

**PERSONNEL RECOMMENDATIONS AS OF 5/5/2023
FOR BOARD MEETING OF 5/15/2023**

RESIGNATIONS AND TERMINATIONS

1. Nicholas Brown, Career and Talent Development, Kent Career Tech Center, Instructor, resignation, effective 6/2/2023.
2. Martin Brown, Career and Talent Development, Kent Career Tech Center, Instructor, retirement, effective 8/1/2023.
3. Carrienne Evele, Student Services, Special Education Center Programs, Instructor, Pine Grove, resignation, effective 7/27/2023.
4. Vincent Truskowski, Student Services, Special Education Center Programs, Instructor, Lincoln School, resignation, effective 5/1/2023.

APPOINTMENTS

1. Kyle Raymond, Administrative Services, Safety & Security, Intelligence Analyst, Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 3 Step 1, \$56,831.00 per year, effective 5/30/2023.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

1. Amanda Walma, from 150 days per year to 156 days per year, .6 FTE, Instructional Services, Teaching & Learning, PD Hub, Professional, 8 hours per day, effective 7/1/2023.

22595

4/17/2023

Dear Joe Lienesch,

I am resigning from my position as Avionics Instructor at Kent Career Tech Center. My last day of work will be June 2, 2023.

I want to express my gratitude for the opportunities Kent Career Tech Center has provided me during my tenure here. I have learned a lot and gained valuable experience that I will carry throughout my career. I am grateful for the professional and personal relationships I have formed with my colleagues here.

However, I have decided to move on to pursue other career opportunities that align more closely with my long-term goals. I am excited to announce that I have accepted a new position as the Director of Workforce Development at the Aircraft Electronics Association. This new role will allow me to utilize my skills and expertise to further my career aspirations and positively impact the industry.

Thank you and the Kent Career Tech Center community for your support and encouragement throughout my time here. I have truly enjoyed my time as a community member and will miss working with my colleagues and students.

Please let me know if there is anything I can do to ensure a smooth transition of my responsibilities. I am willing to assist in any way possible to ensure that the Kent Career Tech Center continues to operate smoothly after my departure.

Thank you again for everything, and I wish the Kent Career Tech Center and my colleagues all the best in the future.

Sincerely,



Nick Brown

J JK

Dena Harris

23744

From: Dave Rodgers
Sent: Friday, May 5, 2023 11:15 AM
To: Martin Brown
Cc: Joseph Lienesch; Kelly Bowers
Subject: Re: Retirement Notification

Thank you, Martin. We wish you all the best.

Sincerely,

Dave Rodgers

Sent from my iPhone

On May 5, 2023, at 10:27 AM, Martin Brown <MartinBrown@kentisd.org> wrote:

This email is to notify you that I am retiring from the KCTC. I am in the process of completing the paperwork with the State of Michigan. The plan is to be retired on or about 1 Aug 2023. I will not be returning to instruct here for the 2023-2024 school year. As soon as I can a date worked out with the state I will advise.

Dave Rodgers

From: Vincent Truszkowski
Sent: Tuesday, April 25, 2023 9:49 AM
To: Dave Rodgers; Keith Hutchins; blaubaug@mea.org
Subject: Re: Vincent Truszkowski

Good morning,

It is with a very heavy heart that I am resigning from my position May 2nd as an ASD teacher at Lincoln School. I have appreciated my 19 years of working on the campus and will always treasure the happy memories. Thank you.

Hope this message finds you and your family well.

Sincerely,

Vincent Paul Truszkowski

From: Vincent Truszkowski
Sent: Tuesday, April 25, 2023 9:43 AM
To: Dave Rodgers <DaveRodgers@kentisd.org>; Keith Hutchins <KeithHutchins@kentisd.org>; blaubaug@mea.org <blaubaug@mea.org>
Subject: Vincent Truszkowski

Good morning,

It is with a very heavy heart that I am resigning from my position as an ASD teacher at Lincoln School. I have appreciated my 19 years of working on the campus and will always treasure the happy memories. Thank you.

Hope this message finds you and your family well.

Sincerely,

Vincent Paul Truszkowski





PERSONNEL RECOMMENDATION FOR EMPLOYMENT

SUBMITTING THIS FORM REQUIRES THAT ALL STEPS OF THE PERSONNEL SELECTION PROCESS HAVE BEEN COMPLETED

Department: Administrative Services
Location: Security
This position reports to: Sean Burns
This position is New

Date of Submission: 04/24/2023
Preferred start date: 05/30/2023
Submitted by: Sean Burns
Replacement for:

Name of Candidate for Conditional Offer: Kyle Raymond
Position/Title: Intelligence Analyst

The position is designated as: Non-Union Professional

Job Posting ID#: 20447
Frontline Applicant Tracking

Days per year: 260

Hours per day: 8

FTE: 1.0

Compensation Designation: Salary

Salary 260 Prof Grade 3 Step: Step 1 F/T Equivalent Amount: \$56,831.00 FTE Adjusted:

Hourly Step: F/T Equivalent Amount: FTE Adjusted:

Payroll Account Number(s)

\$ or %

11-1-266-1660-000-0000-4963-00000-4960-	100

Supported by Current Budget? Yes

If not, Budget Amendment Date:

Candidate Meets Minimum Qualifications Required? Yes

Degree(s) or Highest Level of Education: Master of Science

Certificate / License

Endorsement(s)

Relevant Experience

Over two years as an Intelligence Analyst for the Detroit Police Department.

4/25



PERSONNEL RECOMMENDATION FOR EMPLOYMENT

SUBMITTING THIS FORM REQUIRES THAT ALL STEPS OF THE PERSONNEL SELECTION PROCESS HAVE BEEN COMPLETED

Summary comments from the interview team:

The team members concurred that Mr. Raymond provided thoughtful responses to the team's questions and it was clear that he had researched the position. Mr. Raymond showed a depth of experience and training the other candidates lacked. Interview team members all concurred that Mr. Raymond will be an excellent addition to the Kent ISD Team.

References, including the current / most recent employer were contacted by? Sean Burns

Administrator / manager making this recommendation for employment: Sean Burns

For required documentation, has the Personnel Screening and Selection Process form been completed for Human Resources? Personnel Screening and Selection Process Form Coming Soon!

Email & Kronos will be requested by Human Resources prior to the employees beginning date, as indicated above, provided that the new employee has returned all appropriate paperwork. Please note; it may take up to 48 hours, following HR request, for set-up to be completed.

SIGNATURES REQUIRED FOR APPROVAL		
Date: 04/25/2023	Sean P. Burns	Director / Supervisor
Date: 04/25/2023	Kevin Philipps	Asst. Superintendent for Department
Date: 04/25/2023	Dave Rodgers	Asst. Superintendent for HR & Legal

Date: 04/25/2023



EMPLOYEE STATUS CHANGE FORM

For personnel transactions pertaining to a posted position, please use the Personnel Recommendation Form

EMPLOYEE: Amanda Walma	EMP # 20506	DATE: 04/11/2023
POSITION: PD Hub Coordinator	PRIMARY LOCATION: ESC	
Initiator Notes: (please attach supporting documents before submitting) Requesting to add six days to Amanda Walma's contract (156 to 162). This would make her an exact .6 FTE which was what it was supposed to be but somehow ended up at .58. 150 to 156		
Current Account #:	New Account #:	
<input type="checkbox"/> End of Employment due to	as of	
<input type="checkbox"/> Change in position or title Prior position: New position: New Supervisor:	Prior Classification/Unit: New Classification/Unit:	
<input type="checkbox"/> This change temporary from	to	
<input type="checkbox"/> Change in compensation (hourly/salary) Prior amount: New amount: Effective Date:	Grade: Grade:	Step: Step:
<input checked="" type="checkbox"/> Change in FTE Status:	From .58 to .6 FTE effective 07/01/2023	
<input type="checkbox"/> Change in Leave Status:	From _____ to _____ effective	
<input type="checkbox"/> Change in Location:	From: To:	Effective
Additional locations that require access:		
Contracted Wages: \$	Adjusted Contract Amt.: \$	
Contract balance payout:	Bi Weekly Pay Amt. \$	
Number of Pays Elected:	Daily Rate: \$	Hourly Rate: \$
Number of Pays Remaining:	Change in Benefit Eligibility?	
IT Status Change:	Leave Banks Impact	
Notes or Special Instructions:		

Dena Harris, HR Coordinator

Human Resources

Dave Rodgers

Asst. Superintendent -HR