

Kent ISD Regular School Board Meeting

Monday, October 20, 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. Facilities Update: Russell Bray

D. Action Items

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

D.1. Approval of the minutes from the regular school board meeting and special meeting held on Monday, September 15, 2025.

D.2. Approve the Financial Report, allowing bills from September 1, 2025, through September 30, 2025.

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

D.4. Approve the board policy update provided by Thrun Law.

D.5. Approve the purchase of GSRP curriculum and supplies from Kaplan Early Learning Company.

D.6. Approve the purchase of eleven Universal Robot Certification Kits from Toolkit Technology for the KCTC Mechatronics program.

D.7. Approve the bid from Three Oaks Groundcovers for snow removal services at the Beltline campus.

D.8. Approve the KCTC request to send KCTC students to the National FFA Convention on October 30, 2025, in Indianapolis, IN.

D.9. Approve the West Michigan Health Insurance Pool Resolution to designate Mr. Kevin Philipps as the Trustee, and Mr. Dave Rodgers as the Alternative Trustee.

E. **Approve the proposed agreement with Dean Transportation to provide special education transportation services.**

F. **Approve the partnership agreements for CTE Regional Programming with Educational Institutions to expand CTE offerings in the region.**

G. **Approve Kent ISD administration to reduce up to 4.0 FTE from the Bright Beginnings program at the conclusion of the 2025-2026 school year.**

H. **Approve the distribution of special education Act 18 funds.**

I. **ADDENDUM: Approve the Leading Educators Consulting Services Contract for WMTC.**

J. **Informational/Discussion Item**

J.1. Superintendent 2025-2026 Goals

K. **Public Comment**

L. **Items from Board Members**

M. **Superintendent's Report**

N. **Adjournment**

Leading Learning Award October 2025

Driven by her passion for Listening and Spoken Language Outcomes for Deaf and Hard of Hearing Students, Lisa has served Kent ISD Oral Deaf Program for almost 40 years, both instructing in classrooms and serving students across the county as a Teacher Consultant.

Lisa is steadfast in her learning and professional development, committed to ensuring that students are getting the most up to date best practices daily. She participates annually in National Conferences for Hearing First, AGBell, and Hear Indiana.

Her passion and commitment have led her to be a leader in the county, state, and the country. She has served on our Kent ISD Oral Deaf Program CIT team and served on statewide committees for DHH such as EDHI and MSPSDHH. She has been an adjunct instructor for Language Classes at Grand Valley State University and Mentored New Staff and Student Teachers. This leadership has led her to coaching opportunities that brought her to Florida and Indiana to support other Public Schools desiring to improve their Listening and Spoken language programs.

Lisa helps lead our Teacher Consultant team as the Lead Evaluator for our program, she is a spokesperson in the community and in all 20 districts of the county. She exudes professionalism and good work ethic. She is the epitome of a trustworthy employee. No matter what is happening in her life or what obstacles get in the way, she puts the kids first and has made sure that hundreds of students have received the services they need in our county.

Kent ISD and the Oral Deaf Program are blessed to have this highly skilled, professional educator as part of their team. The impact that Lisa has made on this program; the families, the students, the staff, and in the field of Deaf and Hard of Hearing is monumental. She is a true Leader of Learning!



Leading Learning Award October 2025

Stacy Serba is a one-of-a-kind teacher. She is a leader for our Preschool team at Kent City. She is always available to answer questions! If she doesn't immediately know the answer, she happily tracks down the answer from the correct staff or department. As her co-teachers, we are always learning how to mentor and guide the students in our care by watching her good example. She has been faithful in her role as a preschool teacher for many years. I have observed past students, not only elementary students but also adults who were in her class, coming to Stacy to share hugs and high fives because they have such great memories of being in her class as preschoolers! She is a stickler to our curriculum's details because she has had the privilege over time to see her efforts flourish through her students achievements! Stacy is the epitome of what a "leader of learning" looks like in her day-to-day instruction and overall philosophy of making every student's learning her top priority.



The Kent ISD School Board held a Special Meeting at the Kent Conference Center on Monday, September 15, 2025. President Haidle called the meeting to order at 4:45 p.m.

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

Kent ISD Staff Present: Superintendent Gorman; Assistant Superintendent Rodgers; Recording Secretary Lovell.

Guests: Jen Schottke, Mary Vonck

President Haidle welcomed visitors and shared the process for appointing the open seat for the Kent ISD School Board.

President Haidle invited members of the public to comment. No public comment was given.

An interview with Ms. Melissa Manning was scheduled at 5:00 p.m. Ms. Manning did not attend the interview.

An interview with Ms. Tanya May Powell was scheduled at 5:15 p.m. Ms. May Powell did not attend the interview.

An interview with Ms. Jen Schottke began at 5:15 p.m. and ended at 5:30 p.m.

An interview with Ms. Mary Vonck began at 5:40 p.m. and ended at 5:55 p.m.

Board Members had the opportunity to discuss and deliberate on the candidates' responses. Members submitted their votes to Mr. Dave Rodgers who shared that Board members voted unanimously for Ms. Jen Schottke.

A motion was made by Member Featherston, seconded by Member Drake, to appoint Ms. Jen Schottke to the open seat on the Kent ISD School Board following Matt Rettig's resignation.

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

Motion declared to have carried.

President Haidle adjourned the meeting at 6:09 p.m.

Minutes approved on October 20, 2025

Andrea Haidle, President

David Drake, Secretary

The Kent ISD School Board held a regular meeting at the Kent Conference Center on Monday, September 15, 2025. President Haidle called the meeting to order at 4:00 p.m.

Members Present: Drake, Hamming, Featherston, Haidle

Member Absent:

Kent ISD Staff Present: Superintendent Gorman; Assistant Superintendents Finkel, Fee, Gardner, Myers, Philipps, Rodgers; Directors Arnold, Baine, Behm, Bray, Burns Campbell, Graham, Hendry, Hissong, Hofstee, Houtman, Karsten, Larkin, Lienesch, Lillis, Maynard, McClintic, Moore, Murphy Sneider, Store, Verwey.

Staff Members: Cinnamon Mellema, Kathern O'Hara Wallis, Elissa Talsma, Garrett Burgett

President Haidle welcomed attendees and turned the meeting over to Director Arnold to honor Elissa Talsma with the Leading Learning Award.

Upon motion of Member Featherston, supported by Member Hamming, it was resolved to combine and approve the consent agenda action items D.1-D.6.

Ayes: Hamming, Featherston, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Hamming, supported by Member Featherston, it was resolved to approve the Letter of Agreement amending the existing collective bargaining agreement for Kent ISD Interpreters.

Ayes: Featherston, Hamming, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Hamming, it was resolved to approve Kent ISD Administration to reduce up to 4.0 FTE from the Bright Beginnings program at the conclusion of the 2025-2026 school year.

Ayes: Featherston, Haidle

Nays: Hamming

Abstained: Drake

Motion failed

Member Drake joined the meeting 4:10 pm.

Upon motion of Member Hamming, supported by Member Featherston, it was resolved to approve Kent ISD Administration to discontinue the KCTC Career Navigation team at the conclusion of the 2025-2026 school year.

Ayes: Hamming, Featherston, Drake, Haidle

Nays: None

Motion declared to have carried.

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

Ayes: Featherston, Drake, Hamming, Haidle

Nays: None

Motion declared to have carried.

Upon motion of Member Drake, supported by Member Hamming, it was resolved to adopt the resolution to honor Mr. Matt Rettig for his service as a Kent ISD School Board Member.

Ayes: Drake, Hamming, Featherston, Haidle

Nays: None

Motion declared to have carried.

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

Member Hamming shared that the upcoming School Board Finance Bootcamp session will be held on Tuesday, September 30 at the Kent Conference Center. If members are interested in attending, registration is still open.

Superintendent Gorman outlined the evaluation timeline for 2025-2026 school year. His yearly goals will be presented to the Board in October, followed by a midyear progress review in December, an informal update in February, and the final evaluation to take place in April.

Dr. Gorman shared that Kent ISD is exploring the possibility of establishing a satellite Career and Technical Education (CTE) site at the former Dutton Elementary School in Caledonia. This potential location would allow us to offer additional CTE classes and provide greater access for students across the county. Additional input from board members, staff, and the community will be sought before any decisions are made.

Mr Dan Behm provided a legislative update and shared the current status of the state budget. School districts are currently discussing contingency plans should the state government shut down due to the lack of a state budget passing prior to October 1.

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

Minutes approved on October 20, 2025

Andrea Haidle, President

David Drake, Secretary

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND
9/1/25-9/30/25**

11. GENERAL EDUCATION	\$	10,086,981.89
21. SPECIAL EDUCATION-CENTER PROGRAMS	\$	305,838.45
22. SPECIAL EDUCATION	\$	15,254,781.33
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)	\$	12,166,875.47
26. CAREER TECHNICAL EDUCATION	\$	883,712.32
27. COOPERATIVE EDUCATION **	\$	43,385.68
29. STUDENT/SCHOOL ACTIVITY FUND	\$	13,925.74
	\$	-
CAPITAL PROJECTS		
	\$	-
41. GENERAL EDUCATION	\$	29,454.07
42. SPECIAL EDUCATION	\$	112,807.14
46. CAREER TECHNICAL EDUCATION	\$	59,150.48
	\$	-
81. INTERNAL SERVICE FUND	\$	-

TOTAL	\$	38,956,912.57
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Total Transfers Out to LEAs (K-12 and Charter Schools)	\$	29,061,472.59
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*** Disbursements from fund 28 are included in fund 27-Cooperative Education totals.*

Kent ISD Check Register 9/1/2025 to 9/30/2025

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300033886	GRAND RAPIDS PUBLIC SCHOOLS	22	2,544,445.00		
			Check Total	2,544,445.00	ACT 18 FY26 PMT 1
300033893	KENTWOOD PUBLIC SCHOOLS	22	1,748,535.00		
			Check Total	1,748,535.00	ACT 18 FY26 PMT 1
300033974	GRAND VALLEY STATE UNIVERSITY	11	1,353,466.49		
			Check Total	1,353,466.49	WMTC - SUMMER 2025 TEXTBOOKS
300033820	GRAND RAPIDS PUBLIC SCHOOLS	23	1,341,084.51		
			Check Total	1,341,084.51	FY26 ENHANCE 2025-09-05
609172501	MICH PUBLIC SCHOOL EMPLOYEES	11	1,279,701.41		
			Check Total	1,279,701.41	RETIREMENT 09.05.25
300033881	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	1,117,711.00		
			Check Total	1,117,711.00	ACT 18 FY26 PMT 1
609042501	MICH PUBLIC SCHOOL EMPLOYEES	11	1,117,500.81		
			Check Total	1,117,500.81	RETIREMENT 08.22.25
300033825	KENTWOOD PUBLIC SCHOOLS	23	944,316.63		
			Check Total	944,316.63	FY26 ENHANCE 2025-09-05
300033903	ROCKFORD PUBLIC SCHOOLS	22	920,011.00		
			Check Total	920,011.00	ACT 18 FY26 PMT 1
609252501	NEXT GENERATION ENROLLMENT INC	11	877,879.68		
			Check Total	877,879.68	OCTOBER PREMIUMS
300033817	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	23	875,801.28		
			Check Total	875,801.28	FY26 ENHANCE 2025-09-05

300033888	GRANDVILLE PUBLIC SCHOOLS	22	802,360.00	
			Check Total	802,360.00 ACT 18 FY26 PMT 1
300033828	ROCKFORD PUBLIC SCHOOLS	23	745,362.64	
			Check Total	745,362.64 FY26 ENHANCE 2025-09-05
609192523	UNITED STATES TREASURY	11	739,680.08	
			Check Total	739,680.08 PAYROLL TAXES
300033872	CALEDONIA COMMUNITY SCHOOLS	22	724,604.00	
			Check Total	724,604.00 ACT 18 FY26 PMT 1
609052520	UNITED STATES TREASURY	11	680,884.39	
			Check Total	680,884.39 PAYROLL TAXES
64228	MICH EDUC SPECIAL SERVICES	11	600,374.02	
			Check Total	600,374.02 Insurance Premiums - October 2
300033913	WYOMING PUBLIC SCHOOLS	22	581,247.00	
			Check Total	581,247.00 ACT 18 FY26 PMT 1
300033821	GRANDVILLE PUBLIC SCHOOLS	23	547,077.67	
			Check Total	547,077.67 FY26 ENHANCE 2025-09-05
300033958	GRAND RAPIDS PUBLIC SCHOOLS	23	529,660.32	
			Check Total	529,660.32 FY26 ENHANCE 2025-09-19
300033871	BYRON CENTER PUBLIC SCHOOLS	22	520,628.00	
			Check Total	520,628.00 ACT 18 FY26 PMT 1
300033847	GRAND RAPIDS PUBLIC SCHOOLS	11	504,230.00	
			Check Total	504,230.00 Monthly GSRP Curriculum/Assess
300033813	CALEDONIA COMMUNITY SCHOOLS	23	493,922.66	
			Check Total	493,922.66 FY26 ENHANCE 2025-09-05
300033891	KENOWA HILLS PUBLIC SCHOOLS	22	489,986.00	
			Check Total	489,986.00 ACT 18 FY26 PMT 1
300033873	CEDAR SPRINGS PUBLIC SCHOOLS	22	484,462.00	
			Check Total	484,462.00 ACT 18 FY26 PMT 1

300033884	GODWIN HEIGHTS PUBLIC SCHOOLS	22	457,954.00	
			Check Total	457,954.00 ACT 18 FY26 PMT 1
300033812	BYRON CENTER PUBLIC SCHOOLS	23	450,801.70	
			Check Total	450,801.70 FY26 ENHANCE 2025-09-05
300033852	KENTWOOD PUBLIC SCHOOLS	11	433,927.44	
			Check Total	433,927.44 EARLY LIT 35a(4) FY26
300033905	THORNAPPLE KELLOGG SCHOOLS	22	425,163.00	
			Check Total	425,163.00 ACT 18 FY26 PMT 1
300033899	NORTHVIEW PUBLIC SCHOOLS	22	395,692.00	
			Check Total	395,692.00 ACT 18 FY26 PMT 1
300033896	LOWELL AREA SCHOOLS	22	393,449.00	
			Check Total	393,449.00 ACT 18 FY26 PMT 1
300033831	WYOMING PUBLIC SCHOOLS	23	375,056.98	
			Check Total	375,056.98 FY26 ENHANCE 2025-09-05
300033963	KENTWOOD PUBLIC SCHOOLS	23	372,957.14	
			Check Total	372,957.14 FY26 ENHANCE 2025-09-19
64334	POWERSCHOOL HOLDINGS LLC	21	338.10	
	POWERSCHOOL HOLDINGS LLC	22	351,081.30	
			Check Total	351,419.40 SP ED EARLY ON ANNUAL 08/17/2
300033890	KELLOGGSVILLE PUBLIC SCHOOLS	22	349,316.00	
			Check Total	349,316.00 ACT 18 FY26 PMT 1
300033955	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	23	345,897.06	
			Check Total	345,897.06 FY26 ENHANCE 2025-09-19
300033826	LOWELL AREA SCHOOLS	23	343,136.86	
			Check Total	343,136.86 FY26 ENHANCE 2025-09-05
300033879	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	340,946.00	
			Check Total	340,946.00 ACT 18 FY26 PMT 1

300033827	NORTHVIEW PUBLIC SCHOOLS	23	311,828.33	
			Check Total	311,828.33 FY26 ENHANCE 2025-09-05
300033830	THORNAPPLE KELLOGG SCHOOLS	23	304,513.84	
			Check Total	304,513.84 FY26 ENHANCE 2025-09-05
300033814	CEDAR SPRINGS PUBLIC SCHOOLS	23	296,527.38	
			Check Total	296,527.38 FY26 ENHANCE 2025-09-05
300033904	SPARTA AREA SCHOOLS	22	295,598.00	
			Check Total	295,598.00 ACT 18 FY26 PMT 1
300033816	EAST GRAND RAPIDS PUBLIC SCHOOLS	23	295,058.74	
			Check Total	295,058.74 FY26 ENHANCE 2025-09-05
300033966	ROCKFORD PUBLIC SCHOOLS	23	294,380.42	
			Check Total	294,380.42 FY26 ENHANCE 2025-09-19
300033823	KENOWA HILLS PUBLIC SCHOOLS	23	289,987.78	
			Check Total	289,987.78 FY26 ENHANCE 2025-09-05
300033883	GODFREY LEE PUBLIC SCHOOLS	22	259,606.00	
			Check Total	259,606.00 ACT 18 FY26 PMT 1
300033875	COMSTOCK PARK PUBLIC SCHOOLS	22	236,027.00	
			Check Total	236,027.00 ACT 18 FY26 PMT 1
300033829	SPARTA AREA SCHOOLS	23	234,624.87	
			Check Total	234,624.87 FY26 ENHANCE 2025-09-05
300033822	KELLOGGSVILLE PUBLIC SCHOOLS	23	216,818.13	
			Check Total	216,818.13 FY26 ENHANCE 2025-09-05
300033959	GRANDVILLE PUBLIC SCHOOLS	23	216,067.91	
			Check Total	216,067.91 FY26 ENHANCE 2025-09-19
300033951	CALEDONIA COMMUNITY SCHOOLS	23	195,074.38	
			Check Total	195,074.38 FY26 ENHANCE 2025-09-19
300033819	GODWIN HEIGHTS PUBLIC SCHOOLS	23	191,073.41	
			Check Total	191,073.41 FY26 ENHANCE 2025-09-05

300033950	BYRON CENTER PUBLIC SCHOOLS	23	178,043.80	
			Check Total	178,043.80 FY26 ENHANCE 2025-09-19
300033815	COMSTOCK PARK PUBLIC SCHOOLS	23	175,373.62	
			Check Total	175,373.62 FY26 ENHANCE 2025-09-05
300033892	KENT CITY COMMUNITY SCHOOLS	22	163,541.00	
			Check Total	163,541.00 ACT 18 FY26 PMT 1
300033818	GODFREY LEE PUBLIC SCHOOLS	23	162,903.06	
			Check Total	162,903.06 FY26 ENHANCE 2025-09-05
300033969	WYOMING PUBLIC SCHOOLS	23	148,128.47	
			Check Total	148,128.47 FY26 ENHANCE 2025-09-19
300033964	LOWELL AREA SCHOOLS	23	135,521.64	
			Check Total	135,521.64 FY26 ENHANCE 2025-09-19
80914251	JPMORGAN CHASE BANK NA	11	54,318.13	
	JPMORGAN CHASE BANK NA	21	24,555.37	
	JPMORGAN CHASE BANK NA	22	9,600.54	
	JPMORGAN CHASE BANK NA	26	35,325.63	
	JPMORGAN CHASE BANK NA	27	783.27	
	JPMORGAN CHASE BANK NA	28	251.43	
	JPMORGAN CHASE BANK NA	29	1,136.53	
	JPMORGAN CHASE BANK NA	41	7,917.88	
	JPMORGAN CHASE BANK NA	42	366.82	
	JPMORGAN CHASE BANK NA	46	0.00	
			Check Total	134,255.60 AMAZON MKTPL*C599178U3
300033965	NORTHVIEW PUBLIC SCHOOLS	23	123,156.37	
			Check Total	123,156.37 FY26 ENHANCE 2025-09-19
300033824	KENT CITY COMMUNITY SCHOOLS	23	122,430.40	
			Check Total	122,430.40 FY26 ENHANCE 2025-09-05

64248 SET INC	11	120,675.00	
		Check Total	120,675.00 FY26 WC QTR2
300033968 THORNAPPLE KELLOGG SCHOOLS	23	120,267.52	
		Check Total	120,267.52 FY26 ENHANCE 2025-09-19
300033952 CEDAR SPRINGS PUBLIC SCHOOLS	23	117,113.26	
		Check Total	117,113.26 FY26 ENHANCE 2025-09-19
300033954 EAST GRAND RAPIDS PUBLIC SCHOOLS	23	116,533.23	
		Check Total	116,533.23 FY26 ENHANCE 2025-09-19
609192525 STATE OF MICHIGAN	11	115,888.32	
		Check Total	115,888.32 PAYROLL TAXES
300033849 KELLOGGSVILLE PUBLIC SCHOOLS	11	114,610.89	
		Check Total	114,610.89 EARLY LIT 35a(4) FY26
300033961 KENOWA HILLS PUBLIC SCHOOLS	23	114,530.46	
		Check Total	114,530.46 FY26 ENHANCE 2025-09-19
64063 STRATASYS INC	26	108,896.50	
		Check Total	108,896.50 CO-MECHATRONICS STRATASYS 3D P
300033941 SPARTA AREA SCHOOLS	11	108,097.00	
		Check Total	108,097.00 FY25 ADULT ED DEFERRED REV
300033949 ZEELAND PUBLIC SCHOOLS	11	106,392.00	
		Check Total	106,392.00 FY25 ADULT ED DEFERRED REV
609052522 STATE OF MICHIGAN	11	105,611.34	
		Check Total	105,611.34 PAYROLL TAXES
300033880 EXCEL CHARTER ACADEMY	22	105,237.00	
		Check Total	105,237.00 ACT 18 FY26 PMT 1
300033906 VANGUARD CHARTER ACADEMY	22	102,337.00	
		Check Total	102,337.00 ACT 18 FY26 PMT 1
300033878 CROSS CREEK CHARTER ACADEMY	22	99,551.00	
		Check Total	99,551.00 ACT 18 FY26 PMT 1

300033907	VISTA CHARTER ACADEMY	22	97,378.00	
			Check Total	97,378.00 ACT 18 FY26 PMT 1
300033967	SPARTA AREA SCHOOLS	23	92,664.92	
			Check Total	92,664.92 FY26 ENHANCE 2025-09-19
300033908	WALKER CHARTER ACADEMY	22	92,223.00	
			Check Total	92,223.00 ACT 18 FY26 PMT 1
300033846	GODWIN HEIGHTS PUBLIC SCHOOLS	11	89,423.46	
			Check Total	89,423.46 EARLY LIT 35a(4) FY26
300033887	GRAND RIVER PREPARATORY HIGH SCHOOL	22	88,420.00	
			Check Total	88,420.00 ACT 18 FY26 PMT 1
300033874	CHANDLER WOODS CAMPUS	22	87,467.00	
			Check Total	87,467.00 ACT 18 FY26 PMT 1
300033910	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	86,122.00	
			Check Total	86,122.00 ACT 18 FY26 PMT 1
300033960	KELLOGGSVILLE PUBLIC SCHOOLS	23	85,632.15	
			Check Total	85,632.15 FY26 ENHANCE 2025-09-19
64016	GEROTECH INC	26	85,568.00	
			Check Total	85,568.00 CO-CNC MILLING MACHINE FOR PRE
300033845	GODFREY LEE PUBLIC SCHOOLS	11	78,085.52	
			Check Total	78,085.52 EARLY LIT 35a(4) FY26
300033901	RIDGE PARK CHARTER ACADEMY	22	76,227.00	
			Check Total	76,227.00 ACT 18 FY26 PMT 1
300033957	GODWIN HEIGHTS PUBLIC SCHOOLS	23	75,464.30	
			Check Total	75,464.30 FY26 ENHANCE 2025-09-19
300033864	ROCKFORD PUBLIC SCHOOLS	11	74,245.25	
			Check Total	74,245.25 EARLY LIT 35a(4) FY26
300033953	COMSTOCK PARK PUBLIC SCHOOLS	23	69,263.68	
			Check Total	69,263.68 FY26 ENHANCE 2025-09-19

300033895	LIGHTHOUSE ACADEMY	22	69,229.00	
			Check Total	69,229.00 ACT 18 FY26 PMT 1
300033850	KENOWA HILLS PUBLIC SCHOOLS	11	69,124.88	
			Check Total	69,124.88 EARLY LIT 35a(4) FY26
300033936	ORCHARD VIEW SCHOOLS	11	68,776.00	
			Check Total	68,776.00 FY25 ADULT ED DEFERRED REV
300033838	CEDAR SPRINGS PUBLIC SCHOOLS	11	66,747.57	
			Check Total	66,747.57 EARLY LIT 35a(4) FY26
300033911	WEST MICH AVIATION ACADEMY	22	64,370.00	
			Check Total	64,370.00 ACT 18 FY26 PMT 1
300033956	GODFREY LEE PUBLIC SCHOOLS	23	64,338.44	
			Check Total	64,338.44 FY26 ENHANCE 2025-09-19
300033839	COMSTOCK PARK PUBLIC SCHOOLS	11	61,992.95	
			Check Total	61,992.95 EARLY LIT 35a(4) FY26
300033858	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	6,118.69	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	22,932.27	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	31,542.23	
			Check Total	60,593.19 ACCT# 41000 - ELECTRICITY JULY
300033844	FOREST HILLS PUBLIC SCHOOLS ADMINISTRATION	11	60,347.12	
			Check Total	60,347.12 EARLY LIT 35a(4) FY26
300033867	THORNAPPLE KELLOGG SCHOOLS	11	60,347.12	
			Check Total	60,347.12 EARLY LIT 35a(4) FY26
300033894	KNAPP CHARTER ACADEMY	22	57,876.00	
			Check Total	57,876.00 ACT 18 FY26 PMT 1
300033862	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	56,925.39	
			Check Total	56,925.39 KCTC EAST PH3 RENO-PROF SERV T
300033860	NORTHVIEW PUBLIC SCHOOLS	11	55,620.34	
			Check Total	55,620.34 WMTC RESIDENT STIPEND - J.LAMA

300033836	BYRON CENTER PUBLIC SCHOOLS	11	54,678.15	
			Check Total	54,678.15 EARLY LIT 35a(4) FY26
300033865	SPARTA AREA SCHOOLS	11	52,849.45	
			Check Total	52,849.45 EARLY LIT 35a(4) FY26
300033897	NEW BRANCHES SCHOOL	22	51,128.00	
			Check Total	51,128.00 ACT 18 FY26 PMT 1
300033837	CALEDONIA COMMUNITY SCHOOLS	11	49,192.05	
			Check Total	49,192.05 EARLY LIT 35a(4) FY26
300033962	KENT CITY COMMUNITY SCHOOLS	23	48,353.80	
			Check Total	48,353.80 FY26 ENHANCE 2025-09-19
300033791	GRAND RAPIDS PUBLIC SCHOOLS	11	47,076.00	
			Check Total	47,076.00 WMTC STIPENDS-BRACEY/DRAKE/PET
64224	LIFE EMS AMBULANCE	26	46,815.70	
			Check Total	46,815.70 EMT CONTRACT SERVICES FOR SY26
300033809	UNITED COMMERCIAL SERVICES INC	21	40,677.24	
	UNITED COMMERCIAL SERVICES INC	26	4,632.00	
			Check Total	45,309.24 KEC-B JANITORIAL SERVICES
300033973	GR COMMUNITY COLLEGE	11	44,950.00	
			Check Total	44,950.00 GRCC Lease '26 Program Year
300033902	RIVER CITY SCHOLARS CHARTER ACADEMY	22	44,281.00	
			Check Total	44,281.00 ACT 18 FY26 PMT 1
300033889	HOPE ACADEMY OF WEST MICHIGAN	22	44,130.00	
			Check Total	44,130.00 ACT 18 FY26 PMT 1
300033851	KENT CITY COMMUNITY SCHOOLS	11	44,071.69	
			Check Total	44,071.69 EARLY LIT 35a(4) FY26
300033854	LOWELL AREA SCHOOLS	11	42,974.46	
	LOWELL AREA SCHOOLS	22	719.67	
			Check Total	43,694.13 EARLY LIT 35a(4) FY26

300033912	WILLIAM C ABNEY ACADEMY	22	42,028.00	
			Check Total	42,028.00 ACT 18 FY26 PMT 1
63989	A&B MECHANICAL CONTRACTORS INC	42	40,000.00	
			Check Total	40,000.00 KEC-O BOILER REPLACEMENT
300033979	KENT COUNTY TREASURER	11	593.14	
	KENT COUNTY TREASURER	22	23,890.00	
	KENT COUNTY TREASURER	23	5,992.89	
	KENT COUNTY TREASURER	26	5,867.23	
	KENT COUNTY TREASURER	42	698.60	
	KENT COUNTY TREASURER	46	698.60	
			Check Total	37,740.46 REFUND OF TAXES
609192501	CITY OF GRAND RAPIDS	11	37,478.84	
			Check Total	37,478.84 GRAND RAPIDS CITY TAXES
300033909	WELLSPRING PREPARATORY HIGH SCHOOL	22	37,404.00	
			Check Total	37,404.00 ACT 18 FY26 PMT 1
300033781	ADN ADMINISTRATORS INC	11	37,100.89	
			Check Total	37,100.89 KENT ISD DENTAL CLAIMS
300033877	CREATIVE TECHNOLOGIES ACADEMY	22	36,685.00	
			Check Total	36,685.00 ACT 18 FY26 PMT 1
300033876	COVENANT HOUSE ACADEMY	22	36,678.00	
			Check Total	36,678.00 ACT 18 FY26 PMT 1
300033977	HEART OF WEST MICH UNITED WAY	11	35,476.26	
			Check Total	35,476.26 32P SERVICES 08/01/25-08/31/25
300033986	SEHI COMPUTER PRODUCTS INC	11	3,180.00	
	SEHI COMPUTER PRODUCTS INC	26	31,650.00	
			Check Total	34,830.00 CO-HP ELITE TOWER 800 G9 FOR C
64194	BYRON TOWNSHIP TREASURER	22	34,576.00	
			Check Total	34,576.00 TAX COLLECTION

300033885	GR CHILD DISCOVERY CENTER	22	34,344.00	
			Check Total	34,344.00 ACT 18 FY26 PMT 1
64289	DIAMEDICAL USA EQUIPMENT LLC	26	33,728.14	
			Check Total	33,728.14 CO KNEE LENGTH SLEEVE FOR HEAL
300033835	B&V MECHANICAL INC	11	27,996.89	
			Check Total	27,996.89 ESC - EMERGENCY REPAIR HYDRANT
300033984	NORTHVIEW PUBLIC SCHOOLS	11	26,736.00	
			Check Total	26,736.00 WMTC STIPENDS-BALHORN/ROCHELEA
300033923	FRUITPORT COMMUNITY SCHOOLS	11	26,302.00	
			Check Total	26,302.00 FY25 ADULT ED DEFERRED REV
300033922	FREMONT PUBLIC SCHOOLS	11	26,197.00	
			Check Total	26,197.00 FY25 ADULT ED DEFERRED REV
64210	GR CHARTER TOWNSHIP	22	25,049.50	
			Check Total	25,049.50 2025 SUMMER TAX COLLECTION
300033870	BYRON CENTER CHARTER	22	24,922.00	
			Check Total	24,922.00 ACT 18 FY26 PMT 1
64333	PLEUNE SERVICE COMPANY INC	21	23,801.00	
			Check Total	23,801.00 EMERGENCY REPAIR LDC & LCC EXT
300033843	ENVIRO-CLEAN	21	23,440.94	
			Check Total	23,440.94 CUSTODIAL SERVICES AT PGLC
64168	SEYFERTH & ASSOCIATES INC	11	23,382.71	
			Check Total	23,382.71 PUBLIC RELATIONS FOR ENHANCEME
64187	ADA TOWNSHIP	22	23,306.40	
			Check Total	23,306.40 2025 SUMMER TAX COLLECTION
300033882	GERALD DAWKINS ACADEMY	22	22,582.00	
			Check Total	22,582.00 ACT 18 FY26 PMT 1
300033919	CENTRAL MONTCALM PUB SCH	11	22,114.00	
			Check Total	22,114.00 FY25 ADULT ED DEFERRED REV

64031	EMICS INC	26	22,000.00	
			Check Total	22,000.00 IK12 DIGITAL FORMS ANNUAL RENE
300033898	NEXTECH HIGH SCHOOL	22	21,182.00	
			Check Total	21,182.00 ACT 18 FY26 PMT 1
300033931	MADISON NATIONAL LIFE INS CO INC	11	20,814.14	
			Check Total	20,814.14 OCTOBER PREMIUMS
64010	ENHANCE AVL	42	20,730.94	
			Check Total	20,730.94 EUS CAFETERIA AV UPGRADE
64173	TEKTON INC	26	20,168.80	
			Check Total	20,168.80 CO-TOOL CABINETS & TOOLS FOR A
300033915	ALLEGAN PUBLIC SCHOOLS	11	19,722.00	
			Check Total	19,722.00 FY25 ADULT ED DEFERRED REV
64060	SNAP-ON BUSINESS SOLUTIONS	26	19,215.11	
			Check Total	19,215.11 CO-TORQUE WRENCHES FOR AUTO TE
64113	POSTMA CORPORATION	27	18,598.90	
			Check Total	18,598.90 WAN MAINTENANCE
300033840	EAST GRAND RAPIDS PUBLIC SCHOOLS	11	17,788.33	
			Check Total	17,788.33 WMTC RESIDENT STIPEND-P.GUSHEE
300033982	MANER COSTERISAN & ELLIS PC	11	6,585.38	
	MANER COSTERISAN & ELLIS PC	22	4,390.25	
	MANER COSTERISAN & ELLIS PC	26	6,585.37	
			Check Total	17,561.00 2025 AUDIT PROGRESS BILLING
64167	SCHOOLINKS	26	17,500.00	
			Check Total	17,500.00 SCHOOL LINKS SUBSCRIPTION/SET
300033918	CALEDONIA TOWNSHIP	22	17,217.90	
			Check Total	17,217.90 SUMMER TAX COLLECTION
300033900	MICHIGAN PREPARATORY VIRTUAL SCHOOL	22	15,734.00	
			Check Total	15,734.00 ACT 18 FY26 PMT 1

64115	WEST MICH HORTICULTURAL SOCIETY INC	11	70.00	
	WEST MICH HORTICULTURAL SOCIETY INC	26	13,736.90	
	WEST MICH HORTICULTURAL SOCIETY INC	28	1,888.48	
			Check Total	15,695.38 GSRP FMG Reservation
64250	SNAP-ON BUSINESS SOLUTIONS	26	15,214.87	
			Check Total	15,214.87 CO-LATHE FOR AUTO TECH
300033782	AMAZON.COM LLC	11	631.98	
	AMAZON.COM LLC	22	526.65	
	AMAZON.COM LLC	26	6,691.00	
	AMAZON.COM LLC	26	6,054.93	
			Check Total	13,904.56 CO-27" CURVED MONITORS-VARIOUS
64190	JEFFREY JAMES GROVE	26	13,780.00	
			Check Total	13,780.00 KCTC-E C300 EXTERIOR WALL REP
64198	COURTLAND TOWNSHIP	22	13,724.75	
			Check Total	13,724.75 SUMMER TAX COLLECTION
64056	REPUBLIC SERVICES INC	11	731.62	
	REPUBLIC SERVICES INC	21	9,894.08	
	REPUBLIC SERVICES INC	26	2,899.09	
			Check Total	13,524.79 ACCT 3-024-0360530 WASTE & RE
64266	WHITEHALL DISTRICT SCHOOLS	11	13,362.00	
			Check Total	13,362.00 FY25 ADULT ED DEFERRED REV
64041	LOWE'S HOME CENTERS INC	42	13,279.82	
			Check Total	13,279.82 EUN SHED MATERIALS
64023	GRAND HAVEN PUBLIC SCHOOLS	11	12,918.00	
			Check Total	12,918.00 WMTC STIPENDS-J.KOVACH & THORN
64344	STATE OF MICHIGAN	22	12,754.24	
			Check Total	12,754.24 Medicaid School Based Services

64341	SEYFERTH & ASSOCIATES INC	11	12,625.88	
			Check Total	12,625.88 PUBLIC RELATIONS FOR ENHANCEME
64149	MCKESSON MEDICAL SURGICAL	26	12,391.78	
			Check Total	12,391.78 CO-TEMPORAL THERMOMETERS FOR H
300033916	AMAZON.COM LLC	11	9,792.99	
	AMAZON.COM LLC	26	2,505.46	
			Check Total	12,298.45 REGIONAL TEACHER ACADEMY ORDER
609192522	GLP & ASSOCIATES	11	12,270.43	
			Check Total	12,270.43 ANNUITY
609052519	GLP & ASSOCIATES	11	12,255.04	
			Check Total	12,255.04 ANNUITY
609052521	PARADIGM EQUITIES INC	11	12,228.20	
			Check Total	12,228.20 ANNUITY
64130	FOURTH ESTATE INC	11	12,000.00	
			Check Total	12,000.00 VOICES OF YOUTH PROGRAM
300033788	CUSTER OFFICE ENVIRONMENTS INC	26	1,283.93	
	CUSTER OFFICE ENVIRONMENTS INC	42	10,689.18	
			Check Total	11,973.11 504 ACCOMODATION CHAIR
271591925	EDUSTAFF LLC	11	2,202.20	
	EDUSTAFF LLC	21	6,997.45	
	EDUSTAFF LLC	22	1,025.34	
	EDUSTAFF LLC	26	1,618.89	
			Check Total	11,843.88 EDUSTAFF WEEK OF 091925
609192524	PARADIGM EQUITIES INC	11	11,804.46	
			Check Total	11,804.46 ANNUITY
300033937	PROGRESSIVE ARCHITECTURAL ENGINEERS	41	11,558.14	
			Check Total	11,558.14 ESC RENOVATION PROF SERVICE TH

64269	YMCA OF GREATER GR	21	11,000.00	
			Check Total	11,000.00 YMCA-SPARTAN NASH- LEASE- EU S
64096	CITY OF GRAND RAPIDS	11	1,051.78	
	CITY OF GRAND RAPIDS	21	6,239.97	
	CITY OF GRAND RAPIDS	26	2,926.60	
	CITY OF GRAND RAPIDS	27	683.28	
			Check Total	10,901.63 WS2081155 (1800 LEFFINGWELL NE
64078	XEROX CORPORATION	26	10,650.21	
			Check Total	10,650.21 CLEO STREEM FAXBLADE SOFTWARE
300033863	RELAYHUB LLC	22	10,299.99	
			Check Total	10,299.99 RelayHub Monthly Licensing Fee
64098	CONSUMERS ENERGY CO	21	10,285.16	
			Check Total	10,285.16 100039595051 (2101 52ND ST SW)
300033783	BLUUM USA INC	26	10,110.00	
			Check Total	10,110.00 CO-CLEVERTOUCH FOR LAUNCHU & T
64185	WEST MICH APPAREL	26	10,052.18	
			Check Total	10,052.18 KCTC EAST CULINARY UNIFORM
64183	VIBRANT FUTURES	11	9,972.00	
			Check Total	9,972.00 Remaining amount for Vibrant F
64225	LOWELL TWSP TREASURER	22	9,838.20	
			Check Total	9,838.20 2025 SUMMER TAX COLLECTION
64008	ECKHOFF & DEVRIES PAINTING & WALLCOVERIN	26	9,460.00	
			Check Total	9,460.00 KCTC-E CLASSROOM PAINTING BWIN
300033790	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	9,422.50	
			Check Total	9,422.50 MRIC CONSULTING FEES - JUNE &
64088	B&H FOTO & ELECTRONICS CORP	26	603.13	
	B&H FOTO & ELECTRONICS CORP	42	8,776.72	

64088			Check Total	9,379.85	KEC-B AND LNS AUDIO COMPONENTS
64074	VORK BROTHERS PAINTING LLC	26		9,350.00	
			Check Total	9,350.00	KCTC-W PAINTING
63994	ANATOMAGE INC	26		9,150.00	
			Check Total	9,150.00	CO-ANATOMAGE TABLETS FOR HEALT
64229	MIDWEST STEEL SUPPLY CO INC	26		8,992.83	
			Check Total	8,992.83	STEEL TEACHING SUPPLIES 564 -
64201	DJ'S LANDSCAPE MANAGEMENT	21		8,720.00	
			Check Total	8,720.00	EU CENTRAL - WEED CONTROL
64213	GRAND VALLEY AUTOMATION INC	42		8,655.00	
			Check Total	8,655.00	KEC-B ACCESS CONTROL UPGRADE
64070	SOLUTIONS PLUS INC	26		8,600.00	
			Check Total	8,600.00	RUCKUS ANALYTICS 1 YR SUBSCRIP
64262	VERGENNES TOWNSHIP	22		8,584.20	
			Check Total	8,584.20	2025 SUMMER TAX COLLECTION
609192516	GLP & ASSOCIATES - 457	11		8,331.85	
			Check Total	8,331.85	ANNUITY
609052513	GLP & ASSOCIATES - 457	11		8,241.85	
			Check Total	8,241.85	ANNUITY
300033980	KENT COUNTY TREASURER	26		8,183.15	
			Check Total	8,183.15	25-26 SRO OFFICER (JULY 2025 -
300033924	GRANT PUBLIC SCHOOLS	11		8,011.00	
			Check Total	8,011.00	FY25 ADULT ED DEFERRED REV
64066	TEKTON INC	26		7,966.20	
			Check Total	7,966.20	TOOL ORDER FOR NEW INTRO AUTO
27159325	EDUSTAFF LLC	11		1,981.87	
	EDUSTAFF LLC	21		4,358.57	
	EDUSTAFF LLC	22		926.90	

27159325	EDUSTAFF LLC	26	308.36	
			Check Total	7,575.70 EDUSTAFF WEEK OF 090525
64106	DJ'S LANDSCAPE MANAGEMENT	21	7,555.27	
			Check Total	7,555.27 EU-CENTRAL (MAYFIELD) LAWN MAI
64268	XEROX CORPORATION	26	7,462.56	
			Check Total	7,462.56 MOS AGREEMENT - KCTC GRAPHICS
64249	SEYFERTH & ASSOCIATES INC	11	7,383.00	
			Check Total	7,383.00 MI STUDENT VOICE PUBLIC RELATI
300033988	SYSCO GRAND RAPIDS LLC	26	7,302.49	
			Check Total	7,302.49 SYSCO RESALE EXPENSES SEMESTER
64053	COURIERED LLC	11	7,279.75	
			Check Total	7,279.75 Inter and Intra District Couri
64121	GRX	21	5,301.40	
	GRX	22	1,961.00	
			Check Total	7,262.40 SP ED/CTR PROG - LOGO APPAREL
64157	NCS PEARSON INC	26	7,160.85	
			Check Total	7,160.85 CERTIPORT STIE LICENSE FOR KCT
64247	SENTINEL TECHNOLOGIES INC	26	7,058.00	
			Check Total	7,058.00 ESC SWITCHES - ESC PHASE 2
64307	HOPE GARDENS	11	6,901.16	
			Check Total	6,901.16 FARM TO SCHOOL - AUG25
64001	COMPTIA INC	26	6,900.00	
			Check Total	6,900.00 OPEN PO - COMPTIA TEST ORDERS
64359	WEST MICH APPAREL	26	6,885.59	
			Check Total	6,885.59 KCTC EAST CULINARY UNIFORM
63988	16 HANDS INC	11	6,817.50	
			Check Total	6,817.50 FIDUCIUS CONSORTIUM AGREEMENT

64009	EDYNAMIC HOLDINGS LP	28	6,800.00	
			Check Total	6,800.00 eDynamic course seat enrollmen
300033917	BELDING AREA SCHOOLS	11	6,706.00	
			Check Total	6,706.00 FY25 ADULT ED DEFERRED REV
64335	READ MUSKEGON	11	6,571.68	
			Check Total	6,571.68 ADULT ED - FC221 PARTNER PROG
609192521	ASR CORP	11	6,548.81	
			Check Total	6,548.81 KENT ISD FLEX
300033859	NEW BRANCHES SCHOOL	11	6,547.93	
			Check Total	6,547.93 WMTC RESIDENT STIPEND - H.WOOD
609052518	ASR CORP	11	6,412.66	
			Check Total	6,412.66 KENT ISD FLEX
64073	VIBRANT FUTURES	11	6,376.38	
			Check Total	6,376.38 Remaining amount for Vibrant F
64002	CONSUMERS ENERGY CO	21	2,689.73	
	CONSUMERS ENERGY CO	26	3,509.00	
			Check Total	6,198.73 100013175326 (4958 VAN LAAR #A
300033970	AMAZON.COM LLC	11	530.99	
	AMAZON.COM LLC	26	5,574.19	
			Check Total	6,105.18 ESC BUSINESS OFFICE - OFFICE S
64111	FARO TECHNOLOGIES INC	26	5,871.66	
			Check Total	5,871.66 CO-GRANITE CART FOR MECH DRAFT
64242	REHMANN LLC	11	5,862.50	
			Check Total	5,862.50 GSRP SUBRECIPIENT AUDIT MONITO
64356	VERIZON WIRELESS SERVICES LLC	11	1,791.47	
	VERIZON WIRELESS SERVICES LLC	21	2,421.52	
	VERIZON WIRELESS SERVICES LLC	22	599.92	
	VERIZON WIRELESS SERVICES LLC	26	567.73	

64356	VERIZON WIRELESS SERVICES LLC	28	479.52	
			Check Total	5,860.16 ACCT#587269487-00001 8/11/25
64072	VERIZON WIRELESS SERVICES LLC	11	1,791.31	
	VERIZON WIRELESS SERVICES LLC	21	2,420.62	
	VERIZON WIRELESS SERVICES LLC	22	599.74	
	VERIZON WIRELESS SERVICES LLC	26	557.71	
	VERIZON WIRELESS SERVICES LLC	28	479.52	
			Check Total	5,848.90 587269487-00001 7/11/25-8/10/
300033834	AMAZON.COM LLC	11	4,306.99	
	AMAZON.COM LLC	26	668.71	
	AMAZON.COM LLC	26	743.93	
			Check Total	5,719.63 CAREER FOCUS - AMAZON ORDER
64332	OTTAWA AREA ISD	21	5,500.00	
			Check Total	5,500.00 EDGENUITY LICENSES RENEWAL
64197	CONSUMERS ENERGY CO	21	3,420.08	
	CONSUMERS ENERGY CO	27	2,043.53	
			Check Total	5,463.61 103047440922 (3630 BYRON CTR)
300033945	UNITED COMMERCIAL SERVICES INC	21	5,458.75	
			Check Total	5,458.75 EU CENTRAL/KEC BELTLINE - SUMM
64177	TOWNSQUARE MEDIA INC	11	5,378.00	
			Check Total	5,378.00 FSK NAVIGATOR - ADVERTISING
64271	ACTION CHEMICAL INC	26	5,365.00	
			Check Total	5,365.00 CO-KCTC-W EXTRACTOR
300033939	ROCKFORD PUBLIC SCHOOLS	11	5,341.00	
			Check Total	5,341.00 FY25 ADULT ED DEFERRED REV
64022	GR COMMUNITY COLLEGE	11	1,287.73	
	GR COMMUNITY COLLEGE	21	1,320.97	
	GR COMMUNITY COLLEGE	22	987.81	

64022 GR COMMUNITY COLLEGE	26	71.35	
GR COMMUNITY COLLEGE	26	1,485.07	
		Check Total	5,152.93 Kent ISD Special Education
64036 WIER ENTERPRISES ;LLC	11	5,024.00	
		Check Total	5,024.00 ESC CONCRETE REPLACEMENT
64038 RONALD E KOEHLER	11	5,000.00	
		Check Total	5,000.00 CONSULTATION SERVICES
64125 HBCU POWER	11	5,000.00	
		Check Total	5,000.00 POWERHOUSE ACADEMY SPONSORSHIP
64306 HOPE GARDENS	11	5,000.00	
		Check Total	5,000.00 FARM TO SCHOOL PROJECT
300033855 MCALVEY MERCHANT & ASSOCIATES	11	5,000.00	
		Check Total	5,000.00 CONSULTATION AND GOVERNMENTAL
64076 VK ENDEAVOURS LLC	42	4,970.78	
		Check Total	4,970.78 KEC BELTLINE-PARKING/B.BALL/PI
64138 DOLLY ANN KELLOGG	11	4,936.89	
		Check Total	4,936.89 Contracted Services for MMH
64114 FACILITIES MANAGEMENT EXPRESS LLC	26	4,884.50	
		Check Total	4,884.50 FACILITIES MANAGEMENT SOFTWARE
64100 CREATIVE MACHINE REPAIR LLC	26	4,875.86	
		Check Total	4,875.86 KCTC-W WELDING MACHINERY PM
64027 JEFFREY D HALSTED II	21	4,830.00	
		Check Total	4,830.00 EUC PAINTING
64305 DEVIN ZDANCIEWICZ	26	4,720.00	
		Check Total	4,720.00 CJ FIRST YEAR UNIFORM POLOS
609192515 PARADIGM EQUITIES-ROTH	11	4,506.60	
		Check Total	4,506.60 ANNUITY
300033930 UKG KRONOS SYSTEMS LLC	11	600.73	

300033930	UKG KRONOS SYSTEMS LLC	21	2,901.17	
	UKG KRONOS SYSTEMS LLC	22	400.48	
	UKG KRONOS SYSTEMS LLC	26	600.72	
			Check Total	4,503.10 KRONOS WORKFORCE SOFTWARE FY 2
64021	GR CHAMBER OF COMMERCE	11	4,500.00	
			Check Total	4,500.00 LEADERSHIP GR 2026-COHORT REG-
609052503	MG TRUST COMPANY-MIDWEST	11	4,487.72	
			Check Total	4,487.72 ANNUITY
609192506	MG TRUST COMPANY-MIDWEST	11	4,487.72	
			Check Total	4,487.72 ANNUITY
609052512	PARADIGM EQUITIES-ROTH	11	4,436.60	
			Check Total	4,436.60 ANNUITY
300033799	UKG KRONOS SYSTEMS LLC	11	573.25	
	UKG KRONOS SYSTEMS LLC	21	2,894.12	
	UKG KRONOS SYSTEMS LLC	22	382.17	
	UKG KRONOS SYSTEMS LLC	26	573.69	
			Check Total	4,423.23 KRONOS WORKFORCE SOFTWARE FY 2
300033921	FIRE PROS INC	11	448.30	
	FIRE PROS INC	21	555.50	
	FIRE PROS INC	26	3,266.80	
			Check Total	4,270.60 FACILITIES - SPRINKLER SERVICE
64204	POSTMA CORPORATION	27	4,265.00	
			Check Total	4,265.00 WAN MAINTENANCE
64230	MISDU	11	4,238.39	
			Check Total	4,238.39 GARNISHMENT
64046	MISDU	11	4,223.21	
			Check Total	4,223.21 GARNISHMENT
300033801	MANER COSTERISAN & ELLIS PC	11	1,572.15	

300033801	MANER COSTERISAN & ELLIS PC	22	1,048.10	
	MANER COSTERISAN & ELLIS PC	26	1,572.15	
			Check Total	4,192.40 2025 AUDIT - PROGRESS BILLING
64047	MR SERVICES AND HANDLING LLC	26	2,894.00	
	MR SERVICES AND HANDLING LLC	26	417.00	
	MR SERVICES AND HANDLING LLC	41	834.00	
			Check Total	4,145.00 KCTC AVIATION MOVE
300033842	ENVIRO-CLEAN	21	4,138.02	
			Check Total	4,138.02 EU-N CUSTODIAL SERVICES
64039	KUYPER COLLEGE	21	4,092.96	
			Check Total	4,092.96 KUYPER -EU NORTH YEAR ONE LEAS
64286	CONSUMERS ENERGY CO	21	1,103.17	
	CONSUMERS ENERGY CO	26	2,902.36	
			Check Total	4,005.53 100010917175 (1480 LEFFINGWELL
64116	GLOBAL EQUIPMENT COMPANY	26	3,916.20	
			Check Total	3,916.20 CO-AUTO TECH STANDARD WORKBENC
64048	SID TOOL CO INC	26	3,907.20	
			Check Total	3,907.20 MSC TEACHING SUPPLIES - OPEN P
64298	GORDON FOOD SERVICE INC	26	3,829.32	
			Check Total	3,829.32 GORDON FOOD RESALE 1ST SEMESTE
64030	HOPE GARDENS	11	3,723.50	
			Check Total	3,723.50 FARM TO SCHOOL - JUL25
300033807	THRUN MAATSCH AND NORDBERG PC	11	1,238.44	
	THRUN MAATSCH AND NORDBERG PC	22	1,238.43	
	THRUN MAATSCH AND NORDBERG PC	26	1,238.43	
			Check Total	3,715.30 CLIENT 0720 MATTER 00001 - LEG
609052502	PLANMEMBER SECURITIES CORP	11	3,709.11	
			Check Total	3,709.11 ANNUITY

609192505	PLANMEMBER SECURITIES CORP	11	3,709.11	
			Check Total	3,709.11 ANNUITY
64214	GRATTAN TOWNSHIP	22	3,606.60	
			Check Total	3,606.60 2025 SUMMER TAX COLLECTION
609052510	PLANMEMBER-ER	11	3,605.42	
			Check Total	3,605.42 ANNUITY
609192513	PLANMEMBER-ER	11	3,605.42	
			Check Total	3,605.42 ANNUITY
64140	KEYSTONE AUTOMOTIVE OPERATIONS	26	3,505.66	
			Check Total	3,505.66 RESPIRATOR AND SAFETY GLASSES
300033972	BROADMOOR PRODUCTS INC	21	3,447.35	
			Check Total	3,447.35 LINCOLN CAMPUS - HVAC CHEMICAL
300033987	SET INC	11	3,426.35	
			Check Total	3,426.35 OCTOBER PREMIUMS
64127	HERITAGE-CRYSTAL CLEAN INC	26	3,418.96	
			Check Total	3,418.96 ACCT#51261 - SERVICE 08/08/25
64285	COMCAST HOLDINGS CORPORATION	11	1,155.00	
	COMCAST HOLDINGS CORPORATION	21	2,087.19	
			Check Total	3,242.19 MONTHLY INTERNET ACCESS YR 3/3
300033786	CLARK HILL PLC	11	980.33	
	CLARK HILL PLC	22	1,216.58	
	CLARK HILL PLC	26	980.34	
			Check Total	3,177.25 CLIENT 058607 MATTER 0316996 -
64084	AMERICAN WELDING SOCIETY INC	26	3,125.00	
			Check Total	3,125.00 SENSE LEVEL 1 ENROLLMENT sy25-
300033990	THE DISTRIBUTION GROUP INC	26	3,105.34	
			Check Total	3,105.34 VAN EEDDEN RESALE EXPENSES SEM

63995	AUTOMOTIVE EQUIP SPECIALISTS INC	26	3,097.00	
			Check Total	3,097.00 KCTC AUTO TECH-OSHA SAFETY INS
64156	NASCO HEALTHCARE INC	26	3,051.24	
			Check Total	3,051.24 CO-PHLEBOTOMY REPLACEMENT SKIN
64221	KEYSTONE AUTOMOTIVE OPERATIONS	26	3,000.00	
			Check Total	3,000.00 FENDERS AUTO COLLISION SY25-26
300033810	JON MICHAEL WASHBURN	11	3,000.00	
			Check Total	3,000.00 CONSULTATION SERVICES
64284	COCHRANE SUPPLY & ENGINEERING INC	21	1,170.84	
	COCHRANE SUPPLY & ENGINEERING INC	26	1,807.19	
			Check Total	2,978.03 KCTC EAST - EMERGENCY REPAIR S
609052505	PARADIGM - 457	11	2,940.00	
			Check Total	2,940.00 ANNUITY
609192508	PARADIGM - 457	11	2,940.00	
			Check Total	2,940.00 ANNUITY
64275	BERGER CHEVROLET	26	2,867.84	
			Check Total	2,867.84 KCTC PUBLIC SAFETY-2019 CHEVY
64147	MATHISON ARCHITECTS LLC	42	2,818.75	
			Check Total	2,818.75 EU NORTH RENO - SERVICES THRU
63991	ACTION CHEMICAL INC	11	364.91	
	ACTION CHEMICAL INC	26	2,450.00	
			Check Total	2,814.91 KCTC CULINARY EQUIPMENT - HEPA
64112	POSTMA CORPORATION	27	2,729.75	
			Check Total	2,729.75 WAN MAINTENANCE
300033805	SIEMENS INDUSTRY INC	11	2,710.00	
			Check Total	2,710.00 ESC FIRE ALARM PANEL BATTERY R
300033948	WEATHER SHIELD ROOFING SYSTEMS	21	2,700.00	
			Check Total	2,700.00 EU CENTRAL - INSPECTION & ROOF

64235	NEWAYGO PUBLIC SCHOOLS	11	2,637.29	
			Check Total	2,637.29 TITLE III REIMBURSEMENT
300033804	SEHI COMPUTER PRODUCTS INC	26	2,596.00	
			Check Total	2,596.00 COMPUTERS FOR NEW AVIATION LAB
64347	SUPERIOR GROUNDCOVER INC	21	2,550.00	
			Check Total	2,550.00 OAK PLAYGROUND MULCH
64348	TFH USA LTD	21	2,534.00	
			Check Total	2,534.00 TFH LTD-SPECIAL NEEDS EQUIPMEN
63992	ADVANTAGE MECHANICAL-REFRIGERATION INC	21	2,501.50	
			Check Total	2,501.50 EU SOUTH - HVAC REPAIR
64195	CITY OF CEDAR SPRINGS	22	2,500.00	
			Check Total	2,500.00 2025 SUMMER TAX COLLECTION
64257	THERMOPATCH CORP	26	2,466.37	
			Check Total	2,466.37 LAUNDRY LABEL TAPE
609052523	VALIC	11	2,444.57	
			Check Total	2,444.57 ANNUITY
609192526	VALIC	11	2,444.57	
			Check Total	2,444.57 ANNUITY
64209	GORDON FOOD SERVICE INC	26	2,119.99	
	GORDON FOOD SERVICE INC	29	317.25	
			Check Total	2,437.24 GORDON FOOD RESALE 1ST SEMESTE
64196	CITY OF GRAND RAPIDS	11	72.53	
	CITY OF GRAND RAPIDS	21	128.64	
	CITY OF GRAND RAPIDS	26	2,236.00	
			Check Total	2,437.17 WS2070015 (1633 E BELTLINE NE
64117	GLOBAL TEST SUPPLY	26	2,420.50	
			Check Total	2,420.50 CO-AUTO TECH FLUKE 87V MULTIME

64050	NATL SCHOOL BOARD ASSN	11	2,400.00	
			Check Total	2,400.00 2025 JUL NATCON DUES PILOT SER
300033797	JOHNSON CONTROLS INC	26	2,386.00	
			Check Total	2,386.00 KCTC EAST - EMERGENCY HVAC REP
300033943	TRIANGLE WINDOW FASHIONS INC	21	2,339.00	
			Check Total	2,339.00 LNS ROLLER SHADES
64297	GEROTECH INC	26	2,308.35	
			Check Total	2,308.35 CO-TOOLING FOR PRECISION MACHI
64351	TONY BETTEN & SONS FORD INC	21	2,271.41	
			Check Total	2,271.41 EUN STUDENT TRANSPORT VAN REPA
300033914	CONTINENTAL AMERICAN INSURANCE COMPANY	11	2,237.04	
			Check Total	2,237.04 SEPTEMBER PREMIUMS
300033976	GRAYBAR ELECTRIC CO	26	2,210.73	
			Check Total	2,210.73 ELECTRICAL SWITCHGEAR FOR PREC
300033811	WEATHER SHIELD ROOFING SYSTEMS	21	2,109.79	
			Check Total	2,109.79 LINCOLN - ROOF REPAIR
64203	ENGINEERED PROTECTION SYSTEMS INC	21	2,054.27	
			Check Total	2,054.27 PGLC AIPHONE MASTER STATION RE
64322	LINCOLN ELECTRIC COMPANY	26	2,048.10	
			Check Total	2,048.10 LINCOLN ELECTRIC FIRST SEMESTE
64014	FOX CHRYSLER DODGE JEEP RAM	26	2,043.03	
			Check Total	2,043.03 2018 DODGE CARAVAN - REPLACE B
609052507	PARADIGM ER	11	2,037.53	
			Check Total	2,037.53 ANNUITY
609192510	PARADIGM ER	11	2,037.53	
			Check Total	2,037.53 ANNUITY
300033856	MERCHANDISE EQUIPMENT AND SUPPLY INC	26	2,002.10	
			Check Total	2,002.10 CO-HOSPITALITY FOOD PROCESSOR

300033802	MERIDIAN CABLING SOLUTIONS	41	2,000.00	
			Check Total	2,000.00 ESC RENOVATION - DEMO WIRING
64166	SCHOOL SPECIALTY LLC	26	1,974.66	
			Check Total	1,974.66 KCTC CULINARY - CLASSROOM SUPP
64080	ACTION CHEMICAL INC	26	1,969.00	
			Check Total	1,969.00 MAIN CAMPUS CUSTODIAL SUPPLIES
300033935	MERIDIAN CABLING SOLUTIONS	21	534.00	
	MERIDIAN CABLING SOLUTIONS	41	1,413.55	
			Check Total	1,947.55 PINE GROVE - RUN CAT 6 CABLES
609052516	GLP ASSOCIATES EE ROTH	11	1,920.00	
			Check Total	1,920.00 ANNUITY
609192519	GLP ASSOCIATES EE ROTH	11	1,920.00	
			Check Total	1,920.00 ANNUITY
64239	PROPIO LS LLC	26	1,905.86	
			Check Total	1,905.86 SECONDARY PROGRAMS HANDBOOK -
64220	COMFORT CONTROL SUPPLY CO INC	21	411.70	
	COMFORT CONTROL SUPPLY CO INC	26	1,490.14	
			Check Total	1,901.84 KCC HVAC REPAIRS
64109	EMBROIDERY HOUSE INC	26	1,898.50	
			Check Total	1,898.50 VEST CRIMINAL JUSTICE
64302	GRIMCO INC	26	1,886.18	
			Check Total	1,886.18 GRIMCO TEACHING SUPPLES - GRAP
609192507	MG TRUST- ER	11	1,858.16	
			Check Total	1,858.16 ANNUITY
64267	WRIGHT TOWNSHIP	22	1,812.25	
			Check Total	1,812.25 2025 SUMMER TAX COLLECTION
64329	NATIONAL AZON INC	26	1,812.00	
			Check Total	1,812.00 FALL INK UP FOR GRAPHICS PRINT

64361	YMCA OF GREATER GR	11	620.00	
	YMCA OF GREATER GR	21	1,170.00	
			Check Total	1,790.00 MEMBERSHIPS - SEPTEMBER 2025
64353	ULINE	21	1,771.60	
			Check Total	1,771.60 KEC-O ART ROOM CABINETS
64184	VILLAGE OF SPARTA	21	1,765.04	
			Check Total	1,765.04 12MI001655000001 (1655 12 MILE
64174	TENDER LAWN CARE	11	481.00	
	TENDER LAWN CARE	26	1,276.38	
			Check Total	1,757.38 KAC LAWN CARE AFTER JULY 1
64233	MR SERVICES AND HANDLING LLC	11	873.00	
	MR SERVICES AND HANDLING LLC	41	873.00	
			Check Total	1,746.00 ESC RENOVATION - LABOR
300033789	FIRE PROS INC	21	1,745.55	
			Check Total	1,745.55 KEC BELTLINE - FIRE SYSTEM INS
64308	IMPERIAL DADE	21	808.10	
	IMPERIAL DADE	26	876.50	
			Check Total	1,684.60 MAIN CAMPUS CUSTODIAL SUPPLIES
64287	DAWN FOOD PRODUCTS INC	26	1,670.05	
			Check Total	1,670.05 DAWN RESALE EXPENSES SEMESTER
64206	FOUR SEASONS YARD & SPORT INC	26	1,660.27	
			Check Total	1,660.27 MAINTENANCE SUPPLIES
63993	JEFFREY JAMES GROVE	26	1,600.00	
			Check Total	1,600.00 KCTC E BRICK REPAIR
300033983	MERIDIAN CABLING SOLUTIONS	41	1,600.00	
			Check Total	1,600.00 ESC RENOVATION - DEMO CABLES I
64128	IMPERIAL DADE	21	687.29	
	IMPERIAL DADE	26	912.00	

64128			Check Total	1,599.29	MAIN CAMPUS CUSTODIAL SUPPLIES
300033938	RIVER CITY FLOORING INC	21		1,596.00	
			Check Total	1,596.00	KEC-O TIMEOUT RMS FLOORING
64304	HARBOR GROUP INCORPORATED	26		1,565.32	
			Check Total	1,565.32	HARBOR GROUP FIRST SEMESTER PO
609052508	GLP & ASSOC-ER	11		1,551.67	
			Check Total	1,551.67	ANNUITY
609052501	LEGEND GROUP/ADSERV	11		1,550.00	
			Check Total	1,550.00	ANNUITY
609192504	LEGEND GROUP/ADSERV	11		1,550.00	
			Check Total	1,550.00	ANNUITY
64025	GRAND VALLEY AUTOMATION INC	41		1,500.00	
			Check Total	1,500.00	ESC RENOVATION
64057	SCHOOL NUTRITION ASSOCIATION OF MICHIGAN	29		1,500.00	
			Check Total	1,500.00	8/12/25 AREA MEETING - BANGOR
64189	ALLDATA LLC	26		1,500.00	
			Check Total	1,500.00	ALLDATA SUBSCRIPTION SY26
64077	WINDEMULLER ELECTRIC INC	21		672.00	
	WINDEMULLER ELECTRIC INC	46		824.00	
			Check Total	1,496.00	KEC OAKLEIGH - ELECTRICAL REPA
64265	VOS GLASS LLC	26		1,474.43	
			Check Total	1,474.43	KCTC-E REPLACEMENT OF BROKEN W
609192511	GLP & ASSOC-ER	11		1,469.99	
			Check Total	1,469.99	ANNUITY
64246	SELECT PRINTING SOLUTIONS LLC	26		1,460.00	
			Check Total	1,460.00	KCTC THERAPEUTIC SERVICES - PR
64068	GR MOVING AND STORAGE LLC	11		1,074.00	
	GR MOVING AND STORAGE LLC	26		358.00	

64068			Check Total	1,432.00	GSRP & FAC - ONSITE STORAGE RE
64278	CHICAGO SCHOOL OF MOLD MAKING AND CASTING	26		1,401.95	
			Check Total	1,401.95	CO-HOSPITALITY MOLDING MATS
609052511	MG TRUST-ROTH 403B	11		1,385.00	
			Check Total	1,385.00	ANNUITY
609192514	MG TRUST-ROTH 403B	11		1,385.00	
			Check Total	1,385.00	ANNUITY
64192	AUTO CLINIC	26		1,361.32	
			Check Total	1,361.32	AUTO ACI TEACHING SUPPLIES
609052504	MG TRUST- ER	11		1,339.57	
			Check Total	1,339.57	ANNUITY
64293	FAMILY FARM & HOME	26		1,315.29	
			Check Total	1,315.29	KCTC AGRICULTURE - CLASSROOM S
64338	RIVERSIDE FIRE & SECURITY INC	21		1,306.50	
			Check Total	1,306.50	LINCOLN DEV - SERVICE FIRE ALA
300033920	ELEVATOR SERVICE LLC	26		1,300.00	
			Check Total	1,300.00	KCC ELEVATOR TESTING
64303	HARBOR FREIGHT TOOLS USA INC	26		1,297.92	
			Check Total	1,297.92	INTRO TO AUTO/MANUFACTURING -
64101	CITADEL BROADCASTING COMPANY	11		1,276.00	
			Check Total	1,276.00	GREAT START READINESS - ADVERT
64006	DAWN FOOD PRODUCTS INC	26		1,264.07	
			Check Total	1,264.07	DAWN CATERING EXPENSES SEMESTE
300033866	SYSCO GRAND RAPIDS LLC	26		1,260.15	
			Check Total	1,260.15	SYSCO RESALE EXPENSES SEMESTER
300033796	MORGAN ANN JAREMA	27		1,260.00	
			Check Total	1,260.00	SNN 2025-2026 Contract Agreeeme

300033927	MORGAN ANN JAREMA	27	1,260.00	
			Check Total	1,260.00 SNN 2025-2026 Contract Agreeme
300033942	SYSCO GRAND RAPIDS LLC	26	1,254.75	
			Check Total	1,254.75 SYSCO RESALE EXPENSES SEMESTER
64207	GEORGETOWN CHARTER TOWNSHIP	22	1,238.25	
			Check Total	1,238.25 SUMMER TAX COLLECTION
64103	DAWN FOOD PRODUCTS INC	26	1,236.96	
			Check Total	1,236.96 DAWN RESALE EXPENSES SEMESTER
64212	GRAND VALLEY AUTOMATION INC	21	1,205.00	
			Check Total	1,205.00 EUS AHU-5 VFD
64003	CITADEL BROADCASTING COMPANY	11	1,204.00	
			Check Total	1,204.00 EARLY CHILDCARE ADVERTISING -
64321	LIBERTY SOFTWARE INC	26	1,200.00	
			Check Total	1,200.00 SOFTWARE - PHARMACYONE PLATFOR
64328	SID TOOL CO INC	26	1,196.33	
			Check Total	1,196.33 MSC TEACHING SUPPLIES - OPEN P
64090	K2SHARE LLC	26	1,190.00	
			Check Total	1,190.00 OSHA -10 MECHATRONICS SY25-26
64280	CITIZENSHIRT	26	1,175.00	
			Check Total	1,175.00 2ND YEAR CJ SHIRT ORDER
300033806	SYSCO GRAND RAPIDS LLC	26	1,164.11	
			Check Total	1,164.11 SYSCO RESALE EXPENSES SEMESTER
300033981	NGUYET-ANH THI TRAN	11	1,152.00	
			Check Total	1,152.00 BRIGHT BEGINNINGS - TRANSLATIO
64211	GR COMMUNITY COLLEGE	11	252.52	
	GR COMMUNITY COLLEGE	26	877.93	
			Check Total	1,130.45 KCTC Main Office
64336	REVIVE EXTERIOR CLEANING	11	900.00	

64336	REVIVE EXTERIOR CLEANING	26	225.00	
			Check Total	1,125.00 ESC & KCTC-E POWERWASHING
64095	CINTAS CORP NO. 2	21	140.00	
	CINTAS CORP NO. 2	26	980.00	
			Check Total	1,120.00 EYEWASH SERVICE - MULTIPLE LOC
64352	TELOCIN GROUP INC	21	1,119.00	
			Check Total	1,119.00 LCC GENERATOR PM
64317	KEYSTONE AUTOMOTIVE OPERATIONS	26	1,101.50	
			Check Total	1,101.50 KEYSTONE AUTOMOTIVE TEACHING E
64171	STATE OF MICHIGAN	11	1,092.00	
			Check Total	1,092.00 CUST#34870-LIVESCAN FINGERPRIN
63999	CITY OF GRAND RAPIDS	21	1,068.07	
			Check Total	1,068.07 WS2123004 (225 MAYFIELD NE-FIR
64217	IMPERIAL DADE	21	1,066.59	
			Check Total	1,066.59 PINE GROVE - CUSTODIAL SUPPLIE
300033947	THE DISTRIBUTION GROUP INC	26	1,063.32	
			Check Total	1,063.32 VAN EERDEN RESALE EXPENSES SEM
64049	ROCKFORD COMMUNITY SERVICE CENTER	21	1,050.00	
			Check Total	1,050.00 NORTH KENT CONNECT-LEASE FOR 2
64129	CHRISTIAN COUGHLIN	26	1,044.00	
			Check Total	1,044.00 SAFTEY GLASSES - AUTO SY25-26
64342	SNAP-ON BUSINESS SOLUTIONS	26	1,042.96	
			Check Total	1,042.96 CO-TORQUE WRENCHES FOR AUTO TE
300033853	LIGHTHOUSE ACADEMY	11	1,029.54	
			Check Total	1,029.54 TITLE I OFFSITE PROF LEARN/TRA
64205	FOUNDATION BUILDING MATERIALS LLC	26	342.20	
	FOUNDATION BUILDING MATERIALS LLC	46	687.00	
			Check Total	1,029.20 KCTC-E CEILING TILES

**Analysis of Banking Institutions
09/30/25**

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds	
Chase	Checking	AA-	Yes	\$ -	\$ -	\$ 39,389,094	\$ 39,389,094	***
Chase	Savings	AA-	Yes	250,000	-	3,161	\$ 253,161	
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	159,846,850	\$ 159,846,850	
MILAF	US Treasury Bonds/Notes	AA+	No	-	-	22,575,000	\$ 22,575,000	****
MILAF	US Treasury Bills	A1+	No	-	-	-	\$ -	****
MILAF	Federal Agency Commercial Mortgage Backed Security	AA+	No	-	-	784,255	\$ 784,255	****
MILAF	Commercial Paper	A1 - A1+	No	-	-	-	\$ -	****
Totals:				\$ 250,000	\$ -	\$ 222,598,360	\$ 222,848,360	

Balances as of 09/30/2025 (unless noted)

Bank ratings updated June 2025. Bank rating services used:
Standards & Poors (Chase, MILAF and Huntington Bank) and Kroll Bond Rating Agency (MILAF-TERM)

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

**** Reported at par value

Cash in all Accounts and Investment Assets of the Board as of 09/30/2025

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	\$ 253,161	250,000	3,161	1.22-1.35%	n/a	AA-	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	38,538,562	-	38,538,562	0.00%	n/a	AA-	Sweep
Chase Bank	Checking	81	848,531	-	848,531	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
<i>MILAF Managed Account:</i>									
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	2,912,128	-	2,912,128	4.10%	n/a	AAA	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	132,918,933	-	132,918,933	4.25%	n/a	AAA	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,059,863	-	2,059,863	4.37%	10/20/25	AAA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,051,367	-	2,051,367	4.32%	11/21/25	AAA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,044,428	-	2,044,428	4.29%	12/19/25	AAA	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,036,500	-	2,036,500	4.27%	01/20/26	AAA	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	15,773,720	-	15,773,720	4.25%	n/a	AAA	MAX Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	29,112	-	29,112	4.10%	n/a	AAA	Cash Management Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	20,799	-	20,799	4.25%	n/a	AAA	MAX Class
MILAF-Extended Core	US Treasury Bonds/Notes	11-22-26	22,575,000	-	22,575,000	3.375%-4.875%	11/30/25-10/15/27	AA+	US Treasury Bonds/Notes (Par Value)
MILAF-Extended Core	US Treasury Bills	11-22-26	-	-	-			A1+	US Treasury Bills (Par Value)
MILAF-Extended Core	Federal Agency Commercial	11-22-26	784,255	-	784,255	2.28%-3.43%	07/01/26-06/01/27	AA+	Mortgage Backed Security (Par Value)
MILAF-Extended Core	Commercial Paper	11-22-26	-	-	-			A1 - A1+	Commercial Paper (Par Value)
			\$ 222,848,360	\$ 250,000	\$ 222,598,360				

Disclosures:

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

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

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

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

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

Board Policy 6144 Finances

**PERSONNEL RECOMMENDATIONS AS OF 10/13/25
FOR BOARD MEETING OF 10/20/25**

RESIGNATIONS AND TERMINATIONS

1. Jessica Bowers, Career and Talent Development, Career Readiness, Career Navigation Coordinator, resignation, effective 10/22/2025.

APPOINTMENTS

1. Julia DeGroot, College and Career Readiness Consultant, Career and Talent Development, Career Readiness, Non-Union Professional, 1.0 FTE, 215 days per year, 8 hours per day, Grade 7 Step 1, \$82,697 per year, effective 10/8/2025.
2. Jessica Sanborn, Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, KIEA-L, 1.0 FTE, 172 days per year, 7 hours per day, Step 3, \$49,695 per year, effective 10/6/2025.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

1. Janice Scharich, from 1.0 FTE to .6 FTE, Physical Therapist, Student Services, Special Education, KIEA, 109 days per year, 7 hours per day, MA Step 18, \$60,646 per year, effective 9/23/2025.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Board Policy Amendment

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

Date: 10-13-25

Recommended by: Dave Rodgers

Board Meeting Date: 10-20-25

RECOMMENDATION:

On behalf of the Leadership Team, it is recommended that the Board of Education take the appropriation Board actions to adopt the amended Board Policy #3118 – Title IX Sexual Harassment, consistent with the definitions identified by Thrun Law’s policy service.

BACKGROUND:

Policy #3118 Title IX Sexual Harassment was amended in August 2025 as part of the annual policy updates. However, Thrun has since identified some legal definitions within the policy that should now be made consistent with the FBI’s updated definition of “sexual assault.”

Please feel free to reach out with any questions.

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) that cannot be reasonably separated into distinct complaints should be investigated under this Policy. 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 criminal sexual contact, 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 Criminal Sexual Contact: The (1) intentional touching of the victim's clothed or unclothed body parts without the consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or (2) the forced touching by the victim of the actor's clothed or unclothed body parts without the victim's consent private body parts of another person for the purposes of sexual degradation, sexual gratification, or sexual humiliation. This offense 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
- g. 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.
- d. [District may choose to include additional appeal grounds, but should consult with legal counsel before doing so.]

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
Cesar E. Chavez Memorial Building

1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@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:

Date revised:

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) that cannot be reasonably separated into distinct complaints should be investigated under this Policy. 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 criminal sexual contact, 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) Criminal Sexual Contact: The (1) intentional touching of the victim's clothed or unclothed body parts without the consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or (2) the forced touching by the victim of the actor's clothed or unclothed body parts without the victim's consent for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes 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
- g. 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
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@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

Date Revised: August 18, 2025

Date Revised: October 20, 2025

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X _____

Item: GSRP Curriculum Supplies

Submitted by: Ashley Karsten

Date: 10/1/2025

Recommended by: Jenny Fee ~~JS~~

Board Meeting Date: 10/20/2025

RECOMMENDATION:

It is recommended that the Kent ISD board approves the purchase of GSRP curriculum and supplies totaling \$32,249.00 from Kaplan Early Learning Company using the GSRP curriculum grant awarded by MiLEAP.

BACKGROUND:

GSRP Curriculum Grants, awarded by MiLEAP, provide funding for curriculum kits for new classrooms to help offset the costs of opening new pre-K classrooms. We would like to purchase Connect4Learning curriculum for 10 new sub-recipient classrooms. Each new classroom will be receiving Connect4Learning curriculum kits, consumable supplies and poster sets.

The Kaplan Early Learning Sole Source notification is attached to satisfy state competitive bidding requirements.



SOLE SOURCE NOTIFICATION

Connect4Learning

This notification confirms that Kaplan Early Learning Company is the sole source distributor and trainer for the entirety of the Connect4Learning suite of products, including without limitation all print publications and the online software, pursuant to agreement with the publisher, Gryphon House, Inc.

The Connect4Learning products are copyrighted.

Questions and comments regarding this product can be directed to Kaplan Early Learning Company at 1-800-334-2014 or info@Kaplanco.com.

I certify this sole source letter to be accurate and true.

A handwritten signature in black ink that reads "Jennifer C. Lewis".

Jennifer C. Lewis
General Manager, Curriculum, Assessment,
& Professional Learning Solutions
Kaplan Early Learning Company

May 10, 2018

Date



Teneshia Miller
 Kaplan Early Learning Company
 1310 Lewisville-Clemmons Road
 Lewisville, NC 27023-0609
 Toll Free: 1-800-334-2014 ext. 2232
 Direct: (336) 712-2232
 Email: temiller@kaplanco.com

BILL TO:

5275900-4
 KENT INTERMEDIATE SCHOOL DISTRICT
 864 CRAHEN AVE NE
 GRAND RAPIDS, MI 49525-3477
 Phone: 6166327100

SHIP TO:

5275900-4
 KENT INTERMEDIATE SCHOOL DISTRICT
 864 CRAHEN AVE NE
 GRAND RAPIDS, MI 49525-3477
 Phone: 6166327100

Product	Description	Qty	List Price	Price	Freight	Total
Mark For:	BONNIE DEC					
29800	C4L KIT ENG 1E 1YD/1YC	10	\$2,995.00	\$2,995.00	\$0.00	\$29,950.00
34120	C4L CONSUMABLE_ENG2E_TXP21	10	\$179.95	\$179.95	\$0.00	\$1,799.50
88229	C4L POSTER SET	10	\$49.95	\$49.95	\$0.00	\$499.50
Mark For Totals				\$32,249.00	\$0.00	\$32,249.00

Additional Services						
FREIGHT	Freight	1	\$344.85	\$0.00	\$0.00	\$0.00
Freight charges will be free for all UPS/small parcel products.						

Your Savings		SubTotal	\$32,249.00
Freight Savings	\$344.85	Estimated Tax	\$0.00
Total Savings	\$344.85	Freight	\$0.00
		Grand Total	\$32,249.00

Quote valid for 60 days. Prices are subject to change after this period. This quote includes estimated sales tax. Applicable sales tax will be added to your invoice when this quote is approved for order processing. Please reference quote number 570442 when placing this order.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Mechatronics Universal Robot Certification Kits

Submitted by: Russell Bray

Date: 10/10/25

Recommended by: Kevin Philipps *kp*

Board Meeting Date: 10/20/25

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the purchase of eleven Universal Robot Certification Kits from Toolkit Technology for the KCTC Mechatronics program in the amount of \$74,460, which reflects the current quote. Given current market volatility, it is recommended that the board approve a 10% contingency to account for possible cancellation of current quotes and readjustments in price, for a total of \$81,906.

BACKGROUND:

This purchase was approved by the board in May, but increased material and shipping costs increased the total purchase price beyond the approved contingency amount of \$73,427.50. No additional increases are expected as quote is valid through mid-November.

With the addition of the Universal Robot UR3 robots to the Mechatronics classroom, the CERT Stations would allow the instructor to become certified and students to earn the Universal Robots Certification. All students will be able to be hands-on and engage in deeper learning of not only programming a robot, but also integrating the robot.

The quote from Toolkit Technology is using the TIPS Contract #240402 pricing and conforms with our bid specifications and cost estimates. Capital Outlay funds will be used for this project.

Attached: Quote from Advanced Technologies Consultants



**advanced
technologies**
consultants

Prices valid for 60 days
44800 Helm St.
Plymouth, MI 48170
800-348-8447 | www.atctrain.com

Presented to: Travis Raspotnik
Kent Career Tech Center
1655 East Beltline NE
Grand Rapids, MI 49525
acrowe@almaschools.net
616-364-8421

9/11/2025
Jess King
989-430-7237
jessking@atctrain.com

Terms	Project	Delivery	FOB Point
Net 30	Universal Robots	6-8 Weeks ARO	Denmark

v.9/4/2025

Item#	Qty	Description	Part #	Standard List Price	EDU Price	Extended
1	11	*Training Kit: Conveyor assembly, sensors and I/O simulation test box, 3D-printed training elements for exercises, 3D-printed dual TCP, and 3D-printed dual TCP.	200088		\$5,200.00	\$57,200.00
2	2	*Teacher Certification Training (4 Days)	00412		\$2,250.00	\$4,500.00

Tips Contract# (equipment only, no services)
210902 Classroom and Teaching Aids Goods and Services

Sub-Total	\$61,700.00
Shipping	\$12,760.00
Grand Total	\$74,460.00

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x _____

Item: Snow Removal Services – Beltline Campus

Submitted by: Russell Bray

Date: 9/30/25

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 10/20/25

RECOMMENDATION:

It is recommended that the Kent ISD board approve the bid from Three Oaks Groundcovers for snow removal services at the Beltline Campus, in the amount of \$ 24,750.00 for the 25/26 season and \$ 25,987.50 for the 26/27 season. This is to be a base two-year service agreement with three optional one-year renewals. The agreement reflects fifteen (15) services/pushes per season. Services/pushes beyond the allotted 15 per season will be billed at sum of \$ 1,650.00 per service visit. There shall be an overall cost increase of 5% with each potential renewal year on both the base services and the per push services.

Bidder	Cost
Three Oaks Groundcovers	\$136,759.39 (Total 5 years)
Rapids Services	\$150,000.00 (Total 5 years)
Tender Lawn Care	\$173,620.97 (Total 5 years)
Pro Care	\$276,975.00 (Total 5 years)

BACKGROUND:

In late August of 2025, Kent ISD went to market with an RFP for snow removal services at the Beltline Campus. Four (4) bidders responded to the request with official bids. Of those, Three Oaks Groundcovers came in with the lowest base bids, as well as the lowest per push pricing.

PROJECTED COSTS/FY:

FY 25/26: \$ 24,750.00
FY 26/27: \$ 25,987.50
FY 27/28: \$ 27,286.88
FY 28/29: \$ 28,651.22
FY 29/30: \$ 30,083.79

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____

Item: Future Farmers of America (FFA) National Convention (1 Day)

Submitted by: Craig Weigel 

Date: 9.25.25

Recommended by: Sue Gardner 

Board Meeting Date: 10.20.25

RECOMMENDATION:

Requesting approval to send students from our AgriScience in FFA to attend one day of the National FFA Convention on Oct 30, 2025. Please note that the Cedar Springs HS FFA Advisor will also be transporting and attending with 3 of their students, meeting at KCTC to share transportation to Indiana. With the board meeting on October 20th, we have been intentional in preparing as much as possible in advance, and we are confident we have the ability to get students registered for this great experience by the event's deadline of Oct 27, 2025.

Please see below for details around the experience, itinerary, and logistics.

BACKGROUND:

National Convention Student Benefits, Learning targets/PCC Standards & Suspected Outcomes

Purpose:

Students are attending this trip for three reasons this year. **First**, all students wanting to receive Michigan State University Credits and their State FFA Degree, need a five above the chapter level activities to meet this requirement. FFA is the CTSO for our program. FFA is more involved than other CTSO programs and requires much more time from the students. **Second**, the National FFA Convention offers many different opportunities for students. This year, with a one-day trip, students will be able to experience one of the nation's largest, career & college expo, all specific to the Agriculture/Natural Resources CIP Code. **Thirdly**, we have selected a once a student career opportunity. Students will get to experience one of the Nation's largest Dairy farm operations, and learn the full ins and outs of the dairy industry, first hand.

Student Benefits:

- Build positive working relationships with students and future alumni
- Meet industry professionals
- Develop their own Network.

Learning Targets / PCC Standards:

- B1: Analyze and describe animal origin and domestication according to their hierarchical taxonomy and agricultural use.
- B2: Provide for the biosecurity of agricultural animals and prescribe and implement a prevention and treatment program for animal diseases, parasites and other disorders.
- **Career Ready Performance indicators:**
- CL: Demonstrate Collaboration Skills consistently and independently
 - CL2: Act as a responsible and contributing citizen and employee
 - CL3: Model Integrity, ethical leadership and effective management.
- CM: Demonstration communication skills consistently and independently
 - CM1: Communicate clearly and effectively and with reason.
- PM: Demonstrate Personal Management skills consistently and independently

- PM2: Plan Education and career paths aligned to personal goals
 - PM2C: Display perspective regarding the career pathways available and the time, effort, experience, and other requirements to pursue each, including the path of entrepreneurship

Suspected Outcomes:

- Students will leave with knowledge on what it takes to run a dairy operation, have built new relationships, secured an experience towards their MSU/FFA requirements and have received information on job opportunities in the AFNR field. Students will also have established positive relationships from students around the world and within Michigan. They will also leave with the responsibility of time management and spatial awareness as they trek the nation's largest AFNR college and career expo.

Teachers: Heather Pratt and Brent Willett + Jenna Myers and Taryn Troupe (FFA Advisors from Cedar Springs)

Date: Oct 30, 2025

Itinerary:

Fair Oaks, Indiana
Indianapolis, Indiana

4:45 am	Arrive at KCTC Lot 4.
5:00 am	Depart KCTC with Cedar Springs FFA to Cracker Barrel → stop as needed for Bathroom Breaks → Breakfast on the bus
9:45 am	Arrive at Indiana Convention Center (ICC) for Career/College Expo → Students have 1.5 Hours to explore Expo. → Participate in any activities within the expo. → Collect as many College / career related items as possible → Complete Goose Chase on phones → Meet students from other states.
11:45 am	Meet by the Block FFA Letters to walk to the bus. (ICC, West Entrance)
12 pm (ET)	Depart to Fair Oaks (LISA) 219-394-5322
2:45 pm (ET) / 1:45 (CT)	Fair Oaks Farms. 877-536-1194, ext. 322.
3:10 pm (ET) / 2:10 (CT)	Tour Starts
6:30 pm (ET) / 5:30 pm (CT)	Load Bus
6:45 pm (ET) / 5:45 pm (CT)	Depart to Dinner
7:30 pm (ET) / 6:30 pm (CT)	Merrillville Exit. E 61st Ave. → Park at Speedway → McDonalds, Taco Bell, Arbys
8:15 pm (ET) / 7:15 pm (CT)	Depart to KCTC
10:45 / 11 pm (ET)	Arrive back to KCTC

Cost: \$50 per person + sack lunches/snacks from Culinary Catering + up to \$225 for parking bus + gas (sharing costs between Cedar Springs and KCTC)

Number of Students: Up to 28 students (25 students from KCTC FFA + 3 students from Cedar Springs FFA)

Transportation Info:

- 1 bus – Cedar Springs students will meet at KCTC in their own van and join our students in the bus to Indiana
- Brent Willett will drive and is aware of the USDOT laws for commercial drivers and will follow the break rules
 - Brent says that his license is also good for out of state transportation

Paperwork: [Permission Slip](#) and [Field Trip Request](#)

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x _____

Item: Resolution Naming Trustee and Alternate Trustee for WMHIP
Submitted by: Kevin Philipps

Date: 10/13/2025

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 10/20/2025

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the resolution in naming Kevin Philipps as the trustee and Dave Rodger as the alternate trustee for the West Michigan Health Insurance Pool (WMHIP).

BACKGROUND:

Kent ISD is a member of the West Michigan Health Insurance Pool (WMHIP). Periodically the WMHIP requires a review of the listed Trustee and Alternate Trustee who serve on the Board of Trustees for the WMHIP. The trustees participate in board activity, voting, and general interest of the WMHIP on behalf of Kent ISD.

GOVERNING BODY OF

Kent ISD
(the "Member Group")

RESOLUTION NAMING TRUSTEE AND ALTERNATE TRUSTEE

PREMISES

- A. Article 6.1 of the Bylaws of the West Michigan Health Insurance Pool ("WMHIP") requires that each member entity name a Trustee and Alternate Trustee to serve on the Board of Trustees for the WMHIP.
- B. The Governing Body of the Member has chosen individuals in accordance with Article 6.1 to serve as Trustee and Alternate Trustee.
- C. The Governing Body of the Member believes that these individuals will represent the interests of the Member in the WMHIP.
- D. Neither of these individuals are an owner officer, or employee of any third-party administrator or any other third party providing services to WMHIP.

NOW, THEREFORE, the Governing Body of the Member hereby resolves:

1. The Governing Body hereby confirms its appointment of the following persons as Trustee and Alternate Trustee to serve as Trustee when the initial Trustee is not available or in attendance to carry out the Trustee's duties:

Kevin Philipps

Dave Rodgers

The Trustee and Alternate Trustee shall serve until replaced by action of the Governing Body of the Member. Failure of the Member to designate a Trustee, or the failure of that Trustee/Alternate Trustee to participate on the Board of Trustees, shall not affect the responsibilities or duties of the Member under the Amended Trust Agreement.

2. Once these appointments are made known to WMHIP, the above-named individuals shall remain in office until WMHIP receives evidence of appointment of other persons.

3. Evidence of these appointments shall be communicated to WMHIP by providing a certified copy of this resolution.

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

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Governing Body of the Kent ISD, Kent County, State of Michigan, at a Regular meeting held on October 20, 2025, and that this meeting was conducted and public notice of this meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of this meeting were kept and will be or have been made available as required by this Act.

I further certify that the following Members were present at this meeting:

_____ and that the following
Members were absent _____.

I further certify that the foregoing resolution was moved by Member _____
and seconded by Member _____.

I further certify that the following Members voted for adoption of the foregoing resolution:
_____ and that the following
Members voted against adoption of this resolution:

_____.

Secretary

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Approval of Special Education Transportation Agreement

Submitted by: Kevin Philipps

Date: 10-13-2025

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 10-20-2025

RECOMMENDATION:

It is recommended the Board approve the proposed agreement with Dean Transportation to provide special education transportation services from July 1, 2025 to June 30, 2030.

BACKGROUND:

Administration, in consultation with the Kent School Business Officials (KSBO) group, has worked with Dean Transportation on a 5-year extension of the special education transportation consortium agreement that was originally formed in 2000. A summary of the changes for this extension are provided below:

Net Percentage Increase to the Per-Diem route rate:

2025-26: 7.71% (2.31% after state reimbursement)
2026-27: 1.95% (0.59% after state reimbursement)
2027-28: 2.10% (0.63% after state reimbursement)
2028-29: 2.25% (0.68% after state reimbursement)
2029-30: 2.41% (0.72% after state reimbursement)

The increase in 2025-26 is larger due to the difference between the annual increases in the last five-year agreement versus the national inflation rate. The expiring 5-year agreement was developed in 2020 prior to the inflationary environment experienced in 2023 and 2024, which drove up the cost of labor and new buses significantly. Total inflation over the 5 years was 21% versus the cumulative 14% increase of the prior agreement. The “after state reimbursement” percentages take into account the 70.4% state reimbursement provided on all transportation costs.

Language Changes:

This agreement includes new language that provides a financial discount if a bus route is late more than 30 minutes 3 or more times in a month. The discount will be 10% for the route each day it is more than 30 minutes late after the third occurrence.

This proposed agreement has been reviewed with the Kent School Business Officials and they have unanimously approved bringing the agreement to the Board of Education for approval.

The costs of this agreement are billed back to local districts and center programs based on the services provided.

Please let me know if you have any questions concerning this agreement at your convenience.

Attachment

**TRANSPORTATION SERVICE CONTRACT
BETWEEN
KENT INTERMEDIATE SCHOOL DISTRICT
AND
DEAN TRANSPORTATION, INC.**

**SPECIAL EDUCATION
TRANSPORTATION CONSORTIUM**

**CONTRACT EXTENSION FOR
THE PERIOD OF
JULY 1, 2025 TO JUNE 30, 2030**

FINAL (10/01/2025)

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**KENT INTERMEDIATE SCHOOL DISTRICT
SPECIAL EDUCATION
TRANSPORTATION CONSORTIUM**

TRANSPORTATION SERVICE CONTRACT
(the “Contract”)

This CONTRACT (the “Contract”) is extended as of July 1, 2025 by and between Dean Transportation, Inc., a Michigan corporation (“Dean”), 4812 Aurelius Road, Lansing, Michigan 48910, and the Kent Intermediate School District (“KISD”), 2930 Knapp Street, N.E., Grand Rapids, Michigan 49525, hereinafter collectively the “Participants/Parties” and each a “Participant/Party.”

PREMISES

A. KISD is a Participant and “Lead Agency” under a cooperative agreement (the “Cooperative Agreement”) for the Kent Intermediate School District/Special Education Transportation Consortium (“the Consortium”), whereby the Consortium on behalf of six local school district Participants (Byron Center Public Schools, Godfrey-Lee Public Schools, Godwin Heights Public Schools, Grandville Public Schools, Kelloggsville Public Schools, and Wyoming Public Schools) originally conducted in 2000 a competitive selection basis for a private contractor to provide special education transportation services for the Participants and their special needs students. These LEAs comprise the geographic area of Kent ISD identified historically as Region III.

B. In conclusion of that 2000 competitive selection process, the Consortium accepted the Dean proposal dated March 27, 2000 (the “Proposal”) to be the private contractor to provide special education transportation services to the Participants and their special needs students.

C. The Consortium determined that it was in the best interests of the Consortium to contract with Dean for such purposes and KISD, as Lead Agency for the Consortium, made and entered into the original Contract with Dean on July 1, 2000, and has administered the Contract with Dean for the benefit of, and on behalf of, the Participants.

D. Express authority for KISD to enter into the Contract for the benefit of, and on behalf of, the Participants, consists of Sections 627(4) and (4)(e) of the Revised School Code which direct intermediate school districts to “provide for constituent districts. . . [transportation] services that can be accomplished more cost-effectively by an intermediate school district, . . . [including authority] to charge a fee for these services, and. . . [to] contract with a third party for provision of . . . these services.”

E. The Parties have negotiated a five (5) year extension of the original Contract on overall improved terms for each Party, and desire to confirm the terms and conditions of the extended Contract.

F. During the course of the first extension negotiations between the Parties, Grand Rapids Public Schools ("Grand Rapids") requested to be a Participant in the Consortium and the Consortium and Dean approved Grand Rapids' admission as Consortium Participants, such being in the best interests of special education transportation in the region, logistically, economically, and for the welfare of all students served.

G. KISD, pursuant to thirteen individual Special Education Transportation Agreements (collectively, the "SET Agreements"), has contracted with Caledonia Community Schools, Cedar Springs Public Schools, Comstock Park Public Schools, East Grand Rapids Public Schools, Forest Hills Public Schools, Kenowa Hills Public Schools, Kent City Community Schools, Kentwood Public Schools, Lowell Area Schools, Northview Public Schools, Rockford Public Schools, Sparta Area Schools, Thornapple Kellogg Schools, and participating charter schools (each, a "Participant" and collectively, the "Participants" or "LEAs") to provide transportation to and from special education program facilities within the intermediate school district for students assigned to such programs. These LEAs comprise the geographic area of Kent ISD identified historically as Region I and Region II.

H. Section 1(B) of the SET Agreements authorizes KISD to contract for the management and administration of the special education transportation services provided under the SET Agreement for Regions I and II.

I. Subsequent to a Request for Proposal issued by KISD for the LEAs of Regions I and II in April 2013, KISD accepted the Proposal by Dean to continue to be the private contractor to manage, administer, and/or operate the special education transportation services for the Participants pursuant to the SET Agreements.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND MUTUAL PROMISES UNDER THE CONTRACT, THE PARTIES AGREE TO EXTEND, AMEND AND RESTATE THE CONTRACT AS FOLLOWS:

ARTICLE I

TERM

1.1. Term. The term of the Contract shall commence July 1, 2025 and shall continue through June 30, 2030, with provision for a mutual extension option as per Section 1.2 “Contract Extension.” For purposes of the Contract, the term “Contract Year” shall mean each one year period commencing July 1 during the term of the Contract.

1.2. Contract Extension. The parties shall meet during the Spring of the fourth year of the Contract, no later than April 30, 2029, or as otherwise determined by the Parties, to mutually negotiate the rates for a five (5) year extension of the Contract effective at the end of the initial term of this contract and commencing July 1, 2030.

ARTICLE II

SERVICES

2.1. Meaning of “Services.” “Services” to be provided by Dean generally means all obligations and responsibilities of Dean under the Contract, and in particular includes actual “to and from school” transportation, special trips, CBI trips, field trips, and any other transportation services requested by a Participant and authorized by KISD for special needs students enrolled in a Participant’s schools. Services shall include all buses and other vehicles, and their equipping and maintenance, and all drivers, mechanics, aides, and supervisors, to accomplish the scope of Services, historical and projected, as set forth in Appendix A-1, and Appendix A-2 with respect to Grand Rapids, in accordance with the standards of the Contract and all applicable legal requirements, whether current or enacted in the future.

With respect to the original Participants (as set forth in Appendix A-1), and with respect to Grand Rapids (as set forth in Appendix A-2), Services shall be provided on school days and on other days designated by KISD. Services shall include all special needs student transportation necessary to meet the Participants’ regular home-to-school, building-to-building shuttles, and Services shall include other transportation for students or other authorized persons for school sponsored activities, field trips, and school related special events or excursions, or any other purpose designated by KISD, upon reasonable request of a Participant, and when such other transportation does not conflict with regular home-to-school or building-to-building shuttles, and if such other transportation does not require Dean to utilize more vehicles than the KISD has requested to be dedicated to regular transportation service.

Under the prior contract between Dean and KISD for the provision of Transportation Services for the LEAs of Regions I and II for the period comprising July 1, 2013 through June 30, 2015, any position historically provided by KISD under the preceding Transportation Service

Contract for Regions I and II (dated July 1, 2008 – June 30, 2013 between Dean Management Services, Inc. and Kent ISD) that becomes open shall be permanently replaced / provided by Dean as soon as practicable from that point forward. Within the context of Dean’s replacement of KISD staff with Dean staff: “Services” to be provided by Dean generally shall mean all obligations and responsibilities of Dean under the Contract, and in particular includes actual “to and from school” transportation, special trips, CBI trips, field trips, and any other transportation services requested by a Participant and authorized by KISD for special needs students enrolled in a Participant’s schools. Services shall include all buses and other vehicles, and their equipping and maintenance, and all drivers, mechanics, aides, and supervisors, to accomplish the scope of Services, historical and projected as set forth in Appendix A in accordance with the standards of the Contract and all applicable legal requirements, whether current or enacted in the future. Additional clarification of the responsibilities of Dean, KISD, and the LEAs are in Exhibit 1 (attached.)

2.2. Additions and Changes. Additions and changes to Services may be made at any time with the written approval of Dean. The Parties may expand the Consortium to include local school districts of KISD beyond the current Participants of the Contract if the Parties and existing Participants believe that doing so would offer additional Services or efficiencies to the expanded Consortium. The Parties recognize that the operational parameters and underlying cost drivers for any additional Service requests may differ from those of the original RFP and as a result may require the negotiation of a new applicable billing rate and/or methodology to account for such. Any additions or changes to the Services (as defined) or deviations from the compensation schedule as set forth under Appendix B-1, and Appendix B-2 with respect to Grand Rapids, shall be addressed as set forth under section 13.3 “Modifications, Amendments, or Waivers” of the Contract.

2.3. Deletions. Deletions from Services shall be made during the Contract term only for good cause or with the written approval of Dean. By way of example only, good cause would include a student moving from the Consortium area or whose needs no longer require specialized transportation services. On the other hand, again by way of example only, good cause would not include KISD’s desire to provide specialized transportation services through another provider or substantial changes in the method or approach of delivering special education programs and services e.g., stepped up implementation of the least restrictive environment requirement on a Participant-wide basis including transportation Services.

2.4. Limitation of the Consortium's Obligations. Consortium Participants are not at any time obligated to request other transportation services of Dean, nor to pay for Services not received, with the sole exception of cancellation penalties.

2.5. Consortium's Right to Contract Separately. Consortium Participants expressly retain the right to contract separately with other vendors for other transportation services. However, no other vendor shall be contracted separately for home-to-school-to-home Special Education Transportation Services, unless agreed upon by Dean.

ARTICLE III

ROUTING, SCHEDULING, AND STOPS

3.1. Routes, Schedules, and Stops. Dean shall establish routes and schedules to provide the Services by the most reasonable, direct route in compliance with applicable legal requirements and subject to the directives and approval of KISD. Pick-up and drop-off stops for each special needs student shall be established by Dean in compliance with applicable legal requirements, and subject to the directives and approval of KISD, to the extent such directives are consistent with applicable legal requirements. In all cases routes, schedules and stops must conform to all Individual Education Plan (I.E.P.) requirements. The Dean Transportation Director for the Services or designee shall be invited to all transportation pertinent I.E.P. conferences.

The Parties recognize that geographic shifts in the Grand Rapids student population across building attendance areas or the addition, deletion, or changes in Grand Rapids student transportation needs from 2024-25 to 2025-26 could alter some components of the transportation system. Dean shall continue to observe all Transportation Guidelines as developed and approved by Grand Rapids, and the Grand Rapids Superintendent or the Superintendent's designee (hereafter sometimes "Grand Rapids Administration") shall have the final approval for school bus routes and stops in accordance with applicable Michigan legal requirements.

3.2. Compliance with Plan. Dean acknowledges that KISD, pursuant to its obligations under Section 1711 of the Revised School Code, as amended, and Rule 139 of the Special Education Code (R340.1839) has the right to review and monitor the delivery of the Services to insure their compliance with applicable legal requirements and the KISD Plan. Dean further acknowledges that Grand Rapids pursuant to its obligations under Section 1711 of the Revised School Code, as amended, and Rule 139 of the Special Education Code (R340.1839) has the right to review and monitor the delivery of the Transportation Services to insure their compliance with applicable law and Grand Rapids Administration directives.

3.3. Routing Standards and Coordination. Dean shall establish routes and schedules for the safety and convenience of students, and so as to deliver students within a reasonable time prior to the beginning of the various school programs, and so as to return students to their respective stops within a reasonable time after the close of the programs. Dean shall coordinate with KISD and each Participant routing and scheduling to assure that students are transported safely, efficiently and in a timely manner. Dean shall make every effort that each Region I / II / III student not be on the vehicle more than the maximum time approved by KISD policy then in effect, with the understanding that in certain circumstances, KISD may choose to allow exceptions. With respect to Grand Rapids students, Dean shall make every effort that each student not be on the vehicle more than the maximum time approved by GRPS policy then in effect, with the understanding that in certain circumstances, GRPS may choose to allow exceptions. Dean shall perform the work diligently so as to assure adherence to the schedules, and Dean assumes responsibility for timely delivery of students to school programs. At no time shall the Dean office or garage be used as a depot for the transfer of students. To help ensure the overall efficiency of the system, neither Dean nor KISD shall permit drivers to bid on mid-day runs that would require the addition of run or spare vehicles to the fleet or to be moved between locations; however, this bidding limitation would not preclude dispatch staff from utilizing spares and/or run vehicles between locations for the coverage of open runs, leaves, and/or absenteeism.

3.4. Changes in Established Routes or Stops. Subsequent to approval by KISD of routing, scheduling and stops, Dean shall make no substantial changes thereto without prior notice to and approval by KISD. Changes to established routes, schedules or stops shall be implemented by Dean as soon as possible after request by KISD, ideally within three but no longer than five working days, unless mutually agreed upon by all affected parties (i.e. – for late student additions or changes immediately prior to the start of the school year). This timeline shall not apply to any transportation requests resulting in the requirement to implement a new run, in which circumstance, Dean and KISD shall discuss and establish the new run effective date to be communicated to parents. Additionally, out of consideration for parents who have pre-enrolled their child(ren) prior to the start of the school year and been given pick-up / drop-off times to start the year, any student transportation request received during the week immediately preceding the start of school shall not be guaranteed to commence until the second week of the school year. Similarly, student transportation requests received each subsequent week in September shall not be guaranteed until Monday of the second week following receipt of the transportation request by Dean.

3.5. Continuity of Drivers on Routes. Dean and KISD acknowledge and agree that it is in the best interest of special needs students that the drivers or attendants (if applicable) become totally familiar with routes, drops and individual student requirements, and accordingly Dean and KISD shall make maximum effort to assure continuity of drivers on specific routes. Such continuity shall apply to morning, noon, and afternoon routes whenever possible, where such consistency results in the most efficient and/or cost-effective solution from KISD's perspective. Additionally, neither Dean nor KISD shall enter into an agreement that permits its driving or any applicable attendant staff to bid off of their daily "to-and-from" school route for the express purpose of covering a field trip, sports trip, or other extra-curricular trip, but understands that Dean may require coverage of field trips, sports trips, or other extracurricular trips by a "to-and-from" school route driver under special circumstances. KISD reserves the right to request the removal of a driver or any attendant (if applicable) from a given route or from the transportation of KISD students in instances where KISD believes that excessive absenteeism by such staff member is adversely impacting any of the affected students' educational experience.

3.6. Routing Information Availability. Depending upon the operator of the run, either Dean or KISD staff shall notify the parent or guardian of each student prior to the beginning of each school year, and prior to any subsequent change, of route, schedule and stop locations and times for each student. Dean shall maintain and promptly submit to a Participant upon reasonable request, information relating to a route, schedule or stop, as well as the names, birth dates, and impairment categories of the Participant's special needs students receiving the Services, their pickup and drop-off times and locations and the schools or programs to which they are transported, prior to bidding for the start of school (targeting the middle of August) based on student information available to Dean and KISD at the time, and with updated routes by October 1 of each year. Dean shall work with KISD to maintain universal run approval processes between Dean and the KISD. All data necessary for Region I/II/III student routing, including home/daycare addresses and phone numbers for parents/guards, primary school/program assignments, and health and behavioral needs, including all pertinent IEP transportation information, shall be submitted through the Tie-Net system hosted by KISD. KISD shall make available to Dean secure access to Tie-Net student data and Dean shall work with KISD to establish data-sharing between Tie-Net and Dean's routing software.

3.7. Dispatch. Dean shall ensure that:

- (a) An appropriate size and type of vehicle is assigned to each run each day.

(b) The vehicle assigned to each run is in compliance with applicable legal and contractual maintenance requirements.

(c) All runs are assigned to a driver who is available to drive them.

(d) All runs are assigned to a driver who possesses all relevant endorsements or credentials needed to drive the type of vehicle assigned to that run and to transport the students assigned to that run.

3.8. Vehicle Breakdowns. In the event of a mechanical failure or breakdown of any vehicle while providing Services, Dean shall respond as quickly as possible with a spare vehicle for transport of students to their destination in accordance with the Contract. In Regions I and II, where on-site LEA maintenance is provided, as part of the collaborative goals of this Contract, on-site LEA mechanics shall be made available to provide support at no cost to the KISD or Dean for quick repairs (as defined in Exhibit II of this Contract), including but not limited to adding oil / fluids, tire inflation, jump starting, light bulb or lens replacement, or other typically quick-fix repairs. In order to assure compliance with this obligation, Dean shall maintain an adequate number of spare vehicles for its fleet as per the Scope of Services outlined in Appendix A.

3.9. School Schedule Changes and Saved Charges. KISD shall receive a discount, as outlined under Appendix B of this Contract, from the daily rate charge on those days when the schools and classes of a Participant are closed to ensure the health and safety of pupils, for the reason of inclement weather, remote learning, or any other lawful reason, provided that KISD or the Participant has notified Dean prior to the departure of the affected run(s) of the day schools are to be closed.

3.10. Options to Cancel. KISD or the affected Participant shall have the option to cancel without charge any scheduled non-regular trip upon notification at least 24 hours prior to the time of the first scheduled student pick-up.

3.11. Family and Public Communications. Dean shall promptly, courteously, and appropriately address any complaint or concern brought to its attention by a parent, guardian or other family or Participant party representing the interest of a student receiving Services, and shall so notify KISD. Dean and KISD shall cooperate in maintaining a good public relations program with the community and news media so that any pertinent items affecting the Services or transportation of special needs students can be brought to the attention of the public.

ARTICLE IV

DRIVERS AND SUPERVISION

4.1. Meaning of “Drivers” and “Attendants”; Grand Rapids Drivers and Aides. The term “drivers” wherever used in the Contract means any person, whether permanent, temporary, trainee, or substitute, driving a vehicle in connection with this Transportation Services contract. Drivers and attendants shall be employees of Dean, with the exception of a KISD driver or attendant hired by KISD prior to July 1, 2013 and whose employment has been continuous and uninterrupted throughout the duration of the prior contract between Dean and KISD for Region I and II Special Education Transportation Services comprising the period of July 1, 2013 through June 30, 2015. Any former or current KISD employee whose employment was previously terminated or terminates during the term of this Contract who is subsequently hired to provide any of the Services described under this Contract shall be an employee of Dean. The term “attendant” wherever used in the Contract shall be identical in context to “aide” (except that an “attendant” is an employee of Dean) and means any person, whether permanent, temporary, trainee, or substitute, whose duties are to assist the driver on a vehicle immediately before, during or after a work shift in monitoring a student’s behavioral/medical protocol as outlined under a student’s IEP in connection with the Transportation Services. With respect to Grand Rapids, the term “aide” means any person (excluding nurses), whether permanent, temporary, trainee, or substitute, whose duties are to assist the driver on a vehicle immediately before, during or after a work shift in monitoring a student’s behavioral/medical protocol as outlined under a student’s IEP or as requested by Grand Rapids Administration in connection with the Services. Dean shall provide all special education aides (excluding nurses) on behalf of GRPS for those students or runs identified by IEP and/or GRPS policy as requiring special education aide services. Dean shall assign routes and shall consult with GRPS concerning continuing assignment of aides. With respect to the transition of some Services described in Paragraph 2.1 of this Contract:

- (a) **As Employees of KISD.** Any KISD-employed drivers or attendants of a Region I or II run (pursuant to the parameters outlined in the preceding paragraph) shall mean employees of KISD provided on behalf of the Consortium by KISD to Dean to operate the vehicles provided or leased by Dean to KISD under this Contract. As employees of KISD, KISD shall have sole and independent authority as the employer to hire, discipline and terminate such drivers and attendants. Dean shall assign routes subject to the directives and approval of KISD and shall consult with KISD concerning Dean's continuing assignment of drivers to provide the Services. Except as to such training that is mutually agreed to be provided by the Road Supervisors and/or Regional Liaisons positions established and assigned under this

Contract, Dean shall provide safety training and pre-service and in-service training to drivers and driver supervisors and conduct drug and alcohol screening in accordance with this Article IV.

(b) **As Employees of Dean.** Any Region I or II driver hired on or after July 1, 2013 shall be an employee of and/or provided by Dean. Drivers and attendants shall be employees of Dean and contracted to Dean to drive the vehicles provided by Dean under this Contract. As employees of Dean, Dean shall have sole authority to hire, discipline and terminate such drivers and attendants. Dean shall assign routes subject to Dean's company policies regarding such assignments. Dean shall provide safety training and pre-service and in-service training to drivers, attendants and driver supervisors and conduct drug and alcohol screening in accordance with this Article IV.

(c) **As Employees of GRPS.** Any GRPS-employed or contracted nurse of a Region IV run (pursuant to the parameters outlined in the preceding paragraph) shall mean employees of GRPS provided on behalf of the Consortium in KISD Region IV by GRPS to as required by student IEP or assigned to a run under Region IV transportation policy. As employees of GRPS, GRPS shall have sole and independent authority as the employer to hire, discipline and terminate such nurses. Dean shall assign Dean-provided aides to routes subject to the directives and approval of KISD Region IV, where nursing level expertise is not required, and shall consult with KISD Region IV concerning Dean's continuing assignment of aides to provide the Services. GRPS shall be provide all training to any GRPS nursing staff and shall also provide any specialty training it feels appropriate to Dean-employed aides as it relates to any student IEP's needs that GRPS believes warrants additional and/or unique training to ensure safe transportation.

4.2. General Standard. For providing Services Dean shall utilize only drivers qualified and competent both in the operation of the vehicles they drive and in dealing with and handling special needs students with whom they will interact. Drivers shall be screened, qualified, licensed, certified, trained initially and annually in special education transportation services, and successfully tested for on-road driver's skills, all in accordance with the Contract, and applicable legal requirements, in particular the Pupil Transportation Act.

4.3. Pre-Employment Screening. Dean shall develop and implement a pre-employment interview and/or screening program for all candidates for employment as drivers and attendants. The screening program shall be designed to identify those candidates who may be suitable for assignment

to Services for special needs students. Dean warrants and represents that it shall comply with all applicable state and federal laws precluding the hiring of illegal workers (such as the Immigration Reform and Control Act), and Dean shall indemnify the Consortium for all claims, damages, penalties, and interest, if such laws are violated.

4.4. Licenses and Permits. Every driver must have and maintain a valid Commercial Driver's License, appropriate to the vehicle that is being driven, including any endorsement(s) issued and/or required by the State of Michigan, together with any applicable Federal licensing requirements.

4.5. Driver Qualifications. Drivers shall meet and/or comply with applicable legal standards. Drivers will be subject to periodic review and screening by KISD, Grand Rapids and/or Dean. Depending upon region of service, unless KISD or Grand Rapids are otherwise notified in writing, Dean's corporate Human Resources Department (located in Lansing, Michigan) shall maintain and store any applicable Dean personnel documents required under the law with access by KISD as appropriate to ensure KISD's ability to meet its legal requirements for reporting, documentation, and certification(s).

4.6. Health and Physical Requirements. Every driver shall be in good health and physical condition to provide Services. Drivers shall be given pre-employment and annual physical examinations. Each driver shall submit to Dean and also carry when providing Services a physician's certificate of examination, all in accordance with applicable legal requirements, in particular the Pupil Transportation Act.

4.7. Background Checks. Dean shall conduct, through the Michigan State Police, a criminal background check of all drivers and other aides who will be in contact with students, and a check of motor vehicle operation violations for drivers, all in accordance with applicable legal requirements, in particular the Pupil Transportation Act and the Revised School Code. Such background checks shall include applicable finger-print registration for FBI background checks as required under Michigan Law, or as otherwise required by any future changes in applicable state or federal law. Each driver shall have a certified safe driving record, and no felony conviction for drugs or child abuse or any other felony related to the safe transportation of children, whether or not associated with the operation of a motor vehicle, or conviction at any time of driving under the influence of alcoholic beverages. Dean shall provide drivers known to it to have six points or less on his/her driving record pursuant to the State of Michigan points system maintained by the Michigan Secretary of State. Dean shall maintain copies of Secretary of State abstracts, conviction record transcripts and references on all drivers, or at a minimum, all such documentation prescribed by law.

4.8. Safety Program. Dean acknowledges that safety is a paramount concern of KISD, and accordingly, Dean shall plan and implement a comprehensive safety program and shall ensure the availability of a qualified supervisory and/or safety employee to conduct the program. The program shall include, but not be limited to, regularly scheduled safety meetings for drivers and aides, and at a minimum shall meet and/or comply with all applicable federal and state legal requirements.

4.9. Special Expertise. When a run requires transportation of students with special needs (such as special medical care), or when a vehicle or its equipment operation requires any special expertise (e.g., wheel chair lift or a transit type bus), all drivers transporting those students or operating those vehicles shall first demonstrate proficiency and/or complete special training relevant to those special requirements (e.g., all drivers or aides who will lift handicapped children must be physically capable of performing the required lifting). The KISD may also establish and require compliance with other requirements that are rationally related to the special services to be performed.

4.10. Driver Education and Continuing Education. Dean shall ensure that every driver and driver supervisor shall have successfully completed the basic bus driver education program and continuing education programs as required by the Michigan Department of Education and shall meet and/or comply with all applicable federal and state legal requirements.

4.11. Pre-Service and In-Service Training. Dean shall provide the drivers at least 24 hours pre-service training and at least eight hours each year in-service training covering safety practices, procedures, law, and student care and discipline, which shall be successfully completed by drivers, in particular the following:

(a) Training under applicable legal requirements, in particular training required by the Michigan Department of Education to maintain the validity of the School Bus Drivers Certificate.

(1) MDE Beginning School Bus Driver Curriculum (for all new drivers)

(2) MDE Advanced School Bus Driver Curriculum (every two years, or as required under Michigan Law)

(b) Topics related to driving skills, behavioral problems, public relations with students, parents and school personnel, first aid, basic medical information, emergency procedures, student evacuation drills, including defensive driving, pre-trip procedures, accident procedures, etc.

(c) Training to meet KISD requirements in first aid, adult/child/infant Cardio Pulmonary Resuscitation, handling infectious diseases, blood borne pathogens, and behavior management.

(d) Specialized training as is necessary to prepare drivers, attendants, or aides to serve special needs students. For example, Dean shall coordinate with KISD to provide drivers and

attendants training relevant to any specialized student IEP requirements when notified by KISD or center-program staff of such additional training.

(e) Company Policies and Procedures, KISD-approved Transportation Policies and Procedures, and any new procedures under applicable legal requirements, in particular the Pupil Transportation Act.

Dean shall employ or subcontract with state-certified school bus trainers and examiners who will be available to meet the training, evaluation, and instructional needs of drivers providing Services.

Additionally, for any training applicable to KISD employees that cannot be scheduled efficiently between a driver's regular daily run assignments, Dean and KISD shall coordinate a training calendar that identifies dates that school is not in session or is in partial session during which time KISD-approved training shall be scheduled for KISD staff. Whenever possible, Dean and KISD will work to identify training dates that provide affected KISD staff with at least 90 days notice of the scheduled class(es). All training beyond that required under State & Federal Regulations must be agreed upon by the KISD Assistant Superintendent of Human Resources.

4.12. Retraining. Dean or KISD may require retraining after a preventable accident or incident or after driver's evaluation. A driver assigned such retraining may not continue to provide Services until such retraining has been successfully completed.

4.13. Drug Use Prohibition and Prevention. Drivers, attendants, or aides shall not smoke, or possess, consume or be under influence of alcoholic beverages or controlled substances on vehicles while providing Services or prior to undertaking such duty within the time frames specified in applicable legal requirements, in particular the Pupil Transportation Act, or otherwise in the exercise of reasonable judgment. Dean shall conduct or cause to be conducted tests under applicable legal requirements, or as may be additionally required by KISD, designed to determine the presence of illegal drugs, controlled substances, or alcohol. Such tests shall be administered to:

(a) All drivers, attendants, aides, and mechanics prior to their assignment to provide Services.

(b) Any driver involved in an accident while providing Services but not absolved of fault at the scene of the accident by a Law Enforcement Officer.

(c) Any driver whom Dean or KISD has reasonable cause to believe has reported to work, is providing Services or is otherwise on a Participant's property while under the influence of drugs or alcohol.

(d) Any driver selected for random drug and alcohol tests.

Accumulative results of such tests shall be available to KISD, or Grand Rapids depending upon the region of Service, as required under the law or as part of the MDE-required physical examination.

4.14. Dean Transportation Director. Dean shall provide an on-site, full-time experienced Transportation Director acceptable to KISD who shall be available to respond at all times routes are being run, and who shall be responsible for the performance of the Services with sufficient authority delegated by Dean with respect to all matters relating to performance of Services.

The Dean Services Manager and/or Regional Operations Manager shall meet not less than monthly with KISD (including representative Participants) to review daily operational issues, policies, and service considerations to ensure optimal effectiveness and efficiency of the system. Dean shall solicit, and KISD and the Participants shall be encouraged to provide feedback regarding the operational efficiency of the system and the Services Manager.

4.15. Adequate Management and Supervision. Dean shall be responsible that its employees are in compliance with the Contract and applicable legal requirements, and Dean shall provide adequate and sufficient management/supervisory staff to fulfill this responsibility. If Dean has reason to believe that a driver or other employee is not in compliance with, or not conducting himself or herself, or not operating a vehicle, in accordance with applicable legal requirements, including the Pupil Transportation Act, Dean shall promptly notify KISD and Dean shall take all corrective or enforcement measures pursuant to applicable legal requirements, in particular the Pupil Transportation Act, and including notification of proper officials under applicable legal requirements.

The Regional Operations Manager, Corporate Director of Operations, and other Dean Administrative staff as requested by KISD shall meet not less than quarterly with KISD (including representative Participants) to review on-going operational considerations, policies, and service considerations to ensure optimal effectiveness and efficiency of the system. Dean shall solicit, and KISD and the Participants shall be encouraged to provide feedback regarding the operational efficiency of the system and its management staff.

4.16. Driver Assignments Subject to Continuing KISD Approval. Upon request by the Consortium, subject to Dean's rights as employer to control and direct its employees, Dean shall consult with KISD concerning Dean's continuing assignment of drivers, attendants or aides to provide Services.

(a) Any driver, attendant, or aide deemed by KISD in its good faith determination to jeopardize the reputation of, or public support for, or confidence in, the provision of Services by Dean shall be transferred by Dean to functions other than Services. Such transfer, if based only on KISD determination, shall be without stigma or negative connotation.

(b) Dean shall not enter into any collective bargaining agreement or other employee contract with any of its personnel which would in any way restrict KISD approval.

ARTICLE V

STUDENT CARE, SUPERVISION AND DISCIPLINE

5.1. Operator's Full Responsibility. For runs operated or IEPs monitored by Dean employees, Dean shall be fully responsible for the care and supervision of students during their period of transportation, but with the support of applicable Consortium staff for any student disciplinary matters. The transportation of a student shall be deemed to have begun when the student prepares to board the vehicle and shall be deemed to have ended when the student has completed alighting from the vehicle at a reasonably safe place in which to alight in view of the circumstances then prevailing. Dean shall be responsible for management of drivers, attendants, and aides as outlined in Appendix A and subsets thereof.

For runs operated or IEPs monitored by KISD or GRPS employees, the respective employer shall be fully responsible for the care and supervision of students during their period of transportation, but with the support of applicable Consortium staff for any student disciplinary matters. The transportation of a student shall be deemed to have begun when the student prepares to board the vehicle and shall be deemed to have ended when the student has completed alighting from the vehicle at a reasonably safe place in which to alight in view of the circumstances then prevailing. Dean shall be responsible for management of drivers, attendants, and aides as outlined in Appendix A and subsets thereof, with the exception of any hiring, disciplinary, or termination decision residing with the respective employer of KISD or Grand Rapids drivers, attendants, or aides.

5.2. School Bus Attendants and Aides. If requested Dean shall employ and assign school bus attendants or aides based on the individual requirements of students as outlined by the IEP and directed by the Special Education Request for Transportation Form. However, Aides hired on or after July 1, 2013 shall be employees of Dean. These attendants or aides are to be assigned because of the nature and/or severity of the special needs of the student, or may be assigned due to the age of the student, such as for pre-school students. School bus attendants or aides shall meet the training and other requirements set forth in Article IV on DRIVERS AND SUPERVISION, which are applicable

to aides by reason of applicable legal requirements. Bus Attendants shall be billed back to the Participant district for which the attendant is required.

5.3. Student Discipline.

(a) Students during their period of transportation shall be under the direct authority, supervision and control of the driver of the vehicle as specified by applicable legal requirements, in particular Michigan Department of Education rules.

(b) Drivers are authorized and required to supervise and to control students during their period of transportation, but such authorization shall not include the right to administer corporal punishment, or the right to eject any offender. The school of attendance shall be responsible for student discipline.

(c) Dean shall report to the affected Participant any incidents of misconduct by a student during a period of transportation and any corrective action taken. KISD or Grand Rapids depending upon the region of Services shall provide forms for this purpose. Except in extreme circumstances, or when it constitutes a danger, no student shall be suspended from Services without following the affected Participant district's guidelines for suspension.

(d) Dean Regional Liaisons, or KISD Road Supervisors if applicable, shall assist with student discipline including attendance by drivers at parent/teacher/administrator conferences or appeals concerning transportation-related disciplinary problems.

ARTICLE VI

FACILITIES, VEHICLES, EQUIPMENT, AND FUEL

6.1. Facilities. Dean shall store, dispatch and maintain the vehicles and equipment utilized for provision of Services, and shall maintain an office from which to manage the Services at facilities located within or in convenient proximity to the Consortium.

6.2. Meaning of "Vehicles." The term "vehicles," wherever used in the Contract means school buses or other appropriate vehicles utilized by Dean to provide Services. Vehicles shall either be school buses or student transportation vehicles, as such terms are defined in the Michigan Vehicle Code and shall meet applicable legal requirements.

6.3. Vehicle Equipment. Vehicles shall be equipped as required by the Pupil Transportation Act and applicable passenger protection federal motor vehicle safety standards, and marked and painted in accordance with the specifications of Pupil Transportation Act. Vehicles shall be equipped with radio or cellular phone two-way communication and otherwise to comply with applicable legal requirements and to fulfill the requirements of the Contract. All school buses used in the provision

of the Services shall continue to be equipped with electronic reminder systems designed to reduce the likelihood of sleeping students being left on the bus at the completion of the run. Dean shall provide all standard adaptive equipment, such as lifts, wheelchair tie-downs, and seatbelts for special needs vehicles. If during the term of this Contract KISD and/or LEA policy changes require runs (which were not previously required) to be fully outfitted with star/car seats, or other special circumstances where an IEP or KISD/LEA directive requires specialty or customized adaptive equipment (such as oxygen securements, over-sized / custom-fitted belts, etc.), such equipment, as well as any delay in implementation due to production / availability of such equipment shall be the responsibility of the LEA mandating such equipment—the KISD, LEA, and Dean shall work collaboratively to help identify and facilitate viable accommodations for students in such special circumstances.

6.4. Vehicle Identification. Dean shall maintain a list of vehicles to be used to provide Services, in accordance with Michigan Department of Education and other federal or state requirements. Vehicles used for the Services shall utilize a fourteen (14) year expected in-service life and seven (7) year average age, with the understanding that spare vehicles meeting all Michigan State Police, as well as any other applicable federal and state inspection standards, may exceed the expected in-service life.

6.5. Vehicle Sufficiency. Dean shall provide vehicles in sufficient number and type to efficiently transport all special needs students for whom KISD orders Services, including an adequate number of spare vehicles to ensure continuous service without interruption per the Scope of Services outlined in Appendix A. Vehicles shall be of sufficient capacity to permit every student transported to be seated.

6.6. Vehicle Inspection. Dean shall cause vehicles to be periodically inspected in accordance with the requirements of the Pupil Transportation Act, and shall not use vehicles for Services, except to the extent inspected and permitted pursuant to the requirements of the Pupil Transportation Act. Dean shall promptly make any vehicle available to KISD at any time for inspection by KISD designee(s) and/or Michigan State Police Motor Carrier Division.

6.7. Vehicle Maintenance.

(a) Dean shall maintain all vehicles and equipment used for Services to meet all State and Federal Standards required for operation. KISD and/or Participating Region I / II LEAs shall make available at no cost to KISD or Dean vehicle parking, vehicle plug-ins if necessary, and (for those districts with on-site maintenance or driver support staff) basic pre-run maintenance support for items such as cold-starts, light-bulb changes, minor fluid level top-offs, tire inflation (as defined in

Exhibit II of this Contract), etc. In the event an LEA cannot or chooses not to provide basic light maintenance support, the LEA shall be invoiced at the pre-determined rate for the applicable time and materials for any related repair calls, including any travel time to/from the vehicle's storage location. Additional maintenance such as tire changes, preventative maintenance and/or full vehicle repair may be performed by KISD and/or Participating Districts at a rate schedule mutually agreed upon by Dean, KISD and/or the Participating Districts.

(b) Dean acknowledges that maintenance of all vehicles and equipment used for Services is of the utmost importance to KISD, and accordingly (except for Grand Rapids) Dean shall meet the following additional minimum requirements:

(i) Dean shall have a maintenance system with a comprehensive program of scheduled preventative maintenance and inspections.

(ii) Dean shall be able to supply KISD with monthly maintenance reports summarizing all repairs, parts and responsible mechanics.

(c) With respect to Grand Rapids, Dean shall utilize Grand Rapids' computerized maintenance system, or provide a computerized maintenance system with a comprehensive program of scheduled preventative maintenance and inspections.

6.8. Sale-Back or Lease of Fleet Vehicles. In the event that the Contract is terminated, regardless of reason, KISD or its designee(s) shall have the right (but not the obligation) to purchase or lease (with option to purchase) the vehicles owned by Dean and purchased from a Participant, and still in use for Services at the time of Contract termination

Any time during or immediately at the termination of the Contract, by virtue of implicit payments incorporated into the Per Mile charges of this Contract, KISD shall have the right to exercise its option to purchase some or all of the vehicles as described above at a price determined by taking Dean's full acquisition cost (including sales tax if applicable at time of original purchase) and reducing this cost by 97% of the number of years in service for each vehicle(s) divided by a fourteen year estimated vehicle "life limit". Payment for purchase of the vehicles shall be due immediately prior to the transfer of title.

6.9. Fuel. Dean shall furnish all fuel to be used for Services, as per Appendix B.

ARTICLE VII

RECORDS AND REPORTS

7.1. Special Format Operating Records. Dean shall maintain and submit to the KISD, upon reasonable notice, operating records in format approved by KISD, as follows:

(a) All information relating to routes and schedules, including the names, birth dates, and impairment categories of special needs students being transported under the Contract, their pick-up and drop-off locations, and the schools to which they are transported.

(b) All information relating to drivers, including for each driver, name, address, permit and license number, normal routing assignment, and normal vehicle assignment.

(c) All information relating to vehicles, including for each vehicle model, year, body type, odometer reading, and inspection and maintenance record.

7.2. Operating Records and Reports. Dean shall promptly make available to the Consortium any other operating records that KISD may request. Dean shall prepare and submit to KISD such reports as may be reasonably requested by KISD, and shall prepare and submit to KISD the following reports:

- (a) Final Cost Report (per school district and per student by district).
- (b) Mileage and Fuel Cost Reports (as required).
- (c) Payment Request (monthly) (i.e., detailed account of number of times each run is made).
- (d) In addition to the above, and pursuant to the timeline established in Section 10.1, Dean shall provide the following monthly, quarterly, or annual metrics and reports (in a format agreed to by the Parties in Appendix G “Metrics” to this Contract):
 - (1) Core Operations Metrics, such as staffing, student ride time, random sample-based on-time arrival rates, and/or other measures as identified by KISD and Dean;
 - (2) Fleet Services, including average age of fleet, fleet inspections, and/or other measures as identified by KISD and Dean;
 - (3) Allocation Data based on Historical Contract Models;
 - (4) Fuel Adjustment Estimates; and,
 - (5) Route & Safety Metrics, such as students per run, miles per run, DOT at-fault accident rate per mile, ride time efficiency, and/or other measures as identified by KISD and Dean.
- (e) Dean shall provide KISD upon request an opportunity to review in person Dean’s Statement of Financial Stability including a copy of its current Audit Opinion Letter within thirty (30) days of Dean’s receipt of the same, as produced for Dean’s annual financial audit. If the auditors issue any written documents expressing concern with

the financial condition of Dean, Dean will notify and provide KISD an opportunity to review such documents within thirty (30) days of receipt. Dean currently contracts with Rehmann. Dean would provide prior written notice to KISD if Dean is changing auditing firms. No copies shall be made of such financial information, and shall be kept confidential by KISD.

Dean shall prepare and submit to KISD such other reports as may be reasonably requested by KISD.

7.3. Data for State Filings. Dean shall provide the data necessary for KISD to file all State of Michigan reports required for state funding, reporting, or otherwise, including but not limited to the following:

- (a) SM 4107 Bus Inventory;
- (b) SE 4094 Transportation Expenditures; and
- (c) SE 4159SL Special Education Logs.

7.4. Accident Reports. All accidents or incidents involving any Participant's students, personnel, or property shall be verbally reported immediately to KISD and to the affected Participant. A written report shall be submitted to KISD and to the affected Participant within 24 hours. Accident reports shall clearly provide, at a minimum, the following:

- (a) Whether students were on the vehicle or loading or unloading from the vehicle at the time of the accident;
- (b) Whether any identifiable injuries occurred and the names of the injured persons;
- (c) The driver, location, involvement of other vehicles, and nature and extent of any property damage;
- (d) Any accident and incident reports completed by Dean's management or drivers; and
- (e) Name and badge number of the reporting officer.

7.5. Police and State Reports. Dean shall further obtain and provide to KISD and to the affected Participant any accident reports obtainable from law enforcement agencies as soon after the accident as they become available. Dean shall also submit all required reports to the Michigan Department of Education and Michigan State Police Motor Carrier Division. An accident shall be defined as any incident in which there was any damage to any property, vehicle, and/or any injury to any person.

7.6. Consultations. Dean shall consult with KISD upon request on routine organization and operation matters concerning Services, provided that such consultation does not disrupt Dean's ability to perform the Services.

ARTICLE VIII
COMPENSATION

8.1. Compensation. With respect to the original Participants, KISD shall pay to Dean for providing Services compensation in accordance with the terms of Appendix B-1. With respect to Grand Rapids, KISD shall pay to Dean for providing Services compensation in accordance with the terms of Appendix B-2. On or before the 20th day of each month, Dean shall provide to KISD a statement of charges on such form as mutually agreed upon by KISD and Dean. KISD shall pay Dean for such charges within 15 calendar days from the date the statement is received. Participant LEAs shall utilize MiPSE and/or the Dean-provided web interface to verify students lists no later than the 10th of each month for the preceding month to reduce and/or eliminate potential misallocation of student costs by KISD/Dean via the billings allocation process. Re-allocations (if approved by KISD on behalf of the LEA) shall take place up to two (2) times per year, and shall be in conjunction with the January and June billings (if necessary) to avoid delay of the billing process.

8.2. Dean Responsibility for All Costs. With respect to the original Participants, Dean shall procure at its expense all facilities (except as to those facilities provided by the LEAs or KISD for vehicle storage / parking or as otherwise indicated in this Contract for Regions I and II), vehicles, equipment, supplies, utilities, licenses, permits, fuel, or any other items necessary to provide the Services, except bus drivers and aides hired by KISD prior to July 1, 2013, unless otherwise agreed to in writing by KISD.

With respect to Grand Rapids, but in no way affecting the interpretation of the general, but broadly inclusive language of the proceeding subsections, Dean shall procure at its expense all transportation office staff, drivers, and mechanics necessary with the sole exception of aides, unless otherwise agreed to in writing by Grand Rapids Administration. Such expense shall include all costs of employment, including employee compensation, benefits, payroll taxes, workers' compensation insurance, unemployment insurance, vehicles, vehicle maintenance, fuel, facilities, hardware, telephone line and usage, cell phone, standard office equipment and supplies and any other related costs of employment or operations, mandatory or otherwise, unless specifically provided otherwise in the Contract. Utilization of Grant Rapids Facilities and the existing infrastructure by Dean, if

applicable under Section 6.1 of the Contract, shall be subject to a separate Lease Agreement between Grand Rapids and Dean.

Dean shall provide the routing software, as well as route tracking software Here Comes The Bus along with applicable parent and staff annual training (as determined by GRPS and Dean), and support for routing software-related issues, including network support for the software. Grand Rapids shall provide support for any potential integration of Grand Rapids student data with Dean VersaTrans routing software, including access to any student address, daycare, school/program, impairment, behavioral, medical or emergency contact data to the extent that such data might impact Dean's ability to safely transport Grand Rapids students pursuant to the requirements of FERPA.

8.3. Material Changes in Services. In the event that Services materially change during the term of the Contract, including any extensions or renewals, then at the request of either Party, the rate(s) of compensation payable under the Contract shall be renegotiated.

ARTICLE IX

INDEMNIFICATION AND INSURANCE

9.1. Indemnification by Dean. To the extent permissible by law, Dean shall hold harmless, indemnify, or cause to be reimbursed, KISD and other Consortium Participants, and their representatives, from all liability of every kind, and nature arising from accident, negligence, or any cause whatever that such Consortium Participants may suffer, including the costs of legal defense, by reason of:

- (a) Injury to Dean employees or Consortium Participant employees;
- (b) Any injury to person or property sustained by any person, firm, or corporation, however caused by any act, neglect, default, or omission of Dean, or by any person, firm, or corporation employed by Dean acting directly or indirectly for Dean, in connection with Dean's performance under the Contract.

9.2. Indemnification by Kent ISD and Grand Rapids. To the extent permissible by law, KISD and Grand Rapids shall hold harmless, indemnify, or cause to be reimbursed, Dean from all losses, damages, claims, causes of action, liabilities, fees, and costs, of every kind and nature relating to:

- (a) any injury to Dean employees or Consortium participant employees, and
- (b) Any injury to person or property sustained by any person, firm, or corporation, however caused by any act, neglect, default, or omission of KISD or Grand Rapids, or by any person, firm, or corporation employed by KISD or Grand Rapids acting

directly or indirectly for KISD or Grand Rapids, in connection with KISD's or Grand Rapids' performance under the Contract.

9.3. Types of Dean Insurance. Dean shall obtain and maintain in full force and effect the following insurance covering all insurable risks associated with its obligations under the Contract and insuring the interests of itself, and KISD, and other Consortium Participants and their representatives, generally of the following types and limits:

(a) Workers' Compensation Insurance for Dean employees which meets Michigan statutory requirements.

(b) Comprehensive General Liability Insurance, covering actions, activities and performance of Dean and its employees assigned under the Contract; coverage to be broad form including contractual liability and not excluding sexual harassment and molestation; limits of coverage shall be no less than \$3,000,000 per occurrence/\$3,000,000 annual aggregate.

(c) Errors and Omissions and Professional Liability insurance on Dean employees; limits of coverage shall be no less than \$500,000 per occurrence/\$1,000,000 annual aggregate.

(d) Comprehensive Automobile Liability Insurance (fleet vehicles, owned, hired, and non-owned).

- | | |
|--|---|
| (i) Bodily injury: | \$1,000,000 each Person
\$1,000,000 each Occurrence
\$2,000,000 Aggregate |
| (ii) Property Damage: | \$1,000,000 each Occurrence
\$2,000,000 Aggregate |
| (e) Umbrella Excess Liability (over Automobile) | |
| (i) Combined Bodily Injury and/or
Property Damage: | \$9,000,000 each Occurrence |
| (ii) Combined Bodily Injury and/or
Property Damage: | \$9,000,000 aggregate |

If during the Contract term, changed conditions or other pertinent factors should in the reasonable judgment of KISD render inadequate the insurance limits, Dean will furnish or request such additional coverage as may reasonably be required and available under the circumstances. The limits of coverage as may be agreed upon by the Parties shall not be construed as a limit on Dean's potential liability to KISD or other Consortium Participants.

9.4. Insurer Qualifications. The insurance must be effected under valid and enforceable policies, issued by insurers licensed and admitted to do business in Michigan and, which have an A.M. Best rating of at least A, or pursuant to the requirements of the Michigan Department of Transportation and U.S. Department of Transportation for “For Hire” passenger carriers. Dean’s insurance carrier must be reputable and acceptable to KISD, but acceptance of any licensed qualifying carrier shall not be unreasonably withheld.

9.5. Insurable Interest. Any vehicle leased by Dean to KISD under this Contract, but operated by Dean staff in the performance of this contract shall be insured by Dean as the Primary Operator with an ownership (Lessor) interest in the vehicle. Any vehicle leased by Dean to KISD under this Contract, and operated by KISD staff in the performance of this contract shall be insured by KISD as the Primary Operator with a Lessee interest in the vehicle.

9.6. Evidence of Insurance. Insurance policies for KISD-operated fleet vehicles must name Kent ISD as the insured, and Dean and the Participants as additional insureds, and shall not be cancelable, non-renewable, reduced or materially changed without at least 30 days notice to Dean. KISD must submit a certificate(s) of the required insurance issued to Dean at the time KISD executes the Contract, and shall provide copies of the insurance policies upon request. Failure to request or obtain evidence of insurance shall not be construed as a waiver of KISD’s obligation to provide the required insurance.

Insurance policies for Dean-operated fleet vehicles must name Dean as the insured, and KISD and the Participants as Additional Insureds, and shall not be cancelable, non-renewable, reduced or materially changed without at least 30 days notice to KISD. Dean must submit a certificate(s) of the required insurance issued to KISD at the time Dean executes the Contract, and shall provide copies of the insurance policies upon request. Failure to request or obtain evidence of insurance shall not be construed as a waiver of Dean’s obligation to provide the required insurance.

ARTICLE X

REMEDIES INCLUDING TERMINATION

10.1. KISD Remedies. In addition to any other rights KISD may have, KISD shall have the right to declare Dean in default and terminate the Contract if:

- (a) Dean becomes insolvent, makes an assignment for benefit of creditors, or if a petition in bankruptcy is filed by or against it.
- (b) Dean shall abandon the Services.
- (c) Dean shall refuse to proceed with the Services when and as directed by KISD.

(d) Dean shall assign, transfer, or otherwise convey the Contract other than as herein specified.

(e) KISD shall be of the opinion that Dean is or has been willfully, or in bad faith violating any of the provisions of the Contract.

(f) Dean or its agents, servants, or employees have violated any applicable legal requirements.

(g) Services have been provided in a manner that imperils the safety of the passengers.

(h) Deans is subject to liens due to non-payment of payroll taxes.

(i) Dean fails to maintain vehicles in accordance with legal vehicle standards or in accordance with KISD's vehicle standards.

(j) Dean fails to adhere to the routes, runs, and schedules approved by KISD.

10.2. Dean Remedies. In addition to any other rights Dean may have, Dean shall have the right to declare KISD in default and terminate the Contract if:

(a) KISD ceases to exist as an entity, or the Consortium is disbanded, for any reason.

(b) Requests for Services fall below that level determined annually by agreement of the parties, on or before each anniversary of this Contract, as a minimum level of Services.

(c) KISD refuses to provide support and assistance, including aides, information services, or student disciplinary support contemplated by the Contract or otherwise made necessary by the requirements of the Contract, to allow Dean to reasonably perform its obligations under the Contract.

(d) Dean shall be of the opinion that KISD is or has been willfully, or in bad faith, violating any of the provisions of the Contract; including but not limited to, in bad faith withholding approvals or imposing directives where the Contract gives KISD authority to approve or direct.

(e) KISD or its agents, servants, or employees have violated any applicable legal requirements.

(f) KISD fails to make payment to Dean pursuant to the requirements of the Contract, and such non-payment is not cured within thirty (30) days after notice from Dean to KISD.

10.3. KISD Remedy Procedure. Kent ISD may terminate this Contract for cause based upon the failure of Dean to comply with the terms and/or conditions of this Contract, provided that Kent ISD shall give Dean written notice specifying Dean's failure. If within thirty (30) days after receipt of such notice Dean shall not have either corrected such failure or proceeded diligently to correct such failure, then Kent ISD may, at its option, terminate the Contract on the date specified in such notice.

10.4. Dean Remedy Procedure. Dean may terminate this Contract for cause based upon the failure of Kent ISD to comply with the terms and/or conditions of this Contract, provided that Dean shall give Kent ISD written notice specifying Kent ISD's failure. If within thirty (30) days after receipt of such notice Kent ISD shall not have either corrected such failure or proceeded diligently to correct such failure, then Dean may, at its option, terminate the Contract on the date specified in such notice.

10.5. Oversight. Dean or KISD may call a meeting at any time to review the quality of Services or for any other issue that may arise under the Contract.

10.6. Force Majeure. In the event and to the extent either Party is unable to perform its obligations under the Contract because of any act of nature, civil disturbance, fire, flood, riot, war, terrorist attack, picketing, strike, lockout, work stoppage, loss of transportation facilities, oil or fuel shortage or embargo, governmental action or any condition or cause beyond such Party's control, such Party shall be excused from performance of the Contract.

ARTICLE XI

WARRANTIES AND REPRESENTATIONS

11.1. Confirmation of Warranties and Representations. Dean acknowledges and confirms the effectiveness and reliability of any representations, warranties and covenants expressed by Dean in its Proposal. KISD acknowledges and confirms the reliability of any representations, warranties and covenants expressed by KISD in its Request for Proposal

11.2. Truth of Proposal and Reports. Dean hereby warrants and represents to KISD that all information contained in its Proposal, and in any data or reports submitted to KISD, pursuant to or in preparation of the Contract, is or shall be complete, true and correct. KISD and Grand Rapids with respect to its request for proposals, hereby warrants and represents to Dean that all information contained in its Request for Proposal, and in any data or reports submitted to Dean pursuant to or in preparation of the Contract, is or shall be complete, true and correct in all material respects.

11.3. Familiarity. Dean warrants and represents that it is familiar with the local conditions, i.e., roads, weather, urban versus suburban versus rural, etc., under which the Services are to be performed. Dean's price Proposal is based upon personnel and equipment described in the RFP and in accordance with local conditions without exception.

11.4. Binding Contract. Dean warrants and represents that (i) it is a duly organized entity with full power and authority to enter into and perform the Contract; (ii) all necessary approvals for the execution, delivery, and performance of the Contract by Dean have been obtained; (iii) the Contract

has been duly executed and delivered by Dean; and (iv) the Contract constitutes the legal and binding obligation of Dean, enforceable in accordance with its terms.

KISD warrants and represents that (i) it is a duly organized entity with full power and authority to enter into and perform the Contract; (ii) all necessary approvals for the execution, delivery, and performance of the Contract by KISD have been obtained; (iii) the Contract has been duly executed and delivered by KISD; and (iv) the Contract constitutes the legal and binding obligation of KISD and the Consortium participants, enforceable in accordance with its terms.

11.5. General. Dean and KISD agree that their representations, warranties, and covenants shall survive the execution and delivery, and if appropriate, the termination of the Contract.

ARTICLE XII

COMPLIANCE WITH LAWS AND PLAN

12.1. Meaning of “Applicable Legal Requirements”. The term “applicable legal requirements” as used in the Contract means all federal, state and municipal laws and regulations applicable to:

(a) The transportation of students to or from schools, school-related events, and extracurricular activities, including requirements as to students who must be offered Services, and persons other than students who may or may not be offered transportation services in vehicles with students.

(b) The equipping, condition and testing of school buses and other student transportation vehicles.

(c) The qualification, licensing, testing, screening, training, and manner of vehicle operation of drivers providing student transportation services, including but not limited to the Michigan Vehicle Code MCL 257.1 – 257.1877, and in particular, the Michigan Pupil Transportation Act, MCL 257.1801 – MCL 257.1877, and the Revised School Code, MCL 380.1 – 380.1853, and all regulations thereunder, including, but not limited to, the regulations of the Michigan Department of Education or its State Board of Education or Superintendent of Public Instruction, and the Michigan State Police, and the policies of the State Board of Education and the Boards of Education of Participants.

12.2. Familiarity with Applicable Legal Requirements. Dean acknowledges that it is Dean’s contractual and professional obligation to be fully familiar with all federal and state laws or regulations and local ordinances or any other governmental requirement with legal effect applicable to the Services or Dean’s other obligations under the Contract, all of which are referred to in the Contract as “applicable legal requirements,” and Dean warrants, represents and covenants that it is

fully familiar with, and takes full responsibility for continuing familiarity, understanding and compliance with, applicable legal requirements.

12.3. Compliance with Applicable Legal Requirements. Dean shall comply with all federal, state, and municipal laws and regulations bearing on the performance of the Contract, as referred to throughout the Contract as “applicable legal requirements,” including Family Educational Rights and Privacy Act (FERPA) requirements as addressed in Appendix F.

12.4. Compliance with Plan. All Parties shall comply with all provisions of the KISD’s special education plan. In the event any portion of the KISD plan relating to the provision of transportation services is being considered by the KISD for possible amendment, Dean shall be notified and consulted. In the event any such provision is amended, and either the KISD or Dean believes the amendment significantly affects the cost of providing Services, either Party shall have the right to renegotiate any portion of Appendix B-1 or B-2 regarding compensation which may be affected by the amendment. The “Proposed Amendment to the KISD Plan for the Delivery of Special Education Programs and Services” has been adopted and shall be considered by the Parties as a part of the Contract. In the event any portion of the Amendment is deleted or amended and either KISD or Dean believes the deletion or amendment significantly affects the cost of providing services under the Contract, either Party shall have the right to renegotiate any portion of Appendix B-1 or B-2 regarding compensation which may be affected by the amendment.

12.5. Change in Applicable Legal Requirements. In the event that there is any change in applicable legal requirements requiring a material change in delivery methodology or underlying cost of providing the Services, then at the request of either Party, the rate(s) of compensation payable under the Contract shall be renegotiated.

ARTICLE XIII

MISCELLANEOUS

13.1. Non-Assignability. Neither the Contract nor any part of it shall be assigned or subcontracted by Dean without the prior written consent of KISD.

13.2. Notices and Communications. All notices, requests, or other communications related to the Contract shall be made in writing and may be given by personal delivery or depositing the same in the United States mail, postage prepaid, to the signatory on the Contract, addressed as set forth in the beginning of the Contract or to Participants or a different representative as directed, in writing, by a Party.

13.3. Modifications, Amendments, or Waivers. Modifications, amendments, or waivers of any provision of the Contract may only be made upon the written mutual consent of the Parties. Such modifications, amendments, or waivers shall be signed by the Parties, shall be added to the Contract in the form of an Appendix, Attachment, Exhibit, Amendment or Waiver, and shall form an integral part of the understandings and agreements between the Parties and are as such a part of the Contract.

13.4. Completeness of Contract. All prior agreements between the Parties regarding the provision of Services are hereby terminated; provided, however, that for construction of the meaning of any ambiguous or omitted Contract term, the RFP, or Grand Rapids RFP when pertinent, may be referenced and the Proposal may be referenced to the extent the Proposal expressly states it is an exception to the RFP. The Contract and any additional or supplementary documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the Parties and no other agreement, oral or otherwise, regarding the subject matter of the Contract, or any part thereof, shall have any validity or bind the Parties.

13.5. Waiver of Breach. The waiver by a Party of any breach of any provision of the Contract by the other Party shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision of the Contract.

13.6. Severability. The terms and provisions of the Contract are severable and in the event any of them shall be held to be invalid, the Contract shall be interpreted as if such invalid term or provision were not part of the contract.

13.7. Attached Appendices. All of the attached appendices form an integral part of the understandings and agreements between the Parties and are as such a part of the Contract.

KENT INTERMEDIATE SCHOOL DISTRICT

Dated: _____

By: _____

Its: _____

DEAN TRANSPORTATION, INC.

Dated: _____

By: _____

Its: _____

APPENDIX A-1

SCOPE OF SERVICES FOR KISDR123

The Parties hereby agree that the Scope of Services requested of Dean by KISD as of the date of this Appendix is as follows:

- 1. Dean shall provide complete Special Education Transportation Services under the terms of this contract. Such Transportation Services shall include Special Needs students who are required by I.E.P. to utilize dedicated Special Needs Transportation Services.
- 2. Dean shall provide complete Special Needs Field Trip, Sports Trip, Extracurricular Trip transportation services to KISD under the terms of this contract. Dean acknowledges that KISD expressly retains the right to contract separately with Dean or other vendors for non-student or non-“home-to-school” Special Needs student transportation services.
- 3. Dean shall assist in the coordination of Bus Aide and KISD Staff Training at the request and/or approval of KISD.
- 4. If required by KISD or the State of Michigan, Dean shall provide enhanced cleaning of the bus fleet pursuant to a specific Cleaning Schedule with corresponding pricing that shall be agreed to in writing referred to as Exhibit A of this Agreement. KISD shall have the right to require a Cleaning Schedule that exceeds State of Michigan or local health department requirements at its discretion, subject to the pricing of such schedule.

The Parties agree pursuant to Article II Paragraphs 2.2 and 2.3 that additions to and/or deletions from the Service must be agreed to in writing and subject to all other conditions of the Contract. Appendix A-1 (Scope of Service) may be modified at any time pursuant to the conditions of the Contract.

KENT INTERMEDIATE SCHOOL DISTRICT

Dated: _____

By: _____

Its: _____

DEAN TRANSPORTATION, INC.

Dated: _____

By: _____

Its: _____

APPENDIX A-2

SCOPE OF SERVICES FOR GRAND RAPIDS

The Parties hereby agree that the Scope of Services requested of Dean by GRPS as of the date of this Appendix is as follows:

1. Dean shall provide complete Special Education Transportation Services under the terms of this contract. Such Transportation Services shall include Special Needs students who are required by I.E.P. to utilize dedicated Special Needs Transportation Services.
2. Dean shall provide complete Special Needs Field Trip, Sports Trip, Extracurricular Trip transportation services to GRPS under the terms of this contract. Dean acknowledges that GRPS expressly retains the right to contract separately with Dean or other vendors for non-student or non-“home-to-school” Special Needs student transportation services.
3. If required by GRPS or the State of Michigan, Dean shall provide enhanced cleaning of the bus fleet pursuant to a specific Cleaning Schedule with corresponding pricing that shall be agreed to in writing referred to as Exhibit A of this Agreement. GRPS shall have the right to require a Cleaning Schedule that exceeds State of Michigan or local health department requirements at its discretion, subject to the pricing of such schedule.

The Parties agree pursuant to Article II Paragraphs 2.2 and 2.3 that additions to and/or deletions from the Service must be agreed to in writing and subject to all other conditions of the Contract. Appendix A-2 (Scope of Service) may be modified at any time pursuant to the conditions of the Contract.

GRAND RAPIDS PUBLIC SCHOOLS

Dated: _____

By: _____

Its: _____

DEAN TRANSPORTATION, INC.

Dated: _____

By: _____

Its: _____

APPENDIX B-1

TRANSPORTATION COMPENSATION

CONDITIONS:

1. Regular route charges shall be assessed on a Per Diem plus Variable Hourly operated basis.
2. The Per Diem base charge shall cover the first four (4) hours of service per day per Bus (and per Attendant if applicable) on regular routes.
3. The Variable Hourly charge for regular routes and attendant charges shall only apply to those hours in excess of the Per Diem base in Condition 2 of this Appendix. Variable Hours shall be calculated to the nearest 10th of an hour and shall be agreed to by November 1 by Dean and the District. The measurement week used in determining the Variable Hours will be the October Transportation count week for school year runs, or the first full week in which all programs served by the transportation system are in full operation. The measurement week for summer runs shall be determined by the first full week in which all of a run's programs are in regular session. The daily actual hours or the Per Diem Base of 4.0 hours, whichever is greater, shall be totaled for the week. The sum of those hours shall be divided by the number of actual run days for that week, and any hours in excess of the 4.0 hour Per Diem Base will be the Variable Hours for that run.

The Variable Hours shall remain at the agreed upon amount until such time changes occur that cause a 15 minute increase or decrease in the hours, or as measured by a billing period's most representative service week in which all programs served by the transportation system are in full operation. The District shall have the right to review and discuss all run or route changes with Dean.

By way of example:

Example A: A five (5) day per week Fall Run.

	Run Hours	Run Minutes	Convert to Decimal	Billable Run Hours
• Monday	4	15	4.3	4.3
• Tuesday	4	5	4.1	4.1
• Wednesday	3	45	3.8	4.0
• Thursday	4	30	4.5	4.5
• Friday	4	20	4.3	4.3
Total	19	115	21.0	21.2
			Run Days	5
			Average daily hours/run	4.2
			Minimum hours/run	4.0

Example A Daily Run Variable Hours	0.2
---	------------

Example B: A four (4) day per week Summer Run.

	Run Hours	Run Minutes	Convert to Decimal	Billable Run Hours
• Monday	3	50	3.8	4.0
• Tuesday	4	5	4.1	4.1

• Wednesday	4	0	4.0	4.0
• Thursday	4	15	4.3	4.3
• Friday	0	0	0.0	0.0
Total	15	70	16.2	16.4
			Run Days	4
			Average daily hours/run	4.1
			Minimum hours/run	4.0

Example B Daily Run Variable Hours	0.1
---	------------

4. Regular route bus hours shall be determined from the vehicle storage facility located at 4155 Trade Drive SE, Grand Rapids, Michigan 49508, unless an alternate location is mutually agreed upon.
5. The charges for regular route buses transporting students from multiple school districts shall be prorated between those districts by KISD.
6. Field trips, CBI trips, or other special trips shall be charged on an hourly basis. Dean reserves the right to provide field trips or special trips at a reduced charge, or at no charge, at the discretion of Dean (such as Special Olympics trips). Time calculations shall be determined as in Item 4, or by the marginal amount of time such trip adds to a bus already in service if less.
7. a. All Bus & Driver Per Diem and Variable Hourly charges identified in Items 1 through 3 of the “CHARGES” section below shall increase July 1 of each contract year over the life of the Agreement as follows:

Period	Base Year
2025-26	
2026-27	3.75%
2027-28	3.75%
2028-29	3.75%
2029-30	3.75%

- b. The Fuel Adjustment Base Cost shall remain fixed for the duration of the contract.
8. Pursuant to Section 3.9 of this Contract, KISD shall receive a discount from the ordinary daily rate charge on those days when the schools and/or classes are closed, or transportation services are suspended, to ensure the health, security, and safety of pupils, for the reason of inclement weather, medical epidemic, state-declared emergency, or any other lawful reason, including instructional delivery shifts to distance learning that reduce or eliminate the anticipated need for transportation for periods of the regular school year or summer program.

The Parties collectively recognize that the Per Diem Billing Methodology utilized under this Contract affords KISD and the Contractor a simple mechanism to capture and spread the fixed costs of the Contractor’s management, dispatching, route planning, staffing, training, vehicles, vehicle insurance, maintenance, facilities, insurance, technology & software, etc. evenly throughout KISD’s school year for the convenience of invoicing and budgeting between KISD and the Contractor. While the transportation of School District students is the ultimate purpose of this Contract, the pricing covers myriad other requirements of the

Contractor that occur regardless of whether student transportation occurs on a given day.

- a. **Standard Closures / Transportation Suspension.** KISD shall receive a **45% discount** from the Bus & Driver **KISDR12-D**, **KISDR12-H** and **KISDR3** daily rate charges and a **25% discount** from the Bus & Driver **KISDR12-K** daily rate charges (*based on the average daily run hours for the affected billing period, or the most recently completed if the closure carries into a subsequent billing period*) for the day or those days when transportation services are suspended as outlined in this section for both academic year and summer program periods.

The School District shall receive a **85% discount** from the Bus Attendant daily rate charge (*based on the average daily run hours for the affected billing period, or the most recently completed if the closure carries into a subsequent billing period*) for the day or those days when transportation services are suspended as outlined in this section for both academic year and summer program periods.

- b. **Extended Closures / Transportation Suspension.** If the closure period exceeds ten (10) scheduled school days and Dean is notified in advance by School District of such duration, so that the Contractor may preemptively reduce staffing and/or services as practical, then KISD shall receive a **50% discount** from the Bus & Driver **KISDR12-D**, **KISDR12-H** and **KISDR3** daily rate charges and a **30% discount** from the Bus & Driver **KISDR12-K** daily rate charges (*based on the average daily run hours for the affected billing period, or the most recently completed if the closure carries into a subsequent billing period*) on those days when transportation services are suspended as outlined in this section for both academic year and summer program periods.

The School District shall receive a **85% discount** from the Bus Attendant daily rate charge (*based on the average daily run hours for the affected billing period, or the most recently completed if the closure carries into a subsequent billing period*) for the day or those days when transportation services are suspended as outlined in this section for both academic year and summer program periods.

- c. **Credit Back to District of Make-up Days.** If the combined in-session / operational service days (for which KISD is invoiced at regular rates) plus inclement weather / special closure days (for which a discounted fee was applied) exceeds a weighted average of **183.5** expected days for affected runs (including Summer Program days), the discounted rate fee for any such days above the expected days shall be credited back to KISD.
- d. Additionally, the Per Diem rate was calculated utilizing a system-wide average of academic year service days and summer runs equivalent to **183.5** average days per academic year run (e.g., KISDR12 projected at **67** Academic Year runs at **176** days and **23** Summer Program runs at **21** days and KISDR3 projected at **52** Academic Year runs at **176** days and **21** Summer Program runs at **19** days.) If there were a significant modification to the system as described in Appendix A (e.g. 10% or more increase or decrease in overall system size), Dean and KISD may, by mutual agreement, adjust the base charges to reflect such cost changes.

9. In the event that there are significant, documented increases or decreases in the costs of providing transportation services under this Agreement, Dean and the District may, by mutual agreement, adjust the base charges to reflect such cost changes.
10. The base Per Diem and Variable Hourly charges shall be adjusted relative to the per gallon cost of Ultra Low Sulfur Diesel fuel (net of federal and state taxes when permitted by state and federal law) as determined by the Petroleum Administration for Defense District Midwest Region (PADD II) reported in the "Retail On-highway Diesel Prices" published by the Energy Information Agency of the Department of Energy. The fuel adjustment shall increase or decrease the base transportation rates by \$0.28 per hour (for each hour of service) for each ten (10) cent per gallon increase or decrease in fuel costs, relative to the Benchmark Price Per Gallon below.
11. In the event a bus route is late 30 or more minutes for either drop off or pick up at the school three or more times in a month, starting on the third occurrence KISD shall receive a 10% discount from the Bus & Driver KISDR12-D, KISDR12-H, KISDR3 and KISDR12-K daily rate charges (based on the average daily run hours for the affected billing period) on those days when transportation services are late to arrive for drop off or pick up at the school.

The Parties agree in good faith, that this provision shall not apply for Force Majeure events as defined in Section 10.6 of this Contract, or other factors deemed valid in good faith by and at the discretion of KISD as a valid explanation for a bus delay.

For long-term road conditions, such as construction, Dean is expected to consult with KISD as to the expected impact of such on parents (e.g., in terms of earlier / later pick-ups / drop-offs if necessary to ensure on-time arrival at programs), splitting/adding of runs (if required to compensate for route delays during construction or adverse road condition / closure period). If a new run is approved by KISD, such penalties shall not apply during the period required to acquire additional vehicle(s) if necessary and/or driving staff.

CHARGES (FOR YEAR 1 2025-26)

1. BUS & DRIVER (REGULAR ROUTE BASE RATE CHARGE)

	Per Diem	Variable Hourly
Bus & Driver Rate (KISDR12-K)	\$ 303.67	\$ 19.45
Bus & Driver Rate (KISDR12-H)	\$ 360.76	\$ 23.46
Bus & Driver Rate (KISDR12-D)	\$ 495.85	\$ 51.89
Bus & Driver Rate (KISDR3)	\$ 499.92	\$ 49.99
Air Conditioning Protocol Premium*	\$ 16.46	
On-bus Two Camera Premium*	\$ 0.00 [INCLUDED]	
HCTB & Z-Pass *	\$ 3.03	

* Once required, A/C and/or Camera Premium(s) are charged year-round permanently from installation date forward to avoid seasonal fluctuations in billing and to recoup fixed installation cost.

SPECIAL NOTE: The Pre-2024 Bus Credit for a 119-Run system was estimated based upon 125 total Pre-2024 school buses for Year 1 (out of 147 total projected buses), reduced each subsequent year in the Cost Projections provided to the District by an amount equivalent to the number of estimated replacements for each given year. By way of example, the credit presented in the cost projections was calculated as 125 estimated Pre-2024 buses X \$2,032.10 (credit per bus) for a total Year 1 (2025-26) credit of \$254,012. The degree to which the actual number of runs and buses requiring replacement and/or retirement in any given year deviates from the original 2025-26 projections would affect the projected Pre-2024 Bus Credit in a pro-rata manner. Credit will be issued during the primary academic year billing periods of September through May in nine (9) equal installments that could be impacted by a change in the number of Pre-2024 buses during a given month.

2. BUS & DRIVER (FIELD TRIPS, CBI TRIPS, OR OTHER SPECIAL TRIPS)

	Variable Hourly
KISDR3 Vehicle In-service Time (travel, loading, and unloading)	\$ 68.95
KISDR3 Waiting Time (if driver required to stay with group)	\$ 43.37
KISDR12-K Vehicle In-service Time (travel, loading, and unloading)	\$ 17.83
KISDR12-K Waiting Time (if driver required to stay with group)	\$ 17.83
KISDR12-D Vehicle In-service Time (travel, loading, and unloading)	\$ 68.95
KISDR12-D Waiting Time (if driver required to stay with group)	\$ 43.37

3. IEP OR KISD-MANDATED ATTENDANT

	Per Diem	Variable Hourly
Attendant Rate	\$ 111.56	\$ 27.89

This rate is for para-professional staff who are not expected to hold nursing or similar certifications. If, due to legislation or otherwise, attendants are required to have such certification, and the rate of pay is greater than for existing trained lay-persons a new rate may be added for such certified personnel.

4. FUEL ADJUSTMENT BASE COST
 Fixed Benchmark Price Per Gallon **\$ 3.00**

Fuel Cost		Per Hour Adjustment
\$3.500	\$3.599	\$1.40
\$3.400	\$3.499	\$1.12
\$3.300	\$3.399	\$0.84
\$3.200	\$3.299	\$0.56
\$3.100	\$3.199	\$0.28
\$3.000	\$3.099	\$0.00
\$2.900	\$2.999	-\$0.28
\$2.800	\$2.899	-\$0.56
\$2.700	\$2.799	-\$0.84
\$2.600	\$2.699	-\$1.12
\$2.500	\$2.599	-\$1.40

The above table is not all-inclusive, but represents the range from \$0.50 less than the benchmark to \$0.50 more than the benchmark. Per Hour Adjustments would continue to increase or decrease consistent with the above methodology for fuel costs above or below the table range, respectively.

5. SYSTEM MODIFICATION NOTES (RELATIVE TO PRE-EXTENSION STRUCTURE)

- KISDR12-D Rates incorporate Inter-office Deadhead for Sub Drivers within assigned Region
- KISDR12-K Rate assumes KISD provides all Driver & Sub Support (Drivers, Subs, Road Supervisors as necessary) for all KISD absences, vacations and leaves
- KISDR12-H Rates applies to:
 - Runs where KISD requests sub coverage from Dean for otherwise KISD-operated runs or
 - Open Runs being transitioned to Dean but being covered by KISD Staff
- KISDR12 Rates do not include Regional Liaison positions
- KISDR3 Regional Liaison Position Included (similar to KISD Road Supervisor)

6. RATE APPLICABILITY AND SERVICE TRANSITION DETERMINANTS

- SERVICE TRANSITION GOAL. When a KISD12-K run is released by KISD to Dean, the goal shall be to have such run covered by Dean within 6 weeks of the date it was relinquished (unless such date was known in advance) to allow for the posting, advertising, hiring, training for the Dean-provided replacement drivers of such runs.
- RATE APPLICABILITY IN SHORT-TERM COVERAGES. Day-to-day call-ins and/or spot coverage of a run (or route) shall not affect the primary rate in effect for the run, relative to the applicability of the primary rate codes described in Item 5. This applies to “short-term” coverages, where short-term is in general presumed to be five (5) days or less, and is not applicable to personal leaves, vacations, consecutive personal days, administrative leaves, and/or similar time off.

APPENDIX B-2
COMPENSATION FOR GRAND RAPIDS PUBLIC SCHOOLS
SPECIAL EDUCATION TRANSPORTATION

CONDITIONS:

1. Billings will be calculated on a Per Mile basis for Driver/Vehicle for "To and From School" transportation. All non-"To and From School" transportation shall be billed hourly as outlined below.
2. Regular run changes shall be assessed on a per mile operated basis
3. Regular run bus miles shall be determined from the GRPS Transportation Facility located at 900 Union Avenue, Grand Rapids, Michigan 49503, unless an alternate location is mutually agreed upon. If an alternate location is chosen, the parties shall meet to review and adjust the billing rate structure if necessary, to ensure that neither party is adversely impacted by either the change in operating location or the alternate location utilized for billing purposes.
4. A minimum miles charge of 75 miles per day per bus on home-to-school runs shall apply, unless an alternate method is mutually agreed upon.
5. Information relative to routes, actual or minimum miles per regular run bus, bus size or passenger capacity, fuel costs, or other run or passenger information reasonably necessary to accomplish the billing, reimbursement process or comply with all of the GRPS's fiscal responsibilities under the law shall be furnished to the GRPS by Dean upon reasonable request.
6. Field trips, CBI trips, or other special trips shall be charged on an hourly charge. Dean reserves the right to provide field trips or special trips at the reduced charge, or at no charge, at the discretion of Dean (such as Special Olympics trips). Time calculations shall be determined by utilizing the same beginning and ending location as for Item 3, or by the amount of time such trip adds to the run providing the trip, whichever is less.
7. In the event that there are significant, documented increases or decreases in the costs of providing transportation services under this Agreement, Dean and the GRPS may, by mutual agreement, adjust the base rate to reflect the cost changes.
8. GRPS shall receive a discount from the ordinary daily rate charge on those days when the schools and/or classes are closed, or transportation services are suspended, to ensure the health, security, and safety of pupils, for the reason of inclement weather, medical epidemic, state- declared emergency, or any other lawful reason, including instructional delivery shifts to distance learning that reduce or eliminate the anticipated need for transportation for periods of the regular school year or summer program.

The Parties collectively recognize that the Per Mile Billing Methodology utilized under this Contract affords GRPS and Dean a simple mechanism to capture and spread the fixed costs of Dean's management, dispatching, route planning, staffing, training, vehicles, vehicle insurance, maintenance, facilities, insurance, technology & software, etc. evenly throughout GRPS's school year for the convenience of invoicing and budgeting between GRPS and Dean. While the transportation of

GRPS students is the ultimate purpose of this Contract, the pricing covers myriad other requirements of Dean that occur regardless of whether student transportation occurs on a given day.

- a. **Standard Closures / Transportation Suspension.** GRPS shall receive a **45% discount from the Bus & Driver daily rate charge** (based on the average daily run miles for the affected billing period, or the most recently completed if the closure carries into a subsequent billing period) for the day or those days when transportation services are suspended as outlined in this section for both academic year and summer program periods.

GRPS shall receive an **85% discount from the Bus Attendant daily rate charge** (based on the average daily run hours for the affected billing period, or the most recently completed if the closure carries into a subsequent billing period) for the day or those days when transportation services are suspended as outlined in this section for both academic year and summer program periods.

- b. **Extended Closures / Transportation Suspension.** If the closure period exceeds ten (10) scheduled school days and Dean is notified in advance by GRPS of such duration, so that Dean may preemptively reduce staffing and/or services as practical, then GRPS shall receive a **50% discount from the Bus & Driver daily rate charge** (based on the average daily run miles for the affected billing period, or the most recently completed if the closure carries into a subsequent billing period) on those days when transportation services are suspended as outlined in this section for both academic year and summer program periods.

GRPS shall receive an **85% discount from the Bus Attendant daily rate charge** (based on the average daily run hours for the affected billing period, or the most recently completed if the closure carries into a subsequent billing period) for the day or those days when transportation services are suspended as outlined in this section for both academic year and summer program periods.

GRPS shall have the option, but under no circumstances the obligation, to request of Dean "*Modified Service*" during any Transportation Suspension period. Under such a request by GRPS, Dean has warranted that its internal compensation policies, developed at the sole discretion of Dean for its employees, would result in affected employees, who are available to perform ancillary tasks as assigned by Dean in support of GRPS, receiving their average hours as calculated by Dean. During such requests, a 7.5% discount would be applied to then applicable standard Bus & Driver Per Mile base rates and Attendant Per Diem and Hourly rates during the Transportation Suspension period.

- c. **Credit Back to District of Make-up Days.** If the combined in-session /operational service days (for which GRPS is invoiced at regular rates) plus inclement weather / special closure days (for which a discounted fee was applied) exceeds a weighted average of 191.3 expected days for affected runs (including Summer Program days), the discounted rate fee for any such days above the expected days shall be credited back to GRPS.

- d. Additionally, the Per Diem rate was calculated utilizing a system-wide average of academic year service days and summer runs equivalent to 191.3 average days per academic year run (e.g., 99 Academic Year runs at 176 days and 36 Summer Program runs at 42 days.) If there were a significant modification to the system as described in Appendix A (e.g., 10% or more increase or decrease in overall system size), Dean and GRPS may, by mutual agreement, adjust the base charges to reflect such cost changes.

9. The base mileage charge shall be adjusted based on the per gallon cost of #2 diesel fuel (net of federal and state taxes) as determined by the Petroleum Administration for Defense District Midwest Region (PADD II) reported in the "Retail On-highway Diesel Prices" published by the Energy Information Agency of the Department of Energy or other mutually agreed upon fuel price index. The fuel adjustment shall increase or decrease the base transportation rate by \$0.0145 per mile (or \$0.22 per "Live" hour for Field/Sports/Special Trips) for each ten (10) cent per gallon increase or decrease in fuel costs, relative to the Benchmark Price Per Gallon below.

EXAMPLE 1: If the actual price of fuel for the billing month were \$3.13 per gallon, or \$0.13 above the Benchmark (\$3.00), then the effective Per Mile billing rate for that month would be calculated as: \$7.696 (Base Rate)+ \$0.0145 (Fuel Escalator)= \$7.7105 Per Mile X Total Run Miles.

EXAMPLE 2: If the actual price of fuel for the billing month were \$3.08, or \$0.08 above the Benchmark (\$3.00), then there would be no adjustment to the Per Mile Billing Rate: \$7.696 (Base Rate) + \$0.0000 (Fuel Escalator) = \$7.696 Per Mile Billing Rate.

EXAMPLE 3: If the actual price of fuel for the billing month were \$2.78, or \$0.22 below the Benchmark (\$3.00), then the effective Per Mile billing rate for that month would be calculated as: \$7.696 (Base Rate) - \$0.0290 (Fuel Escalator) = \$7.667 Per Mile X Total Run Miles.

CHARGES

1. BUS (HOME-TO-SCHOOL BASE RATE CHARGE)	SE	A/C*
Base Rate Per Mile (2025 - 26)	\$8.015	\$0.042
Base Rate Per Mile (2026 - 27)	\$8.332	\$0.044
Base Rate Per Mile (2027 - 28)	\$8.661	\$0.046
Base Rate Per Mile (2028 - 29)	\$9.003	\$0.048
Base Rate Per Mile (2029 - 30)	\$9.359	\$0.050

Air Conditioning (A/C) Maintenance Per Mile* (By I.E.P. or District requirement) +
Installation of A/C at Cost

2025-26 Cellular Solid State DVR Camera* (2-Camera Base) \$9.21 Per Diem (±\$0.123/mile)

2025-26 Z-Pass & Synovia Here-Comes-the-Bus \$6.30 Per Diem (±\$0.084/mile)

Per Mile Bus & Driver rates include Z-Pass Hardware, Service/ Support and Maintenance fees; Up to 10,000 Student Cards for the initial "Year 1" implementation of the system, plus up to 2,500 replacement cards each contract year thereafter; one (1) card printer for GRPS to utilize in production of cards with additional card printers available to GRPS at Dean's cost from Zonar; Zonar Enhanced Data for Synovia's Here-Comes-the-Bus application; all maintenance labor and installation for one (1) Z-Pass unit per non-lift-equipped bus and two (2) Z-Pass units per lift-equipped bus. GRPS would administer issuance of new and replacement cards and any district-provided card holders for students (using the Z-Pass card printer) at the time of enrollment or when a student's card becomes lost or unusable.

1(B). GRPS-MANDATED REGULAR EDUCATION ATTENDANT ("MONITOR")

	Per Diem	Variable Hourly
2025-26 Attendant Rate	\$108.88	\$27.22
2026-27 Attendant Rate	\$113.18	\$28.30
2027-28 Attendant Rate	\$117.65	\$29.42
2028-29 Attendant Rate	\$122.30	\$30.58
2029-30 Attendant Rate	\$127.13	\$31.79

This rate is for para-professional staff who are not expected to hold nursing or similar certifications. If, due to legislation or otherwise, attendants are required to have such certification, and the rate of pay is greater than for existing trained lay- persons a new rate may be added for such certified personnel.

2. FIELD TRIPS, SPORTS TRIPS, OR OTHER SPECIAL TRIPS

The following rates apply to GRPS-requested trips and may be extended by mutual agreement of GRPS and Dean to additional partners designated and approved by GRPS within the framework that any partners designated by GRPS will not request trips that exceed the system's capacity and/or conflict with peak to/from school transportation and/or GRPS trips.

Per Hour (2025-26)	\$69.35 (live time/vehicle in-service time) \$43.63 (waiting time if driver required to stay)
Per Hour (2026-27)	\$72.09 (live time/vehicle in-service time) \$45.35 (waiting time if driver required to stay)
Per Hour (2027-28)	\$74.94 (live time/vehicle in-service time) \$47.14 (waiting time if driver required to stay)
Per Hour (2028-29)	\$77.90 (live time /vehicle in-service time) \$49.00 (waiting time if driver required to stay)
Per Hour (2029-30)	\$80.98 (live time/vehicle in-service time) \$50.94 (waiting time if driver required to stay)

3. FUEL ADJUSTMENT BASE COST

Benchmark Price Per gallon #2 Diesel Fuel: \$3.00

Note: During this Contract the Parties reserve the right to adjust the Fuel Benchmark and the corresponding Per Mile, Per Hour rates and Cost Certainty calculations to more accurately reflect actual and/or then current fuel pricing to afford more accurate forecasting of costs.

4. COST CERTAINTY

Both Parties recognize that the GRPS Transportation System is a fluid operating environment wherein the GRPS student population shifts, delivery parameters (such as building times), run miles, and other operational variables may impact the comparability of year-to-year data.

The Cost Certainty assumes the following basic operational parameters:

- 99± RE + SE Runs operating on a 176-day Academic Year Calendar as the "BASELINE" for Cost Certainty.
- 36 RE and SE Runs operating on a weighted average 42-day Summer Calendar
- Approximately 1,589,336 RE + SE Run Billable Miles
- Fuel Benchmark of \$3.00 per gallon for #2 ULSD
- Excludes: Parental Reimbursement, Parochial School Funding, Transit Passes, Athletic/Field Trips, Non-Region III/IV School Bus Service, Ambucab & Taxi Services as well as COVID-related cleaning mandates beyond the pre-COVID (March 16, 2020 shutdown) 30-minute per work per bus cleaning and sanitization schedules.

Dean warrants the following cost estimates (in 2025-26 dollars and adjusted for subsequent periods based on the change in per mile rates outlined in Item 1 of this section) by taking into consideration the potential variances in academic year (AY) runs (special education and regular education combined):

	RE+SE	Increment	AY RE + SE RUN COUNT RANGE - COST CERTAINTY FOR TO/FROM SCHOOL TRANSPORTATION										
	BASELINE		74	79	84	89	94	99	104	109	114	119	124
MILEAGE RANGE	1,964,336	375,000	\$10,152,000	\$10,708,000	\$11,190,000	\$11,766,000	\$12,248,000	\$12,805,000	\$13,332,000	\$13,865,000	\$14,391,000	\$14,946,000	\$15,452,000
	1,889,336	300,000	\$10,095,000	\$10,649,000	\$11,130,000	\$11,704,000	\$12,185,000	\$12,740,000	\$13,265,000	\$13,797,000	\$14,322,000	\$14,875,000	\$15,380,000
	1,814,336	225,000	\$10,037,000	\$10,589,000	\$11,069,000	\$11,642,000	\$12,122,000	\$12,675,000	\$13,198,000	\$13,729,000	\$14,253,000	\$14,804,000	\$15,307,000
	1,739,336	150,000	\$9,980,000	\$10,530,000	\$11,009,000	\$11,580,000	\$12,058,000	\$12,610,000	\$13,132,000	\$13,662,000	\$14,183,000	\$14,733,000	\$15,235,000
	1,664,336	75,000	\$9,923,000	\$10,472,000	\$10,949,000	\$11,519,000	\$11,995,000	\$12,545,000	\$13,066,000	\$13,593,000	\$14,114,000	\$14,662,000	\$15,163,000
	1,589,336	0	\$9,866,000	\$10,413,000	\$10,889,000	\$11,457,000	\$11,931,000	\$12,481,000	\$12,998,000	\$13,525,000	\$14,045,000	\$14,591,000	\$15,090,000
	1,514,336	(75,000)	\$9,809,000	\$10,354,000	\$10,828,000	\$11,394,000	\$11,868,000	\$12,415,000	\$12,932,000	\$13,458,000	\$13,975,000	\$14,520,000	\$15,018,000
	1,439,336	(150,000)	\$9,751,000	\$10,295,000	\$10,769,000	\$11,332,000	\$11,805,000	\$12,351,000	\$12,866,000	\$13,390,000	\$13,905,000	\$14,449,000	\$14,945,000
	1,364,336	(225,000)	\$9,694,000	\$10,237,000	\$10,709,000	\$11,270,000	\$11,742,000	\$12,286,000	\$12,799,000	\$13,322,000	\$13,836,000	\$14,378,000	\$14,872,000
	1,289,336	(300,000)	\$9,637,000	\$10,178,000	\$10,649,000	\$11,209,000	\$11,679,000	\$12,222,000	\$12,732,000	\$13,254,000	\$13,767,000	\$14,308,000	\$14,800,000
	1,214,336	(375,000)	\$9,580,000	\$10,119,000	\$10,588,000	\$11,147,000	\$11,616,000	\$12,157,000	\$12,666,000	\$13,187,000	\$13,697,000	\$14,236,000	\$14,728,000

SE		AY RE + SE RUN COUNT RANGE - COST CERTAINTY FOR TO/FROM SCHOOL TRANSPORTATION PER MILE WTD AVG SE EQUIVALENT										
BASELINE	Increment	74	79	84	89	94	99	104	109	114	119	124
1,964,336	375,000	\$5,275	\$5,564	\$5,814	\$6,114	\$6,364	\$6,653	\$6,927	\$7,204	\$7,478	\$7,766	\$8,029
1,889,336	300,000	\$5,454	\$5,752	\$6,012	\$6,323	\$6,583	\$6,882	\$7,166	\$7,453	\$7,737	\$8,036	\$8,308
1,814,336	225,000	\$5,646	\$5,957	\$6,227	\$6,549	\$6,819	\$7,130	\$7,424	\$7,723	\$8,018	\$8,328	\$8,611
1,739,336	150,000	\$5,856	\$6,179	\$6,460	\$6,795	\$7,076	\$7,400	\$7,706	\$8,017	\$8,323	\$8,645	\$8,940
1,664,336	75,000	\$6,085	\$6,422	\$6,714	\$7,064	\$7,356	\$7,693	\$8,012	\$8,336	\$8,655	\$8,992	\$9,298
1,589,336	0	\$6,336	\$6,687	\$6,993	\$7,357	\$7,662	\$8,015	\$8,347	\$8,686	\$9,019	\$9,370	\$9,691
1,514,336	(75,000)	\$6,611	\$6,978	\$7,299	\$7,660	\$7,999	\$8,368	\$8,716	\$9,070	\$9,419	\$9,786	\$10,122
1,439,336	(150,000)	\$6,914	\$7,300	\$7,636	\$8,036	\$8,371	\$8,758	\$9,123	\$9,495	\$9,860	\$10,246	\$10,597
1,364,336	(225,000)	\$7,252	\$7,658	\$8,011	\$8,431	\$8,784	\$9,191	\$9,574	\$9,966	\$10,351	\$10,756	\$11,126
1,289,336	(300,000)	\$7,628	\$8,057	\$8,429	\$8,873	\$9,245	\$9,675	\$10,079	\$10,492	\$10,898	\$11,326	\$11,716
1,214,336	(375,000)	\$8,052	\$8,505	\$8,899	\$9,369	\$9,763	\$10,218	\$10,646	\$11,083	\$11,513	\$11,966	\$12,378

The above estimates are reflective of providing all GRPS Regular and Special Education transportation services. The above estimates shall represent the maximum cumulative cost (subject to fluctuation in fuel price for all To/From school) to the GRPS for Dean to provide said Services, whether such Services are performed by Dean on behalf of GRPS or on behalf of the Kent Intermediate School District for GRPS SE transportation services and equipment. This warranty assumes:

- 1.) The "basic operational parameters" outlined in Item 4 of the Charges;
- 2.) GRPS shall not change any parameters of Appendix C that would shift additional cost responsibility to Dean that was not originally included in the cost estimate;
- 3.) GRPS shall make no changes in the delivery parameters of the Transportation System;
- 4.) Shifts in student population could result in an increased or decreased number of runs subject to the approval of GRPS; and,
- 5.) GRPS shall have the right to review and approve any runs developed by Dean to ensure maximum run efficiency within the requirements of the Contract;
- 6.) If increases or decreases in the operating requirements of the GRPS transportation system, such as significant changes in service days, runs, summer programming, spare bus needs, special trips services, after-school programming or other aspects materially impact the base rate charges (e.g., Per Mile, Bus Nurse and/or Athletic/Field Trip charges), then the Parties shall meet in good faith to reset such rates.
- 7.) Mileage ranges for Cost Certainly grid are based on billable miles as projected as if school where in full in-person operation, with discounting for "standard" or "extended" closures occurring subsequent to determination of the appropriate Per Mile rate given the system's run size and mileage requirements.
- 8.) Billable rate(s) for To/From School Transportation would be adjusted either up or down (relative to the Baseline Rates) to correspond to the Cost Certainty rates of

the above grid with assurance to GRPS that the overall projected charges shall not exceed the stated amounts for a given run and mileage combination, assuming the aforementioned calendar schedule for academic year and summer programming, as well as the pre-identified fuel benchmark. The Cost Certainty grid has been agreed upon by the Parties to proactively and dynamically adapt to potential changes in the run needs and lengths of GRPS, while protecting both from unknown and unforeseen changes in to/from school transportation requirements.

5. INSURANCE.

At the extension of the Contract, the cost of all liability insurance required of Dean under the terms of the Contract was included in Dean's cost analysis and the Per Mile and Per Hour rates identified in Appendix B. GRPS and Dean may explore the possibility of GRPS providing automotive liability insurance for the school bus / pupil transportation vehicle fleet. Should GRPS elect to provide fleet insurance, the Parties shall either renegotiate the affected Per Mile and Per Hour rates, or establish a mutually agreed upon alternative means of reimbursing GRPS for Dean's reduced cost of providing the Service.

6. PRE-2024 BUS CREDIT

The Pre-2024 Bus Credit for a 99-Run system was estimated based upon 110 total Pre-2024 school buses for Year 1, reduced each subsequent year in the Cost Projections provided to GRPS by an amount equivalent to the number of estimated replacements for each given year. By way of example, the credit presented in the cost projections was calculated as 110 estimated Pre-2024 buses x **\$2,108.72** (credit per bus per year) for an estimated total **Year 1 (2025-26)** credit of \$231,959. The degree to which the actual number of runs and buses requiring replacement and/or retirement in any given year deviates from the original 2024-25 projections would affect the projected Pre-2024 Bus Credit in a pro-rata manner for each subsequent year. Credit will be issued during the primary academic year billing periods of September through May in nine (9) equal installments that could be impacted by an increase/decrease in the number of Pre-2024 buses during a given month.

APPENDIX C
FERPA COMPLIANCE AGREEMENT

KISD requires any third party (other than as required by law) to whom student information is released for educational purposes sign the following agreement. Failure to sign will be interpreted as a failure to agree and student information will not be released. The third party in this agreement is Dean Transportation, Inc. (Referred to as the third party for purposes of this agreement.)

Student information is protected by the Family Educational Rights & Privacy Act (FERPA) and may also be protected by the Individuals with Disabilities Education Act (IDEA). By signing this agreement, the third party:

- Understands that pursuant to FERPA 34 CFR Part 99, Section 99.31(1)(i)(B), KISD and/or the LEA's shall provide the third party with any information regarding a student's I.E.P., medical condition, behavioral condition, physical limitations, adaptive equipment needed or used, and special health emergency instructions that might in any way impact the third party's ability to safely transport the student, or likewise, to communicate to emergency responders a student's needs in the event of an incident.
- Agrees that all student information is confidential and subject to FERPA.
- Specifies in the attached body of the agreement the specific educational purpose for which the student information is required.
- Agrees to use the student information provided for the specific, limited educational purpose and intent stated in this agreement. Any other use is prohibited.
- Agrees that KISD reserves the right to modify or limit the student information requested and that the student information provided a third party will be on a need-to-know basis specifically limited to the educational purpose of the contract.
- Agrees that any and all student information will not be maintained, stored or kept on file (electronic or any other media) after the stated educational purpose has been fulfilled. Specifically, any and all student information is to be deleted from any electronic storage; paper copies or any other media are to be destroyed and notice of this destruction is to be sent to KISD. This includes any data in aggregate form if that aggregation requires the retention of individual student records.
- Agrees to limit the distribution of student information to only those employees who have a legitimate education need to access the information.
- Agrees that student information will not be re-disclosed to any other party without the prior knowledge and prior written consent of KISD.
- Agrees that any re-disclosure of student information will disqualify the disclosing party from receiving information in the future, and the third party under this compliance agreement, to whom the information was originally released, will indemnify the District against any and all liability (including but not limited to damages of any nature, attorney's fees and any and all legal costs) arising out of the third parties' use and disclosure of educational records and personally identifiable student information in violation of FERPA or in violation of any other statutory or common law privacy rights."
- Agrees to keep a log of any and all persons who have accessed the student information and present this log to KISD upon demand.

APPENDIX D
VEHICLE LEASE AGREEMENT
(LEASE WITH OPTION TO BUY)

In consideration of lease payments incorporated into the Per Diem plus Variable Hourly billing rate described in APPENDIX B of this Agreement, KISD (Lessee) agrees to lease the vehicles outlined in ATTACHMENT 1 of this Agreement, entitled "FLEET ROSTER," from Dean (Lessor) for the duration of this Agreement, which shall correspond to the Term of this Contract.

For those vehicles operated primarily by Lessee, the Lessee agrees to indemnify Lessor pursuant to ARTICLE IX of this Agreement and to provide vehicle liability insurance with a minimum liability limit of \$1,000,000 Per Occurrence and Comprehensive and Collision Coverage with a maximum deductible of \$5,000 as per Article IX of this Contract. In the event that Lessee "totals" a vehicle provided under this Lease agreement, Lessee will reimburse Lessor in an amount equivalent to the purchase option formula below.

Lessee further agrees to name Lessee as an additional insured and Loss Payee under the insurance policy and to provide Lessor with a certificate of insurance. Lessee will only allow qualified drivers to operate the above referenced vehicle(s).

Lessee shall return said vehicles to Lessor in the same condition as when leased to Lessee. Lessee shall immediately report to Lessor by telephone any accidents or mechanical problems that may occur with/to said vehicle.

At any time during or immediately at the termination of this Contract between Dean and KISD, by virtue of lease payments incorporated into the Per Diem charges of said Contract, lessee shall have the right to exercise its option to purchase some or all of the vehicles identified in ATTACHMENT 1 at a price determined under Section 6.8 of this Contract.

Signature of Lessee Representative

Title

Printed Name of Lessee Representative

Dated

Signature of Lessor Representative

Title

Printed Name of Lessor Representative

Dated

APPENDIX E
GENERAL ROLES & RESPONSIBILITIES
(Assumed to be on-going unless otherwise noted)

GENERAL ASSUMPTIONS

- Universal Service Parameters for All Participating Districts, except as described otherwise within this Contract, and any on-going historical operational variances between KISDR12, KISDR3 and KISDR4 (GRPS)
- Modifications of Current Service Parameters may Increase / Decrease Cost Estimate

GENERAL KISD RESPONSIBILITIES**Bill to Dean**

- | | |
|---|------------------------------|
| <ul style="list-style-type: none"> ● Provide KISD Drivers, Aides & Subs (Payroll, Taxes, WC Insur., Etc.) for staff hired prior to July 1, 2013 ● Fleet Insurance & Indemnification of Dean ● Limited Power of Attorney to Dean for Fleet 'X' Plate Registration | <p>N</p> <p>N</p> <p>N/A</p> |
|---|------------------------------|

GENERAL KISDR12 LEA RESPONSIBILITIES**Bill to Dean**

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Provide Parking for Vehicles (Including Plug-ins if Applicable) ● Provide Light Duty Maintenance (Billable by Dean if not LEA-provided) <ul style="list-style-type: none"> - Pre-run Start-up Assistance (i.e. Cold Starts, Mirror Adjustment, Tire Inflation, Light Bulb replacement, Fluid (Oil, Transmission, Steering)top-offs, etc.) - Access to Wash Facilities (If Available) - Use of Fueling Site (If Available) - Cost of Fuel (If Available on Site) ● Provide Medium / Heavy Maintenance as Mutually Coordinated | <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>Y</p> <p>Y</p> |
|---|--|

GENERAL DEAN RESPONSIBILITIES

- Office Staff: Management, Dispatch, Route Coordination, Regional Trainers, Route Monitors, Fleet Coordination, Etc. (Effective July 1, 2013: New Drivers, Aides, & Subs for KISDR12)
- MGMT & Professional Liab Insurance & Indemnification of KISD
- Purchase, Finance & Lease Buses to KISD (Included in Per Diem Rate)
- Preventative Maintenance of Buses
- Vehicle Shuttling for KISD-operated vehicles/spares (Billed at Field Trip Rate)
- Medium to Heavy Maintenance of Buses
- Coordinate MSP MCD Fleet Inspection
- Coordinate Hiring & Training Process
- Develop & Administer Training Curriculum
- Implement KISD Employee Contract for remaining KISDR12 staff subject to KISD guidelines

- Documentation of Employee Policy & Procedure Violations
- Collect, Calculate & Monitor KISD Employee Timecards
- Analyze & Develop Multi-district SE Routes
- Determine Fleet Regular & Spare Bus Requirements
- Install / Utilize / Maintain Routing Software
- Acquire / Install Computer Hardware & Intra-Dean Networking
- Receive Calls From Parents
 - PU / DO Changes (Within KISDR I/II Guidelines)
 - Absence Notifications
 - PU / DO Time Questions
 - Status of Bus Questions
- Student Behavior Reports Coordinated with SED or Designate
- Receive Calls From KISD / LEA Staff
 - PU / DO Changes (Within KISDR I/II /III/IV Guidelines)
 - PU / DO Time Questions
 - Status of Bus Questions
- Reporting to KISD
 - SM-4107 Vehicle Roster
 - SM-4094 Transportation Logs
 - Monthly Billing with LEA Breakdown
- Vehicle Breakdown Response
- Accident Response & Investigation

**APPENDIX F
HISTORICAL LIMITED POWER OF ATTORNEY**

LIMITED POWER OF ATTORNEY

This will authorize Dean Management Services, Inc. to act as limited agent and attorney in fact for and on behalf of

Kent Intermediate School District

in all matters pertaining to the application for title, registration, license and/or renewal for the motor vehicle(s) described more fully in the:

2003 Kent Intermediate School District Vehicle List For Regions I & II

On behalf of the Kent Intermediate School District

Date: 8/15/03

Gerald L. Hunsbuckler
Associate Superintendent
Kent ISD

ACKNOWLEDGEMENT OF SIGNATURE

State of Michigan
County of Kent

BEFORE ME, the undersigned Notary, VIRGINIA L. HESS, on this 15TH day of AUGUST, 2003, personally appeared GERALD L. HUNSBUCKLER and placed his signature thereon.

Virginia L. Hess
Notary Public

VIRGINIA L. HESS
Notary Public, Kent County, MI
My Commission Expires Jul. 8, 2008

APPENDIX G
METRICS [Section 7.2(d)]

The Parties have agreed (pursuant to Section 7.2(d)) to collaboratively develop metrics and reporting to assist in the on-going goal to better measure, quantify, compare, and identify system efficiencies and improvements in support of the overall mission of operating the safest, most efficient transportation services on behalf of KISD's student population.

The "Draft" examples on the following pages have been included in Appendix G to memorialize the working documents both utilized historically with additional measures discussed and reviewed during the negotiations of this Contract Extension. Designated representatives of the Parties shall continue to meet to review and finalize the data, measures, and format for quantifying the measures outlined under Section 7.2(d). The final agreed upon format and period for reporting shall replace the current "draft" documents in this Appendix G as the template for the mutually agreed upon period on-going reporting/metrics analysis.

BOARD AGENDA ITEM

Information/Discussion ___
Future Action ___
Action ___ x ___

Item: Purchased Services – Regional Programs

Submitted by: Joe Lienesch

Date: _10/10/25___

Recommended by: Sue Gardner

Board Meeting Date: 10/20/25___

RECOMMENDATION:

The purpose of this Memo is to inform the Board of partnerships in CTE Regional Programing with Educational Institutes to expand CTE offerings in the region.

- Center for Medical Training: CTE CNA Program Training, Cost \$62,900
- Next Step of West Michigan: CTE Woodworking, Cost \$81,816.00
- West Michigan Construction Institute: CTE Construction & Electrical, Cost \$432,000

BACKGROUND:

The use of these partnerships helps ensure all students have access to high-quality instruction, even if their home district doesn't offer a particular program. It also allows regional partners to work together efficiently and avoid duplicating programs.

These arrangements are managed through formal agreements that outline who provides the instruction, how services are funded, and how quality and compliance are monitored.

These agreements will be paid for out of the Career Technical Education (CTE) budget consistent with our internal programs.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Bright Beginnings Funding Shortfall

Submitted by: Dave Rodgers

Date: October 13, 2025

Recommended by: Dr. Jenny Fee

Board Meeting Date: October 20, 2025

RECOMMENDATION:

It is recommended that the Kent ISD Board of Education authorize the Kent ISD Administration to reduce up to 4.0 FTE from the Bright Beginnings program effective at the conclusion of the 2025-26 school year. This action will follow established policies and procedures for non-union employees. Making this decision now provides for the appropriate program planning and notice to the staff who may be impacted by this future reduction.

BACKGROUND:

The Bright Beginnings Home Visiting and Playgroup programs are partially supported annually through Ready by Five (Rb5) millage funds, state level grants (32p and 32p4), and a number of smaller grants. For the 2025-26 school year, Kent ISD is receiving Rb5, 32p and 32p4 allocations that are \$535,690 less than requested and anticipated.

To sustain programming for 2025-26, with Board support, Kent ISD will use General Fund dollars for one year to temporarily bridge the funding gap. However, this level of General Fund support is not financially sustainable beyond the 2025-26 school year. Therefore, to align program operations with grant funding, it will be necessary to reduce staffing for 2026-2027.

The current Bright Beginnings staffing consists of 28 FTE. As recently communicated to the Board and staff, it was initially anticipated that a reduction of 4.0 FTE in 2026-27 would be sufficient. However, with the recent passage of the State budget, we find that the actual reduction needed now reflects 6.0 FTE instead of 4.0 FTE. It is both timely and noteworthy that 2.0 FTE have already been reduced by attrition due to recent voluntary resignations; thereby only necessitating 4.0 FTE. It is therefore recommended that the Board of Education authorize administration to carry out a reduction of 4.0 FTEs for the 2026-27 school year. Reductions will be first addressed through attrition to the greatest extent possible, but may require layoffs of personnel next spring.

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

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: October Payment of Act 18 Special Education Funds

Submitted by: Kevin Philipps

Date: 10-13-25

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 10-20-25

RECOMMENDATION:

Approve the distribution of \$48,251,921 to our local districts based on the payout formula authorized by the Kent Intermediate Superintendents' Association, Public School Academies, and the Parent Advisory Committee for Special Education including a supplemental payment of \$2,500,000.

BACKGROUND:

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

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

Also included in October is the Final 2024-25 Act 18 Payout to our Charter Schools. This amount was already approved by the Board for payout last April.

The extra payment of \$2.5 million reflects lapsed Act 18 payments to charter schools lacking unreimbursed special education costs, as well as a distribution of special education fund balance due to property tax collection growth. Our hope is to be able to make these supplemental payments for at least a few years.

The total amount allocated to Kent ISD Center Programs for October 2025 and the supplemental payment is \$18,120,979 making the Total Act 18 allocation \$66,372,100.

KP/kg

Attachment

	Actual 24-25	Estimated 25-26
Increase		5.30%
Base All Spec Ed Programs	108,562,992	114,316,831
Itinerant Off Ramp*	2,000,000	1,500,000
All Special Ed Programs	<u>110,562,992</u>	<u>115,816,831</u>

			24-25 and 25-26 Difference
Center Programs	28,829,899	30,357,884	1,527,985
Autism Classroom Prgms	11,078,368	11,983,737	905,369
Itinerant Off Ramp	2,000,000	1,500,000	(500,000)
Local Programs	68,654,725	71,975,210	3,320,485
All Special Ed Programs	<u>110,562,992</u>	<u>115,816,831</u>	<u>5,253,839</u>

**Cumulative
Percent****

Sept-25 Actual	20,000,000	17.50%
Oct-25 estimated	65,737,623	75.00%
April-26 estimated	<u>30,079,208</u>	100.00%
	<u>115,816,831</u>	

**Itinerant Payment made in April*

	Actual 23-24	Estimated 24-25
Increase		8.00%
Base All Spec Ed Programs	100,521,289	108,562,992
Itinerant Off Ramp	0	2,000,000
All Special Ed Programs	<u>100,521,289</u>	<u>110,562,992</u>

			23-24 and 24-25 Difference
Center Programs	26,694,351	28,829,899	2,135,548
Autism Classroom Prgms	9,563,571	11,078,368	1,514,797
Itinerant Off Ramp		2,000,000	
Local Programs	64,263,376	68,654,725	4,391,349
All Special Ed Programs	<u>100,521,298</u>	<u>110,562,992</u>	<u>8,041,694</u>

		Cumulative Percent
Sept-24 Paid	19,986,328	18.08%
Oct-24 Paid	60,616,015	72.90%
April-25 estimated	<u>29,960,649</u>	100.00%
	<u>110,562,992</u>	

Vend #	School District	C	D	E	F	G	H	I	K
		From Center Distribution Estimated 24-25 Distribution --Center Programs	From Autism Distribution Estimated 24-25 Distribution --Autism Classrm Pgms	From Local Distribution Estimated 24-25 Distribution --Local Programs	Sum (C : E) Estimated 24-25 Distribution All Programs	100% Col F Cumulative Payment as of Final 24-25 100.00%	Previous Payments 2024-25	Sum (G-H) Proposed Final 24-25 Payment	Col J or Col O (see * note) Actual Final 24-25 Payment
49541	Byron Center Charter			135,620	135,620	135,620	95,871	39,749	
21979	Chandler Woods			475,982	475,982	475,982	264,549	211,433	** (47,008)
2515	Covenant House Acad.			199,598	199,598	199,598	145,140	54,458	** (82,018)
36222	Creative Technology			199,635	199,635	199,635	157,715	41,920	41,920
18892	Cross Creek			541,740	541,740	541,740	355,003	186,737	* 13,217
7261	Excel Charter			572,686	572,686	572,686	360,947	211,739	* 60,725
4580	Gerald Dawkins Academy			122,887	122,887	122,887	40,041	82,846	* 44,217
6503	GR Child's Discovery			186,896	186,896	186,896	98,856	88,040	** (21,398)
2719	Grand River Prep			481,166	481,166	481,166	305,253	175,913	** (189,018)
2030	Hope Acad of W MI			240,148	240,148	240,148	167,739	72,409	** (70,299)
30234	Knapp			314,954	314,954	314,954	258,187	56,767	** (12,627)
10268	Lighthouse Academy			376,734	376,734	376,734	233,011	143,723	143,723
11084	New Branches			278,230	278,230	278,230	150,751	127,479	* 66,907
2324	NexTech			115,267	115,267	115,267	44,777	70,490	70,490
4406	PrepNet Virtual Academy			85,620	85,620	85,620	55,110	30,510	30,510
34921	Ridge Park			414,818	414,818	414,818	261,805	153,013	** (102,779)
2205	River City Scholars			240,970	240,970	240,970	186,153	54,817	* 20,168
42796	Vanguard			556,901	556,901	556,901	277,484	279,417	** (47,465)
48012	Vista			529,915	529,915	529,915	411,938	117,977	** (225,032)
3711	Walker			501,864	501,864	501,864	372,586	129,278	** (109,744)
1910	Wellspring Prep IIS			203,544	203,544	203,544	124,165	79,379	** (57,673)
31683	WMA-Environment			468,664	468,664	468,664	362,946	105,718	* 21,909
1886	West Mich Aviation			350,292	350,292	350,292	172,238	178,054	** (144,415)
45532	Wm Abney Academy			228,710	228,710	228,710	191,507	37,203	** (59,370)
	Total	28,829,899	11,078,368	68,654,725	108,562,992	108,562,994	80,602,343	29,960,651	(615,311)

Estimated 24-25 Amount 28,829,899 11,078,368 68,654,725 110,562,992 80,602,343 29,960,649

- * 24-25 Payout reduced to actual Unfunded Liability
- ** 24-25 PSA was overpaid and will have Oct 2025 payment reduced to offset

	Estimated 25-26
Increase	5.30%
Base All Spec Ed Programs	2,500,000
All Special Ed Programs	<u>2,500,000</u>
Center Programs	663,750
Autism Classroom Prgms	-
Local Programs	<u>1,836,250</u>
All Special Ed Programs	<u>2,500,000</u>

Vend #	School District	C	E	F	G	H	I	K
		From Center Distribution	From Local Distribution	Sum (C + E)	100% Col F		Sum (G-H)	Col I or Col O (see * note)
		Estimated Supplemental Distribution --Center Programs	Estimated Supplemental Distribution --Local Programs	Estimated Supplemental Distribution All Programs	Unfunded Liability as of Final 24-25 Act 18 Payout	Proposed Supplemental 2025-26	Unfunded Liability Test	Actual Supplemental Payment
2364	Byron Center		74,149	74,149	1,294,734	74,149	74,149	74,149
2452	Caledonia		80,316	80,316	1,618,702	80,316	80,316	80,316
2727	Cedar Springs		53,704	53,704	1,293,046	53,704	53,704	53,704
3375	Comstock Park		34,353	34,353	1,218,683	34,353	34,353	34,353
4781	East Grand Rapids		44,903	44,903	77,251	44,903	44,903	44,903
5725	Forest Hills		138,404	138,404	2,411,815	138,404	138,404	138,404
6390	Godfrey-Lee		34,700	34,700	737,240	34,700	34,700	34,700
6411	Godwin Heights		43,248	43,248	43,248	43,248	43,248	43,248
6710	Grand Rapids		291,165	291,165	6,609,441	291,165	291,165	291,165
6859	Grandville		95,640	95,640	990,859	95,640	95,640	95,640
8791	Kelloggsville		47,384	47,384	1,789,765	47,384	47,384	47,384
8862	Kenowa Hills		54,196	54,196	377,197	54,196	54,196	54,196
8900	Kent City		23,803	23,803	532,040	23,803	23,803	23,803
9056	Kentwood		197,299	197,299	4,948,694	197,299	197,299	197,299
9785	Lowell		57,266	57,266	456,723	57,266	57,266	57,266
12386	Northview		57,592	57,592	802,932	57,592	57,592	57,592
14162	Rockford		119,400	119,400	2,468,849	119,400	119,400	119,400
15341	Sparta		43,024	43,024	1,388,179	43,024	43,024	43,024
16070	Thornapple Kellogg		54,136	54,136	1,609,584	54,136	54,136	54,136
17911	Wyoming		82,337	82,337	1,085,547	82,337	82,337	82,337
49541	Byron Center Charter		3,627	3,627	15,712	3,627	3,627	3,627
21979	Chandler Woods		12,731	12,731	-	12,731	-	-
2515	Covenant House Acad.		5,338	5,338	-	5,338	-	-
36222	Creative Technology		5,339	5,339	181,279	5,339	5,339	5,339
18892	Cross Creek		14,489	14,489	-	14,489	-	-
7261	Excel Charter		15,317	15,317	-	15,317	-	-
4580	Gerald Dawkins Academy		3,287	3,287	-	3,287	-	-
6503	GR Child's Discovery		4,999	4,999	-	4,999	-	-
2719	Grand River Prep		12,869	12,869	-	12,869	-	-
2030	Hope Acad of W MI		6,423	6,423	-	6,423	-	-
30234	Knapp		8,424	8,424	-	8,424	-	-
10268	Lighthouse Academy		10,076	10,076	29,788	10,076	10,076	10,076
11084	New Branches		7,442	7,442	-	7,442	-	-
2324	NexTech		3,083	3,083	15,292	3,083	3,083	3,083
4406	PrepNet Virtual Academy		2,290	2,290	-	2,290	-	-
34921	Ridge Park		11,095	11,095	-	11,095	-	-
2205	River City Scholars		6,445	6,445	-	6,445	-	-
42796	Vanguard		14,895	14,895	-	14,895	-	-
48012	Vista		14,173	14,173	-	14,173	-	-
3711	Walker		13,423	13,423	-	13,423	-	-
1910	Wellspring Prep HS		5,444	5,444	-	5,444	-	-
31683	WMA-Environment		12,535	12,535	-	12,535	-	-
1886	West Mich Aviation		9,369	9,369	-	9,369	-	-
45532	Wm Abney Academy		6,117	6,117	-	6,117	-	-
	Center Programs	663,750	-	663,750	12,675,169	663,750	663,750	** 663,750
	Total	663,750	1,836,250	2,500,000	44,671,770	2,500,000	2,312,895	2,312,894

Estimated 25-26 Amount 663,750 1,836,250 2,500,000 - 2,500,000 187,105

* No Unfunded Liability to allow for Supplemental Payment
 ** This amount will be used by Kent ISD to cover the expenses of the Center Programs

**2024-2025 Special Education Revenue/Expense Analysis
Detail Worksheet: EXPENDITURES**

District Code	Vendor #	2024-2025	Dennis		Mark		TOTAL COSTS	
			4096 Expenditures	Physical Therapists	Orientation & Mobility	*ISD & Local 4094 Transportation		Tuition Paid
41040	2364	Byron Center	6,534,792	30,732	7,795	833,622	201,620	7,608,561
41050	2452	Caledonia	9,137,135	55,483	19,824	1,195,293	-	10,407,734
41070	2727	Cedar Springs	6,323,110	39,419	-	951,898	154,484	7,468,911
41080	3375	Comstock Park	4,128,291	12,589	433	684,608	198,481	5,024,402
41090	4781	East Grand Rapids	3,350,696	6,779	10,441	126,966	-	3,494,882
41110	5725	Forest Hills	13,613,643	82,996	41,331	1,630,187	-	15,368,157
41120	6390	Godfrey-Lee	3,634,744	7,818	-	248,208	79,993	3,970,763
41020	6411	Godwin Heights	5,008,422	10,652	4,210	790,566	342,146	6,155,996
41010	6710	Grand Rapids	30,785,889	926	61,155	7,374,020	-	38,221,990
41130	6859	Grandville	8,639,650	42,595	26,367	1,133,689	187,384	10,029,685
41140	8791	Kelloggsville	4,284,132	9,484	3,681	677,850	550,199	5,525,346
41145	8862	Kenowa Hills	5,822,261	22,202	-	885,812	41,590	6,771,865
41150	8900	Kent City	2,132,975	9,926	-	486,267	54,012	2,683,180
41160	9056	Kentwood	22,669,815	70,749	51,869	3,157,261	-	25,949,694
41170	9785	Lowell	4,644,304	25,036	2,526	488,915	-	5,160,781
41025	12386	Northview	4,806,732	26,089	14,122	602,710	85,117	5,534,770
41210	14162	Rockford	10,886,839	44,361	8,444	1,383,622	28,691	12,351,957
41240	15341	Sparta	5,216,911	24,067	5,172	804,359	124,256	6,174,766
8050	16070	Thornapple-Kellogg	6,109,103	21,860	8,011	891,494	-	7,030,468
41026	17911	Wyoming	7,817,897	36,571	-	1,218,141	533,788	9,606,397
41908	49541	Byron Center Charter	252,566	1,139	-	-	-	253,705
41920	21979	Chandler Woods	335,042	2,350	-	3,601	-	340,993
41900	2515	Covenant House	163,657	-	-	-	-	163,657
41918	36222	Creative Technologies	514,407	-	-	-	-	514,407
41916	18892	Cross Creek	540,609	4,643	2,959	-	-	548,211
41905	7261	Excel Charter	583,442	5,554	2,959	-	-	591,955
41932	4580	Gerald Dawkins Acad.	115,208	-	433	-	-	115,641
41921	6503	GR Child Discovery	137,578	-	-	-	-	137,578
41930	2719	Grand River Prep	280,338	-	-	-	-	280,338
41926	2030	Hope Acad of W MI	164,950	-	-	-	-	164,950
41914	30234	Knapp Charter	405,106	-	-	-	-	405,106
41922	10268	Lighthouse Acad.	502,378	-	-	-	-	502,378
41901	11084	New Branches	294,035	-	-	-	-	294,035
41929	2324	NexTech	158,128	-	-	-	-	158,128
41931	4406	PrepNet Virtual	907,305	-	-	-	-	907,305
41919	34921	Ridge Park	316,495	-	-	-	-	316,495
41928	2205	River City Scholars	366,508	-	-	-	-	366,508
41910	42796	Vanguard Charter	352,947	6,109	1,901	-	-	360,957
41909	48012	Vista Charter	441,493	-	-	-	-	441,493
41915	3711	Walker Charter	443,652	1,894	-	360	-	445,906
41923	1910	Wellspring	166,841	-	-	2,369	-	169,210
41904	31683	West Mich Acad Env S	557,145	2,165	-	-	-	559,310
41924	1886	West Mich Aviation	100,232	-	-	-	-	100,232
41917	45532	Wm Abney Charter	271,816	-	-	-	-	271,816
41000	xxxxx	KISD-Center Programs	63,394,422	522,301	51,147	129,768	-	64,097,638
			237,313,641	1,126,487	324,780	25,701,586	2,581,761	267,048,255

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

2024-2025 Special Education Revenue/Expense Analysis							
Detail Worksheet: Revenue/Funding Sources							
Mark	August SASR			70.4165%			
2024-2025	Revenue From Tuition	State Aid 51e	S.A. Addtl Payment (51a)	State Aid Transport Reimbursement	State Aid Millage Enhancement 56(7)	Itinerant-UAAL Reimbursement Fund 22 Only	Total Revenue
Byron Center	366,849	945,715	1,515,756	554,700	26,573	61,296	3,470,889
Caledonia	-	1,386,819	3,326,905	-	36,836	59,953	4,810,513
Cedar Springs	211,851	929,478	1,714,332	581,615	23,787	35,999	3,497,062
Comstock Park	180,140	617,026	959,770	490,079	11,990	34,806	2,293,811
East Grand Rapids	-	357,898	998,575	155,948	17,448	-	1,529,869
Forest Hills	-	1,759,897	3,455,669	1,429,066	58,021	133,516	6,836,170
Godfrey-Lee	-	417,756	949,382	124,474	12,669	23,886	1,528,166
Godwin Heights	483,068	1,038,144	1,677,499	522,703	22,998	46,180	3,790,592
Grand Rapids	-	4,387,685	7,979,439	4,870,217	127,364	346,830	17,711,536
Grandville	375,984	1,220,696	2,267,443	744,095	41,729	74,158	4,724,105
Kelloggsville	-	631,534	773,581	433,878	17,918	21,869	1,878,779
Kenowa Hills	181,316	1,037,952	1,670,239	534,813	24,846	44,874	3,494,040
Kent City	14,245	257,783	898,340	(26,616)	8,450	20,372	1,172,573
Kentwood	-	3,587,435	5,539,537	2,014,594	88,916	174,434	11,404,917
Lowell	-	587,049	1,400,291	348,265	20,234	40,307	2,396,146
Northview	-	654,689	1,366,876	431,019	20,195	48,603	2,521,383
Rockford	-	1,506,246	2,615,337	882,383	46,791	121,664	5,172,422
Sparta	99,079	815,335	1,544,145	573,919	15,541	38,001	3,086,020
Thornapple-Kellogg	-	893,928	2,165,590	(1,356)	21,933	37,064	3,117,160
Wyoming	669,229	1,680,343	2,069,673	830,405	28,942	63,558	5,342,150
Byron Center Charter	-	24,789	76,388	-	1,197	-	102,373
Chandler Woods	-	17,390	101,589	-	4,473	-	123,452
Covenant House	-	26,806	71,918	-	1,811	-	100,535
Creative Technologies	-	26,518	105,007	-	1,968	-	133,493
Cross Creek	-	41,314	133,658	-	5,019	-	179,991
Excel Charter	-	29,112	135,896	-	5,276	-	170,284
Gerald Dawkins Acad.	-	9,800	21,083	-	500	-	31,383
GR Child Discovery	-	21,138	37,219	-	1,763	-	60,120
Grand River Prep	-	44,677	114,927	-	4,498	-	164,103
Hope Acad of W MI	-	1,826	63,153	-	2,531	-	67,510
Knapp Charter	-	25,269	131,054	-	3,222	-	159,546
Lighthouse Acad.	-	-	92,948	-	2,908	-	95,856
New Branches	-	19,792	53,870	-	2,715	-	76,377
NexTech	-	9,704	16,858	-	1,007	-	27,569
PrepNet Virtual	-	183,458	313,213	-	688	-	497,358
Ridge Park	-	55,054	98,569	-	3,846	-	157,469
River City Scholars	-	66,103	91,761	-	2,323	-	160,187
Vanguard Charter	-	21,138	104,472	-	5,328	-	130,938
Vista Charter	-	62,932	186,513	-	5,141	-	254,587
Walker Charter	-	29,593	148,822	-	4,650	-	183,064
Wellspring	-	30,457	70,242	-	2,018	-	102,718
West Mich Acad Env S	-	31,706	138,218	-	4,530	-	174,454
West Mich Aviation	-	4,228	64,847	-	3,334	-	72,409
Wm Abney Charter	-	18,159	119,130	-	2,390	-	139,679
KISD-Center Programs	-	7,328,214	14,994,503	-	269,854	-	22,592,570
2,581,761	32,842,587	62,374,234	15,494,200	1,016,171	1,427,372	115,736,326	

U V W X

2024-2025	LEA Unfunded Liability	Kent ISD Act 18 Paid as of April 25	Per Formula Act 18 Owed as of April 2025	Owed to District or (Owed to ISD) for 24-25 Act 18	Unreimbursed Costs When Applicable	Oct 2025 Payment		Unfunded Liability After Final 24-25 Payout
						2025-26 Oct 25 Act 18 Payment Due	Combined Final & Extra 25-26 & Oct 25-26	
Byron Center	4,137,672	2,893,644		-		1,707,114	1,707,114	1,244,027
Caledonia	5,597,222	3,978,520		-		2,377,215	2,377,215	1,618,702
Cedar Springs	3,971,849	2,678,803		-		1,589,380	1,589,380	1,293,046
Comstock Park	2,730,591	1,511,908		-		773,881	773,881	1,218,683
East Grand Rapids	1,965,013	1,887,762		-		1,118,150	1,118,150	77,251
Forest Hills	8,531,987	6,120,173		-		3,666,076	3,666,076	2,411,815
Godfrey-Lee	2,442,597	1,678,902		-		851,362	851,362	763,695
Godwin Heights	2,365,404	2,653,696		(288,292)	108,828	1,502,832	1,323,368	(179,464)
Grand Rapids	20,510,454	13,901,012		-		8,347,077	8,347,077	6,609,441
Grandville	5,305,580	4,431,308		-		2,631,937	2,631,937	874,271
Kelloggville	3,646,567	1,874,643		-	10,389	1,145,522	1,155,911	1,789,765
Kenowa Hills	3,277,825	2,900,628		-		1,607,510	1,607,510	377,197
Kent City	1,510,607	978,567		-		536,215	536,215	532,040
Kentwood	14,544,777	9,596,082		-		5,736,240	5,736,240	4,948,694
Lowell	2,764,634	2,307,911		-		1,290,031	1,290,031	456,723
Northview	3,013,388	2,210,456		-		1,297,387	1,297,387	802,932
Rockford	7,179,535	5,069,805		-		3,017,319	3,017,319	2,468,849
Sparta	3,088,746	1,700,567		-		969,199	969,199	1,388,179
Thornapple-Kellogg	3,913,308	2,303,724		-		1,394,447	1,394,447	1,609,584
Wyoming	4,264,246	3,178,700		-		1,905,904	1,905,904	1,085,547
Byron Center Charter	151,332	95,871	39,749	39,749		81,713	121,462	15,712
Chandler Woods	217,541	264,549	211,433	(47,008)		167,165	120,157	(0)
Covenant House	63,122	145,140	54,458	(82,018)		87,701	5,683	(0)
Creative Technologies	380,914	157,715	41,920	41,920		120,283	162,203	181,279
Cross Creek	368,220	355,003	186,737	13,217		311,312	324,529	(0)
Excel Charter	421,672	360,947	211,739	60,725		338,179	398,904	(0)
Gerald Dawkins Acad.	84,258	40,041	82,846	44,217		64,976	109,193	(0)
GR Child Discovery	77,458	98,856	88,040	(21,398)		70,215	48,817	0
Grand River Prep	116,235	305,253	175,913	(189,018)		124,637	(64,381)	0
Hope Acad of W MI	97,440	167,739	72,409	(70,299)		81,232	10,933	(0)
Knapp Charter	245,560	258,187	56,767	(12,627)		189,764	177,137	0
Lighthouse Acad.	406,522	233,011	143,723	143,723		226,987	370,710	29,788
New Branches	217,658	150,751	127,479	66,907		167,637	234,544	(0)
NexTech	130,559	44,777	70,490	70,490		69,449	139,939	15,292
PrepNet Virtual	409,947	55,110	30,510	30,510		51,587	82,097	-
Ridge Park	159,026	261,805	153,013	(102,779)		164,309	61,530	(0)
River City Scholars	206,321	186,153	54,817	20,168		145,187	165,355	(0)
Vanguard Charter	230,019	277,484	279,417	(47,465)		165,903	118,438	0
Vista Charter	186,906	411,938	117,977	(225,032)		238,157	13,125	0
Walker Charter	262,842	372,586	129,278	(109,744)		244,953	135,209	(0)
Wellspring	66,492	124,165	79,379	(57,673)		89,395	31,722	0
West Mich Acad Env S	384,855	362,946	105,718	21,909		282,376	304,285	0
West Mich Aviation	27,823	172,238	178,054	(144,415)		11,806	(132,609)	(0)
Wm Abney Charter	132,137	191,507	37,203	(59,370)		137,800	78,430	0
KISD-Center Programs	41,505,068	28,829,899	-	-		17,457,229	17,457,229	0
	151,311,929	107,780,482	2,729,069	(903,603)	119,217	64,554,750	63,770,364	
	(A)	(B)	(C)	(D)				

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

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____ x _____

Item: Leading Educators Service Contract

Submitted by: Mary Kay Murphy

Date: 9/24/25

Recommended by: Jenny Fee

Board Meeting Date: 10/20/25

RECOMMENDATION:

It is recommended that the Kent ISD Board of Education approve the Leading Educators Consulting Services Contract for services provided to the West Michigan Teacher Collaborative (WMTC) in the amount of **\$101,288, which will come from WMTC's 27b Grow Your Own grant** (state code 2483).

BACKGROUND:

Leading Educators is a nationally recognized provider of high-quality professional development for educators. For over a decade, they have partnered with school systems nationwide to design and implement professional learning models that drive sustained instructional improvement. Their track record includes measurable gains in student learning and closing opportunity gaps through research-based, curriculum-specific coaching and professional development.

The scope of work outlined in this contract has been co-created by the Leading Educators team and WMTC staff to ensure alignment with program and grant goals, as well as local needs.

Services will directly support:

- **Mentor Teacher Development:** Building knowledge, skills, and mindsets to effectively coach and support WMTC Residents, helping to ensure high-quality teaching in our region's classrooms.
- **Advanced Degree Pathway Support:** Professional learning sessions will build AI literacy and amplify best practices through engagement in a discovery and hands-on design processes supported by AI coaches, access to Playlab, and the creation of customized AI tools
- **In-Person and Virtual Sessions:** A combination of workshops, virtual office hours, and structured coaching to maximize accessibility and impact.

This investment will build AI literacy and amplify best practices by equipping WMTC participants with training and access to advanced tools, enabling them to deliver more engaging, inclusive, student-centered, and innovative learning experiences for students across the region.



Potential, ignited.

Leading Educators – West Michigan Teacher Collaborative

September 2025 | www.leadingeducators.org

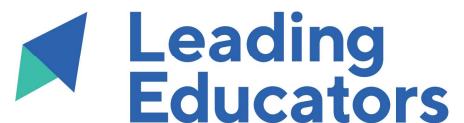


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I. About Leading Educators

For over a decade, Leading Educators (LE) has worked alongside school systems to design and implement professional learning models that drive sustained instructional improvement. LE has partnered with over 25 school systems to build learning and coaching systems that are research-based, curriculum-specific, and embedded in our partners' contexts.

Our impact is clear: multiple studies show that schools we've supported gained 6-11 months of additional learning. Student growth in LE-supported schools surpasses average district or state growth, closing 26% of opportunity gaps. In Chicago, our supports helped drive significant gains in ELA and math, [earning a Tier 1 rating from the *What Works Clearinghouse*](#). In a multi-year partnership with Charleston County School District, turnaround schools in Charleston reversed a multi-year decline and matched or exceeded district growth - growth that represents 5-9 months of additional learning in ELA and 4-11 months in math. By equipping educators with the knowledge and skills to implement evidence-based literacy instruction, we create exponential impact across entire school systems, leading to stronger learning outcomes and brighter student futures.

II. Partnership Overview

The West Michigan Teacher Collaborative (WMTTC) and Leading Educators will partner to provide professional development for mentor teachers and teachers seeking advanced degrees across Kent ISD, Muskegon ISD, and Ottawa ISD. This professional development will focus on Action-Oriented Coaching and the integration of AI-driven tools in instructional practice. Mentor teachers will develop the knowledge, mindsets, and best practices needed to support pre-service teachers, including building trust-based relationships, articulating a clear vision of instructional excellence, and applying key practices of observation, feedback, and real-time practice.

Teachers pursuing advanced degrees will gain a solid understanding of the potential of AI in the classroom and will be empowered to design and build their own AI tools to strengthen and extend their instructional practice. Through this comprehensive approach, educators will build the confidence and skills to provide targeted support, drive teacher growth, and create innovative, equity-centered solutions that foster more engaging, personalized learning experiences for students, ultimately leading to stronger outcomes and expanded opportunities for success.

III. Activities and Timeline

	Scope of Work Overview	Quantity/Notes
Primary Participants	Mentor teachers supporting preservice teachers	56
	Teachers seeking advanced degrees	75
Content Focus	Action-Oriented Coaching	12 hours max
	Intro to AI tool-building	12 hours max
Grade Levels	K-12	
Primary Activities	In-person and virtual professional learning sessions, virtual coaching	
Timeline	<input type="checkbox"/> Q1 <input checked="" type="checkbox"/> Q3 <input checked="" type="checkbox"/> Q2 <input checked="" type="checkbox"/> Q4	

	Activity	Participants	Timeline
Strategic Advising	Monthly client check-ins [2 hours] to plan for upcoming PD and discuss data and progress monitoring.	<i>Executive Director</i>	<i>Oct. 2025–April 2026</i>
Advanced Degree Workshops	SESSION 1: Foundations + Human-Centered AI Tool Building [in-person 6 hours] <ul style="list-style-type: none"> • 1 lead facilitator • 3 small group facilitators 	<i>Advanced Degree Teachers</i>	<i>October 22, 2026 8:30–2:30 PM</i>
	SESSION 2: From Prototypes to Practice [in person 6 hours] <ul style="list-style-type: none"> • 1 lead facilitator • 3 small group facilitators 		<i>March 12, 2026 8:30–2:30 PM</i>
Advance Degree Office Hours	Three two-hour virtual office hours to provide customized support for teachers. [virtual 6 hours max]	<i>Advanced Degree Teachers</i>	<i>Nov. 2025 Jan. 2026 April 2026</i>
Mentor Teacher Workshops	<ul style="list-style-type: none"> • Launch Action Oriented Coaching Session in-person (6 hours) • Follow-Up Session #1 virtual (3 hours) • Follow-up session #2 virtual (3 hours) 	<i>Mentor Teachers</i>	<i>TBD</i>

IV. Additional Information

Leading Educators agrees to the following:

- Maintain at least a 25:1 facilitator-to-participant ratio for all in-person and virtual sessions. AI sessions will have a total of 4 facilitators to allow for table-facilitation support.
- Ensure WMTC has access to all session materials, tools, and participant data created in service of this scope of work.
- Ensure participants accessing Playlab for AI tool-building sessions have lifetime access to the tools they create.

V. Measuring Impact

Leading Educators believes strongly in being students of our own work by continually assessing progress and making adjustments to improve. LE has a ready library of measurement tools to pull from or build on in monitoring the progress of this work, including a school and system conditions assessment to target the policies, practices, and actions that research and experience show facilitate impactful professional learning. LE will work in collaboration with the West MI Teacher Collaborative to determine the right tools to measure the success of our work together, as well as to integrate existing tools and data collection already in place.

VI. Investment and Invoicing Schedule

Leading Educators will devote the significant time and expertise of a team to design and deliver the supports outlined above. This staff time, as well as operational expenditures, totals **\$101,288**

Staffing	
AI Sessions Total Staffing	\$38,590
Mentor Teacher Sessions	\$25,022
Events & Participant Expenses	
Intro to AI Tool Building Sessions	\$13,514
Playlab License Fee	\$6,250
Mentor Teacher Sessions	\$7,912
Travel	
Total Travel	\$10,000
TOTAL	\$101,288

Leading Educators will bill the West Michigan Teacher Collaborative under the invoicing schedule below.

Amount	Date Due
\$50,644	Upon Contract Signing
\$50,644	March 30, 2026

VII. Appendix

SESSION 1: Foundations + Human-Centered AI Tool Building

In our first session together, we'll build a common foundation for how WMTA educators can responsibly and creatively approach AI. Too often, AI conversations swing between hype and fear, either "this will solve everything" or "it's too risky to touch." Neither extreme is useful. What educators need is a grounded understanding of what AI actually is and isn't, that it's a pattern-recognition tool that learns from examples, not a replacement of human intelligence, and that it can either amplify inclusion or widen gaps in opportunity and access depending on how it's used.

We'll then introduce principles of design thinking and human-centered design, with a focus on centering the lived experiences of students and families in high-needs areas such as autism, TESOL, and learning differences. Pre-work for this session will include deep listening activities where participants gather insights from their students, families, and/or communities.

During the session, educators will:

- Learn AI basics and experiment hands-on with Playlab's tool-building platform.
- Explore how to design prompts and workflows that center student identity and voice.
- Apply design thinking methods (empathy mapping, problem framing, rapid prototyping) to begin imagining tools that respond to their specific teaching contexts.
- Consider equity and accessibility implications of their designs to ensure tools uplift, rather than marginalize, diverse learners.
- Identify a buddy to collaborate with and test tools between sessions

By the end of Session 1, WMTA Teachers will have

- A shared vocabulary for what AI is and isn't.
- A grounding in human-centered design methods.
- Initial prototypes of AI-enabled tools informed by pre-work listening.
- A clearer sense of how AI could support their high-needs focus area.
- Understand initial guardrails and principles for safe, student-centered AI use in WMTA's context.

SESSION 2: From Prototypes to Practice

In Session 1, teachers built a shared foundation. They learned what AI is (and isn't), experimented with Playlab's platform, and applied human-centered design methods to prototype tools connected to their high-needs teaching area. They've had months to experiment with their tools.

Session 2 is about looking at the data of how these tools have been used, deepening those prototypes and developing them into more nuanced, embedded classroom supports. We'll start

by reflecting on what classroom structures shifted and didn't shift as a result of the tool, and what student experiences revealed about their learning. Then, through structured work time, participants will:

- Iterate on and refine their prototypes using Playlab's tool-building features.
- Test and critique one another's ideas through peer feedback.
- Map how their tools could fit into real instructional workflows (lesson planning, family communication, IEP support, language scaffolds, etc.).

By the end of Session 2, WMTC Teachers will have

- Refined prototypes of AI-enabled tools designed for their high-needs area based on usage data.
- Documented how these tools could more strategically integrate into daily teaching practice.
- Identified opportunities for collaboration and shared use across the cohort

OFFICE HOURS: Tool-building Support

Three virtual sessions spread over the months in between the two above sessions that will provide customized support for teachers for thought partnership, tool troubleshooting, and ad hoc support.

Mentor Teacher Workshops

Action Oriented Coaching: Launch Session

This session equips participants with the vision, skills, and mindsets needed to excel as coaches. Participants will learn to distinguish the role of a coach from that of a manager, mentor, or peer, while exploring key coaching stances—facilitative, dialogical, and directive. The program emphasizes building strong coaching relationships by understanding mindsets, will, and skill, and by practicing effective entry conversations with coachees. Learners will also develop strategies for setting and modeling expectations with clarity and confidence, establishing routines that drive success. Participants will reflect on their own growth, cultivate habits that enable impactful coaching, and practice the presence and planning necessary to lead with excellence.

Follow Up Session 1: Virtual

In this module, participants will strengthen their ability to deliver goal-aligned feedback using the *What-Why-How* framework, ensuring that observations translate into clear, actionable next steps for teachers. They will also learn to design and implement a schedule of weekly, tiered supports by leveraging beginning-of-year observation and student data. Pre-work will involve analyzing data points to inform priorities and tailor supports to meet the varied needs of teachers.

Follow Up Session 2: Virtual

In this module, participants will practice essential moves for using lesson rehearsal. They will deepen their content knowledge by analyzing and breaking down the components of lesson rehearsal within the context of high-quality instructional materials (HQIM). Additionally, participants will strengthen their ability to connect standards to learning objectives, establish student-level exemplars, and draft clear criteria for success to guide rigorous instruction.