<u>Kent ISD vans (two)</u> <small>(Air/Train/Bus/Parking/Cab)</small>	\$ <u>0</u>			
Other (Explain)	<u>Gas (348 miles roundtrip)</u>	\$ <u>150</u>			
TOTAL REQUEST		\$ <u>800</u>			

It is hereby certified that the above record is true and accurate and that no part of the same has been paid or reimbursed by the District previously or by another organization.

Accommodations costs and transportation costs will be reimbursed according to the Administrative Guidelines #3440C and #4440C, paragraphs A, B, C & D.

EVENT FUNDING	General ledger account number to expense this travel to
Account Number:	<u>26-1-127-3220-580-0000-06157-0000</u>

ANY NOTES	If any expenses were charged to a P-CARD, please IDENTIFY THE CARDHOLDER in this notes section
<u>* lunch provided - meal estimate is \$50 per</u>	

APPROVAL FOR EVENT ATTENDANCE		Obtain APPROVAL of ESTIMATED COST - PRIOR to the event	
<u>Hailey Kane</u>	<u>1/23/25</u>	<u>C. Wayne</u>	<u>1/30/25</u>
Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date
		<u>[Signature]</u>	<u>2/3/25</u>
		Assistant Superintendent (printed & signed)	Date

FINAL APPROVAL FOR REIMBURSEMENT				Obtain APPROVAL of ACTUAL/FINAL COST - AFTER the event
Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date	
		Assistant Superintendent (printed & signed)	Date	

ROUTING:
 APPROVAL OF SUPERVISOR
 APPROVAL OF ASSISTANT SUPERINTENDENT
 ACCOUNTS PAYABLE IN BUSINESS OFFICE TO PROCESS ANY PREPAYMENTS
 ORIGINAL FORM RETURNED TO REQUESTER ONCE PREPAID
 AFTER EVENT IS COMPLETE AND FINAL APPROVALS COMPLETED, ORIGINAL FORM TURNED INTO PAYROLL FOR RECORD AND REIMBURSEMENT

Anatomage Tournaments - Firsthand Experiences from CO HOSA



Join us for an Anatomy Tournament hosted by: Anatomage & USF



The Anatomage Tournament is a team-based competition that focuses on knowledge of anatomical structures. Participants will get hands-on experience with our Anatomage Table 3D technology while competing to test their anatomy knowledge. Outside of the Tournament, there will be educational workshops and hands-on activities to help prepare students for their collegiate careers.

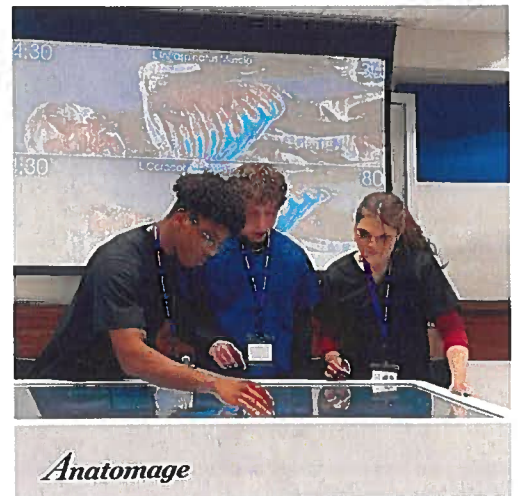
During the event, teams will get digital hands-on experience with the Anatomage Table, compete to test their knowledge of anatomy, attend hands on workshops and learn from medical educators about skills and topics within the healthcare industry.

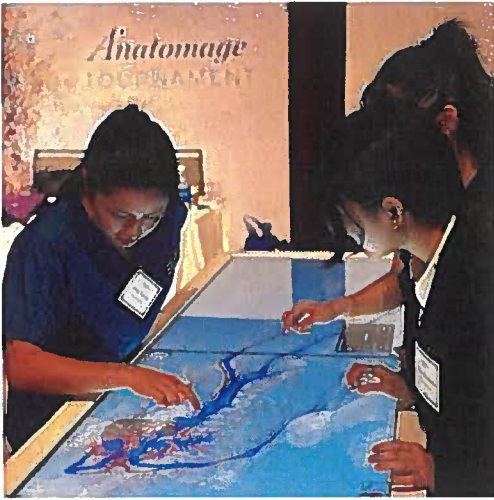
The Tournament is open to all high school students. A team of 3-4 team members is required to compete in the Tournament. Schools can register up to 4 teams per school. All registrants will receive Anatomage Swag for participating in the Tournament.

- Free lunch, workshops and giveaways!
- WIN Prizes during the Tournament and Trivia Rounds!
- Top 4 teams in the Tournament will receive Amazon gift cards, medals, and a certificate that qualifies the team to compete in the 2025 National Anatomage Tournament!
 - \$1000 scholarships (1st place team), provided by USF.
 - \$500 scholarships (2nd place team), provided by USF.

February 21, 2025

8:00am - 4:00pm





University of Saint Francis

USF, 2701 Spring St, Fort Wayne, IN 46808

Event Schedule

Schedule Overview

Registration
8:00 AM - 8:45 AM

Opening Remarks
8:45 AM - 9:00 AM

Workshops and Tournament
9:15 AM - 12:00 PM

Lunch
12:00 AM - 1:00 PM

Top 8
1:00 PM

Trivia
1:30 PM

Final & Awards
3:00-4:00 PM

Don't Miss Out on the Most Exciting Anatomy Event!

Register Now

Already registered?

Follow us:

Contact Us

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____

Item: Future Farmers of America (FFA) State Convention

Submitted by: Craig Weigel

Date: 1/31/2025

Recommended by: Sue Gardner

Board Meeting Date: 2/17/2025

RECOMMENDATION:

Requesting approval for four students and from the KCTC Agriscience for Plants and Animals program and one (1) advisor/instructor to travel to Michigan State University in East Lansing, MI for March 5-7, 2025. This is an opportunity for students to attend the 2025 Michigan Future Farmers of America (FFA) State Convention, introducing these students to leadership activities at the state level.

BACKGROUND:

FFA is a youth organization that prepares members for leadership, personal growth, and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. It is one of the three components of agricultural education.

Attendance at the State Convention, along with involvement in leadership events, will also contribute to meeting the requirements for students to earn their FFA State Degree – an achievement that aligns with earning six credits from Michigan State University.

We are proud to announce that three (3) of our students will be honored at the Michigan FFA State Convention. Two are being recognized with the prestigious Academic Excellence Gold Award and one will receive the Outstanding Junior Award. We are incredibly proud of these students for their hard work and dedication, and we look forward to celebrating their achievements at this year's convention!

**2025 TRAVEL APPROVAL REQUEST - KENT INTERMEDIATE SCHOOL DISTRICT
FOR WORKSHOPS, CONFERENCES, PROFESSIONAL DEVELOPMENT & PROFESSIONAL MEETINGS**

EVENT DATA

FOR TRAVEL JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

Employee Name	Jennifer Woods	Current Date	01/28/25
Building	Kent Career Tech Center		
Event Name	Michigan FFA State Convention	City, State	East Lansing, MI
Dates of Event	March 5, 6, 7, 2025		

EVENT COSTS

ALL PREPAIDS ARE PAID PRIOR TO EVENT BY ACCOUNTS PAYABLE IN BUSINESS OFFICE AND MUST HAVE BACKUP DOCUMENTATION ATTACHED.
ALL REIMBURSEMENTS REQUIRE ITEMIZED RECEIPTS.

	Estimated Costs	Amount to be Prepaid	Actual Expenses	Amount to be Reimbursed
Registration/Fees FFA State Convention Fee	\$ 25.00	\$ 25.00		
Lodging Hotel Name TownPlace Suites				
Address 2855 Hannah Blvd, East Lansing MI, 48823 3 rooms each for 2 nights				
Arrival Date 03/05/25				
Departure Date 03/07/25				
# of Nights 2				
Daily rate including tax/fees \$109.00	\$ 218.00			
Meals (Allowance max of \$65 per day)	67.00			
Estimated Mileage (round trip) _____ Miles @ 0.70 per mile	\$ -			
Actual Mileage (round trip) _____ Miles @ 0.70 per mile				
Transportation School Traverse (Air/Train/Bus/Parking/Cab)				
Other (Explain) Student Registration, Food and Hotel - See attached <i>\$100, \$268, \$516 = \$884</i>	\$ 884.00	\$ 100.00		
TOTAL REQUEST	\$ 1,194.00	\$ 125.00		

TURN IN FINAL RECEIPT FOR HOTEL EXPENSES TO ACCOUNTS PAYABLE IF PREPAID

It is hereby certified that the above record is true and accurate and that no part of the same has been paid or reimbursed by the District previously or by another organization.

Accommodations costs and transportation costs will be reimbursed according to the Administrative Guidelines #3440C and #4440C, paragraphs A, B, C & D.

EVENT FUNDING

General ledger account number to expense this travel to




Account Number: **24-1-127-3220-000-0000-06157-6203**

ANY NOTES

If any expenses were charged to a P-CARD, please IDENTIFY THE CARDHOLDER in this notes section

APPROVAL FOR EVENT ATTENDANCE

Obtain APPROVAL of ESTIMATED COST - PRIOR to the event

	<u>1/28/25</u>		<u>2/13/25</u>
Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date
			<u>2/13/25</u>
		Assistant Superintendent (printed & signed)	Date

FINAL APPROVAL FOR REIMBURSEMENT

Obtain APPROVAL of ACTUAL/FINAL COST - AFTER the event

_____	_____	_____	_____
Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date
		_____	_____
		Assistant Superintendent (printed & signed)	Date

ROUTING:

- APPROVAL OF SUPERVISOR
- APPROVAL OF ASSISTANT SUPERINTENDENT
- ACCOUNTS PAYABLE IN BUSINESS OFFICE TO PROCESS ANY PREPAYMENTS
- ORIGINAL FORM RETURNED TO REQUESTER ONCE PREPAID
- AFTER EVENT IS COMPLETE AND FINAL APPROVALS COMPLETED, ORIGINAL FORM TURNED INTO PAYROLL FOR RECORD AND REIMBURSEMENT

**2025 Michigan FFA State Convention
Agenda - Tentative**

March 5, 2025

Time	Event	Location
6:45 am	Load Vehicle and leave KCTC	Lot 4 KCTC
8:00 am	Arrive at Michigan State University - Registration	Wharton Center
8:00 - 9:00 am	Courtesy Corp Meeting	Jackson Lounge, Wharton Center
9:30 - 11:00 am	State Leadership Contests - Parliamentary Procedure, Demonstration, Ag Issues	Erickson Hall, Bessey Hall
11:00 - 12:00	Lunch at International Center	International Center
12:15 - 2:00 pm	First Convention Session - Delegate Meeting Immediately following	Wharton Center
2:30pm	Check into Hotel	TownPlace Suites, 2855 Hannah Blvd, East Lansing, MI 48823
3:45 - 5:00 pm	Second Convention Session - Academic Excellence Award - James and Jersey	Wharton Center
5:00 - 6:00 pm	Dinner @ Akers Hall	Akers Hall
7:00 - 8:30 pm	Third Convention Session - Outstanding Junior Awards - Adie	Wharton Center
8:30 pm	Return to Hotel	
10:30pm	Lights Out	

Thursday, March 6, 2025

6:30 am	Delegate Breakfast	Hotel
7:00 am	Breakfast - Rest of Group	Hotel
7:30 am	Delegate Check in for Morning Tours	Pasant Theatre
8:00 am	State Leadership Contests, Greenhouse Tours, Garden Tours (Weather Dependent)	Various Campus Locations
9:00 am	Legislative Reception - Delegates	Heritage Hall - State Capitol
11:00 am	Lunch	Akers Hall
12:00 pm	State of Michigan Museum Tour	State of Michigan Library and Museum

3:00 pm	Fifth Convention Session - Public Speaking Finals	Wharton Center
5:00 pm	Dinner	Akers Hall
7:00 pm	Sixth Convention Session - Keynote Speaker - Lasada Pippen	Wharton Center
10:30 pm	Hotel Lights Out	
Friday, March 7, 2025		
6:00 am	Breakfast and Load Vehicle	Hotel
7:15 am	Delegate Check In	Pasant Theatre
7:30 am	Election of Ceremonial State Officers	Pasant Theatre
8:00 am	Seventh Convention Session	Wharton Theater
12:00 pm	Lunch after Delegates finish voting	TBD
2:00 pm	Return To KCTC	KCTC

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future farmers, chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields. FFA is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education. The official name of the organization is the National FFA Organization. The letters "FFA" stand for Future Farmers of America. These letters are a part of our history and our heritage that will never change.

The Kent Career Tech Center FFA Chapter is proud to announce that three of our outstanding students will be honored at the Michigan FFA State Convention, taking place at Michigan State University from March 5-7, 2025.

Jersey Pylman and James Vantimmerman will be recognized with the prestigious Academic Excellence Gold Award, while Adie Sturm will receive the Outstanding Junior Award. In addition to her recognition, Adie Sturm, along with another junior yet to be determined, will represent our chapter as voting delegates. They will have the important responsibility of voting on Michigan FFA policies and electing the next FFA State Officers.

Jersey and James will also serve as members of the Courtesy Corps, assisting with various award ceremonies and events throughout the convention. Their assignments will be provided upon arrival.

We are incredibly proud of these students for their hard work and dedication, and we look forward to celebrating their achievements at this year's convention!

This marks an exciting milestone for the KCTC Agriscience program, as it will be our first time attending the Michigan FFA State Convention. This event provides an incredible opportunity to introduce our students to leadership activities at the state level, inspiring their future participation and growth within FFA.

Attendance at the State Convention, along with involvement in leadership events, will also contribute toward meeting the requirements for students to earn their FFA State Degree—an achievement that aligns with earning six credits from Michigan State University. This experience is a significant step in fostering leadership, education, and career readiness for our students!

Estimated Costs for this Convention are as follows:

Item	Number of People	Cost Per Person	Total Cost
Hotel Rooms - TownPlace Suites, 2855 Hannah Blvd, East Lansing, MI 48823 2 studio rooms 109 +taxes per night 1 two bedroom suite \$149 +taxes Per night	1 Room - Advisor (1) 1 Room - Male (1) 1 Room - Female (3)	= \$218 = \$218 = \$298	\$734
Michigan FFA Registration	5 people	\$25	\$125
Wednesday Lunch (International Center)	5 people	\$14	Approx \$70
Wednesday Dinner (Akers Dining Hall)	5 people	\$13	\$65
Thursday Lunch (Akers Dining Hall)	5 people	\$13	\$65
Thursday Dinner (Akers Dining Hall)	5 people	\$13	\$65
Friday Lunch (Culvers)	5 people	\$14	Approx \$70
Total			\$1194

WEDNESDAY, MARCH 5, 2025

MORNING

- 7:30-12:30 **CONVENTION REGISTRATION**
Lobby, Wharton Center
- 8:00-11:00 Tons of Tabs Collection
Lobby, Wharton Center
- 8:00-12:00 Arthur Berkey Agriscience Fair Set Up
Jackson Lounge, Wharton Center
- 8:00-9:00 Courtesy Corps Meeting
(Mandatory for Courtesy Corps Student Volunteers)
Jackson Lounge, Wharton Center
- 9:00 **STATE LEADERSHIP CONTESTS**
Participants report to holding rooms by 8:45 AM
(Leadership contest sites listed on previous page)
- 10:30-11:30 National Officer Workshop
Room 008, Justin S. Morrill Hall of Agriculture
- 11:00-12:00 Lunch — Akers Hall Cafeteria
- 12:00-5:00 Arthur Berkey Agriscience Fair Judging
(Not open for viewing at this time)
Jackson Lounge, Wharton Center

AFTERNOON

- 12:15 **FIRST CONVENTION SESSION**
Opening Ceremonies
Session Chairs — Nicole Hollabaugh & Hannah Osterink
Welcome
Moment of Reflection
Greeting
Year in Review
Retiring Address — TBA
State Officer Family Recognition
Honorary State FFA Degree Ceremony
Zindel Award
Scholarship Recognition
Challenge 24 Recognition
Closing Ceremonies
- Immediately Following Session:**
Delegate Meeting — Great Hall, Wharton Center
(Mandatory for Delegates)
- 2:00 National Chapter Finalist Presentations
Room 108, Bessey Hall
- 2:00-3:00 Student Workshop
Room 008, Justin S. Morrill Hall of Agriculture
- 2:00 State FFA Band Rehearsal
Pasant Theatre, Wharton Center
- 2:00 State FFA Choir Rehearsal
Rehearsal Studio, Wharton Center
- 2:00 State Officer Guardian & Advisor Reception
Akers Hall Dining Room
- 3:45 **SECOND CONVENTION SESSION**
Opening Ceremonies
Session Chairs — Sophia Barnum & Landon Umlor
Welcome
Greeting
Retiring Address — TBA
WLC Scholarships

(Wednesday Continued)

Outstanding Agricultural Educator Award
National Officer Address — TBA
Chartering New Chapters
Nominating Committee Recognition
Introduction of State FFA Officer Candidates
Academic Excellence Awards (**Seated in Balcony**)
Closing Ceremonies

EVENING

5:00 Arthur Berkey Science Fair Opens for Viewing
Jackson Lounge, Wharton Center

5:00-6:30 Dinner — Akers Hall Cafeteria

6:30 Michigan FFA Choir Entertainment
Directed by TBD

7:00 **THIRD CONVENTION SESSION**
Opening Ceremonies
Session Chairs — Logan Bowers & Dori Stuever
Welcome
Greeting
Belonging & Engagement Committee Recognition
National Chapter Awards
#SpeakAgMichigan Awards
Greetings from other State Associations
Retiring Address — TBA
Crop Management Contest Awards
Outstanding Junior Awards (**Seated in Balcony**)
Closing Ceremonies

8:30-10:30 Dance — 139 Akers Hall
Supported by Michigan FFA Alumni & Friends

THURSDAY, MARCH 6, 2025

MORNING

7:00-8:00 Breakfast — Akers Hall Cafeteria

7:30 Delegate Check-In
(Mandatory for Delegates)
Pasant Theatre, Wharton Center

8:00 **STATE LEADERSHIP CONTESTS**
Participants report to holding rooms by 7:30 AM

8:00 **FOURTH CONVENTION SESSION**
Pasant Theatre (Mandatory for Delegates)
Opening Ceremonies
Welcome
Parliamentarian Introduction
Roll Call
Minutes from the 96th Michigan FFA Convention
Treasurer's Report
Superior Chapter Awards
B.O.M.C. Awards
P.O.A. Committee Report
Glassbrook Grants
Tons of Tabs
Legislative Reception Information
Closing Ceremonies

9:00 **LEGISLATIVE RECEPTION**
Heritage Hall (**Mandatory for Delegates**)

11:00-12:00 Lunch — Akers Hall Cafeteria

11:30 VIP Experience Luncheon
Christman Lounge, Wharton Center

AFTERNOON

(Thursday Continued)

- 12:00 Michigan FFA Band Entertainment
Directed by TBD
- 12:20 **FIFTH CONVENTION SESSION**
Opening Ceremonies
Session Chairs — Hunter Bognar & Addison Van De Moortel
Welcome
Greeting
FFA Foundation Recognition
Retiring Address — TBA
Proficiency Awards Part 1 (**Seated in Balcony**)
Richard Karelse Public Speaking Finalists Announcement
Demonstration Contest Finalists Announcement
Proficiency Awards Part 2 (**Seated in Balcony**)
Recess
- 3:00 **RECONVENE FIFTH CONVENTION SESSION**
Greeting
Creed Speaking Awards
Junior High Conduct of Meetings Awards
Junior High Public Speaking Awards
Arthur Berkey Science Fair Results
Richard Karelse Public Speaking Contest Finals
Conferring of State FFA Degrees (**Seated in Balcony**)
Closing Ceremonies
- EVENING**
- 5:00 Past State Officer Reception
Christman Lounge, Wharton Center
- 5:00-6:30 Dinner — Akers Hall Cafeteria
- 7:00 **SIXTH CONVENTION SESSION**
Opening Ceremonies
Session Chairs — Sara Dammann & Gretchen Gautz
Welcome
Greeting
Introduction of 2004 -2005 State Officer Team
Keynote Speaker — Lasada Pippen
Michigan FFA Alumni & Friends Raffle Announcement
Recognition of Gold & Silver State Degrees
Stars Over Michigan:
*Star in Agribusiness, Agriscience,
Placement, & Production*
Nominating Committee Report
Closing Ceremonies

FRIDAY, MARCH 7, 2025

MORNING

- 7:00 - 7:45 Breakfast — Akers Hall Cafeteria
- 7:15 - 7:30 Delegate Check In
(Mandatory for Delegates)
Pasant Theatre, Wharton Center
- 7:30 State FFA Choir
Directed by TBD
- 7:30 Election of Ceremonial State Officers
(Mandatory for Delegates)
Pasant Theatre, Wharton Center
- 8:00 **SEVENTH CONVENTION SESSION**
Opening Ceremonies
Session Chairs — 2024-2025 State Officer Team
Welcome
Greeting

(Friday Continued)

Demonstration Finals — Part 1
Advisor Recognition
Contest In Review
Demonstration Finals — Part 2
Greenhand Conduct of Meetings Awards
Greenhand Public Speaking Awards
Retiring Address — TBA
Parliamentary Procedure Awards
Election Results
Announcements and Recess

State Band Entertainment
Directed by TBD

Election of State Vice Presidents At-Large
(Mandatory for Delegates)
Pasant Theatre, Wharton Center

RECONVENE SEVENTH CONVENTION SESSION

Greetings
Agricultural Issues Awards
Extemporaneous Public Speaking Awards
Job Interview Awards
Demonstration Awards
Richard Karelse Public Speaking Awards
Election Results
Convention In Review
Installation of 2025-2026 State Officers
Closing Ceremonies

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Petition to Strike Personal Property Taxes from Previous Tax Rolls

Submitted by: Kevin Philipps

Date: 2/10/2025

Recommended by: Kevin Philipps *kp*

Board Meeting Date: 2/17/2024

RECOMMENDATION:

Approve for execution the "Waiver & Consent" forms authorizing the Treasurers of governmental units to strike the 2018 & 2019 and prior delinquent personal property taxes from the tax rolls.

These include the following:

City of Grand Rapids	\$7,137.07	2019
Plainfield Charter Township	\$1,422.77	2019
Cascade Charter Township	\$791.11	2019
City of Rockford	\$196.95	2018
City of Kentwood	\$8,003.72	2018
Courtland Township	\$112.22	2019
Grand Rapids Charter Township	\$6,350.56	2019
City of Walker	\$5,665.59	2019
Gaines Charter Township	\$392.18	2019
Township of Thornapple	\$20,033.12	2005-2019
City of Wyoming	\$96.01	2019
	<hr/>	
	\$50,201.30	

BACKGROUND:

This is a typical request received from governmental units when it is determined that personal property taxes are uncollectible. Periodically companies go bankrupt, move from the area, etc. prior to having fulfilled their tax obligations and once it is determined that these are uncollectible, they need to be written off.

The total amount of the personal property taxes allocated to Kent Intermediate equals \$50,201.30. It will be necessary to have the School Board adopt the attached waiver and consents and have them signed in order to authorize these Treasurers to strike the personal property taxes from the rolls.

KP/kg
Attachment

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition
of the City Treasurer of
the City of Grand Rapids to
Strike 2019 Delinquent
Personal Property Taxes
from the Tax Rolls

File No. 25-_____

WAIVER AND CONSENT

NOW COMES Kent Intermediate School District and acknowledges receipt of Exhibit A and the statement of attempts to collect the 2019 Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgment on the petition.

Dated _____, 2025

Anne Hamming, Board Secretary
Kent Intermediate School District

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition
of the Treasurer of the Charter
Township of Plainfield to strike the
2019 personal property taxes from the rolls.

File No. _____

WAIVER AND CONSENT

NOW COMES Laura Fetherston, Board Secretary and acknowledges receipt of the 2019 and prior Delinquent Personal Property Tax Reports and the statement of attempt to collect 2019 and prior Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgement.

Dated _____, 2025

Anne Hamming
Board Secretary
KISD

**STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT**

**In the Matter of the Petition
of the Township Treasurer of
Cascade Charter Township to
Strike 2019 and prior Delinquent
Personal Property Taxes
from the Tax Tolls**

File No. _____

WAIVER AND CONSENT

NOW COMES Kent Intermediate School District and acknowledges receipt of the 2019 and prior Delinquent Personal Property Tax Report, and the Statement of Attempt to Collect the 2019 and prior Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgment.

Dated _____, 2025

**Anne Hamming
Board Secretary
Kent Intermediate School District**

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition
of the City Treasurer of the
City of Rockford to strike the
2019 and prior year's personal
property taxes from the tax rolls

File No. _____

WAIVER AND CONSENT

NOW COMES, Anne Hamming, Board Secretary for the Kent Intermediate School District and acknowledges receipt of the 2019 and prior Delinquent Personal Property Tax Report, and the Statement of Attempt to Collect the 2019 and prior Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgment.

Dated _____, 2025

Anne Hamming, Board Secretary
Kent Intermediate School District

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the petition of the City Treasurer of the City of Kentwood to strike the 2019 and prior years' Personal Property taxes from the rolls.

File No. _____

WAIVER AND CONSENT

NOW COMES, Anne Hamming, Secretary of the Board of Education for the Kent Intermediate School District and acknowledges receipt of the 2019 and prior years' Delinquent Personal Property Tax Report and the Statement of Attempt to Collect the 2019 and prior years' personal property taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the Entry of Judgment on the petition.

Dated _____, 2025

Anne Hamming, Secretary
Board of Education
Kent Intermediate School District

7450 14 Mile Road
Rockford, MI 49341
Phone (616) 866-0622



Matt McConnon, *Supervisor*
Susan K. Hartman, *Clerk*
Colleen L. Brown, *Treasurer*

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition

File No. _____

Of the Township Treasurer of

Courtland to Strike 2019 and prior

Delinquent Personal Property Taxes

WAIVER AND CONSENT

From the Tax Rolls

NOW COMES Courtland Township and acknowledges Receipt of the 2019 and prior Delinquent Personal Property Tax Report, and the Statement of Attempt to Collect the 2019 and prior Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgement.

Dated: _____, 2025

Anne Hamming, Secretary
Kent Intermediate School District

**STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT**

In the matter of the Petition
of the Treasurer of
the Township of Grand Rapids to
Strike 2019 and prior Delinquent
Personal Property Taxes
from the Tax Rolls

File No. _____

WAIVER AND CONSENT

NOW COMES, Anne Hamming, Board Secretary, Kent Intermediate School District, and acknowledges Receipt of the 2019 and prior Delinquent Personal Property Tax Report, and the Statement of Attempt to Collect the 2019 and prior Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgment.

Dated _____, 2025

Anne Hamming
Board Secretary
Kent Intermediate School District

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition of the
City Treasurer of the City of Walker
to strike 2019 personal property taxes
from the tax rolls.

File No. _____

WAIVER AND CONSENT

NOW COMES Anne Hamming, Secretary of the Kent Intermediate School District Board of Education, and acknowledges receipt of the Delinquent Personal Property Taxes to Strike for Tax Year 2019 Report (labeled "Exhibit A") and the Statement of Attempt to Collect Delinquent Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgment on the petition.

Dated _____, 2025

Anne Hamming, Secretary of the Board
Kent Intermediate School District

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition of the Township
Treasurer of Gaines Charter Township to
Strike the 2019 Delinquent Personal Property
Taxes from the tax rolls.

FILE No. _____

WAIVER AND CONSENT

NOW COMES, The Kent Intermediate School Board of Education and acknowledges receipt of the 2019 Delinquent Personal Property Tax Report, and the Statement of Attempt to Collect the 2019 Personal Property Taxes and consents to the relief requested by the petitioner, and voluntarily waives notice of the hearing and of the entry of Judgment on the petition.

Dated _____, 2025

Anne Hamming

Board of Education Secretary

Kent Intermediate School District

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF BARRY

In the matter of the petition of the Treasurer
of the Township of Thornapple to strike
the 2019 and prior years' Personal
Property taxes from the rolls.

File No. _____

WAIVER AND CONSENT

NOW COMES, _____ for Kent Intermediate School District
and acknowledges receipt of the 2019 and prior years' Delinquent Personal Property Tax
Report and the Statement of Attempt to Collect the 2019 and prior years' personal property
taxes and consents to the relief requested by the petitioner and voluntarily waves notice
of the hearing and of the Entry of Judgement on the petition.

Date _____, 2025

Anne Hamming, Board Secretary
Kent Intermediate School District

**STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT**

In the matter of the Petition
of the Kent Intermediate School District to Strike 2019
and prior Delinquent Personal Property Taxes
from the Tax Rolls

File No: 25-_____

WAIVER AND CONSENT

NOW COMES Anne Hamming, Kent Intermediate School District Board Secretary and acknowledges Receipt of the 2019 and prior Delinquent Personal Property Tax Report, and the Statement of Attempt to Collect the 2019 and prior Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgment.

Dated _____, 2025

Anne Hamming
Board Secretary
Kent Intermediate School District

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ x _____

Item: Contract with SeyferthPR to Support the Enhancement Millage

Submitted by: Dr. Ron Gorman

Date: 2.11.25

Recommended by: Dr. Ron Gorman

Board Meeting Date: 2.17.25

RECOMMENDATION:

Kent ISD, in collaboration with a subcommittee of superintendents, has conducted discussions and planning regarding the renewal of the enhancement millage. Following careful consideration, a formal recommendation has been made to add the renewal of the enhancement millage to the November 2025 ballot. Pending full approval by the Kent County Superintendents' Association (KCSA), our next step is to establish a comprehensive public relations strategy to effectively communicate the importance and impact of the millage renewal to the community.

To ensure a well-coordinated millage renewal, it is recommended that Kent ISD contract with SeyferthPR to provide leadership and guidance throughout the process. SeyferthPR has extensive experience in public relations, strategic messaging, and community engagement, making them a strong partner in this effort. Their expertise will be instrumental in crafting clear, compelling messaging, coordinating outreach efforts, and ensuring consistent communication with stakeholders.

Next Steps

- Pending full KCSA approval, initiate contract with SeyferthPR.
- Develop a detailed communications plan in partnership with SeyferthPR.
- Launch public engagement efforts in alignment with the proposed timeline for the November 2025 ballot measure.

Your consideration and approval of this recommendation are greatly appreciated. Please let me know if any further information is needed.



CONTRACT

This agreement between Kent ISD and SeyferthPR provides an informational communications and education plan for the enhancement millage renewal.

The communications plan will specifically target Kent ISD districts and charter schools. John Helmholdt, President and CEO of SeyferthPR, will lead the project, supported by Vice President Kasi Meyer, Senior Counsel Jason Manshum, and Project Coordinators Darby Garland and Jordan Bernal.

The fee for services is \$9,000 per month starting March 1, 2025 through November 30, 2025.

SeyferthPR would be happy to sign a confidentiality agreement if provided by Kent ISD. Until such an agreement is provided, it is the understanding of all parties that all materials shared are to be handled confidentially.

Kent ISD agrees to defend, indemnify and hold SeyferthPR harmless from any losses, damages or expenses including, without limitation, actual attorney fees, incurred by SeyferthPR as a result of any claim, suit or proceeding against SeyferthPR based upon any dissemination of information or information Kent ISD provided to SeyferthPR or which Kent ISD approved prior to publication or release by SeyferthPR.

Out-of-pocket expenses such as postage, travel, copies, telephone, internet, fax and equipment rental will be billed along with the regular monthly invoice. SeyferthPR retains the right to apply a markup of up to 17.65% on any out-of-pocket costs incurred.

Work will commence upon receipt of this signed contract and SeyferthPR will use a 30-day billing period. Terms will be 30 days net.

Cancellation of this agreement may be made by either party with 30 days written notice.

SeyferthPR looks forward to this working relationship with Kent ISD. Please return a signed copy of this contract to SeyferthPR once executed.

John Helmholdt
President and CEO
SeyferthPR

Ron Gorman
Superintendent
Kent ISD

Date Signed

Date Signed

February 17, 2025

TO: Ron Gorman, Superintendent

FROM: Kevin Philipps *KP*

RE: 2025-26 Budget Assumptions

At the beginning of the calendar year we create a “working document” to assist with the creation of next fiscal year’s budget. The intention of the document is to give us a starting point to begin creating the budget, then update the assumptions as we move through the spring. There are certain data points, such as taxable value and state funding that will be finalized later in the spring, at which time we will adjust the assumptions. The Governor released her proposed budget on the 5th of February, and we are incorporating her proposal for state funding at this time. There are other data points, such as the bargaining unit contract wage increase and medical costs, which have already been finalized for next year so they won’t change.

Attached is the list of budget assumptions. Below, we have included a brief explanation of some of the key assumptions, which as mentioned above, could change before the budget is finalized.

- **Taxable value** – Budgeting a **5.00% increase**. The annual increase the last three years has averaged 8.23%, including last year’s 9.07% increase. Kent County has been providing preliminary figures as municipalities submit them, and the increases are trending around 6%. The inflation rate for Headlee calculations in 2025 is 3.1%. Taking into account a slight reduction from preliminary to actual taxable value increases as well as a projected reduction in our millage rates due to Headlee, leads to the overall 5.00% increase projection for 2025-26.
- **State aid funding** – We recommend we use the Governor’s recommendation for our budget planning. The specific increases related to our budget are below:
 - Section 81 Operational Funding: 4.1% increase
 - Section 51e Special Education Foundation Allowance: Remains 100% of FA (\$10,000)
 - Section 61 & 62 (CTE): 0% increase
 - Great Start Readiness: \$392 full day increase to \$10,577 per student
 - Section 31n: No increase
 - Section 107 Adult Education: No increase
 - Section 147(g): 50% reimbursement of 3% employee retirement health care contributions.

- **MPSERS Retirement Rate – Retirement contribution rates will decrease between 1.45% and 5.75% for 2025-26.** The legislature amended the retirement act to reduce the contribution for unfunded liabilities from 20.96% to 15.21% and also eliminated the 3% employee contribution to retirement health care benefits. These changes are the result of the health care portion of the retirement system being fully funded. The 3% employee contribution was shifted to the employer rate for 2025-26 offsetting some of the 5.75% reduction in the unfunded liability contribution. This 3% increase to the employer rate will most likely drop off in 2026-27.
- **Investment income – Budgeting a 3.75% earning rate for 2025-26.** Current earning rates are still above 4.00%, but we believe rates will continue to decrease into 2026. Based on an average cash balance of \$125,000,000, we are projecting **\$4,500,000** in investment income, compared to this year’s current budget of \$5,120,000.
- **Staff compensation – Budgeted increase of 3.00% on schedule, plus step increment for all employees.** 2025-26 is the second year of three year collective bargaining agreements with employees.
- **Medical – As a result of the passage of House Bill 6058, which provides for a 7% one-time increase to the employer maximum contribution cap, we are budgeting for an overall increase of 11.2% for 2026.** The 11.2% included a normal 3% inflationary increase to the cap along with the 7% one-time adjustment. The overall cost increase would be closer to **6% for 2025-26**, as a portion of the fiscal year will be at the 2025 cap levels. At this time, House Bill 6058 has not been presented to the Governor for signature, so it is possible it could be sometime before the bill takes effect, or gets amended via a revised bill.
- **Utilities – Budgeting for a 5% increase for electricity, 5% increase for natural gas (heat), and 5% for other utilities (water, telephone, trash removal).**
- **Risk Management – Budgeting for a 15% increase.** This increase is based on industry wide increases being realized, led by increases in cyber liability coverage.

If you have any questions on any of the other assumptions or want more detail, please let me know.

KP/kg

Attachment

Budget Assumptions for 2025-26

OVERVIEW:

Will the following budgets be structurally balanced in 2025-26 (annual ongoing revenues match or exceed ongoing annual expenditures)?

General Fund: Yes

Special Education Fund: Yes

Career Technical Fund: Yes

REVENUE

- A. Taxable Value: **5% increase**
 - a. Total taxable value of: \$35,151,678,720
 - b. Taxable value increase of: \$1,673,889,463
- B. State Aid Categorical Funding: (Governor's budget proposal)
 - a. Section 81: **4.1% increase**
 - b. Section 51e: Special Education: **\$10,000 foundation allowance**
 - c. Section 61a1 & 62 (CTE): **No increase**
 - d. Section 147(g): **50% of "assumed 3% employee retirement health care contributions"**
- C. Federal & State Grants: (Governor's budget proposal)
 - a. GSRP: **\$392/full day pupil Increase (\$10,577)**
 - b. Section 31n Mental Health: **No change**
 - c. Section 107 Adult Education: **No change**
- D. Local & Private Grants: **No change**
- E. Investment Income: Average earning rate of **3.75%** Total projected investment income of **\$4,500,000**.

EXPENDITURES

- A. Staff Compensation:
 - a. Collectively bargained staff: **3.00% on schedule, plus increment (if applicable)**
 - b. Non-Union staff & support staff: **3.00% on schedule, plus increment (if applicable)**
- B. Board Contribution to Retirement (MPSERS): **1.45% to 4.93% reduction on defined benefit plans, 5.75% reduction on defined contribution plans**
- C. Social Security: **7.65% of payroll**
- D. Health Insurance Contributions:
 - a. Medical: All staff at annual state contribution cap (**11.2% increase from 2025**):
 - i. 2026 Single Subscriber: \$8,506.30
 - ii. 2026 Two Person: \$18,713.85
 - iii. 2026 Full Family: \$23,199.04
 - b. Dental, Vision:
 - i. Collectively bargained staff: **3.0% increase (medical CPI)**
 - ii. Non-Union staff: **3.0% increase (medical CPI)**
 - c. Life/LTD: **1.0% increase**

- d. Worker's Compensation Rates: **3.0% increase**
- E. Property/Casualty/Liability: **15% increase**
- F. Utilities:
 - a. Electric: **5% increase**
 - b. Natural Gas: **5% increase**
- G. Capital Outlay: Per approved schedule, increase in total will match taxable value increase **5.0%**
- H. Local Mileage reimbursement: Current IRS authorized
- I. Workshops/Conferences: No change
- J. Contracted Legal Services: No change

NOTE: Changes in these assumptions may be necessary after the sources and level of funding have been determined.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: ESC Phase 1 Furniture

Submitted by: Russell Bray

Date: 2/07/2025

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 2/17/2025

RECOMMENDATION:

It is recommended that the Kent ISD board approve furniture purchase for Phase 1 of the ESC renovation in the amount of \$544,845.40 from Custer, Inc.

BACKGROUND:

Furniture plans were developed with input and approval from multiple departments in cooperation with the Facilities Office: This purchase will furnish new offices and workspaces for Human Resources, Safety and Security, REMC, and Technology Services, as well as multiple conference rooms, onboarding rooms, and the reception area.

Approval includes \$1,499.80 for line 307; industrial shelving for REMC. This line is not covered through state approved bidding cooperatives. Multiple quotes are not necessary for this purchase.

All other furniture is purchased through E&I Cooperative Services and Omnia Partners, satisfying state bidding requirements, and will be funded through the ESC project budget.

Attachments:

- Custer Quote for \$544,845.40
 - \$543,345.60 for furniture covered by purchasing agreement
 - \$1,499.80 for REMC shelving not covered by purchasing agreement
- ESC Phase 1 Furniture Plan



Kent ISD - ESC
 PHASE 1 OVERALL LAYOUT

SCALE 1/4" = 1'
 DESIGNER: J
 DATE: 2/6/02

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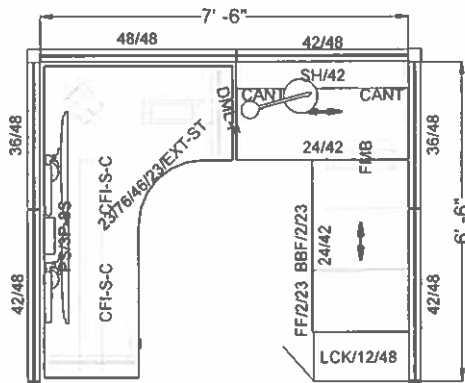
PHASE 1
 FP-1





36W storage cabinets on both sides of island





design includes:

- 6'-6" x 7'-6" footprint
- adjustable ht. corner desk
- 2 monitor arms
- 2 - 6" & 3 - 12" drawers
- shallow shelf for display
- desk top power unit
- desk lamp
- coat storage
- 48"H overall base panel height
- 6"H glass divider screens above
- 54"H overall height



cluster

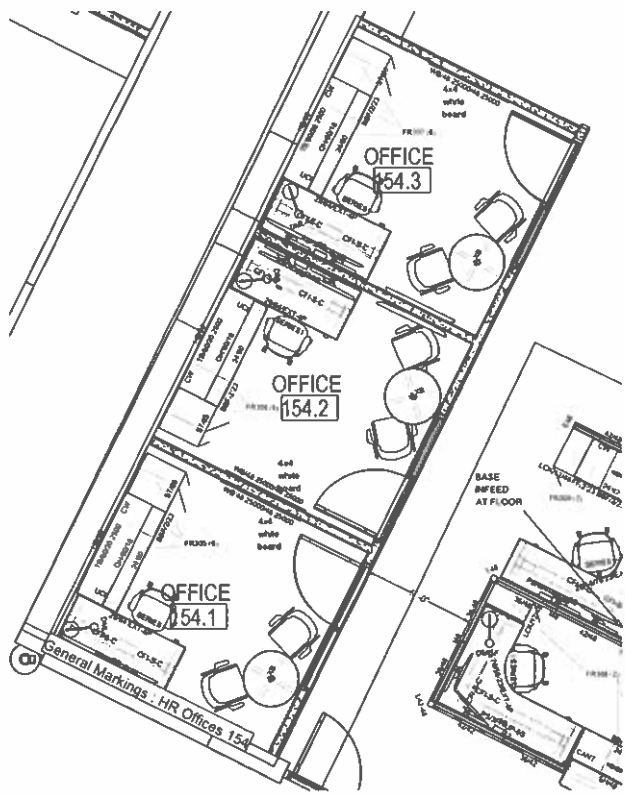
Kent ISD - ESC
HR WORKSTATION OPTION

SCALE: 1/8" = 1'-0"
DESIGNER: RJ
DATE: 2/20/23

KEY PLAN

FURNITURE
PLAN
FP-1

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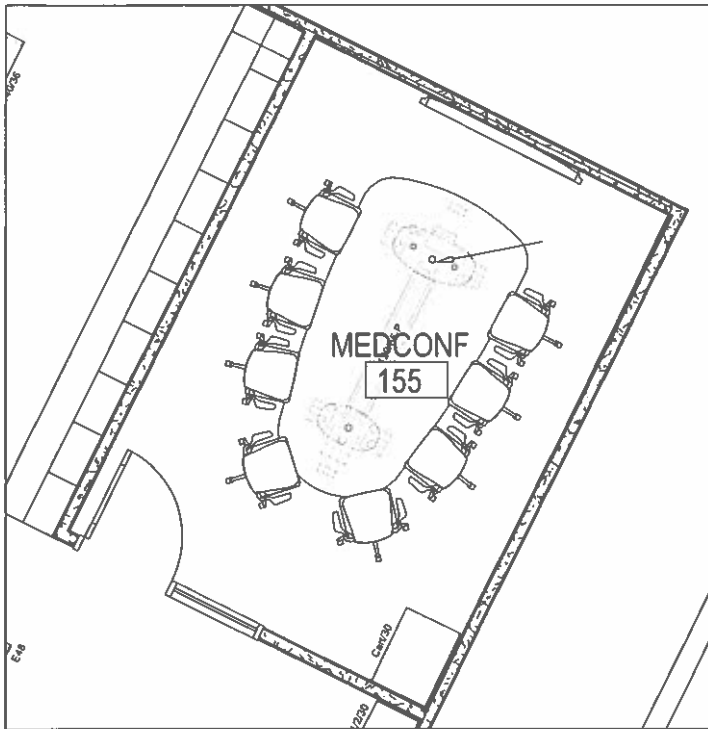


29x64 Hl. Adj desk with 2 monitor arms



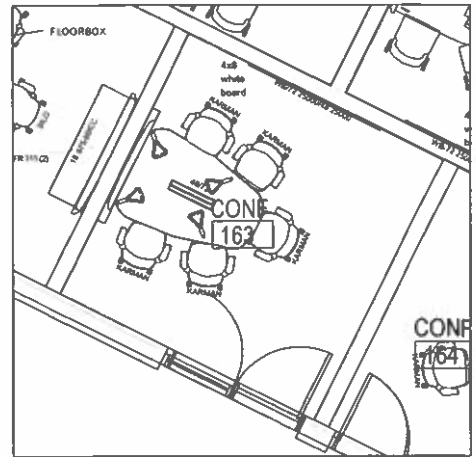
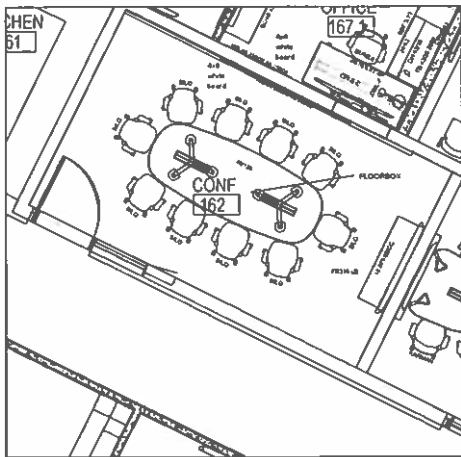
3 OFFICES TOTAL

4x4 marker board installed by Contractor



4x8 marker board
installed by
Contractor





cluster

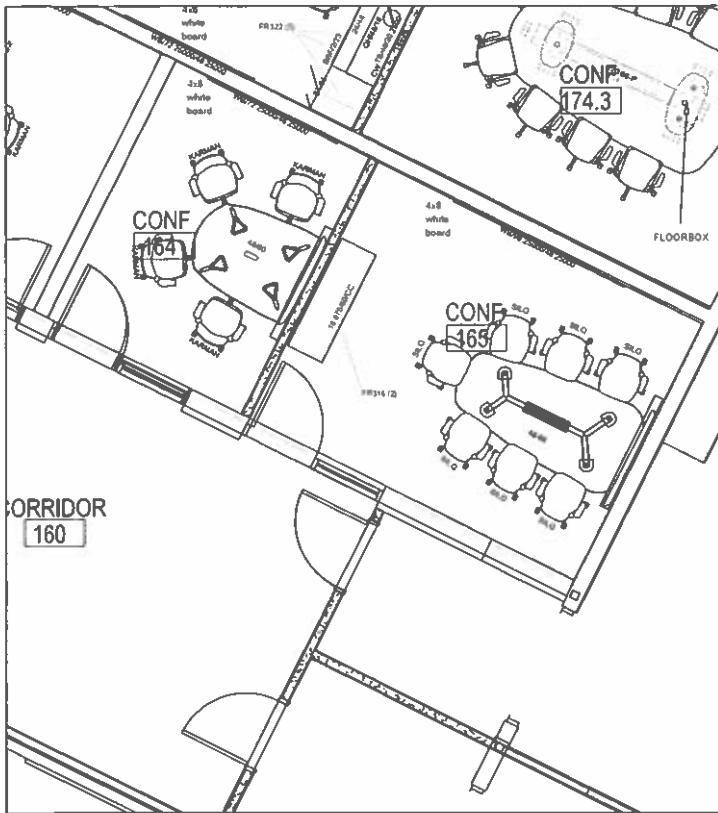
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CONF 162 & CONF 163

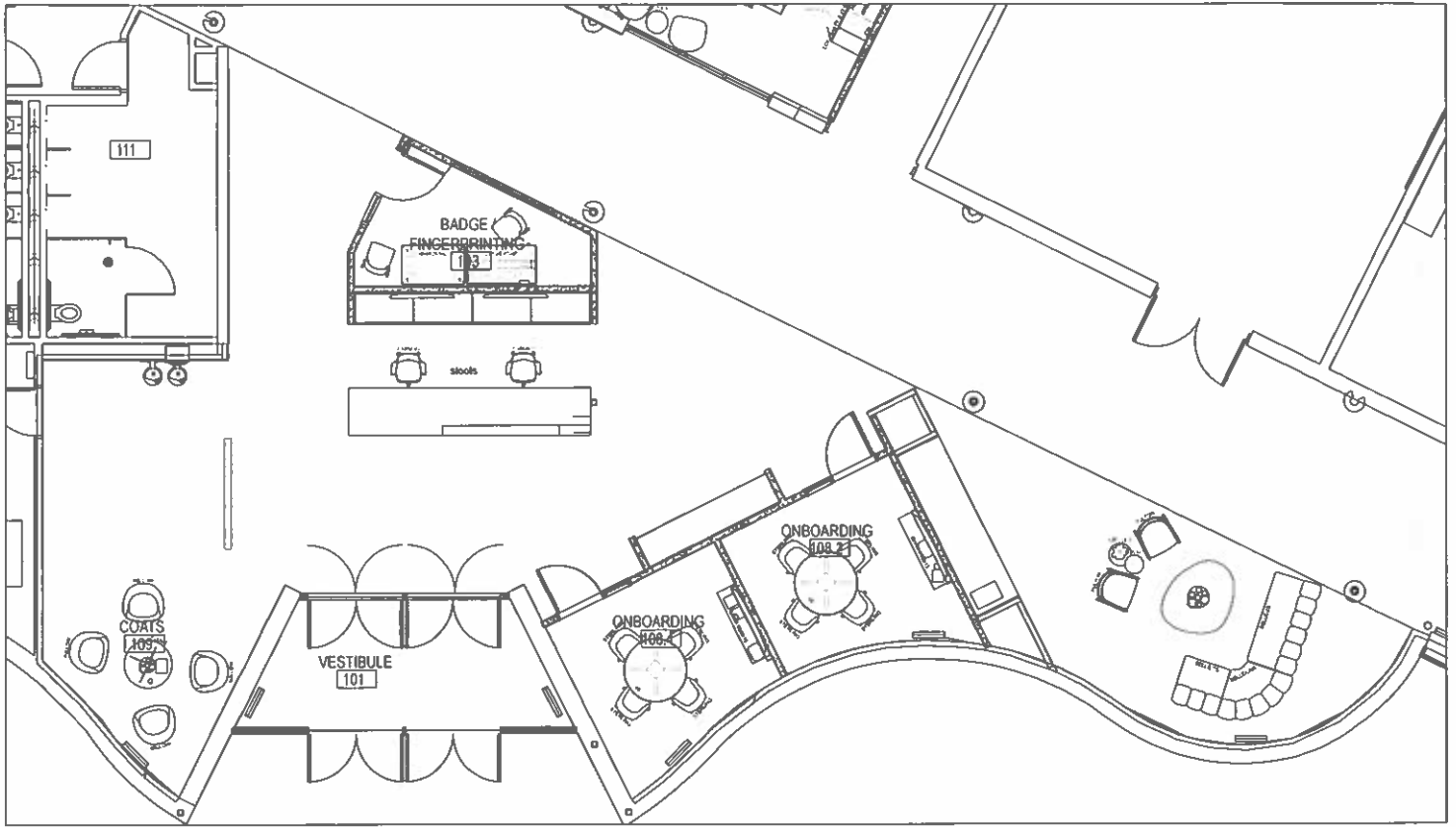
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DESIGNER P.J.
DATE 04/2025

KEY PLAN

FURNITURE
PLAN
FP-8

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cluster

Kent ISD - ESC
OVERALL RECEPTION SPACE

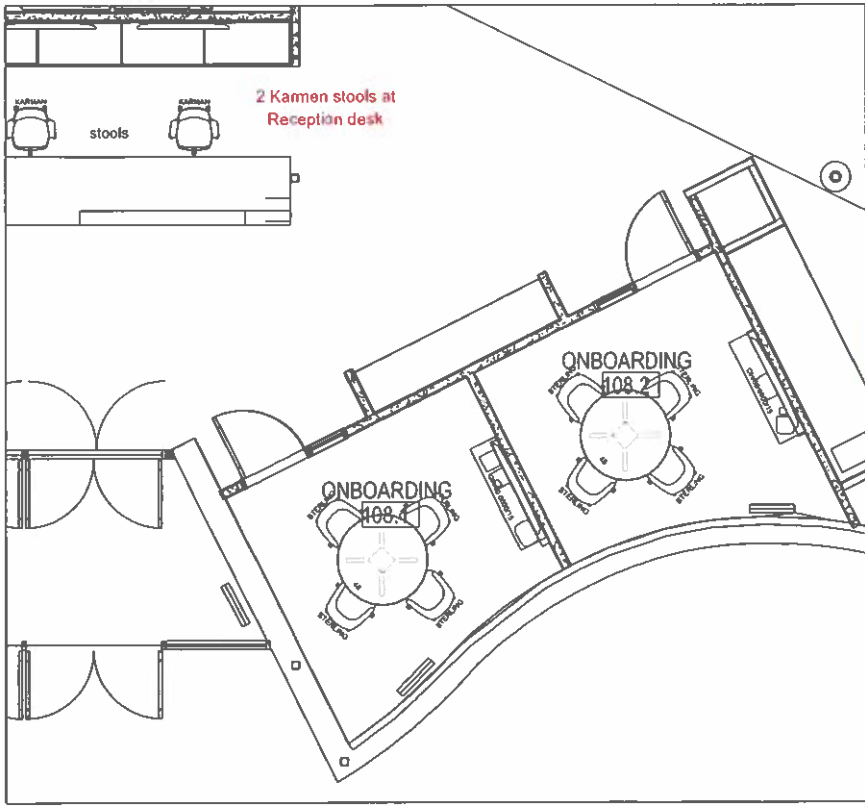
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DESIGNER: RJ
DATE: 2/6/2025

KEY PLAN

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SIGNATURE
DATE

FP-10



cluster

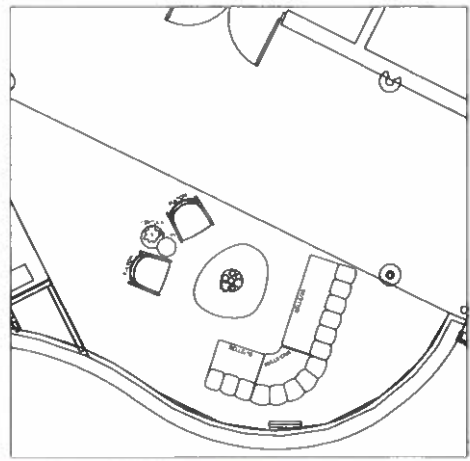
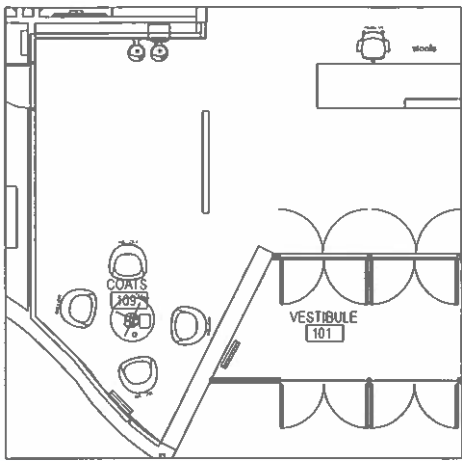
Kent ISD - ESC
ONBOARDING ROOMS

SCALE 1/4" = 1'-0"
DESIGNER J.J.
DATE 2/2/2025

KEY PLAN

FURNITURE
PLAN
FP-11

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cluster

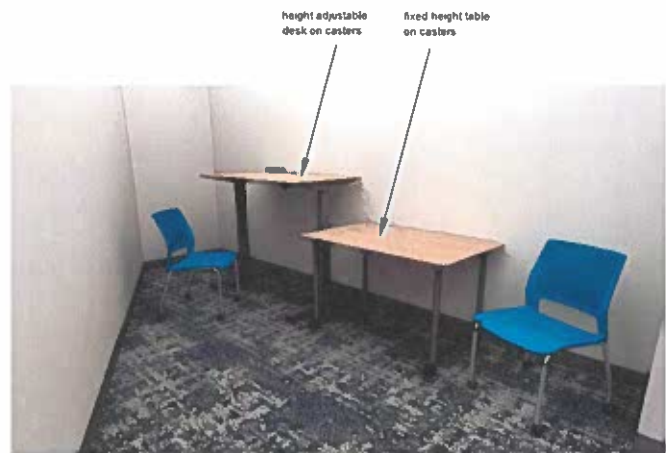
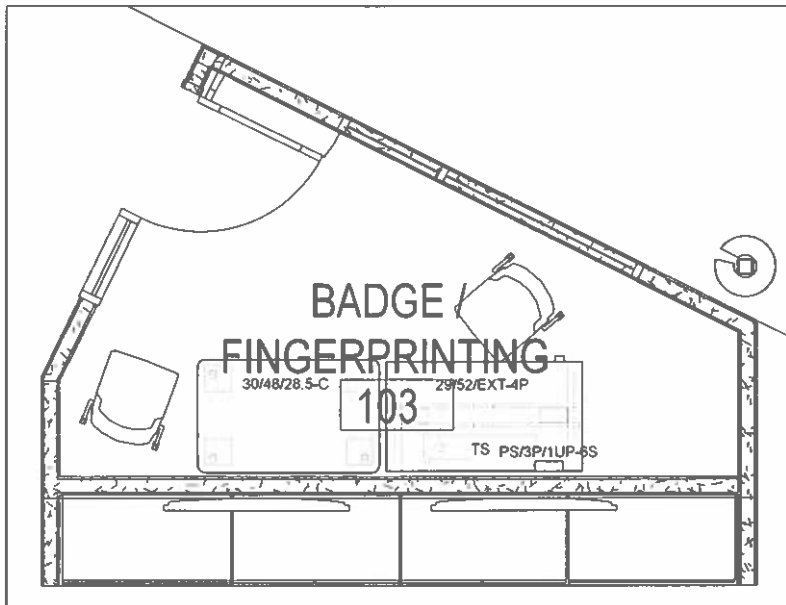
Kent ISD - ESC
RECEPTION AREAS

SCALE: 1/4" = 1'-0"
DESIGNER: RJ
DATE: 04/2023

KEY PLAN

FINISHING
PLAN
FP-02

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cluster

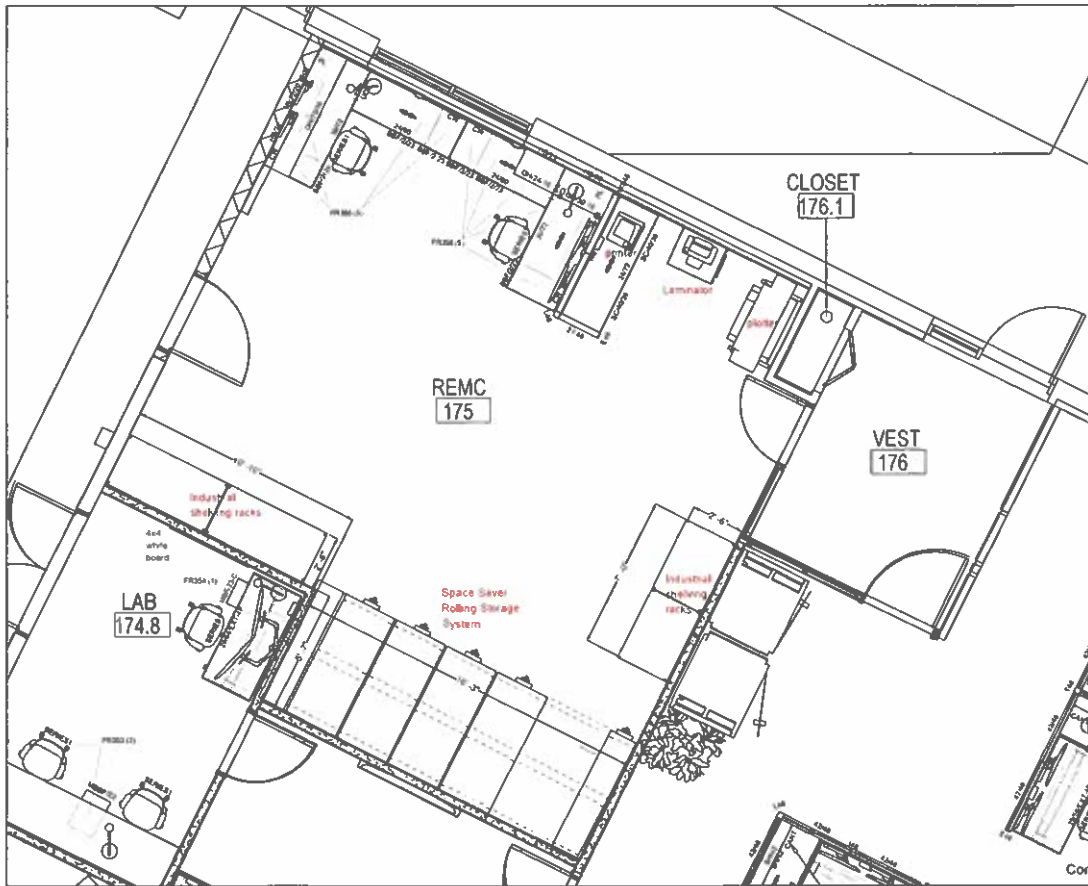
Kent ISD - ESC
BADGE/FINGERPRINTING

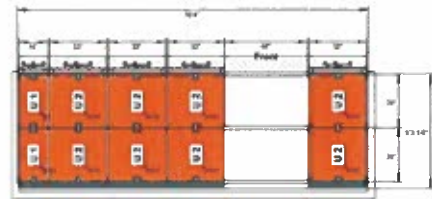
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DESIGNER: JFJ
DATE: 25/05/22

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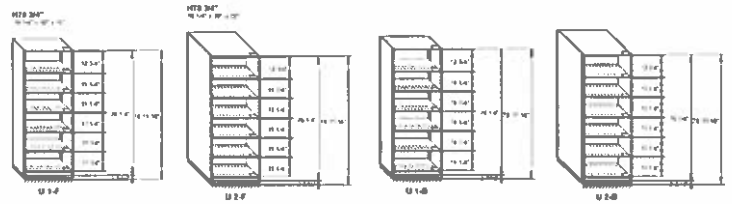
FF-13/14

FURNITURE
PLAN
FF-13

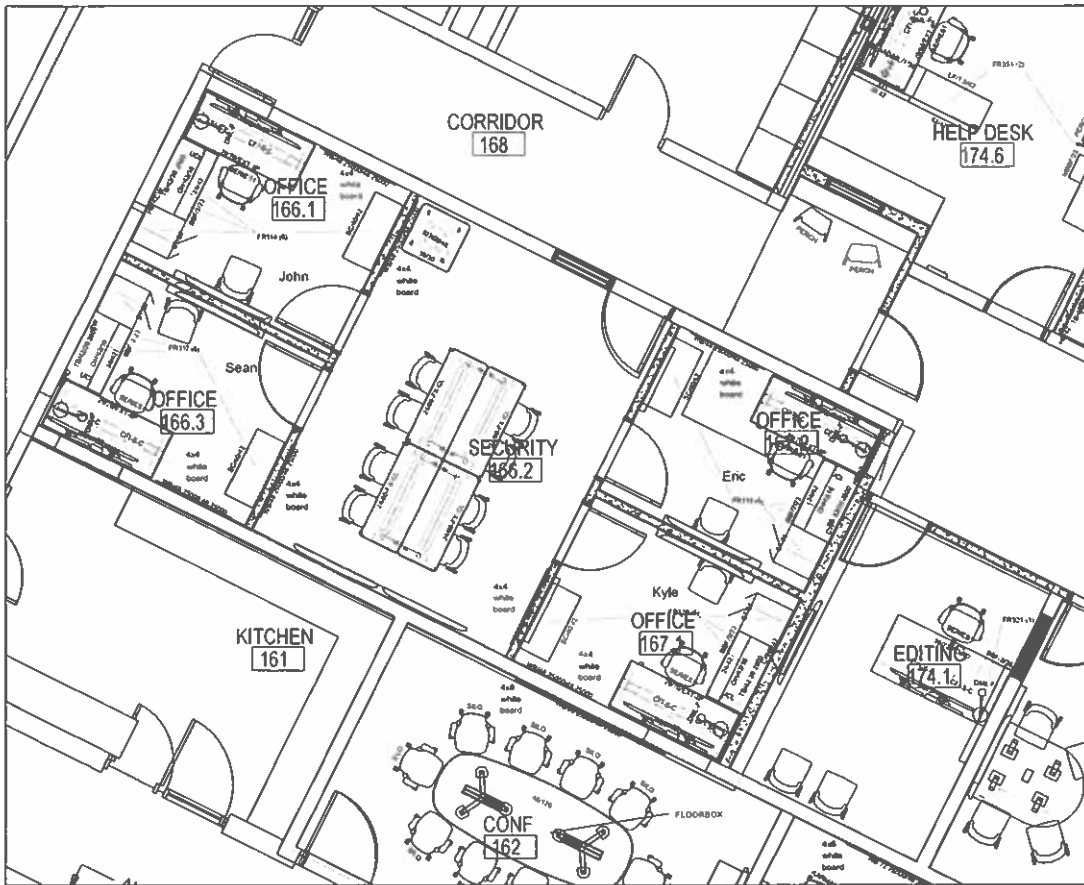




Space Saver rolling storage



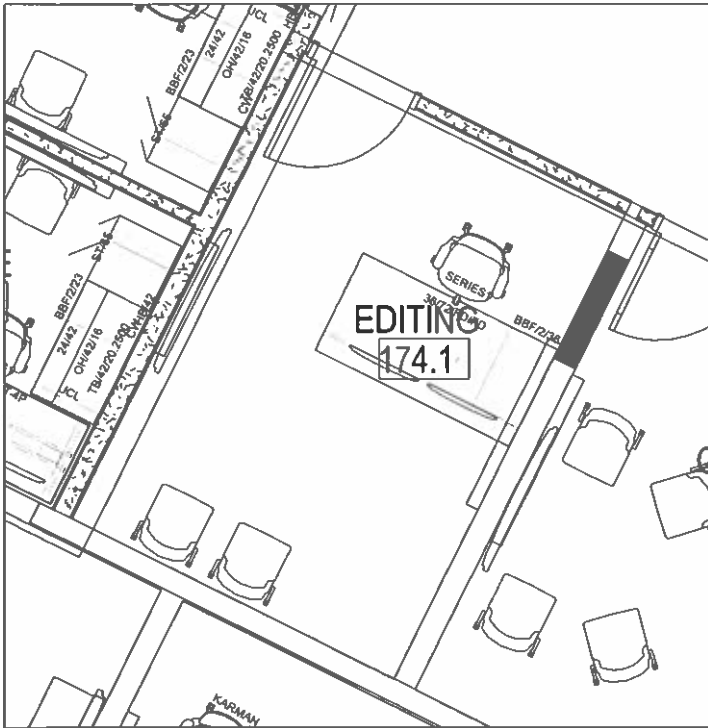
30D shelving racks



4x4 whiteboards installed by Contractor



24x60 mobile tables with
stack chairs on wheels



36x72 Currency desk with 2 monitor arms for 32" monitors



VA27EHE:

- Dual monitors
- Single monitor

MSI - MAG321CQR:

- Dual monitors
- Single monitor



cluster

Kent ISD - ESC
ITDS OPEN OFFICE AREA

SCALE: 1/8" = 1'-0"
DESIGNER: J.J.
DATE: 06/20/25

KEY PLANS

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FURNITURE
PLAN
FP-21



Admin Station



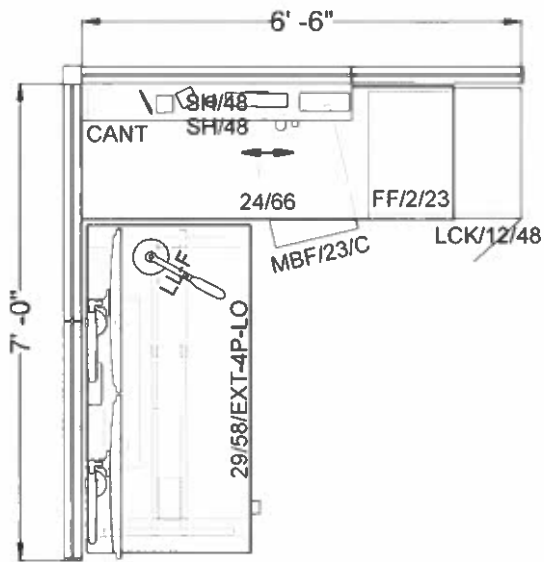
Data Services



I.S.



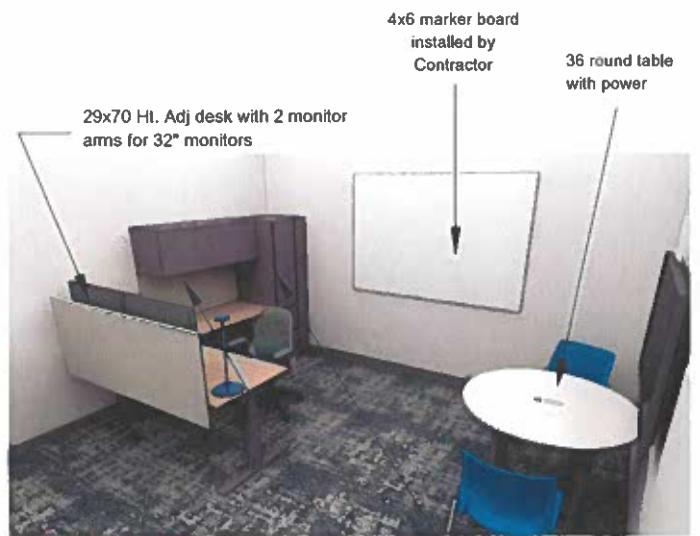
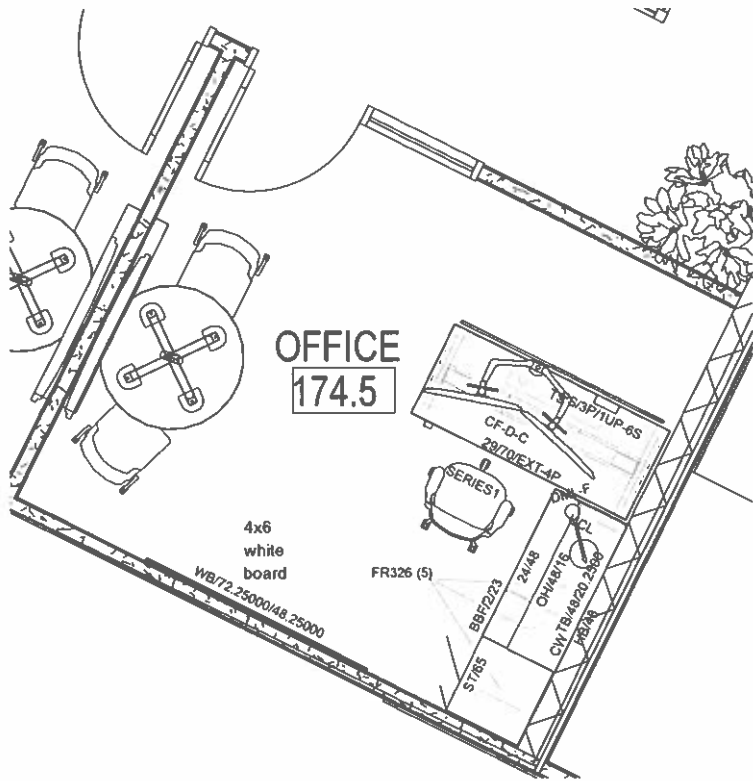
Consulting/Cyber + phone booths



workstation includes:

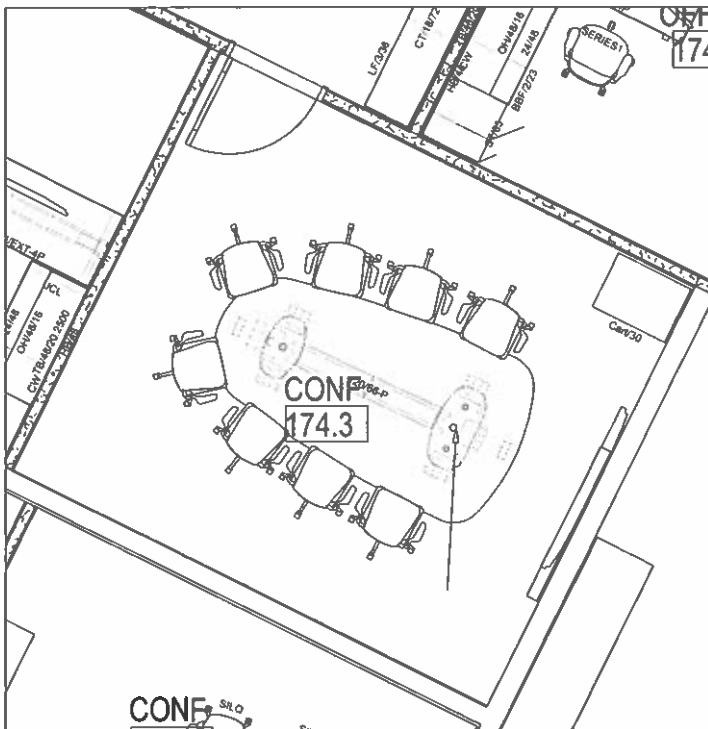
- 6'-6" x 7'-0" footprint
- 29x58 adjustable ht. desk
- 24x66 fixed side surface
- 2 monitor arms for 32" monitors
- shallow shelves for display
- desk top power unit
- desk lamp
- coat storage
- 1 - 6H drawer & 3 - 12H drawers
- mobile pedestal with cushion top
- 60"H overall panel height
- 48H base panel height
- 12H glass divider screens



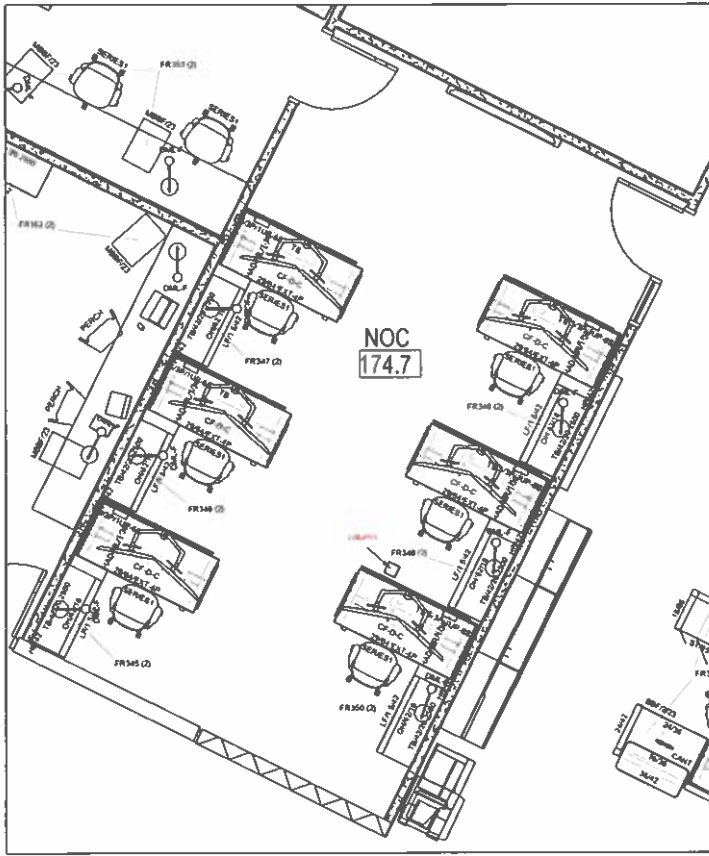


3 OFFICES TOTAL

tackboard
coat storage



4x8 marker board
installed by
Contractor



cluster

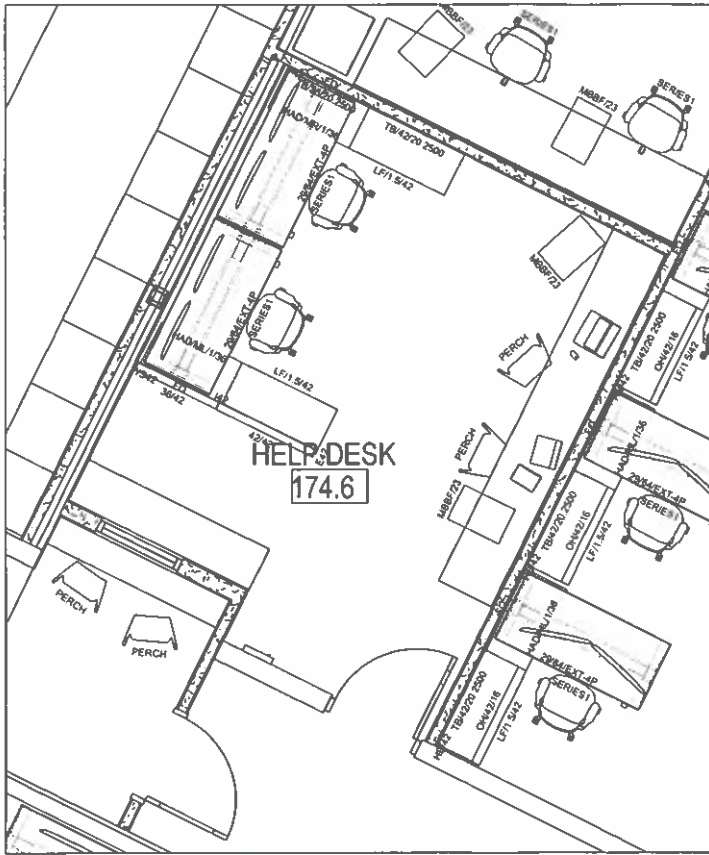
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N.O.C.

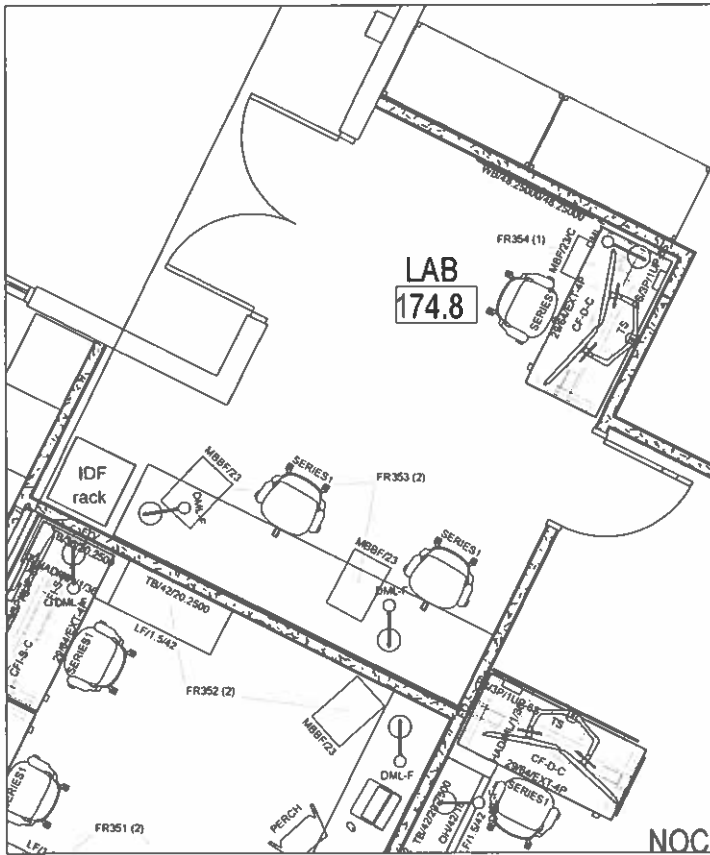
SCALE: 1/4" = 1'-0"
DESIGNER: J.J.
DATE: 3/2/2025

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REV: 01.00

FURNITURE
PLAN
FP-26





4x4 marker board installed





THRUN

LAW FIRM, P.C.

U.S. MAIL ADDRESS
P.O. BOX 2575, EAST LANSING, MI 48826-2575
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January 29, 2025

Re: Title IX Policy Update

Dear Thrun Policy Service Subscriber:

We know that mid-year Policy updates can be disruptive. While we do our best to avoid them, the reason for the updates is often out of our hands. As you may have heard, on January 9, 2025, a federal court issued an order vacating the 2024 Title IX regulations entirely, declaring them “unlawful.” That means that all schools must follow – and have a policy that complies with – the 2020 Title IX regulations rather than the 2024 regulations. The 2024 regulations required significant policy changes and reverting back to the 2020 regulations unfortunately requires the same. The enclosed revisions to Policies 3115-3115H, 3118, 4101, 4102, 4104, 4105A, 5202, and 5206 (and applicable forms) reflect the court’s ruling and include all required changes. Because the court’s ruling became effective immediately and was issued without advance notice, we recommend promptly making the enclosed revisions.

Pursuant to the 2020 Title IX regulations, schools must have a separate Title IX sexual harassment policy that includes specific requirements. Policy 3118 will again be a stand-alone Title IX policy. This Policy is substantially similar to the Policy that your District had in place before August 1, 2024 if you were a Thrun Policy Subscriber at that time.

All other policies identified above have been revised to, among other things, remove various obligations outlined in the 2024 Title IX regulations that no longer apply and specify that the grievance procedure outlined in Policies 3115-3115H does not apply to allegations of Title IX sexual harassment.

Policy subscribers with questions about these policy changes should contact a [Thrun Title IX attorney](#). If your district requires a refresher on the 2020 Title IX regulations, Thrun is hosting virtual 2020 Title IX Comprehensive Training on February 20, March 19, April 24, and May 28 of 2025. Registration information can be found on our [Events Page](#).

Very truly yours,

THRUN LAW FIRM, P.C.

Policy Update Summary
Thrun Policy Update – January 29, 2025

Board Policy Manual	
Policy / Form	Revision(s) Made
3000 Series	
Policies 3115-3115H	Policies 3115-3115H have been updated to remove various obligations outlined in the 2024 Title IX regulations that no longer apply and specify that the grievance procedure outlined in Policies 3115-3115H does not apply to allegations of Title IX sexual harassment, which is now addressed by Policy 3118. Note that Policy 3115G is now Intentionally Left Blank.
3115-F-2 Sample Notice of Nondiscrimination	This form was removed from the policy service materials. While schools still need nondiscrimination notices, 3115-F-2 met the requirements of the 2024 regulations and contained more information than is now legally required.
3118 Title IX Sexual Harassment	Pursuant to the 2020 Title IX regulations, schools must have a separate Title IX sexual harassment policy that includes specific requirements. Policy 3118 will again be a stand-alone Title IX policy. This Policy is substantially similar to the Policy that your District had in place before August 1, 2024 if you were a Thrun Policy Subscriber at that time.
3118-F-1 Title IX Sexual Harassment Formal Complaint Form	New Title IX formal complaint form that complies with the 2020 regulations.
4000 Series	
4101 Non-Discrimination	Updated to address references to the Title IX policy.
4102 Anti-Harassment	
4104 Employment Complaint Procedure for Allegations Implicating Civil Rights	
4105A Pregnancy Workplace Accommodations for Employees and Applicants	Removed reference to Policy 3115G.
5000 Series	
5202 Unlawful Discrimination Harassment and Retaliation Against Students	Updated to address references to the Title IX policy.
5206 Student Discipline	



THRUN
LAW FIRM, P.C.

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January 10, 2025

Re: 2024 Title IX Rule and Regulations Vacated

Dear Retainer Client:

Yesterday, a federal court issued an order vacating the 2024 Title IX rule and regulations in their entirety and declaring them “unlawful.” The court expressly stated that its order was intended to “take[] the unlawful agency action ‘off the books’” and “prevent the rule” from applying to everyone who would otherwise be subject to the rule.

Based on our review, the court order applies nationwide and the 2024 Title IX rule and regulations are no longer enforceable in any school. While we are awaiting final confirmation from the United States Department of Education, it also appears that the 2020 Title IX regulations will apply moving forward. If your school has questions about how to handle any pending Title IX investigations, please contact legal counsel to discuss those situations individually. A full copy of the decision from the U.S. District Court for the Eastern District of Kentucky is available here:

www.thrunlaw.com/sites/default/files/TNvCardona1.09.2025.pdf

While the decision may be appealed, we do not expect that the Department of Education will continue to litigate this matter after January 20, 2025.

Policies

Schools should take prompt action to ensure that their board policies comply with the 2020 Title IX rule and regulations. Some schools, including those named in the “Moms for Liberty” injunction lists, may still have their 2020 Title IX regulations policy in effect and available on their websites. Other schools, including those not previously included in the injunction lists, may need to revive their board policies that comply with the 2020 Title IX rule and regulations. Please consult with your policy service provider to ensure your school has a policy that complies with the 2020 Title IX regulations available and in effect. Thrun Policy Subscribers should look for communication soon with specific updates and step by step instructions for adopting appropriate policy language.

Trainings

At this time, Thrun Law Firm is cancelling all scheduled upcoming trainings on the 2024 Title regulations. We will continue to conduct trainings on the 2020 Title IX regulations. Please look for information about those trainings in future communications.

This matter is evolving and we will continue to monitor the situation and update our clients as we receive new information. We appreciate your patience. If you have questions, please contact a Thrun Law Firm Title IX attorney.

Thrun Law Firm, P.C.

This client communication is intended to provide helpful information on school law topics and is not intended as legal advice or opinion for specific facts, matters, situations, or issues. Legal counsel should be consulted about the application of this information to a specific circumstance or situation.

Series 3000: Operations, Finance, and Property

3100 General Operations

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
- G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2024

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3100 General Operations

3115A Definitions for 3115 Series

- A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:
1. “Appeals Officer” means a person who is designated to hear a determination appeal or a dismissal appeal. The Appeals Officer may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.
 2. “Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.
 3. “Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.
 4. “Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.
 5. “Day” means a day that the District’s central office is open for business, unless otherwise indicated.
 6. “Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.
 7. “Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.
 8. “Grievance Procedure” means the process outlined in Policy 3115E.
 9. “Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.
 10. “Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

11. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.
12. “Party” means a Complainant or Respondent.
13. “Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after the District determines that Unlawful Discrimination occurred.
14. “Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.
15. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.
16. “Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:
 - a. Restore or preserve that Party’s access to the District’s education program or activity, including measures that are designed to protect the safety of the Parties or the District’s educational environment; or
 - b. Provide support during the District’s Grievance Procedure or during an informal resolution process.
17. “Unlawful Discrimination” means to treat a person differently or less favorably due to the person’s race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, or pregnancy), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person’s membership in a protected classification.

B. Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

1. ***Race, Color, or National Origin Harassment***, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2. ***Disability Harassment***, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
3. ***Sex-Based Harassment***, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Title IX sexual harassment is governed by Policy 3118.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

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3100 General Operations

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators:

Primary Designated Title IX Coordinator:

Asst. Superintendent of Human Resources & Legal Services
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2214
daverodgers@kentisd.org

Additional Title IX Coordinator:

Director of Human Resources
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2288
daniellehendry@kentisd.org

Additional Title IX Coordinator(s):

Director(s) of Personnel
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2288
daniellehendry@kentisd.org
bryndanarnold@kentisd.org

Designated Section 504 Coordinator:

Asst. Superintendent of Human Resources & Legal Services
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2214
daverodgers@kentisd.org

Designated Civil Rights Coordinator/Employment Compliance Officer:

Asst. Superintendent of Human Resources & Legal Services
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2214
daverodgers@kentisd.org

A Complaint against a Coordinator listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board

President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

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3100 General Operations

3115C Supportive Measures

A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

B. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee should consult with one or more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

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3115D *Informal Resolution*

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may elect to participate in an informal resolution process. If the Complaint involves Title IX Sexual Harassment, the informal resolution process in Policy 3118 applies. Informal resolution is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

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3100 General Operations

3115E *Grievance Procedure and Remedies*

A. Grievance Procedure

1. Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints, excluding Title IX Sexual Harassment complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

2. Grievance Procedure Timeframes

The District anticipates that most investigations will be concluded within 60 days. Investigations that involve several parties or witnesses, or investigations that are more complex, may exceed 60 days.

3. Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure.

4. Evidence Considerations

The Decisionmaker will objectively evaluate all relevant evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

5. Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

6. Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

- a. The Grievance Procedure and any informal resolution process;
- b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s); and
- c. Retaliation is prohibited.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

7. Investigation

The District will ensure an adequate, reliable, and impartial Complaint investigation. The burden is on the District - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory relevant evidence.

Throughout the investigation, the Investigator must determine what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

8. Determination

Following the investigation and evaluation of the evidence, the Decisionmaker will:

- a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred.
- b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.
- c. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

9. Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

- a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;
- b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and
- c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

10. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Series 3000: Operations, Finance, and Property

3100 General Operations

3115F *Complaint Dismissal and Appeals*

A. Complaint Dismissal

The District may dismiss a Complaint if:

1. The District is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in the District's education program or activity and is not employed by the District;
3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the applicable Coordinator declines to initiate a Complaint; or
4. The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

B. Determination Appeal Procedures

Unless expressly stated in writing by the Decisionmaker, determinations are not subject to appeal.

Legal authority: 34 CFR 106.1, et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Series 3000: Operations, Finance, and Property

3100 General Operations

3115H Training Requirements and Policy Notice

A. Training Requirements

All Coordinators and individuals assigned to serve in a Key Role must be adequately trained.

B. Nondiscrimination Notice Requirement

The District will prominently post on its website a notice of nondiscrimination, clearly stating that it applies to students, parents, employees, and applicants for admission and employment. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 19, 2024

Date revised: February 17, 2025

Series 3000: Operations, Finance, and Property

3100 General Operations

3118 Title IX Sexual Harassment

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

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

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

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

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

A. Definitions

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

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
 - i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.
 - A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
 - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
 3. "Appeals Officer" is the person designated by the District to decide appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
 4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
 5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District

employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. “Grievance Process” is the process by which the District investigates and determines responsibility for Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. “Supportive Measures” are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.

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

B. Posting Requirement

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

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

C. Designation of Title IX Coordinator

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using a designated Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law

enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to a final resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding the privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment

unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and

- v. Hearings held.
 - c. Factual findings that support the determination;
 - d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
 - f. Appeal rights.
6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance

Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant’s or the Respondent’s locker or work space;
6. Issuing a “no contact” directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

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

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

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

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

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 *Non-Discrimination*

A. Equal Employment Opportunity

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

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

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

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

- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in employment, public service, public accommodations, and telecommunications;
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship.
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex, pregnancy, sexual orientation, gender identity or expression, religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information; and
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex.

The District also complies with and prohibits employment action that violates the following statutes:

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;
- Michigan Paid Medical Leave Act of 2018 (PMLA), which provides eligible employees paid medical leave for certain reasons;
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;

- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization;
- Fair Labor Standards Act of 1938 (FLSA), which establishes minimum wage, overtime pay, record keeping, and youth employment standards affecting employees; and
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state, local, or federal law and employees who participate in hearings, investigations, or court actions.

B. Reporting Requirements

Any employee who believes he/she has been subjected to behavior that violates this Policy is encouraged to file complaint promptly with a supervisor. A complaint implicating an individual's civil rights will be investigated pursuant to the procedures outlined in Policy 4104 and 3115-3115H. A complaint alleging Title IX sexual harassment will be investigated pursuant to the procedures outlined in Policy 3118.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s) identified in Policy 3115B.

Board members, administrators, and supervisors must promptly report incidents of Unlawful Discrimination and Retaliation that he/she observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s) identified in Policy 3115B.

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

C. Employment Discrimination Compliance Training

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

The District may also provide Unlawful Discrimination and Retaliation training to Board members and employees.

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

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38 USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; H.R. 2617-1626, 117th Cong. § 103(1) (signed into

law December 29, 2022); MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556; 34 CFR 106.1 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4102 *Anti-Harassment*

A. Policy Statement

Employees will have the opportunity to work in an atmosphere free from unlawful harassment as defined by state, federal, and local laws.

The District will promptly and thoroughly investigate complaints alleging unlawful harassment and take appropriate action, including discipline, against any person found to have engaged in unlawful harassment.

B. The District's procedures for investigating unlawful harassment are contained in Policy 3115-3115H. The District's procedures for investigating Title IX sexual harassment are contained in Policy 3118.

C. Reporting Requirements

Board members, administrators, and supervisors must promptly report incidents of unlawful harassment and Retaliation that he/she observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s) identified in Policy 3115B.

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

Legal authority: 20 USC 1681 et seq.; 29 USC 621 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1 et seq.; MCL 37.1101 et seq., 37.2101 et seq.; MCL 380.1300a

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4104 Employment Complaint Procedure for Allegations Implicating Civil Rights

This employment complaint procedure for allegations implicating an employee's civil rights is designed to facilitate: (1) prompt notification of alleged Unlawful Discrimination, including unlawful harassment and Retaliation; (2) a prompt and thorough investigation of good faith allegations; and (3) the implementation of appropriate corrective action, if necessary, to eliminate verified Unlawful Discrimination, harassment, and Retaliation from the workplace.

A. Initiating a Complaint

1. A Board member, employee, or employment applicant who believes he/she has been the subject of Unlawful Discrimination, harassment or Retaliation, must timely file a complaint, preferably within 10 business days of the alleged or suspected violation or when the reporter obtained knowledge of the alleged or suspected violation, with the Employment Compliance Officer or applicable coordinator listed in Policy 3115B.
2. A complaint of Unlawful Discrimination, including harassment or Retaliation, may be made verbally or in writing. The complaint will be memorialized on Form 3115-F-1.
3. A complaint alleging Title IX sexual harassment must be in writing. Policy 3118 governs the Title IX sexual harassment complaint procedures.

B. Investigation Procedures

A written or verbal report (including an anonymous report) of Unlawful Discrimination, including harassment or Retaliation, will be investigated promptly and thoroughly using the Grievance Procedure outlined in Policy 3115E, unless the Complaint is dismissed pursuant to Policy 3115F or informal resolution is reached Pursuant to Policy 3115D.

A complaint alleging Title IX sexual harassment will be investigated pursuant to the process set forth in Policy 3118.

C. Reports to State or Federal Administrative Agencies

Any person who believes that he/she was the victim of Unlawful Discrimination, including unlawful harassment or Retaliation, may file a complaint with the Michigan Department of Civil Rights (MDCR) or the Equal Employment Opportunity Commission (EEOC) at any time:

Michigan Department of Civil Rights Capitol Tower Building
110 W. Michigan Avenue, Suite 800

Lansing, MI 48933
Phone: 517-335-3165
Fax: 517-241-0546
TTY: 517-241-1965
Email: MDCR-INFO@michigan.gov

Equal Employment Opportunity Commission Patrick V. McNamara Building
477 Michigan Avenue - Room 865
Detroit, MI 48226
Phone: 800-669-4000
Fax: 313-226-4610
TTY: 800-669-6820
Email: info@eeoc.gov

An agency complaint may be filed before, during, or after a complaint is filed with the District, or a person may forego filing a complaint with the District and rely solely on the MDCR or EEOC. The District recommends that a person who has been subjected to Unlawful Discrimination, including unlawful harassment or Retaliation, also file a complaint with the District to ensure that the District can take steps to prevent further Unlawful Discrimination, including unlawful harassment or Retaliation, and to discipline the Respondent, if appropriate. The MDCR and EEOC do not serve as an appellate body for District decisions. An investigation by the MDCR or EEOC will occur separately from any District investigation.

Legal authority: U.S. CONST. amend. XIV; 20 USC 1681 et seq.; 29 USC 701 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1630; 34 CFR 104, 106.1, et seq.; MCL 15.261 et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105A Pregnancy Workplace Accommodations for Employees and Applicants

The District complies with state and federal law prohibiting pregnancy discrimination. The District will provide reasonable accommodations to known limitations related to pregnancy, childbirth, or related medical conditions of a qualified employee absent an undue hardship. The District treats pregnancy or related conditions as any other temporary medical condition for all job-related purposes. For purposes of this policy, the term “employee” includes an applicant for employment where relevant.

For an employee who requires a reasonable accommodation due to a known limitation related to pregnancy, childbirth, or related medical conditions, the employee or the employee’s representative must make a proper District official (as identified in Pregnant Workers Fairness Act (“PWFA”) regulations) aware of the limitation.

Upon receipt of an accommodation request, the District will begin the interactive process with the employee to consider whether the employee is qualified under the PWFA and, if so, reasonable accommodation options consistent with the PWFA that do not cause undue hardship.

Determining whether an employee is qualified may be a two-step inquiry. First, the District will determine whether the employee can perform the essential job functions of the employee’s position with or without a reasonable accommodation. If so, the employee is qualified. If not, then the District will consider the employee to be qualified if: (1) any inability to perform an essential job function(s) is for a temporary period, (2) the essential function(s) could be performed in the near future, and (3) the inability to perform the essential function(s) can be reasonably accommodated without an undue hardship.

Reasonable accommodation requests will not be granted if they cause an undue hardship, as defined by law. The District may require medical documentation supporting the requested accommodation where allowed by law because the information is necessary for assessing the accommodation request. Medical information will be kept confidential.

After considering any relevant medical information, essential job functions, and the employee’s requested accommodations, the District will, as appropriate, implement reasonable accommodations for a qualified employee that do not cause an undue hardship. The District is not obligated to adopt the employee’s specific accommodation request. The District may engage or re-engage in the interactive process, as necessary.

A reasonable accommodation may include a voluntary leave of absence. If an employee has insufficient leave or insufficient accrued employment time to qualify for leave, or if the District does not maintain a leave policy applicable to the employee, the District will treat any pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee will be reinstated to the status held when the leave began or to a comparable position without

decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

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

Legal authority: 42 USC 2000gg et seq.; 29 CFR 1636.1 et seq.; 34 CFR 106.57

Date adopted: August 19, 2024

Date revised: February 17, 2025

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5202 Unlawful Discrimination, Harassment, and Retaliation Against Students

The District prohibits unlawful discrimination. “Unlawful Discrimination” includes unlawful harassment and retaliation, unless specifically stated otherwise. The District will investigate all allegations of Unlawful Discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in Unlawful Discrimination.

Complaints alleging Unlawful Discrimination, harassment, and Retaliation against a student will be investigated using the process outlined in Policies 3115-3115H.

Complaints alleging Title IX sexual harassment will be investigated using the Grievance Process outlined in Policy 3118.

The identities of the District’s Title IX Coordinator, Section 504 Coordinator, and Civil Rights Coordinator are listed in Policy 3115B.

A. Student Handbooks

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

B. Reporting Requirements

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

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

Any student who witnesses an act of Unlawful Discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected Unlawful Discrimination. A student may also anonymously report an incident of Unlawful Discrimination. The District will investigate anonymous reports to the extent possible pursuant to Policies 3115-3115H or Policy 3118, as applicable. Minor students do not need Parent permission to file a

Complaint or participate in the Grievance Procedure described in Policies 3115-3115H and 3118.

C. Office for Civil Rights

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

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

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

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5206 Student Discipline

A. Student Discipline - Generally

The Board is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

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

B. Applicability

This Policy applies to student conduct that occurs:

1. on District property;
2. at a school-sponsored or school-related event;
3. on a school bus or vehicle;
4. while traveling to or from school, including at a bus stop; and
5. at any other time or place if the conduct has a nexus to the school, substantially disrupts the school environment, or as permitted by law.

C. Student Code of Conduct

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must:

1. identify offenses that may result in discipline;
2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion;
3. be consistent with applicable state and federal laws and Board Policies; and
4. include a copy of Policy 5206E entitled "Suspension from Class, Subject, or Activity by Teacher."

D. Definitions

For purposes of this Policy:

1. “suspend” or “suspension” means a disciplinary removal from school for less than 60 school days;
2. “expel” or “expulsion” means a disciplinary removal from school for 60 or more school days;
3. “restorative practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct; and
4. “Mandatory 7 Factors” means the following:
 - a. the student’s age;
 - b. the student’s disciplinary history;
 - c. whether the student has a disability;
 - d. the seriousness of the behavior;
 - e. whether the behavior posed a safety risk;
 - f. whether restorative practices are a better option; and
 - g. whether lesser interventions would address the behavior.

E. Restorative Practices

Before suspending or expelling a student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student’s misconduct, recognizing the Board’s objective of minimizing out-of-school suspensions and expulsions. Likewise, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

All victim-offender conferences must be conducted consistent with state and federal law and Policies. No student who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

F. Discretionary Suspension or Expulsion

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, administrators or the Board must consider the Mandatory 7 Factors.

1. Building Administrators - 10 or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct.

A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion.

Before exercising this authority, the building administrator must consider the Mandatory 7 Factors.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

2. Superintendent - Less than 60 school days

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct. Before exercising this authority, the Superintendent must consider the Mandatory 7 Factors.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

3. Board - Suspension or Expulsion

The Board may suspend or expel a student for an offense consistent with the student code of conduct.

Before exercising this authority, the Board must consider the Mandatory 7 Factors.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Before exercising this authority, the Board must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

G. Criminal Sexual Conduct – Discretionary Suspension or Expulsion

If a student commits criminal sexual conduct, as defined in Revised School Code Section 1311, against another student enrolled in the District and expulsion is not mandatory under Policy 5206 H.3, the District may suspend or expel the student even if the student has not been criminally charged, subject to consideration of the Mandatory 7 Factors.

Before exercising this authority, the District must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

H. Mandatory Suspension or Expulsion

Building principals and other administrators must refer all incidents that may result in a mandatory suspension or expulsion to the Superintendent or designee for transmission to the Board. As explained below, the Board recognizes that in some circumstances it may choose not to suspend or expel a student. Nothing in this section may be construed as limiting the Board's discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion.

1. Possession of a Dangerous Weapon

a. Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the firearm to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the firearm;
- the student did not know or have reason to know that the firearm constituted a "dangerous weapon"; or
- the student possessed the firearm at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

b. Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon (other than a firearm) in a weapon-free school zone, the Board will consider whether to permanently

expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the weapon;
- the student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- the student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

c. Applicable Definitions for Dangerous Weapon Offense

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property.

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

“Firearm” means (i) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (ii) the frame or receiver of any such weapon; (iii) any firearm muffler or firearm silencer; or (iv) any destructive device. “Firearm” does not include an antique firearm, as defined by 18 USC § 921.

“Destructive device” means (i) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (ii) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is

generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (iii) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

d. Additional Procedures for Dangerous Weapon Expulsion

The Superintendent or designee must ensure that if a student is expelled for possession of a dangerous weapon, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Superintendent or designee must also make a referral to local law enforcement and contact the student's Parent immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or in a school vehicle. If a District official confiscates a dangerous weapon, the District official will give the dangerous weapon to law enforcement and will not release the dangerous weapon to any other person, including the legal owner.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for possession of a dangerous weapon may not enroll in the District.

2. Arson

If a student commits arson as defined in Revised School Code Section 1311, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing arson may not enroll in the District.

3. Criminal Sexual Conduct

If a student commits criminal sexual conduct as defined in Revised School Code Section 1311, in a school building or on school grounds, or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing criminal sexual conduct may not enroll in the District.

4. Physical Assault

a. Physical Assault Against Employee, Volunteer, or Contractor

If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to a school administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311a(5), a student expelled by another district or public school academy for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

b. Physical Assault Against Another Student

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another district or public school academy for committing a physical assault against another student may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

c. Applicable Definitions for Physical Assault

- i. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
- ii. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

5. Bomb Threat or Similar Threat

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other District property, or at a school-related event, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another district or public school academy for making a bomb threat or similar threat may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

I. Victims of Alleged Sexual Assault

The District will not expel a student or suspend a student for more than 10 days for an action the student took immediately preceding, immediately following, or that could reasonably be tied to an incident in which the student was sexually assaulted or an incident in which the student reports being sexually assaulted, an incident where another person witnesses and reports the student's sexual assault, or an incident for which school officials receive credible information that the student was sexually assaulted. This subsection does not apply if:

- The student is convicted of, pleads guilty or responsible to, or is adjudicated responsible for aggravated assault, assault with intent to commit murder,

assault with intent for great bodily harm, assault with intent to maim, attempted murder, homicide, manslaughter; or criminal sexual conduct;

- The student commits an act described in Section H.1 through H.3 of this Policy;
- A Title IX investigation conducted pursuant to Policy 3118 concludes by clear and convincing evidence that the report of sexual assault was false; or
- The Board or the Superintendent determines, after considering the Mandatory 7 factors, that a longer-term suspension or expulsion is warranted.

In determining whether to suspend a student described in this section, the District will consider the recommendations of the District's Title IX Coordinator, as applicable.

J. Statewide School Safety Information Policy (SSSIP) & Law Enforcement Reporting

The Superintendent or designee must notify law enforcement when required by the SSSIP and make all other reports and provide all other notifications required by the SSSIP or any state or federal law. Nothing in this Policy limits the ability of a school administrator to contact law enforcement at any other time.

K. Educational Programming During Suspension or Expulsion

Except as otherwise required by law or as provided in this Policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion without written permission from the Superintendent or designee. District personnel may assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete coursework during the period of the student's suspension or expulsion.

Legal authority: 18 USC 921; 20 USC 1401 et seq., 7151; 29 USC 705, 794-794b; MCL 380.1308-1310, 380.1310a, 380.1310c, 380.1310d, 380.1310e, 380.1311, 380.1311a, 380.1312, 380.1313

Date adopted: August 15, 2022

Date revised: August 19, 2024

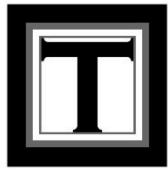
Date revised: February 17, 2025

THRUN LAW FIRM, P.C.

Thrun Policy Service Update Summary – January 2025

Board Policy Manual

Policy/Form	Revision(s) Made
4000 Series	
4113 Michigan Earned Sick Time Act (ESTA)	On July 31, 2024, the Michigan Supreme Court declared the Michigan Paid Medical Leave Act (PMLA) void and ordered the Michigan Earned Sick Time Act (ESTA) into law effective February 21, 2025. The new ESTA policy and form are intended to assist schools with ESTA implementation. To be attached with the form, see the 4113-F Attachment, which is a PDF containing a LEO ESTA brochure and a copy of the ESTA
4113-F Michigan Earned Sick Time Act (ESTA) Form	
4113-F Attachment - LEO ESTA Brochure and ESTA	
4305 Intentionally Left Blank	In addition to adopting Policy 4113 and Form 4113-F, your school should replace PMLA Policy 4305 with the enclosed "Intentionally Left Blank" policy to retain the policy numbering structure in your policy manual.



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January 15, 2025

Re: ESTA Policy and Form

Dear Retainer Client:

As previously announced in our August 2024 *School Law Notes*, on July 31, 2024, the Michigan Supreme Court declared the Michigan Paid Medical Leave Act (PMLA) void and ordered the Michigan Earned Sick Time Act (ESTA) into law effective February 21, 2025. *Mothering Justice v Attorney General*, Case No. 165325 (2024). A legislative bill introduced during the last legislative session would have retained the PMLA and eliminated ESTA, but that bill did not pass before that legislative session concluded on December 31, 2024. There is currently no pending bill that would retain the PMLA and eliminate ESTA, meaning ESTA will likely go into effect on February 21, 2025.

ESTA does not apply to employees covered by a collective bargaining agreement (CBA) until the CBA's expiration date. For all other employees, ESTA will apply beginning February 21, 2025.

To assist clients with pivoting from the PMLA to ESTA, Thrun prepared an ESTA policy and an ESTA form. The ESTA policy governs ESTA leave terms, including leave eligibility, accrual, and use. The ESTA form is intended to assist employers with providing an ESTA-mandated hire notice. Schools should consider repealing their PMLA policies effective February 21, 2025.

Although it appears that the Michigan Department of Labor and Economic Opportunity (LEO) prepared an ESTA "brochure" to assist employers with satisfying the ESTA hire notice mandate, that brochure omits certain required notice terms, including an employer's ESTA benefit year designation.

The ESTA policy and form will be sent this week to Thrun Policy Service update subscribers at no additional charge, along with instructions for repealing Thrun's current PMLA policy. For retainer clients who are not Thrun Policy Service update subscribers, the ESTA policy and form are available for purchase for \$335.00. Non-retainer clients may purchase these materials for \$385.00. Please contact Thrun's Board Policy Administrator, Luc Savoie, to purchase the policy and form at lsavoie@thrunlaw.com or at [517.374.8818](tel:517.374.8818).

We are aware of two pending bills that would amend ESTA – Senate Bill 15 of 2025 and Senate Bill 4002 of 2025. If those bills pass before ESTA goes into effect, Thrun will circulate an updated ESTA policy and form (if needed) at no extra charge to Thrun Policy Service subscribers and to those clients that purchase the ESTA policy and form before ESTA goes into effect. We recommend Board of Education approval for both PMLA policy repeal and ESTA policy adoption.

Thrun Law Firm, P.C.

This client communication is intended to provide helpful information on school law topics and is not intended as legal advice or opinion for specific facts, matters, situations, or issues. Legal counsel should be consulted about the application of this information to a specific circumstance or situation.

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4113 Michigan Earned Sick Time Act (ESTA) General

This Policy will only apply if ESTA is in effect.

Eligible employees may accrue and use paid leave as provided by the ESTA. Applicable provisions of a collective bargaining agreement, individual employment contract, or handbook, which exceed the rights provided to employees under the ESTA, remain in place and may provide additional paid leave time that is not provided by the ESTA.

If a collective bargaining agreement is in effect on February 21, 2025, the ESTA does not apply to employees subject to that collective bargaining agreement until the collective bargaining agreement's expiration date. The ESTA does not preempt or override the terms of a collective bargaining agreement in effect on February 21, 2025.

A. Definitions

1. Benefit year: the 12-month period from July 1 to June 30.
2. Family member:
 - a. biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the eligible employee stands *in loco parentis*;
 - b. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee's spouse (under the laws of any state) or domestic partner or a person who stood *in loco parentis* when the eligible employee was a minor child;
 - c. grandparent, grandchild, and biological, foster, or adopted sibling; or
 - d. any other individual related by blood or affinity whose close association with the eligible employee is the equivalent of a family relationship.
3. All other ESTA-defined terms apply to this Policy.

B. Eligibility

A newly hired employee may not use accrued earned sick time until 90 calendar days after the employee's start date, unless otherwise provided in a collective bargaining agreement, individual employment contract, employee handbook, or ESTA. If a collective bargaining agreement is in effect on February 21, 2025, bargaining unit members are not eligible employees until the collective bargaining agreement's expiration date.

C. Accrual of ESTA Leave

Unless subject to a grandfathered collective bargaining agreement, an employee begins accruing earned sick time on February 21, 2025 or the employee's start date, whichever is later.

An eligible employee will receive 1 hour of earned sick time for every 30 hours worked, but the eligible employee may only use up to 72 hours of earned sick time in a single benefit year. An FLSA-exempt eligible employee is assumed to work 40 hours per workweek unless the employee's normal workweek is less than 40 hours.

Accrued leave will carry over from benefit year to benefit year. The District may frontload earned sick time in increments that comply with the ESTA.

If ESTA is in effect, leave for any ESTA qualifying circumstances up to a maximum of 72 hours per benefit year will run concurrently with other paid leave benefits as allowed by ESTA. When an eligible employee uses other paid leave benefits for an ESTA qualifying circumstance, the employee's paid time is first deducted from the earned sick time accrued under ESTA. Additional absences, above and beyond earned sick time under ESTA, are governed by an applicable collective bargaining agreement, individual employment contract, or Board Policy.

As used in this subsection, "other paid leave" benefits includes but is not limited to paid vacation days, personal days, sick days, and other paid time off. Earned sick time can be used for the purposes, and subject to the conditions, described below.

D. Qualifying Circumstances

An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;

4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

E. Use of ESTA Leave

When requesting use of earned sick time, if the eligible employee's need to use leave is foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time at least 7 days prior to the date leave is to begin. If the eligible employee's need to use leave is not foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time as soon as practicable. For leave of more than 3 consecutive days, upon District request the eligible employee must provide the District in a timely manner with documentation that earned sick time was used for an ESTA purpose. The District will be responsible for paying the eligible employee's expenses in obtaining the requested documentation.

In cases of domestic violence or sexual assault, sufficient documentation includes any of the following:

- a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault;
- a signed statement from a victim and witness advocate affirming that the employee or the employee's family member is receiving services from a victim services organization; or
- a court document indicating that the employee or the employee's family member is involved in legal action related to domestic violence or sexual assault.

All health, sexual assault, and domestic violence information and documentation received from an employee about earned sick time remains confidential and will not be disclosed, except to the employee, with the employee's written permission, or as and to the extent required by law.

Failure to comply with notice procedures or document requests to support the use of earned sick time may result in discipline, including discharge.

Unless otherwise provided in an employee's collective bargaining agreement, individual employment contract, or handbook:

- earned sick time must be used in hourly increments;
- an employee using earned sick time will not receive overtime pay, holiday pay, or bonuses for the earned sick time;
- upon discharge or other separation from employment, an employee automatically loses accrued earned sick time unless the employee is rehired by the District within 6 months of the separation; and
- accrued earned sick time that is not used before an employee's discharge or any other separation from employment will have no monetary value, subject to the ESTA requirement to reinstate previously accrued and unused earned sick time if the employee is rehired by the District within 6 months of the separation.

F. Notice and Recordkeeping

The District will:

- provide an ESTA notice created by the Michigan Department of Labor and Economic Opportunity to each eligible employee at hire or by February 21, 2025, whichever is later (see 4113-F);
- display in a conspicuous location in each of its buildings the ESTA poster created by the Michigan Department of Labor and Economic Opportunity; and
- retain for not less than 3 years records documenting hours worked and earned sick time taken by employees.

Legal authority: MCL 408.934b, 408.961 et seq., *Mothering Justice v Attorney General*, 2024 Mich LEXIS 1454 (July 31, 2024)

Date adopted:

Date revised:

Series 4000: District Employment

4300 Non-Exempt Staff

4305 Michigan Paid Medical Leave Act (MPMLA)

A. General

Eligible Non-Exempt Staff may accrue and use paid leave as provided by the MPMLA. Applicable provisions of a collective bargaining agreement, individual employment contract, or handbook, which exceed the rights provided to Non-Exempt Staff under the MPMLA, remain in place.

This Policy does not apply to employees exempt from the overtime requirements of the Fair Labor Standards Act (e.g., employees meeting the FLSA's definition for the professional, administrative, or executive exemptions).

B. Definitions

1. Benefit year: the 12-month period from July 1 to June 30.
2. Family member:
 - a. biological, adopted, or foster child, stepchild or legal ward, or a child to whom the eligible employee stands *in loco parentis*.
 - b. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee's spouse, under the laws of any state, or a person who stood *in loco parentis* when the eligible employee was a minor child.
 - c. grandparent, grandchild, and biological, foster, or adopted sibling.
3. All other MPMLA-defined terms apply to this Policy.

C. Eligibility

A newly hired Non-Exempt Staff member may not use accrued MPMLA leave until 90 calendar days after the staff member's start date, unless otherwise provided in a collective bargaining agreement, individual employment contract, or employee handbook.

A staff member is not eligible under the MPMLA if the member:

1. is "exempt" from the FLSA's overtime compensation requirements;
2. is employed by the District for fewer than 25 weeks in a calendar year for a job scheduled for 25 weeks or fewer;
3. worked, on average, fewer than 25 hours per week during the immediately preceding calendar year;

4. is subject to Improved Workforce Opportunity Wage Act Section 4b (i.e., an employee who is under age 20 and working as a trainee or is less than age 18);
5. is a variable hour employee as defined in 26 CFR 54.4980H-1;
6. is employed by a “temporary help firm” as described in Michigan Employment Security Act Section 29(1)(l); or
7. meets any other exclusion in MPMLA Section 2(e).

D. Accrual of MPMLA Leave

An eligible Non-Exempt Staff member will receive at least 40 hours of paid medical leave at the beginning of a benefit year or a pro-rated amount based on the Non-Exempt Staff member’s start date. This paid medical leave consists of all paid leave time (e.g., vacation days, personal days, sick days, and other paid time off) that can be used for the purposes described below. Paid medical leave will not carry over from one benefit year to the next unless authorized in the relevant collective bargaining agreement, individual employment contract, or handbook.

E. Qualifying Circumstances

An eligible Non-Exempt Staff member may use accrued MPMLA leave for the staff member or the staff member’s family member(s) for the following reasons:

1. mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventative medical care;
2. for a victim of domestic violence or sexual assault, any related medical care or counseling for physical or psychological injury or disability, victim services or legal services, judicial proceedings, or relocation related to or resulting from the domestic violence or sexual assault; or
3. for closure of an eligible Non-Exempt Staff member’s primary workplace by order of a public official due to a public health emergency; for a Non-Exempt Staff member’s need to care for a child whose school or place of care has been closed by order of a public official; or due to a determination by health authorities that the presence of an eligible Non-Exempt Staff member or family member in the community would jeopardize the health of others due to exposure to a communicable disease whether or not the eligible Non-Exempt Staff member or family member has actually contracted the communicable disease.

F. Use of MPMLA Leave

When requesting MPMLA leave, an eligible Non-Exempt Staff member must comply with the notice, procedure, and documentation requirements in an applicable collective bargaining agreement, individual employment contract, handbook, or as customarily required by the District. Upon District request, the

Non-Exempt Staff member has 3 days to provide sufficient documentation substantiating eligibility for MPMLA leave.

In cases of domestic violence or sexual assault, sufficient documentation includes any of the following:

- a police report indicating that the eligible Non-Exempt Staff member or family member was a victim of domestic violence or sexual assault;
- a signed statement from a victim and witness advocate affirming that the eligible Non-Exempt Staff member or family member is receiving services from a victim services organization; or
- a court document indicating that the eligible Non-Exempt Staff member or a family member is involved in legal action related to domestic violence or sexual assault.

All health, sexual assault, and domestic violence information and documentation received from a Non-Exempt Staff member about MPMLA leave remains confidential and will not be disclosed, except to the staff member, with the staff member's written permission, or as and to the extent required by law.

Failure to comply with notice procedures for document requests to support the MPMLA leave may result in discipline, including discharge, or ineligibility for MPMLA leave.

Unless otherwise provided in an eligible Non-Exempt Staff member's collective bargaining agreement, individual employment contract, or handbook:

- MPMLA leave must be used in hour increments;
- a Non-Exempt Staff member using MPMLA leave will not receive overtime pay, holiday pay, or bonuses for MPMLA leave time;
- upon discharge or other separation from employment, an eligible Non-Exempt Staff member automatically loses accrued MPMLA leave; and
- accrued MPMLA leave that is not used before a Non-Exempt Staff member's discharge or any other separation from employment will have no monetary value.

G. Notice and Recordkeeping

The District will provide notice of the MPMLA by displaying in a conspicuous location in each of its buildings the MPMLA poster created by the Michigan Department of Licensing and Regulatory Affairs.

The District will retain records of each Non-Exempt Staff member's accrual and use of MPMLA leave for not less than 1 year.

Legal authority: MCL 408.934b, 408.961 et seq.

Date adopted: August 15, 2022

Date revised: