

# Kent ISD Regular School Board Meeting

Monday, July 21, 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. Organizational Items

C.1. Election of Board officers for the 2025-2026 school year:

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Trustee \_\_\_\_\_

C.2. Resolution to authorize former Treasurer to continue to sign checks until the necessary documents can be processed and equipment modified, not to exceed ninety (90) days from this date. (Only needed if a new treasurer is elected)

C.3. Approve the resolution to designate depositories

C.4. Approve the resolution to authorize accounts through JPMorgan Chase Bank, NA

C.5. Approve the resolution designating the superintendent or his designee to assume the responsibilities of the treasurer for the administration of funds and to sign checks, contracts, agreements, and purchase orders.

C.6. Approve the School Board meeting dates for the 2025-2026 school year

C.7. Approve the resolution outlining the procedure to call special meetings of the Board

C.8. Approve the resolution to appoint Legal Counsel to represent Kent ISD

C.9. Approve the resolution for Kent ISD staff members to use Kent ISD credit cards for district business

C.10. Approve the resolution authorizing electronic transactions and designating an Electronic Transfer Officer

## D. Presentation

D.1. Kent ISD Strategic Plan LEAD 2.0

## E. 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.**

E.1. Approval of the minutes from the regular school board meeting held on June 16, 2025

- E.2. Approve the Financial Report allowing bills from June 1, 2025, through June 30, 2025.
- E.3. Approve the personnel recommendations and report as presented
- E.4. Approve the addition of an Administrative Assistant position to support the special education finance team.
- E.5. Approve the addition of a Lead Groundskeeper and two Groundskeeper positions for the facilities department.
- E.6. Approve the Student Services staffing updates for the 2025-2026 school year.
- E.7. Approve the donations to Kent Career Tech Center from the 2024-2025 school year
- E.8. Approve the purchase of textbooks for the upcoming LaunchU 2025-2026 school year.
- E.9. Approve the purchase of an Apex Learning Subscription and CTE Elective Library for the 2025-2026 school year.
- E.10. Approve the MySchool@Kent course offerings for the 2025-2026 school year.
- E.11. Approve the Secondary Programs Student Handbook for the 2025-2026 school year
- E.12. Approve the assessment enhancement contract from Bulb Digital for the Our School Data application
- E.13. Approve the renewal of VMware licensing for the 2025-2026 school year.
- E.14. Approve the contract renewal for Professional Courier Services (PCS) for the 2025-26 school year.
- E.15. Approve the proposal from Progressive to complete phase 1 of the facilities master plan for all Kent ISD facilities.
- E.16. Approve Valley City signs to replace the Pine Grove exterior signage.
- F. Approve the 35j grant purchase of classroom library books for the GSRP classroom and elementary special education classrooms across Kent ISD**
- G. Approve the purchase of GSRP classroom furniture and supplies from Lakeshore Learning.**
- H. Approve phase two of the purchase and installation of cameras and access control installation for multiple Kent ISD buildings**
- I. Approve the contingency increase for the ESC renovation project.**
- J. Adopt the Kent ISD Strategic Plan LEAD 2.0 to guide the organization's goals for the next three years.**
- K. Adopt the resolution to propose a regional enhancement millage renewal and restoration for the November 4, 2025 election ballot.**
- L. Public Comment**
- M. Items from Board Members**

N. **Superintendent's Report**

O. **Adjournment**

## RESOLUTION

### *Kent Intermediate School Board*

*July 21, 2025*

On motion of Member \_\_\_\_\_, supported by Member \_\_\_\_\_, it was resolved to authorize, former treasurer, to continue to sign checks until the necessary documents can be processed and equipment modified. This period is not to exceed ninety (90) days from this date.

Ayes: Members

Nays:

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

Date: July 21, 2025

---

Board Secretary

/ml

## RESOLUTION

*Kent Intermediate School Board*

*July 21, 2025*

On motion of Member \_\_\_\_\_, supported by Member \_\_\_\_\_, it was resolved that the following financial institutions be designated as depositories for district funds:

1. JP Morgan Chase Bank, NA
2. Fifth Third Bank
3. Flagstar Bank
4. Huntington National Bank
5. Mercantile Bank
6. Michigan Liquid Asset Fund
7. PNC Bank
8. Bonds, bills or notes of the United States, or obligations of the State of Michigan; Section 622.2 (a)
9. Commercial paper rated prime at the time of purchase and maturing not more than 270 days after the date of purchase, Section 622.2 (c).
10. Certificates of deposit issued by financial institutions which means a state or nationally-chartered bank or a state or federally-chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office in Michigan under Michigan and Federal laws.
11. Securities issued or guaranteed by agencies or instrumentalities of the United States government; Section 622.2 (d).
12. United States government or Federal agency obligation repurchase agreements; Section 622.2(e).
13. Banker's acceptances issued by a bank that is a member of the Federal Deposit Insurance Corporation; Section 622.2 (f)
14. Investment pools as authorized by the Surplus Funds Investment Pool Act, Act No. 367 of the Public Act of 1982 being Section 129.111 to 129.118 of the Michigan Compiled Laws, composed entirely of instruments that are legal for direct investment by an intermediate school district.
15. Mutual Funds composed entirely of investment vehicles that are legal for direct investment by a school district.

Ayes: Members

Nays:

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

Date Approved: July 21, 2025

---

Board Secretary

/ml

**RESOLUTION**  
*Kent Intermediate School Board*  
*July 21, 2025*

The following resolution was offered by Member \_\_\_\_\_, supported by Member \_\_\_\_\_:

**RESOLVED**, that **JP Morgan Chase Bank, NA**, as designated depository of this Corporation, be and it is hereby requested, authorized, and directed when receiving deposits to the account of this Corporation to pay over and remit in cash to the agent making the deposit all or any part of such deposit, notwithstanding any endorsements of the deposited items to the contrary, provided only that the deposit slip shall show the amount so paid over and remitted in cash and shall bear the signature of the following person:

\_\_\_\_\_, Treasurer

Consolidated Checking Account

Consolidated Savings

Disbursement Account

Internal Service Fund Account

Payroll Account

EDUStaff Checking Account

Ayes: Members

Nays:

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

Date: July 21, 2025

\_\_\_\_\_  
Board Secretary

/ml

**RESOLUTION**  
*Kent Intermediate School Board*  
*July 21, 2025*

On motion of Member \_\_\_\_\_, supported by Member \_\_\_\_\_, it was resolved that the Superintendent or his designee assume the responsibilities of the Treasurer for the administration of district funds.

It was further resolved to authorize the Superintendent or his designee to sign checks, contracts, agreements, and purchase orders for Kent ISD.

Ayes: Members

Nays:

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

Date: July 21, 2025

---

Board Secretary

/ml



## Kent ISD School Board 2025-2026 Schedule of Meetings

All meetings will be held in at the Kent Conference Center (lower level) located at 1633 East Beltline NE Grand Rapids, MI 49525 and begin at 4:00 p.m.

### Dates of Monthly Board Meetings

Monday	July 21, 2025	4:00 p.m.
Monday	August 18, 2025	4:00 p.m.
Monday	September 15, 2025	4:00 p.m.
Monday	October 20, 2025	4:00 p.m.
Monday	November 17, 2025	4:00 p.m.
Monday	December 15, 2025	4:00 p.m.
Monday	January 12, 2026	4:00 p.m.
Monday	February 16, 2026	4:00 p.m.
Monday	March 16, 2026	4:00 p.m.
Monday	April 20, 2026	4:00 p.m.
Monday	May 18, 2026	4:00 p.m.
Monday	June 15, 2026	4:00 p.m.

Upon request to the Superintendent, the District shall make reasonable accommodations to ensure accessibility for individuals wishing to participate in the meetings.

Board Minutes are located in the Superintendent's Office of the Kent ISD Educational Service Center, 2930 Knapp St NE, Grand Rapids, MI 49525. For more information, contact Mandy Lovell at (616) 365-2217.

**RESOLUTION**  
*Kent Intermediate School Board*  
*July 21, 2025*

The following resolution was offered by Member \_\_\_\_\_,  
supported by Member \_\_\_\_\_:

It was resolved that special meetings of the School Board may be called by the Superintendent, President of the Board, or any two (2) members thereof, by serving on the other members a written notice of the day, time, and place of such meetings.

Service of the notices for a special meeting shall be by:

- a. Delivering the notice to the member personally, at least twenty-four (24) hours before said meeting is to take place; or
- b. Leaving the notice at the member's residence with some person of the household at least twenty-four (24) hours before said meeting is to take place; or
- c. Depositing the notice in a government mail receptacle, enclosed in a sealed envelope plainly addressed to such member at his/her last known address at least seventy-two (72) hours before said meeting is to take place.

Service as prescribed may be made by a member of the Board, the Secretary of the Board, or any employee of the Board.

All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

Ayes: Members

Nays:

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

Date: July 21, 2025

\_\_\_\_\_  
Board Secretary

# RESOLUTION

*Kent Intermediate School Board*

*July 21, 2025*

On motion of Member \_\_\_\_\_, supported by Member \_\_\_\_\_, it was resolved to appoint the following Legal Counsel to represent Kent ISD.

Clark Hill

General Counsel

Miller Johnson

General Counsel

Thrun Law Firm, P.C., Lansing

General School Law, Bonding,  
Elections, Policies

Ayes: Members

Nays:

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

Date: July 21, 2025

---

Board Secretary

# RESOLUTION

*Kent Intermediate School Board*  
*July 21, 2025*

On motion of Member \_\_\_\_\_, supported by Member \_\_\_\_\_, it was resolved that the following positions be authorized to use a Kent ISD credit card to be used for district business:

TITLE	LOCATION
ACCOUNTING SUPERVISOR	ESC
ACCOUNTS PAYABLE CLERK	ESC
ADMINISTRATIVE ASSISTANCE FACILITIES	FACILITIES
ADMINISTRATIVE ASSISTANT- ASSISTANT SUPT ADMIN SERVICES	ESC
ADMINISTRATIVE ASSISTANT- CENTER PRGRAMS	ESC
ADMINISTRATIVE ASSISTANT CENTER PROGRAMS	ECSE
ADMINISTRATIVE ASSISTANT CENTER PROGRAMS	EMPOWERU NORTH
ADMINISTRATIVE ASSISTANT CENTER PROGRAMS	LINCOLN SCHOOL
ADMINISTRATIVE ASSISTANT CENTER PROGRAMS	LINCOLN DEVELOPMENTAL CTR
ADMINISTRATIVE ASSISTANT- COMMUNICATIONS	ESC
ADMINISTRATIVE ASSISTANT DIRECTOR OF CTE	CONFERENCE CENTER
ADMINISTRATIVE ASSISTANT EMPOWERU CENTRAL	EMPOWERU CENTRAL
ADMINISTRATIVE ASSISTANT EMPOWERU SOUTH	EMPOWERU SOUTH
ADMINISTRATIVE ASSISTANT FOR CENTER PROGRAMS	ESC
ADMINISTRATIVE ASSISTANT GSRP	LCC
ADMINISTRATIVE ASSISTANT LOW INCIDENCE PROGRAMS	ORAL/DEAF DHH
ADMINISTRATIVE ASSISTANT MYSCHOOL@KENT	KCTC
ADMINISTRATIVE ASSISTANT PD HUB	ESC
ADMINISTRATIVE ASSISTANT PINE GROVE LC	PINE GROVE LC
ADMINISTRATIVE ASSISTANT SPED/MEDICAID	ESC
ADMINISTRATIVE ASSISTANT STUDENT SERVICES	ESC
ADMINISTRATIVE ASSISTANT TECHNOLOGY SERVICES	ESC
ADMINISTRATIVE ASSISTANT TO KCTC PRINCIPAL	KCTC
ADMINISTRATIVE ASSISTANT WMTC	KCTC
ADMINISTRATIVE ASST/SECRETARY- SUPERINTENDENT	ESC
ADMINISTRATOR EMPOWERU CENTRAL	EMPOWERU CENTRAL
ASSESSMENT CONSULTANT	ESC
ASSISTANT FACILITIES COORDINATOR	FACILITIES
ASSISTANT FACILITIES SUPERVISOR	FACILITIES
ASSISTANT PRINCIPAL EMPOWERU SOUTH	EMPOWERU SOUTH
ASSISTANT PRINCIPAL KCTC	KCTC
ASSISTANT SUPERINTENDENT ADMINSTRATIVE SERVICES	ESC
ASSISTANT SUPERINTENDENT HUMAN RESOURCES	ESC
ASSISTANT SUPERINTENDENT INSTRUCTIONAL SERVICES	ESC
ASSISTANT SUPERINTENDENT OF SECONDARY PROGRAMS	KCTC
ASSISTANT SUPERINTENDENT STUDENT SERVICES	ESC
BRIGHT BEGINNINGS COORDINATOR	LCC

CAREER READINESS CONSULTANT	KCTC
CENTER PROGRAM TEACHERS	EMPOWERU SOUTH
CENTER PROGRAM TEACHERS	EMPOWERU CENTRAL
CENTER PROGRAM TEACHERS	EMPOWERU NORTH
CENTER PROGRAM TEACHERS	PINE GROVE LC
CENTER PROGRAMS TEACHERS	LINCOLN SCHOOL
CENTER PROGRAMS TEACHERS	LINCOLN DEVELOPMENTAL CTR
CO PRINCIPAL LINCOLN SCHOOL	LINCOLN SCHOOL
CO PRINCIPAL LINCOLN SCHOOL	LINCOLN SCHOOL
CONTINUOUS IMPROVEMENT CONSULTANT	ESC
CONTINUOUS IMPROVEMENT SPECIALIST	ESC
COORDINATOR - TEACH & LEARNING PD HUB	ESC
COORDINATOR PD HUB	ESC
COORDINATOR READY BY FIVE	LCC
CTES KCTC/DIESEL	KCTC
CULINARY AID	KCTC
CUSTODIAL SUPERVISOR	FACILITIES
DEAN OF STUDENTS CENTER PROGRAMS	KEC OAKLEIGH
DHH ORAL DEAF PROGRAM COORDINATOR	ORAL/DEAF DHH
DIESEL INSTRUCTOR	KCTC
DIRECTOR - PERSONNEL	ESC
DIRECTOR ADULT EDUCATION	KCTC
DIRECTOR COMMUNICATIONS	ESC
DIRECTOR EARLY CHILDHOOD	LCC
DIRECTOR -FACILITIES	FACILITIES
DIRECTOR -FISCAL SERVICES	ESC
DIRECTOR GRANTS STRATEGIC PARTNERS	ESC
DIRECTOR GSQ	LCC
DIRECTOR OF CENTER PROGRAMS	ESC
DIRECTOR OF TRANSITION	ESC
DIRECTOR OF WORKFORCE DEVELOPMENT	KCTC
DIRECTOR- RESEARCH AND CONTINUOUS IMPROVEMENT	ESC
DIRECTOR SAFETY & SECURITY	ESC
DIRECTOR STRATEGIC & ORGANIZATIONAL INITIATIVES	ESC
DIRECTOR STUDENT SERVICES	ESC
DIRECTOR TEACHING AND LEARNING	ESC
DIRECTOR-CAREER READINESS	KCTC
DIRECTOR-CTE	KCTC
EARLY CHILDHOOD SPECIALIST	LCC
EARLY LITERACY COACH	ESC
EARLY ON INTAKE AND REFERRAL SPECIALIST	LCC
ED TECH CONSULTANT	ESC
EDUCATIONAL CONSULTANT	ESC
EDUCATIONAL SCIENCE CONSULTANT	ESC
EXECUTIVE DIRECTOR EDUCATIONAL ADVOCATES W MI	ESC

FINANCE & SUPPORTS COORDINATOR	ESC
FUEL CARD- LINCOLN SCHOOL	LINCOLN SCHOOL
FUEL CARD- EMPOWERU CENTRAL	EMPOWERU CENTRAL
FUEL CARD- EMPOWERU NORTH	EMPOWERU NORTH
FUEL CARD- EMPOWERU SOUTH	EMPOWERU SOUTH
FUEL CARD- KEC BELTLINE	KEC BELTLINE
FUEL CARD- PINE GROVE LEARNING CENTER	PINE GROVE LC
GRANTS COORDINATOR	ESC
GRSRP LEAD TEACHERS	LOCALS
GSRP INTAKE SECRETARY	LCC
GSRP SUPERVISOR	LCC
HEALTH CAREERS INSTRUCTOR	KCTC
HEALTH ED CONSULTANT	ESC
HR COORDINATOR	ESC
HR SPECIALIST	ESC
INNOVATIVE LEARNING CONSULTANT	ESC
INSTRUCTOR AGRISCIENCE	KCTC
INSTRUCTOR AUTOMOTIVE TECH	KCTC
INSTRUCTOR CONSTRUCTION TECH	KCTC
INSTRUCTOR CULINARY ARTS	KCTC
INSTRUCTOR GRAPHICS/PROD	KCTC
INSTRUCTOR HEALTH OCCUPATIONS	KCTC
INSTRUCTOR HOSPITALITY	KCTC
INSTRUCTOR HVAC	KCTC
INSTRUCTOR INFORMATION TECHNOLOGY	KCTC
INSTRUCTOR PHARMACY INSTRUCTOR	KCTC
INSTRUCTOR RETAIL MARKETING	KCTC
KTC CORE PROGRAM INSTRUCTOR	KCTC
MAINTENANCE SPECIALIST	FACILITIES
MAINTENANCE TECHNICIAN 1	FACILITIES
MAINTENANCE TECHNICIAN 2	FACILITIES
MATH CONSULTANT	ESC
MATH SPECIALIST CONSULTANT	ESC
MTSS CONSULTANT	ESC
MTSS COORDINATOR	ESC
OPERATIONS SUPERVIOR	FACILITIES
PARAPROFESSIONAL - KIEA	KCTC
PARTS & SERVICE AIDE TOOL CRIB	KCTC
PD HUB CLERK	ESC
PD HUB SUPERVISOR	ESC
PRINCIPAL - KCTC	KCTC
PRINCIPAL PINE GROVE LEARNING CENTER	PINE GROVE LC
PRINCIPAL EMPOWERU NORTH	EMPOWERU NORTH
PRINCIPAL KEC BELTLINE	KEC BELTLINE
PRINCIPAL LINCOLN DEVELOPMENTAL CENTER	LINCOLN DEVELOPMENTAL CTR

PRINCIPAL MYSCHOOL@KENT	MYSCHOOL@KENT
PROGRAM COORDINATOR DHH	NORTHVIEW HS
PUPIL ACCOUNTING SUPERVISOR	ESC
QUALITY IMPROVEMENT COORDINATOR	LCC
RB5 PROJECT COORDINATOR	LCC
RECEPTIONIST CONFERENCE CENTER	CONFERENCE CENTER
REGION 4 ADULT EDUCATION CONSULTANT	ESC
RESOURCE ROOM TEACHER	EMPOWERU CENTRAL
SECONDARY PROGRAM FINANCE COORDINATOR	KCTC
SECRETARY- STUDENT SERVICES	ESC
SITE MANAGER ADULT ED	ADULT ED
SNN MANAGING EDITOR	ESC
SOCIAL WORKER CENTER PROGRAM	EMPOWERU SOUTH
STAFF ACCOUNTANT	ESC
STEM CONSULTANT	ESC
SUPERINTENDENT	ESC
SUPERVISOR FACILITY	FACILITIES
SUPERVISOR LOW INCIDENCE DHH/VI	ORAL/DEAF DHH
TOOL CRIB AIDE	KCTC
TRUANCY CASE MANAGER	ESC
VI MEDIA TECHNICIAN	LCC
WAREHOUSE RECEIVING	FACILITIES
WBL COORDINATOR	KCTC
WMTC PROGRAM COORDINATOR	KTC
WMTC PROGRAM SUPERVISOR TEACHER DEVELOPMENT	KCTC
WORKFORCE DEVELOPMENT CONSULTANT	KCTC
<b>SAM'S CLUB MEMBERSHIP CARDS</b>	<b>LOCATION</b>
OLIVIA HUBER	ESC
SARAH JENSEN	ESC
KAREN LEZAN	LCC
CHEYRL BAUER	ESC
LINDA NAWROCKI	KTC
PATRICIA WALSTRA	ESC

Ayes: Members

Nays: None

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

Date: July 21, 2025

---

Board Secretary

**RESOLUTION**  
*Kent Intermediate School Board*

Grand Rapids, Michigan

July 21, 2025

At the organizational meeting of the School Board of said school district which was held on the 21st day of July, 2025 at 4:00 p.m., the following resolution was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**WHEREAS**, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions and

**WHEREAS**, Public Act 738 of 2002, effective December 30, 2002, authorizes school boards to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

**WHEREAS**, PA 738 authorizes a board treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the national automated clearing house association and the federal reserve system, and

**WHEREAS**, the Kent ISD Board deems that it is in the best interest of the district to make certain financial transactions by electronic payments as described in PA 738.

**NOW, THEREFORE BE IT HEREBY RESOLVED**, that the Kent ISD Board authorizes the district to utilize electronic transactions in compliance with the written procedures and internal controls developed as the District's ACH policy and presented to the Board on April 19, 2004, and revised on June 20, 2005.

**BE IT FURTHER RESOLVED**, that the Kent ISD Board designates the Director of Fiscal Services, Dennis Baine, as the Electronic Transfer Officer (ETO) in accordance with Board Policy 3213.

Ayes: Members

Nays:

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

July 21, 2025

\_\_\_\_\_  
School Board Secretary

/ml

The Kent ISD School Board held a regular meeting at the Kent Conference Center on Monday, June 16, 2025. President Haidle called the meeting to order at 4:00 p.m.

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

Kent ISD Staff Present: Superintendent Gorman; Assistant Superintendents Finkel, Fee, Myers, Philipps, Rodgers; Directors Arnold, Baine, Behm, Bray, Burns, Campbell, Graham, Houtman, Hendry, Karsten, Larkin, Lienesch, Lillis, Maynard, McClintic, Murphy, Stamas, Store, Sneider Verwey; Recording Secretary Lovell  
Staff Members: Vesna Westerlund, Melissa Buurstra, Julie Guenther, Kathryn O' Hara Wallis, Cinnamon Mellema

---

President Haidle welcomed attendees and turned the meeting over to Human Resources Director Bryndan Arnold to honor staff member Vesna Westerlund with the Leading Learning Award. Early Childhood Director, Ashley Karsten, shared words of appreciation to Vesna for her dedication to the staff and students within the Great Start Readiness Program.

Ms. Kelli Campbell, Director of Teaching and Learning, presented an update on the current initiatives underway among her staff and how they intertwine with the values of Kent ISD. President Haidle thanked Ms. Campbell for her comprehensive presentation and the excellent work happening county-wide.

Upon motion of Member Rettig, supported by Member Hamming, it was resolved to combine and approve action items D.1- D.23.

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

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

Upon motion of Member Featherston, supported by Member Hamming, it was resolved to approve the purchase of SchoolLinks for the Career and Talent Development department and our local districts.

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

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

Upon motion of Member Rettig, supported by Member Hamming, it was resolved to approve the purchase of maintenance vehicles for the Facilities Department.

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

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

Upon motion of Member Featherston, supported by Member Hamming, it was resolved to approve two pool vehicles, including a 2025 GMC Acadia and a 2025 GMC Yukon, from Todd Wenzel Buick GMC to be used by various Kent ISD programs.

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

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

Upon motion of Member Rettig, supported by Member Featherston, it was resolved to approve the purchase and installation of AV Systems for the ESC conference rooms.

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

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

Upon motion of Member Featherston, supported by Member Rettig, it was resolved to approve the change order to the Empower U North remodel project.

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

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

Upon motion of Member Hamming, supported by Member Rettig, it was resolved to approve the purchase of a CNC Milling Machine from Gerotech for the KCTC Precision Machining program.

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

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

Upon motion by Member Featherston, supported by Member Hamming, it was resolved to approve the renovations to the Lincoln School courtyard by Sinclair Recreation.

Ayes: Rettig, Hamming, Featherston, Haidle  
Nays:

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

Upon motion by Member Rettig, supported by Member Featherston, it was resolved to approve the replacement of the Beltline Campus exterior signage and contract with Valley City Signs to complete this project.

Ayes: Hamming, Featherston, Rettig, Haidle  
Nays:

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

Upon motion by Member Featherston, supported by Member Hamming, it was resolved to approve the final budget amendments for the 24-25 school year.

Ayes: Featherston, Rettig, Hamming, Haidle

Nays:

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

Upon motion by Member Rettig, supported by Member Hamming, it was resolved to approve the adoption of the budget for the 25-26 school year.

Ayes: Rettig, Hamming, Featherston, Haidle

Nays:

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

Upon motion by Member Featherston, supported by Member Hamming, it was resolved to approve hiring an Assistant Principal for KCTC.

Ayes: Hamming, Featherston, Rettig, Haidle

Nays:

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

Upon motion by Member Rettig, supported by Member Hamming, it was resolved to approve hiring a Director of Center Programs.

Ayes: Featherston, Rettig, Hamming, Haidle

Nays:

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

Upon motion by Member Featherston, supported by Member Hamming, it was resolved to approve the Superintendent's three-year contract.

Ayes: Rettig, Hamming, Featherston, Haidle

Nays:

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

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

Superintendent Gorman thanked Ms. Kirsten Myers, Assistant Superintendent of Student Services, for her additional commitment to directly oversee the center programs this past year. Instead of rushing to hire, she decided to take the time to understand the skills required for this leadership role and ultimately found an exceptional individual for the position. Dr. Gorman also thanked the Communications Department and Teaching and Learning for their recent professional learning offerings. Both of these events required a tremendous amount of effort and were well-attended by educators.

Dan Behm shared a brief overview of the legislative landscape at both the state and federal levels. Board Members had the opportunity to ask questions.

President Haidle adjourned the meeting at 5:07 p.m.

Minutes approved on July 21, 2025

---

Andrea Haidle, President

---

Anne Hamming, Secretary

/ml

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND  
06/01/25-06/30/25**

11. GENERAL EDUCATION	\$	10,991,441.02
21. SPECIAL EDUCATION-CENTER PROGRAMS		294,846.61
22. SPECIAL EDUCATION		17,319,544.66
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)		390,592.41
26. CAREER TECHNICAL EDUCATION		830,589.28
27. COOPERATIVE EDUCATION **		88,603.99
29. STUDENT/SCHOOL ACTIVITY FUND		14,057.45
CAPITAL PROJECTS		
41. GENERAL EDUCATION		601,204.04
42. SPECIAL EDUCATION		397,014.33
46. CAREER TECHNICAL EDUCATION		70,636.53
81. INTERNAL SERVICE FUND		10,000.00
<b>TOTAL</b>	<b>\$</b>	<b>31,008,530.32</b>
Total Transfers Out to LEAs (K-12 and Charter Schools)	\$	14,568,055.05

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

# Kent ISD Check Register 6/1/2025 to 6/30/2025

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300033265	DEAN TRANSPORTATION	21	8,402.19		
	DEAN TRANSPORTATION	22	2,429,239.06		
			<b>Check Total</b>	<b>2,437,641.25</b>	PINE GROVE TRANSPORTATION MAY
300033226	GRAND RAPIDS PUBLIC SCHOOLS	22	2,298,289.03		
			<b>Check Total</b>	<b>2,298,289.03</b>	JUN25 SA SECT 51A SPED
300033137	DEAN TRANSPORTATION	22	1,887,861.65		
			<b>Check Total</b>	<b>1,887,861.65</b>	APR 25 REG 1/2 TRANSPORT
606262501	MICH PUBLIC SCHOOL EMPLOYEES	11	1,370,879.08		
			<b>Check Total</b>	<b>1,370,879.08</b>	RETIREMENT 06.13.25
600061125	MICH PUBLIC SCHOOL EMPLOYEES	11	1,366,926.03		
			<b>Check Total</b>	<b>1,366,926.03</b>	RETIREMENT 5.30.25
300033234	KENTWOOD PUBLIC SCHOOLS	22	1,253,871.13		
			<b>Check Total</b>	<b>1,253,871.13</b>	JUN25 SA SECT 51A SPED
606252502	MICH PUBLIC SCHOOL EMPLOYEES	11	1,159,078.80		
			<b>Check Total</b>	<b>1,159,078.80</b>	ADDITIONAL RETIREMENT CONTRIBU
300033174	GRAND VALLEY STATE UNIVERSITY	11	916,505.00		
			<b>Check Total</b>	<b>916,505.00</b>	WMTC WINTER 2025 TUITION
606202501	NEXT GENERATION ENROLLMENT INC	11	621,170.10		
	NEXT GENERATION ENROLLMENT INC	21	31,687.80		
	NEXT GENERATION ENROLLMENT INC	22	42,742.44		
	NEXT GENERATION ENROLLMENT INC	26	100,927.83		
	NEXT GENERATION ENROLLMENT INC	27	29,395.17		
	NEXT GENERATION ENROLLMENT INC	28	4,249.09		
			<b>Check Total</b>	<b>830,172.43</b>	JULY PREMIUMS

606132522	UNITED STATES TREASURY	11	774,614.47	
			<b>Check Total</b>	<b>774,614.47</b> PAYROLL TAXES
300033218	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	767,815.39	
			<b>Check Total</b>	<b>767,815.39</b> JUN25 SA SECT 51A SPED
300033171	GRAND RAPIDS PUBLIC SCHOOLS	11	697,209.00	
			<b>Check Total</b>	<b>697,209.00</b> GSRP THRU JUNE 2025
606272521	UNITED STATES TREASURY	11	648,265.78	
			<b>Check Total</b>	<b>648,265.78</b> PAYROLL TAXES
300033228	GRANDVILLE PUBLIC SCHOOLS	22	575,443.46	
			<b>Check Total</b>	<b>575,443.46</b> JUN25 SA SECT 51A SPED
300033248	ROCKFORD PUBLIC SCHOOLS	11	8,314.39	
	ROCKFORD PUBLIC SCHOOLS	22	550,562.36	
			<b>Check Total</b>	<b>558,876.75</b> JUN25 SA SECT 51A SPED
300033258	WYOMING PUBLIC SCHOOLS	22	495,913.99	
			<b>Check Total</b>	<b>495,913.99</b> JUN25 SA SECT 51A SPED
63283	OWEN-AMES-KIMBALL CO	41	442,981.90	
	OWEN-AMES-KIMBALL CO	42	15,312.55	
			<b>Check Total</b>	<b>458,294.45</b> EMPOWERU-NORTH RENO (FY25 REMA
300033192	MICH FAMILY RESOURCES	11	450,457.00	
			<b>Check Total</b>	<b>450,457.00</b> GSRP THRU JUNE 2025
300033170	GRAND RAPIDS PUBLIC SCHOOLS	22	441,772.00	
			<b>Check Total</b>	<b>441,772.00</b> IDEA THRU JUNE 2025
300033249	SPARTA AREA SCHOOLS	11	110,730.17	
	SPARTA AREA SCHOOLS	22	293,764.06	
			<b>Check Total</b>	<b>404,494.23</b> JUN25 SA SECT 51A SPED
300033207	BYRON CENTER PUBLIC SCHOOLS	22	397,773.42	
			<b>Check Total</b>	<b>397,773.42</b> JUN25 SA SECT 51A SPED

300033232	KENOWA HILLS PUBLIC SCHOOLS	22	396,935.21	
			<b>Check Total</b>	<b>396,935.21</b> JUN25 SA SECT 51A SPED
300033203	WYOMING PUBLIC SCHOOLS	22	375,654.00	
			<b>Check Total</b>	<b>375,654.00</b> IDEA THRU JUNE 2025
300033208	CALEDONIA COMMUNITY SCHOOLS	22	359,836.30	
			<b>Check Total</b>	<b>359,836.30</b> FY25 SA 147G ITIN
300033209	CEDAR SPRINGS PUBLIC SCHOOLS	22	358,416.85	
			<b>Check Total</b>	<b>358,416.85</b> JUN25 SA SECT 51A SPED
300033188	KENTWOOD PUBLIC SCHOOLS	22	346,715.00	
			<b>Check Total</b>	<b>346,715.00</b> IDEA THRU JUNE 2025
300033212	COMSTOCK PARK PUBLIC SCHOOLS	22	336,622.22	
			<b>Check Total</b>	<b>336,622.22</b> JUN25 SA SECT 51A SPED
300033231	KELLOGGSVILLE PUBLIC SCHOOLS	22	333,431.21	
			<b>Check Total</b>	<b>333,431.21</b> JUN25 SA SECT 51A SPED
300033185	KENOWA HILLS PUBLIC SCHOOLS	22	322,915.00	
			<b>Check Total</b>	<b>322,915.00</b> IDEA THRU JUNE 2025
300033237	LOWELL AREA SCHOOLS	22	289,899.97	
			<b>Check Total</b>	<b>289,899.97</b> JUN25 SA SECT 51A SPED
300033224	GODWIN HEIGHTS PUBLIC SCHOOLS	22	281,543.07	
			<b>Check Total</b>	<b>281,543.07</b> JUN25 SA SECT 51A SPED
300033250	THORNAPPLE KELLOGG SCHOOLS	22	260,071.10	
			<b>Check Total</b>	<b>260,071.10</b> FY25 SA 147G ITIN
300033241	NORTHVIEW PUBLIC SCHOOLS	22	252,982.17	
			<b>Check Total</b>	<b>252,982.17</b> JUN25 SA SECT 51A SPED
63432	VIDEOLAND SERVICE CO INC	41	131,049.00	
	VIDEOLAND SERVICE CO INC	42	120,947.70	
	VIDEOLAND SERVICE CO INC	46	216.00	
			<b>Check Total</b>	<b>252,212.70</b> PA PROJECT BALANCE FROM FY24

80614251	JPMORGAN CHASE BANK NA	11	570.79	
	JPMORGAN CHASE BANK NA	11	86,966.12	
	JPMORGAN CHASE BANK NA	21	38,644.45	
	JPMORGAN CHASE BANK NA	22	15,118.16	
	JPMORGAN CHASE BANK NA	26	61,466.72	
	JPMORGAN CHASE BANK NA	27	1,315.17	
	JPMORGAN CHASE BANK NA	28	511.48	
	JPMORGAN CHASE BANK NA	29	4,003.70	
	JPMORGAN CHASE BANK NA	41	1,841.79	
	JPMORGAN CHASE BANK NA	46	990.99	
			<b>Check Total</b>	<b>211,429.37</b> MEIJER STORE #158
300033160	LEARNING CARE GROUP	11	210,442.00	
			<b>Check Total</b>	<b>210,442.00</b> GSRP THRU JUNE 2025
300033223	GODFREY LEE PUBLIC SCHOOLS	22	185,821.55	
			<b>Check Total</b>	<b>185,821.55</b> JUN25 SA SECT 51A SPED
300033167	GODWIN HEIGHTS PUBLIC SCHOOLS	22	165,010.00	
			<b>Check Total</b>	<b>165,010.00</b> IDEA THRU JUNE 2025
300033183	KELLOGGSVILLE PUBLIC SCHOOLS	22	163,961.00	
			<b>Check Total</b>	<b>163,961.00</b> IDEA THRU JUNE 2025
300033307	CEDAR SPRINGS PUBLIC SCHOOLS	11	157,607.00	
			<b>Check Total</b>	<b>157,607.00</b> 24/25 GSRP TRANSPORTATION
63322	HISPANIC CENTER OF WESTERN MICHIGAN	11	155,489.00	
			<b>Check Total</b>	<b>155,489.00</b> GSRP THRU JUNE 2025
300033216	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	154,282.75	
			<b>Check Total</b>	<b>154,282.75</b> JUN25 SA SECT 51A SPED
300033233	KENT CITY COMMUNITY SCHOOLS	22	150,759.16	
			<b>Check Total</b>	<b>150,759.16</b> JUN25 SA 56(7) SP ED

300033165	FOREST HILLS PUBLIC SCHOOLS ADMINISTRATION	22	147,479.00	
			<b>Check Total</b>	<b>147,479.00</b> IDEA THRU JUNE 2025
300033166	GODFREY LEE PUBLIC SCHOOLS	22	142,174.00	
			<b>Check Total</b>	<b>142,174.00</b> IDEA THRU JUNE 2025
300033317	SPARTA AREA SCHOOLS	11	122,583.00	
			<b>Check Total</b>	<b>122,583.00</b> 24/25 GSRP TRANSPORTATION
606132524	STATE OF MICHIGAN	11	119,624.92	
			<b>Check Total</b>	<b>119,624.92</b> PAYROLL TAXES
63266	GRAND VALLEY STATE UNIVERSITY	26	117,885.00	
			<b>Check Total</b>	<b>117,885.00</b> SPRING 2025 - TUITION
300033187	KENTWOOD PUBLIC SCHOOLS	11	112,210.00	
			<b>Check Total</b>	<b>112,210.00</b> FY 25 GSRP SITE/FACILITY COSTS
300033259	ZEELAND PUBLIC SCHOOLS	11	111,875.07	
			<b>Check Total</b>	<b>111,875.07</b> JUN24 SA SECT 107 ADULT ED
300033158	BYRON CENTER PUBLIC SCHOOLS	22	109,868.00	
			<b>Check Total</b>	<b>109,868.00</b> IDEA THRU JUNE 2025
300033163	DEAN TRANSPORTATION	21	809.57	
	DEAN TRANSPORTATION	22	103,799.00	
			<b>Check Total</b>	<b>104,608.57</b> TRANSPORTATION MAR25 - MULTIPL
300033139	GRAND RAPIDS PUBLIC SCHOOLS	11	102,488.59	
			<b>Check Total</b>	<b>102,488.59</b> TITLE 1 REIMBURSE-RAG SW-SIF
606272523	STATE OF MICHIGAN	11	97,394.38	
			<b>Check Total</b>	<b>97,394.38</b> PAYROLL TAXES
300033099	CDW LLC	26	86,375.68	
			<b>Check Total</b>	<b>86,375.68</b> MICROSOFT RENEWALS 6/1/2025-5/
300033148	SEHI COMPUTER PRODUCTS INC	11	9,619.00	
	SEHI COMPUTER PRODUCTS INC	22	4,058.00	
	SEHI COMPUTER PRODUCTS INC	26	64,274.00	

300033148	SEHI COMPUTER PRODUCTS INC	28	2,460.00	
			<b>Check Total</b>	<b>80,411.00</b> CO-LAPTOPS FOR VARIOUS DEPTS
300033242	ORCHARD VIEW SCHOOLS	11	76,174.68	
			<b>Check Total</b>	<b>76,174.68</b> JUN24 SA SECT 107 ADULT ED
300033136	CUSTER OFFICE ENVIRONMENTS INC	42	75,848.54	
			<b>Check Total</b>	<b>75,848.54</b> EUS FURNITURE - BOARD APPROVED
63348	STEEPLETOWN NEIGHBORHOOD SERVICES	11	70,175.00	
			<b>Check Total</b>	<b>70,175.00</b> GSRP THRU JUNE 2025
300033125	SEHI COMPUTER PRODUCTS INC	11	12,563.00	
	SEHI COMPUTER PRODUCTS INC	26	35,884.00	
	SEHI COMPUTER PRODUCTS INC	28	16,290.00	
			<b>Check Total</b>	<b>64,737.00</b> CO-CHROMEBOOKS FOR MYS & STUDE
63162	FERRIS STATE UNIVERSITY	26	64,165.00	
			<b>Check Total</b>	<b>64,165.00</b> SPRING 2025 - TUITION
63392	OWEN-AMES-KIMBALL CO	42	64,062.25	
			<b>Check Total</b>	<b>64,062.25</b> EMPOWERU-NORTH RENO (FY25 REMA
300033191	LOWELL AREA SCHOOLS	22	63,983.00	
			<b>Check Total</b>	<b>63,983.00</b> IDEA THRU JUNE 2025
606132501	CITY OF GRAND RAPIDS	11	62,166.61	
			<b>Check Total</b>	<b>62,166.61</b> GRAND RAPIDS CITY TAX
300033121	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	5,598.64	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	21,466.52	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	34,488.66	
			<b>Check Total</b>	<b>61,553.82</b> ACCT#41000 - ELECTRIC - MAY25
63345	STATE OF MICHIGAN	22	60,000.00	
			<b>Check Total</b>	<b>60,000.00</b> SUMMER MRS AGREEMENT 06/15/25-
300033201	THORNAPPLE KELLOGG SCHOOLS	22	57,142.00	
			<b>Check Total</b>	<b>57,142.00</b> IDEA THRU JUNE 2025

300033095	ADN ADMINISTRATORS INC	11	57,037.82	
			<b>Check Total</b>	<b>57,037.82</b> DENTAL CLAIMS
300033200	SPARTA AREA SCHOOLS	22	55,334.00	
			<b>Check Total</b>	<b>55,334.00</b> IDEA THRU JUNE 2025
300033255	WEST MICH ACADEMY OF ENVIRONMENTAL SCIENCE	22	50,901.80	
			<b>Check Total</b>	<b>50,901.80</b> JUN25 SA 56(7) SP ED
300033134	CEDAR SPRINGS PUBLIC SCHOOLS	42	50,000.00	
			<b>Check Total</b>	<b>50,000.00</b> EMPOWER U VANS
300033293	GRAND RAPIDS PUBLIC SCHOOLS	23	49,501.18	
			<b>Check Total</b>	<b>49,501.18</b> FY25 ENHANCE 2025-06-26
300033236	LIGHTHOUSE ACADEMY	22	46,021.80	
			<b>Check Total</b>	<b>46,021.80</b> JUN25 SA 56(7) SP ED
300033310	GRAND RAPIDS PUBLIC SCHOOLS	11	45,876.00	
			<b>Check Total</b>	<b>45,876.00</b> C000238; 24/25 GSRP TRANSPORTA
300033154	ALLEGAN AREA EDUCATIONAL SERVICE AGENCY	26	45,793.24	
			<b>Check Total</b>	<b>45,793.24</b> 2025 2024 Perkins Allocations
300033133	WYOMING PUBLIC SCHOOLS	11	44,430.00	
			<b>Check Total</b>	<b>44,430.00</b> MV REIMBURSE - TRANSPORTATION
300033290	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	23	42,648.85	
			<b>Check Total</b>	<b>42,648.85</b> FY25 ENHANCE 2025-06-26
300033298	KENTWOOD PUBLIC SCHOOLS	23	42,519.80	
			<b>Check Total</b>	<b>42,519.80</b> FY25 ENHANCE 2025-06-26
300033175	GRANDVILLE PUBLIC SCHOOLS	11	39,200.00	
			<b>Check Total</b>	<b>39,200.00</b> GSRP SITE/FACILITY COSTS
300033108	ENVIRO-CLEAN	21	38,655.18	
			<b>Check Total</b>	<b>38,655.18</b> JANITORIAL SERVICES - LINCOLN

300033220	FRUITPORT COMMUNITY SCHOOLS	11	37,410.08	
			<b>Check Total</b>	<b>37,410.08</b> JUN24 SA SECT 107 ADULT ED
300033196	MICHIGAN PREPARATORY VIRTUAL SCHOOL	22	37,238.00	
			<b>Check Total</b>	<b>37,238.00</b> IDEA THRU JUNE 2025
300033168	GR COMMUNITY COLLEGE	11	36,991.00	
			<b>Check Total</b>	<b>36,991.00</b> GSRP THRU JUNE 2025
300033301	ROCKFORD PUBLIC SCHOOLS	23	36,586.35	
			<b>Check Total</b>	<b>36,586.35</b> FY25 ENHANCE 2025-06-26
63180	HOLLAND PUBLIC SCHOOLS	11	35,599.06	
			<b>Check Total</b>	<b>35,599.06</b> WMTC RESIDENT STIPEND-6 PARTIC
300033177	HEART OF WEST MICH UNITED WAY	11	34,674.81	
			<b>Check Total</b>	<b>34,674.81</b> Q1 32P FY24 CO & Q1 32P FY25 S
63199	MATHISON ARCHITECTS LLC	42	34,419.95	
			<b>Check Total</b>	<b>34,419.95</b> LINCOLN LDC RENOVATIONS - 04/0
300033186	KENT CITY COMMUNITY SCHOOLS	22	33,485.00	
			<b>Check Total</b>	<b>33,485.00</b> IDEA THRU JUNE 2025
300033243	PLAINWELL COMMUNITY SCHOOLS	11	31,901.11	
			<b>Check Total</b>	<b>31,901.11</b> JUN24 SA SECT 107 ADULT ED
63201	MONA SHORES PUBLIC SCHOOLS	11	30,492.49	
			<b>Check Total</b>	<b>30,492.49</b> WMTC SUBSTITUTE REIMBURSE-SPRI
63368	AMAZON.COM LLC	11	29,997.92	
			<b>Check Total</b>	<b>29,997.92</b> CROWDSTRIKE EDR LICENSES SLGCP
300033164	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	11	23,520.00	
	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	26	5,503.12	
			<b>Check Total</b>	<b>29,023.12</b> GSRP CLASSROOMS - 2024/2025
300033193	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	1,142.64	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	10,802.85	

300033193	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	16,791.71	
			<b>Check Total</b>	<b>28,737.20</b> ACCT# 41000 NATURAL GAS - APR
300033122	NORTHVIEW PUBLIC SCHOOLS	11	28,124.50	
			<b>Check Total</b>	<b>28,124.50</b> WMTC RESIDENT & NMENTOR STIPEN
300033113	GRAND RAPIDS PUBLIC SCHOOLS	11	27,708.02	
			<b>Check Total</b>	<b>27,708.02</b> WMTC SUBSTITUTE REIMBURSE-APRI
63319	GRAND RAPIDS EARLY DISCOVERY CENTER	11	27,605.00	
			<b>Check Total</b>	<b>27,605.00</b> GSRP THRU JUNE 2025 MALAGUZZI
300033205	BELDING AREA SCHOOLS	11	27,228.27	
			<b>Check Total</b>	<b>27,228.27</b> JUN24 SA SECT 107 ADULT ED
300033219	FREMONT PUBLIC SCHOOLS	11	26,908.23	
			<b>Check Total</b>	<b>26,908.23</b> JUN24 SA SECT 107 ADULT ED
300033294	GRANDVILLE PUBLIC SCHOOLS	23	26,200.70	
			<b>Check Total</b>	<b>26,200.70</b> FY25 ENHANCE 2025-06-26
300033257	WILLIAM C ABNEY ACADEMY	22	24,516.69	
			<b>Check Total</b>	<b>24,516.69</b> JUN25 SA 56(7) SP ED
300033210	CENTRAL MONTCALM PUB SCH	11	22,675.95	
			<b>Check Total</b>	<b>22,675.95</b> JUN24 SA SECT 107 ADULT ED
300033204	ALLEGAN PUBLIC SCHOOLS	11	22,418.59	
			<b>Check Total</b>	<b>22,418.59</b> JUN24 SA SECT 107 ADULT ED
300033214	CREATIVE TECHNOLOGIES ACADEMY	22	21,956.39	
			<b>Check Total</b>	<b>21,956.39</b> JUN25 SA 56(7) SP ED
300033180	HOPE ACADEMY OF WEST MICHIGAN	11	21,885.00	
			<b>Check Total</b>	<b>21,885.00</b> GSRP THRU JUNE 2025
63329	LANGLEY CHILD CARE	11	21,169.00	
			<b>Check Total</b>	<b>21,169.00</b> GSRP THRU JUNE 2025
63318	GRAND RAPIDS EARLY DISCOVERY CENTER	11	21,088.00	
			<b>Check Total</b>	<b>21,088.00</b> GSRP THRU JUNE 2025 IMAGINAIRE

300033239	NEW BRANCHES SCHOOL	22	21,047.57	
			<b>Check Total</b>	<b>21,047.57</b> JUN25 SA 56(7) SP ED
300033285	BYRON CENTER PUBLIC SCHOOLS	23	21,025.43	
			<b>Check Total</b>	<b>21,025.43</b> FY25 ENHANCE 2025-06-26
63366	WHITEHALL DISTRICT SCHOOLS	11	20,839.80	
			<b>Check Total</b>	<b>20,839.80</b> JUN24 SA SECT 107 ADULT ED
300033206	BYRON CENTER CHARTER	22	19,139.33	
			<b>Check Total</b>	<b>19,139.33</b> JUN25 SA 56(7) SP ED
300033112	GODWIN HEIGHTS PUBLIC SCHOOLS	11	18,914.47	
			<b>Check Total</b>	<b>18,914.47</b> WMTC SUBSTITUTE REIMBURSEMENT
300033286	CALEDONIA COMMUNITY SCHOOLS	23	18,702.70	
			<b>Check Total</b>	<b>18,702.70</b> FY25 ENHANCE 2025-06-26
300033316	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	18,472.04	
			<b>Check Total</b>	<b>18,472.04</b> KCTC WEST PH3 RENO - PROF SERV
300033115	GRANDVILLE PUBLIC SCHOOLS	11	18,206.40	
			<b>Check Total</b>	<b>18,206.40</b> WMTC RESIDENT STIPEND - E.BURN
300033111	GODFREY LEE PUBLIC SCHOOLS	11	18,104.17	
			<b>Check Total</b>	<b>18,104.17</b> WMTC RESIDENT & MENTOR STIPEND
300033172	OCTAVIA PACE	11	18,104.00	
			<b>Check Total</b>	<b>18,104.00</b> GSRP THRU JUNE 2025
63337	OWEN-AMES-KIMBALL CO	46	17,999.46	
			<b>Check Total</b>	<b>17,999.46</b> KCTC BLDG RENO PH 2 THRU 05/31
300033269	GRAND RAPIDS PUBLIC SCHOOLS	11	17,538.00	
			<b>Check Total</b>	<b>17,538.00</b> WMTC RESIDENT STIPENDS
300033299	LOWELL AREA SCHOOLS	23	17,502.42	
			<b>Check Total</b>	<b>17,502.42</b> FY25 ENHANCE 2025-06-26
300033225	GR CHILD DISCOVERY CENTER	22	16,894.99	
			<b>Check Total</b>	<b>16,894.99</b> JUN25 SA 56(7) SP ED

300033230	HOPE ACADEMY OF WEST MICHIGAN	22	16,862.86	
			<b>Check Total</b>	<b>16,862.86</b> JUN25 SA 56(7) SP ED
63262	FIFTH ASSET INC	11	16,250.00	
			<b>Check Total</b>	<b>16,250.00</b> DEBT BOOK LEASE MGMT SOFTWARE
300033300	NORTHVIEW PUBLIC SCHOOLS	23	15,616.01	
			<b>Check Total</b>	<b>15,616.01</b> FY25 ENHANCE 2025-06-26
63338	THOMAS SKILLING	11	15,469.00	
			<b>Check Total</b>	<b>15,469.00</b> GSRP THRU JUNE 2025
300033304	WYOMING PUBLIC SCHOOLS	23	15,307.95	
			<b>Check Total</b>	<b>15,307.95</b> FY25 ENHANCE 2025-06-26
300033162	CROSS CREEK CHARTER ACADEMY	22	15,248.00	
			<b>Check Total</b>	<b>15,248.00</b> IDEA THRU JUNE 2025
300033284	ZEELAND PUBLIC SCHOOLS	11	14,279.88	
			<b>Check Total</b>	<b>14,279.88</b> WMTC RESIDENT STIPENDS
300033289	EAST GRAND RAPIDS PUBLIC SCHOOLS	23	14,205.22	
			<b>Check Total</b>	<b>14,205.22</b> FY25 ENHANCE 2025-06-26
300033308	CUSTER OFFICE ENVIRONMENTS INC	42	13,297.86	
			<b>Check Total</b>	<b>13,297.86</b> KEC-B OFC/COMMONS FURN
63169	WW GRAINGER INC	26	13,259.28	
			<b>Check Total</b>	<b>13,259.28</b> STORAGE CABINET FOR KCTC DIESE
63343	ST MARK LUTHERAN CHURCH OF GRAND RAPIDS MI	11	13,224.00	
			<b>Check Total</b>	<b>13,224.00</b> GSRP THRU JUNE 2025
63293	XEROX CORPORATION	26	13,137.73	
			<b>Check Total</b>	<b>13,137.73</b> CLEO STREAM FAXBLADE SOFTWARE
300033314	MANER COSTERISAN & ELLIS PC	11	4,924.20	
	MANER COSTERISAN & ELLIS PC	22	3,282.80	
	MANER COSTERISAN & ELLIS PC	26	4,924.20	
			<b>Check Total</b>	<b>13,131.20</b> 2025 AUDIT - PROGRESS BILLING

63374	TREECE HOME CARE INC	22	13,015.57	
			<b>Check Total</b>	<b>13,015.57</b> COMMUNITY CARE GIVERS GRAND RA
300033296	KENOWA HILLS PUBLIC SCHOOLS	23	12,980.53	
			<b>Check Total</b>	<b>12,980.53</b> FY25 ENHANCE 2025-06-26
606272520	GLP & ASSOCIATES	11	12,862.15	
			<b>Check Total</b>	<b>12,862.15</b> ANNUITY
606132521	GLP & ASSOCIATES	11	12,812.86	
			<b>Check Total</b>	<b>12,812.86</b> ANNUITY
63430	STATE OF MICHIGAN	22	12,754.24	
			<b>Check Total</b>	<b>12,754.24</b> Medicaid School Based Services
300033287	CEDAR SPRINGS PUBLIC SCHOOLS	23	12,668.66	
			<b>Check Total</b>	<b>12,668.66</b> FY25 ENHANCE 2025-06-26
63221	REETHS-PUFFER SCHOOLS	11	11,886.69	
			<b>Check Total</b>	<b>11,886.69</b> WMTC RESIDENT/MENTOR STIPEND-S
300033184	KENOWA HILLS PUBLIC SCHOOLS	11	11,873.00	
			<b>Check Total</b>	<b>11,873.00</b> GSRP - 2024/25 FACILITY INVOIC
63259	CONSUMERS ENERGY CO	21	11,813.12	
			<b>Check Total</b>	<b>11,813.12</b> 103047440922 (3630 BYRON CTR)
606132523	PARADIGM EQUITIES INC	11	11,803.60	
			<b>Check Total</b>	<b>11,803.60</b> ANNUITY
300033303	THORNAPPLE KELLOGG SCHOOLS	23	11,387.10	
			<b>Check Total</b>	<b>11,387.10</b> FY25 ENHANCE 2025-06-26
63144	THE CASPER CORPORATION	41	11,360.53	
			<b>Check Total</b>	<b>11,360.53</b> ESC HIGH-DENSITY STORAGE SOLUT
300033161	CREATIVE TECHNOLOGIES ACADEMY	11	11,355.00	
			<b>Check Total</b>	<b>11,355.00</b> GSRP THRU JUNE 2025
300033302	SPARTA AREA SCHOOLS	23	11,285.24	
			<b>Check Total</b>	<b>11,285.24</b> FY25 ENHANCE 2025-06-26

300033105	DEAN TRANSPORTATION	21	7,543.80	
	DEAN TRANSPORTATION	26	3,711.99	
			<b>Check Total</b>	<b>11,255.79</b> PINE GROVE - TRANSPORTATION -
606272522	PARADIGM EQUITIES INC	11	11,183.25	
			<b>Check Total</b>	<b>11,183.25</b> ANNUITY
63409	TREECE HOME CARE INC	22	11,153.83	
			<b>Check Total</b>	<b>11,153.83</b> COMMUNITY CARE GIVERS BUS NURS
63387	KENT COUNTY TREASURER	26	10,981.21	
			<b>Check Total</b>	<b>10,981.21</b> 24-25 SRO OFFICER (JULY 2024 -
63320	GR BUILDING SERVICES INC	21	10,650.00	
			<b>Check Total</b>	<b>10,650.00</b> JANITORAL SERVICES FOR OAKLEIG
300033238	MASON COUNTY CENTRAL SCHOOLS	11	10,580.00	
			<b>Check Total</b>	<b>10,580.00</b> JUN24 SA SECT 107 ADULT ED
63190	KATERBERG VERHAGE INC	21	10,312.00	
			<b>Check Total</b>	<b>10,312.00</b> LINCOLN CAMPUS WASHOUT REPAIR
300033295	KELLOGGSVILLE PUBLIC SCHOOLS	23	10,155.80	
			<b>Check Total</b>	<b>10,155.80</b> FY25 ENHANCE 2025-06-26
606272507	VALIC - ER	81	10,000.00	
			<b>Check Total</b>	<b>10,000.00</b> ANNUITY
63219	QONVERGE LLC	11	9,936.00	
			<b>Check Total</b>	<b>9,936.00</b> ADULT ED - REGION 4 2024-25 MA
300033281	RIVER CITY FLOORING INC	26	9,935.00	
			<b>Check Total</b>	<b>9,935.00</b> KCC RM 108E FLOORING
300033262	BYRON CENTER PUBLIC SCHOOLS	11	9,875.00	
			<b>Check Total</b>	<b>9,875.00</b> MV REIMBURSE - SUBGRANTEE DISB
300033306	BYRON CENTER PUBLIC SCHOOLS	11	9,875.00	
			<b>Check Total</b>	<b>9,875.00</b> TITLE 3 REIMBURSE - PARA SUPPO

300033292	GODWIN HEIGHTS PUBLIC SCHOOLS	23	9,556.61	
			<b>Check Total</b>	<b>9,556.61</b> FY25 ENHANCE 2025-06-26
300033131	UNITED COMMERCIAL SERVICES INC	21	3,657.63	
	UNITED COMMERCIAL SERVICES INC	26	5,703.00	
			<b>Check Total</b>	<b>9,360.63</b> CONTRACTED CUSTODIAL SERVICES
300033229	GRANT PUBLIC SCHOOLS	11	9,263.63	
			<b>Check Total</b>	<b>9,263.63</b> JUN24 SA SECT 107 ADULT ED
300033126	SPARTA AREA SCHOOLS	11	9,164.80	
			<b>Check Total</b>	<b>9,164.80</b> WMTC RESIDENT & MENTOR STIPEND
63216	COURIERED LLC	11	9,074.66	
			<b>Check Total</b>	<b>9,074.66</b> INTER AND INTRA DISTRICT COURI
63286	SEYFERTH & ASSOCIATES INC	11	9,000.00	
			<b>Check Total</b>	<b>9,000.00</b> PUBLIC RELATIONS FOR ENHANCEME
63288	SUPERIOR GROUNDCOVER INC	26	8,704.40	
			<b>Check Total</b>	<b>8,704.40</b> HYDROSEED AREAS ON MAIN CAMPUS
63170	GRAND HAVEN PUBLIC SCHOOLS	11	8,612.00	
			<b>Check Total</b>	<b>8,612.00</b> WMTC RESIDENT STIPENDS-VELDHOU
63228	SPRING LAKE PUBLIC SCHOOLS	11	8,513.37	
			<b>Check Total</b>	<b>8,513.37</b> WMTC RESIDENT STIPENDS-J.SWANS
63171	GRAND VALLEY AUTOMATION INC	46	8,241.00	
			<b>Check Total</b>	<b>8,241.00</b> KCTC-E UV CONTROLLER REPLACEME
63428	SEYFERTH & ASSOCIATES INC	11	8,189.21	
			<b>Check Total</b>	<b>8,189.21</b> PUBLIC RELATIONS- MI STUDENT V
271506132	EDUSTAFF LLC	11	923.81	
	EDUSTAFF LLC	21	7,046.16	
	EDUSTAFF LLC	22	213.27	
			<b>Check Total</b>	<b>8,183.24</b> EDUSTAFF WEEK OF 061125

606132515	GLP & ASSOCIATES - 457	11	8,116.85	
			<b>Check Total</b>	<b>8,116.85</b> ANNUITY
606272514	GLP & ASSOCIATES - 457	11	8,111.85	
			<b>Check Total</b>	<b>8,111.85</b> ANNUITY
63223	REPUBLIC SERVICES INC	11	364.49	
	REPUBLIC SERVICES INC	21	4,364.07	
	REPUBLIC SERVICES INC	26	3,345.63	
			<b>Check Total</b>	<b>8,074.19</b> 3-0240-0360530 06/01/25-06/30
63203	MR SERVICES AND HANDLING LLC	11	5,535.00	
	MR SERVICES AND HANDLING LLC	26	834.00	
	MR SERVICES AND HANDLING LLC	41	1,668.00	
			<b>Check Total</b>	<b>8,037.00</b> ESC & KCTC - TRAILER STORAGE -
300033140	GRAND VALLEY STATE UNIVERSITY	11	7,975.38	
			<b>Check Total</b>	<b>7,975.38</b> WMTC - WINTER 2025 SEMESTER TE
63434	WINDEMULLER ELECTRIC INC	46	7,972.00	
			<b>Check Total</b>	<b>7,972.00</b> ELECTRIC PANEL UPGRADES
300033097	BYRON CENTER PUBLIC SCHOOLS	11	7,840.00	
			<b>Check Total</b>	<b>7,840.00</b> GSRP FACILITY USE - 2024/2025
300033110	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	11	7,833.70	
			<b>Check Total</b>	<b>7,833.70</b> WMTC RESIDENT STIPEND-K.DENNIN
300033291	GODFREY LEE PUBLIC SCHOOLS	23	7,656.26	
			<b>Check Total</b>	<b>7,656.26</b> FY25 ENHANCE 2025-06-26
63157	DJ'S LANDSCAPE MANAGEMENT	21	7,555.27	
			<b>Check Total</b>	<b>7,555.27</b> EU-CENTRAL (MAYFIELD) LAWN MAI
300033106	EAST GRAND RAPIDS PUBLIC SCHOOLS	11	7,438.95	
			<b>Check Total</b>	<b>7,438.95</b> WMTC RESIDENT STIPEND - F.PALA
300033156	BYRON CENTER CHARTER	11	7,350.00	
			<b>Check Total</b>	<b>7,350.00</b> GSRP SITE/FACILITY OPERATIONS

63355	UNITED METHODIST COMMUNITY HOUSE	11	7,199.00	
			<b>Check Total</b>	<b>7,199.00</b> GSRP THRU JUNE 2025
300033173	GRAND RIVER PREPARATORY HIGH SCHOOL	22	7,155.00	
			<b>Check Total</b>	<b>7,155.00</b> IDEA THRU JUNE 2025
63147	CITY OF GRAND RAPIDS	21	4,250.16	
	CITY OF GRAND RAPIDS	26	2,896.57	
			<b>Check Total</b>	<b>7,146.73</b> WS2081091 (1655 E BELTLINE NE)
300033288	COMSTOCK PARK PUBLIC SCHOOLS	23	7,143.79	
			<b>Check Total</b>	<b>7,143.79</b> FY25 ENHANCE 2025-06-26
63178	HERITAGE-CRYSTAL CLEAN INC	26	6,885.91	
			<b>Check Total</b>	<b>6,885.91</b> FACILITIES & KCTC - SERVICE 05
63132	16 HANDS INC	11	6,817.50	
			<b>Check Total</b>	<b>6,817.50</b> FIDUCIUS CONSORTIUM AGREEMENT
63424	MR SERVICES AND HANDLING LLC	11	1,084.50	
	MR SERVICES AND HANDLING LLC	21	5,584.50	
			<b>Check Total</b>	<b>6,669.00</b> EUN MOVE
300033145	KENT COUNTY TREASURER	11	103.56	
	KENT COUNTY TREASURER	22	4,170.91	
	KENT COUNTY TREASURER	23	1,046.29	
	KENT COUNTY TREASURER	26	1,024.34	
	KENT COUNTY TREASURER	42	121.98	
	KENT COUNTY TREASURER	46	121.98	
			<b>Check Total</b>	<b>6,589.06</b> REIMBURSEMENT OF TAXES 2024
63211	OTTAWA AREA ISD	11	6,569.55	
			<b>Check Total</b>	<b>6,569.55</b> WMTC RESIDENT STIPEND - EMELAN
63315	GR CHRISTIAN SCHOOLS	11	6,541.00	
			<b>Check Total</b>	<b>6,541.00</b> GSRP THRU JUNE 2025

63134	A+ LIGHTING SOLUTIONS LLC	42	6,376.50	
			<b>Check Total</b>	<b>6,376.50</b> LCC LIGHTING FIXTURES
300033197	PROGRESSIVE ARCHITECTURAL ENGINEERS	41	5,298.75	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	42	1,055.00	
			<b>Check Total</b>	<b>6,353.75</b> KEC BELTLINE-EMERGENCY POWER -
300033190	LIGHTHOUSE ACADEMY	22	6,174.00	
			<b>Check Total</b>	<b>6,174.00</b> IDEA THRU JUNE 2025
606132520	ASR CORP	11	6,168.88	
			<b>Check Total</b>	<b>6,168.88</b> KENT ISD FLEX
300033198	SEHI COMPUTER PRODUCTS INC	26	6,141.90	
			<b>Check Total</b>	<b>6,141.90</b> CO-HP ZBOOK POWER 16 FOR MECH
63149	CORNERSTONE UNIVERSITY	21	6,000.00	
			<b>Check Total</b>	<b>6,000.00</b> EMPOWER U LEASED CLASSROOM COR
300033266	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	5,977.50	
			<b>Check Total</b>	<b>5,977.50</b> MRIC CONSULTING MAR/APR/MAY 20
300033297	KENT CITY COMMUNITY SCHOOLS	23	5,903.87	
			<b>Check Total</b>	<b>5,903.87</b> FY25 ENHANCE 2025-06-26
63164	POSTMA CORPORATION	27	5,786.47	
			<b>Check Total</b>	<b>5,786.47</b> WAN MAINTENANCE YEAR 1/3
300033119	KENTWOOD PUBLIC SCHOOLS	11	5,744.63	
			<b>Check Total</b>	<b>5,744.63</b> MV REIMBURSE - WELFARE ITEMS
300033276	MILLER JOHNSON SNELL & CUMMISKEY PLC	11	5,670.00	
			<b>Check Total</b>	<b>5,670.00</b> CLIENT 51675 MATTER 23 - LEGAL
606272519	ASR CORP	11	5,648.50	
			<b>Check Total</b>	<b>5,648.50</b> KENT ISD FLEX
63358	VIBRANT FUTURES	11	5,579.41	
			<b>Check Total</b>	<b>5,579.41</b> CHILD CARE NAVIGATION SERVICES

300033244	PORTLAND PUBLIC SCHOOLS	11	5,525.09	
			<b>Check Total</b>	<b>5,525.09</b> JUN24 SA SECT 107 ADULT ED
63204	MUSKEGON AREA ISD	11	5,359.76	
			<b>Check Total</b>	<b>5,359.76</b> WMTC RESIDENT STIPEND - G.BRAN
63142	BLANDFORD NATURE CENTER	11	5,304.00	
			<b>Check Total</b>	<b>5,304.00</b> WMTC SUMMER EDVENTURE BNC RENT
300033157	BYRON CENTER CHARTER	22	5,135.00	
			<b>Check Total</b>	<b>5,135.00</b> IDEA THRU JUNE 2025
63280	MUSKEGON HEIGHTS PUBLIC SCHOOL ACADEMY	11	5,000.00	
			<b>Check Total</b>	<b>5,000.00</b> WMTC RESIDENT STIPEND - V.MATH
63376	DAVID J CORKER	26	5,000.00	
			<b>Check Total</b>	<b>5,000.00</b> CUSTODIAL DEPT EVALUATION SERV
300033146	MCALVEY MERCHANT & ASSOCIATES	11	5,000.00	
			<b>Check Total</b>	<b>5,000.00</b> GOVERNMENTAL CONSULTING
63385	GENZINK APPRAISAL COMPANY	46	4,950.00	
			<b>Check Total</b>	<b>4,950.00</b> PROFESSIONAL SERVICES - CALEDO
6262025	STATE OF MICHIGAN	26	4,913.39	
			<b>Check Total</b>	<b>4,913.39</b> MAY 2025 SALES TAX INVOICE
63191	DOLLY ANN KELLOGG	11	4,827.92	
			<b>Check Total</b>	<b>4,827.92</b> DOLLY ANN KELLOGG CONTRACT/TRA
63420	DOLLY ANN KELLOGG	11	4,824.68	
			<b>Check Total</b>	<b>4,824.68</b> REIMB FALL 2025 MISHCA MTG REG
63208	TAYLOR BROTHERS DOOR LOCK LLC	21	4,731.11	
			<b>Check Total</b>	<b>4,731.11</b> SAFETY SHADES FOR EMPOWERU LOC
63339	PHARMACY TECHNICIAN CERTIFICATION BOARD	26	4,644.00	
			<b>Check Total</b>	<b>4,644.00</b> CUST# 228091 PHARMACY TECH EXA

63415	POSTMA CORPORATION	27	4,560.96	
			<b>Check Total</b>	<b>4,560.96</b> WAN MAINTENANCE YEAR 1/3
63277	MISDU	11	4,550.34	
			<b>Check Total</b>	<b>4,550.34</b> GARNISHMENT
606132514	PARADIGM EQUITIES-ROTH	11	4,464.25	
			<b>Check Total</b>	<b>4,464.25</b> ANNUITY
63226	SPARTAN DISTRIBUTORS INC	26	4,454.00	
			<b>Check Total</b>	<b>4,454.00</b> TORO GROUNDMASTER REPAIR
300033189	UKG KRONOS SYSTEMS LLC	11	652.41	
	UKG KRONOS SYSTEMS LLC	21	2,668.49	
	UKG KRONOS SYSTEMS LLC	22	434.94	
	UKG KRONOS SYSTEMS LLC	26	652.40	
			<b>Check Total</b>	<b>4,408.24</b> KRONOS WORKFORCE SOFTWARE FY25
63307	DIAMOND SHINE CONCRETE & STONE POLISHING	26	4,385.00	
			<b>Check Total</b>	<b>4,385.00</b> KCTC-E C310A FLOORING TREATMEN
63225	SKILLS USA INC	26	4,372.00	
			<b>Check Total</b>	<b>4,372.00</b> SKILLS USA NAT'L CONFERENCE RE
63418	KATERBERG CO INC	41	4,331.25	
			<b>Check Total</b>	<b>4,331.25</b> ESC RENOVATIONS - IRRIGATION S
300033141	GRAND VALLEY STATE UNIVERSITY	11	4,230.20	
			<b>Check Total</b>	<b>4,230.20</b> Venue and Catering for 6/12 Se
606132505	MG TRUST COMPANY-MIDWEST	11	4,101.23	
			<b>Check Total</b>	<b>4,101.23</b> ANNUITY
606272503	MG TRUST COMPANY-MIDWEST	11	4,063.73	
			<b>Check Total</b>	<b>4,063.73</b> ANNUITY
300033159	CHANDLER WOODS CAMPUS	22	4,013.00	
			<b>Check Total</b>	<b>4,013.00</b> IDEA THRU JUNE 2025

63267	HEALTHY HOODS LLC	26	3,985.00	
			<b>Check Total</b>	<b>3,985.00</b> KCTC-E & KCTC-W HOOD CLEANING
63207	ASCEND LEARNING HOLDINGS LLC	26	3,960.00	
			<b>Check Total</b>	<b>3,960.00</b> CCMA EXAM REGIONAL HEALTH PROG
63413	POSTMA CORPORATION	27	3,875.00	
			<b>Check Total</b>	<b>3,875.00</b> WAN MAINTENANCE YEAR 1/3
63412	POSTMA CORPORATION	27	3,840.88	
			<b>Check Total</b>	<b>3,840.88</b> WAN MAINTENANCE YEAR 1/3
63263	FOUNDATION BUILDING MATERIALS LLC	46	3,807.82	
			<b>Check Total</b>	<b>3,807.82</b> ELECTRIC SUPPLIES FOR PA/CLOCK
63367	AFFORDABLE EXCAVATING INC	26	3,800.00	
			<b>Check Total</b>	<b>3,800.00</b> MAIN CAMPUS ASPHALT REMOVAL
300033155	BRETT ATWOOD	26	2,000.00	
	BRETT ATWOOD	27	1,800.00	
			<b>Check Total</b>	<b>3,800.00</b> Videographer services for SNN
606272513	PARADIGM EQUITIES-ROTH	11	3,779.25	
			<b>Check Total</b>	<b>3,779.25</b> ANNUITY
300033123	P & M HOLDING GROUP LLP	41	269.82	
	P & M HOLDING GROUP LLP	42	1,414.26	
	P & M HOLDING GROUP LLP	46	2,065.92	
			<b>Check Total</b>	<b>3,750.00</b> PA PROJECT SOW THROUGH 6/30/25
300033152	UNITED COMMERCIAL SERVICES INC	21	3,713.50	
			<b>Check Total</b>	<b>3,713.50</b> KEC BELTLINE - MONTHLY CLEANIN
63375	CONSUMERS ENERGY CO	26	3,588.64	
			<b>Check Total</b>	<b>3,588.64</b> 100010917175 (1480 LEFFINGWELL
63302	COMCAST HOLDINGS CORPORATION	11	1,375.00	
	COMCAST HOLDINGS CORPORATION	21	2,082.42	
			<b>Check Total</b>	<b>3,457.42</b> MONTHLY INTERNET ACCESS YR 2/3

63222 RELAYHUB LLC	22	3,433.33	
		<b>Check Total</b>	<b>3,433.33</b> Monthly Licensing Fee
63389 MISDU	11	3,430.11	
		<b>Check Total</b>	<b>3,430.11</b> GARNISHMENT
63397 RAPID SERVICES OF WEST MICHIGAN LLC	26	3,420.00	
		<b>Check Total</b>	<b>3,420.00</b> MAIN CAMPUS GROUNDS CLEAN-UP
63323 HOPE GARDENS	11	3,345.74	
		<b>Check Total</b>	<b>3,345.74</b> FARM TO SCHOOL - MAY 2025
63384 HAMILTON COMMUNITY SCHOOLS	11	3,306.34	
		<b>Check Total</b>	<b>3,306.34</b> WMTC MENTOR STIPEND - M.HALFOR
63298 CALVIN UNIVERSITY	21	2,706.00	
CALVIN UNIVERSITY	29	500.00	
		<b>Check Total</b>	<b>3,206.00</b> CALVIN RENTAL FOR GRADUATION
63330 MARK DIXON	21	3,180.00	
		<b>Check Total</b>	<b>3,180.00</b> AIM SOCIAL-EMOTIONAL DEV CURRI
63350 TAKE A SWING LLC	21	3,168.00	
		<b>Check Total</b>	<b>3,168.00</b> SWINGS (2) FROM TAKE A SWING C
300033130 THRUN MAATSCH AND NORDBERG PC	22	3,166.64	
		<b>Check Total</b>	<b>3,166.64</b> 0720-00001 - LEGAL FEES
300033114 GRAND VALLEY STATE UNIVERSITY	11	3,135.92	
		<b>Check Total</b>	<b>3,135.92</b> WMTC PRE-RESIDENT COHORT 4/17/
63362 CITY OF GRANDVILLE	11	76.60	
CITY OF GRANDVILLE	22	2,182.88	
CITY OF GRANDVILLE	23	773.91	
CITY OF GRANDVILLE	42	90.22	
		<b>Check Total</b>	<b>3,123.61</b> REFUND FOR IFT PAYMENT
63258 COCHRANE SUPPLY & ENGINEERING INC	26	3,100.00	
		<b>Check Total</b>	<b>3,100.00</b> NIAGARA 4 TECHNICAL CERTIFICAT

63364	LOWE'S HOME CENTERS INC	42	3,035.54	
			<b>Check Total</b>	<b>3,035.54</b> KEC-B OUTDOOR BASKETBALL SYSTE
63205	MUSKEGON HEIGHTS PUBLIC SCHOOL ACADEMY	11	3,000.00	
			<b>Check Total</b>	<b>3,000.00</b> WMTC RESIDENT STIPEND - A.LOCK
63177	FRED WARREN HAYWARD JR	11	2,959.25	
			<b>Check Total</b>	<b>2,959.25</b> BLDG AUTOMATION SERVICE AND CO
63148	CONSUMERS ENERGY CO	21	2,028.24	
	CONSUMERS ENERGY CO	26	925.94	
			<b>Check Total</b>	<b>2,954.18</b> 100013175326 (4958 VAN LAAR #A
606132508	PARADIGM - 457	11	2,940.00	
			<b>Check Total</b>	<b>2,940.00</b> ANNUITY
606272506	PARADIGM - 457	11	2,940.00	
			<b>Check Total</b>	<b>2,940.00</b> ANNUITY
63378	DISTINCT FINISH LLC	26	2,880.00	
			<b>Check Total</b>	<b>2,880.00</b> KCC PAINTING CONFERENCE RM
606132525	VALIC	11	2,835.15	
			<b>Check Total</b>	<b>2,835.15</b> ANNUITY
63361	WORKSMAN CYCLES COMPANY INC	21	2,825.00	
			<b>Check Total</b>	<b>2,825.00</b> TANDEM TRIKE FROM WORKSMAN CYC
63427	ROSENDALL WELL DRILLING	11	2,800.00	
			<b>Check Total</b>	<b>2,800.00</b> HCNC WELL SUPPLY REPLACEMENT
27150625	EDUSTAFF LLC	11	846.72	
	EDUSTAFF LLC	21	1,292.74	
	EDUSTAFF LLC	22	615.21	
			<b>Check Total</b>	<b>2,754.67</b> EDUSTAFF WEEK OF 062625
300033319	WEST MICH AVIATION ACADEMY	11	2,742.31	
			<b>Check Total</b>	<b>2,742.31</b> MV REIMBURSE-EDUCATION/TRANSPO

63163	POSTMA CORPORATION	27	2,625.88	
			<b>Check Total</b>	<b>2,625.88</b> NJUNS MAINTENANCE
606272524	VALIC	11	2,535.15	
			<b>Check Total</b>	<b>2,535.15</b> ANNUITY
606132504	PLANMEMBER SECURITIES CORP	11	2,522.79	
			<b>Check Total</b>	<b>2,522.79</b> ANNUITY
606272502	PLANMEMBER SECURITIES CORP	11	2,500.29	
			<b>Check Total</b>	<b>2,500.29</b> ANNUITY
300033278	THE PITNEY BOWES BANK INC	11	2,500.00	
			<b>Check Total</b>	<b>2,500.00</b> 8000-9000-0299-2026 POSTAGE
63248	XEROX CORPORATION	26	2,487.52	
			<b>Check Total</b>	<b>2,487.52</b> MOS AGREEMENT 24-25 SCHOOL YEA
63351	RED THOUSAND LLC	11	2,457.55	
			<b>Check Total</b>	<b>2,457.55</b> WATERMARK SPACE RENTAL FOR KLC
63264	GEOTECH INC	27	2,268.30	
			<b>Check Total</b>	<b>2,268.30</b> FIBER RELOCATE ADA TOWNSHIP
300033260	CONTINENTAL AMERICAN INSURANCE COMPANY	11	2,228.72	
			<b>Check Total</b>	<b>2,228.72</b> JUNE PREMIUMS
63314	GROUND PENETRATING RADAR SYSTEMS LLC	42	2,200.00	
			<b>Check Total</b>	<b>2,200.00</b> KEC-B PROJECT UTILITY FLAGGING
63328	LA CASA DEL POLLO LOCO LLC	11	2,175.00	
			<b>Check Total</b>	<b>2,175.00</b> FAMILY CHILD CARE NETWORK - CA
63372	DIANNE CARROLL BURDICK	21	2,167.00	
			<b>Check Total</b>	<b>2,167.00</b> DIANNE CARROLL BURDICK GRADUAT
300033109	ENVIRO-CLEAN	21	2,152.18	
			<b>Check Total</b>	<b>2,152.18</b> EU-N CLEANING CONTRACT
63186	COMFORT CONTROL SUPPLY CO INC	11	355.74	
	COMFORT CONTROL SUPPLY CO INC	21	443.69	

63186	COMFORT CONTROL SUPPLY CO INC	26	1,352.34	
			<b>Check Total</b>	<b>2,151.77</b> EU SOTH - HVAC /ELECTRICAL REP
63133	4IMPRINT INC	26	2,127.83	
			<b>Check Total</b>	<b>2,127.83</b> ACCEPTANCE DAY SUPPLIES
300033179	HOPE ACADEMY OF WEST MICHIGAN	22	2,058.00	
			<b>Check Total</b>	<b>2,058.00</b> IDEA THRU JUNE 2025
63240	GR MOVING AND STORAGE LLC	11	2,056.00	
			<b>Check Total</b>	<b>2,056.00</b> GSRP MOVES - ONSITE STORAGE RE
63381	GIVE EM A BRAKE SAFETY LLC	46	2,042.00	
			<b>Check Total</b>	<b>2,042.00</b> ADD'L SIGNAGE FOR ASPHALT PROJ
300033305	BROADMOOR PRODUCTS INC	21	2,002.89	
			<b>Check Total</b>	<b>2,002.89</b> LINCOLN CAMPUS - HVAC CHEMICAL
63411	EDMENTUM INC	28	2,000.00	
			<b>Check Total</b>	<b>2,000.00</b> CUST# 133158; APEX LEARNING CO
300033143	GRAYBAR ELECTRIC CO	21	410.64	
	GRAYBAR ELECTRIC CO	26	1,527.68	
			<b>Check Total</b>	<b>1,938.32</b> FAC POLE BARN CONSTRUCTION - S
63172	GRAND VALLEY AUTOMATION INC	42	1,895.30	
			<b>Check Total</b>	<b>1,895.30</b> CARD ACCESS ENGINEERING - VARI
606132512	PLANMEMBER-ER	11	1,881.78	
			<b>Check Total</b>	<b>1,881.78</b> ANNUITY
606272511	PLANMEMBER-ER	11	1,881.78	
			<b>Check Total</b>	<b>1,881.78</b> ANNUITY
63220	READ MUSKEGON	11	1,879.65	
			<b>Check Total</b>	<b>1,879.65</b> ADULT ED - FC221 PARTNER PROGR
606272517	GLP ASSOCIATES EE ROTH	11	1,820.00	
			<b>Check Total</b>	<b>1,820.00</b> ANNUITY

63252	JEFFREY JAMES GROVE	26	1,800.00	
			<b>Check Total</b>	<b>1,800.00</b> KCTC TEMP WALL REMOVAL
300033202	THORNAPPLE KELLOGG SCHOOLS	26	1,783.39	
			<b>Check Total</b>	<b>1,783.39</b> KCTC - TRANSPORTATION MAY25
606132518	GLP ASSOCIATES EE ROTH	11	1,770.00	
			<b>Check Total</b>	<b>1,770.00</b> ANNUITY
63234	TENDER LAWN CARE	11	481.00	
	TENDER LAWN CARE	26	1,276.38	
			<b>Check Total</b>	<b>1,757.38</b> ESC LAWN CARE THRU JUNE 30
63193	KEYSTONE AUTOMOTIVE OPERATIONS	26	1,729.68	
			<b>Check Total</b>	<b>1,729.68</b> KCTC COLLISION REPAIR - REPLAC
63175	GRAND VALLEY AUTOMATION INC	21	1,725.00	
			<b>Check Total</b>	<b>1,725.00</b> EUS WIRELESS RELEASE
63294	AMERICAN CULINARY FEDERATION	26	1,715.00	
			<b>Check Total</b>	<b>1,715.00</b> ACFEF CFC STUDENT CERTIFICATIO
63312	GIVE EM A BRAKE SAFETY LLC	46	1,691.00	
			<b>Check Total</b>	<b>1,691.00</b> SIGNAGE FOR ASPHALT PROJECT
63334	ASCEND LEARNING HOLDINGS LLC	11	1,677.00	
			<b>Check Total</b>	<b>1,677.00</b> ADULT ED-PHLEBOTOMY TECH ONLIN
63287	STRUCTURETEC CORPORATION	42	1,662.50	
			<b>Check Total</b>	<b>1,662.50</b> EUS BLDG ENVELOPE RESTORATION
63174	GRAND VALLEY AUTOMATION INC	41	1,647.00	
			<b>Check Total</b>	<b>1,647.00</b> ESC WIRELESS RELEASE BUTTON
63168	GR COMMUNITY COLLEGE	11	21.39	
	GR COMMUNITY COLLEGE	21	637.19	
	GR COMMUNITY COLLEGE	22	768.88	
	GR COMMUNITY COLLEGE	26	37.40	
	GR COMMUNITY COLLEGE	27	107.86	

63168			<b>Check Total</b>	<b>1,572.72</b> Kent ISD Special Education
606132503	LEGEND GROUP/ADSERV	11	1,550.00	
			<b>Check Total</b>	<b>1,550.00</b> ANNUITY
606272501	LEGEND GROUP/ADSERV	11	1,550.00	
			<b>Check Total</b>	<b>1,550.00</b> ANNUITY
63435	XEROX CORPORATION	26	1,534.00	
			<b>Check Total</b>	<b>1,534.00</b> CLEO STREAM FAXBLADE SOFTWARE
63433	WAYLAND UNION SCHOOLS	11	1,519.10	
			<b>Check Total</b>	<b>1,519.10</b> MV REIMBURSE-EDUC/WELFARE/TRAN
63369	JEFFREY JAMES GROVE	26	1,512.00	
			<b>Check Total</b>	<b>1,512.00</b> KCTC EAST - ROOF & FASCIA REPA
63197	LIFE EMS AMBULANCE	26	1,500.00	
			<b>Check Total</b>	<b>1,500.00</b> CPR INSTRUCTOR COURSE 05/22/25
63414	POSTMA CORPORATION	27	1,500.00	
			<b>Check Total</b>	<b>1,500.00</b> WAN MAINTENANCE YEAR 1/3
63140	AVIS BUDGET GROUP INC	21	1,461.29	
			<b>Check Total</b>	<b>1,461.29</b> AVIS-MINILEASE OF A MINIVAN FO
300033312	KENOWA HILLS PUBLIC SCHOOLS	11	1,411.49	
			<b>Check Total</b>	<b>1,411.49</b> MV REIMBURSE - WELFARE/EDUCATI
63285	PROMOW LAWN CARE & LANDSCAPE LLC	21	1,411.00	
			<b>Check Total</b>	<b>1,411.00</b> EU-S LAWN CARE (APR-JUN 2025)
63417	WW GRAINGER INC	42	1,399.28	
			<b>Check Total</b>	<b>1,399.28</b> ACCT# 803626696; PORTABLE CARP
300033142	GRANITE TELECOMMUNICATIONS LLC	11	1,389.68	
			<b>Check Total</b>	<b>1,389.68</b> ACCT# 04789927 - EPIK MONTHLY
606132513	MG TRUST-ROTH 403B	11	1,385.00	
			<b>Check Total</b>	<b>1,385.00</b> ANNUITY

606272512	MG TRUST-ROTH 403B	11	1,385.00	
			<b>Check Total</b>	<b>1,385.00</b> ANNUITY
63281	NATIONAL AZON INC	26	1,383.00	
			<b>Check Total</b>	<b>1,383.00</b> END OF YEAR PRINTER FLUSH - GR
63370	BARRY COUNTY TREASURER	11	21.55	
	BARRY COUNTY TREASURER	22	868.05	
	BARRY COUNTY TREASURER	23	217.74	
	BARRY COUNTY TREASURER	26	213.19	
	BARRY COUNTY TREASURER	42	25.39	
	BARRY COUNTY TREASURER	46	25.39	
			<b>Check Total</b>	<b>1,371.31</b> IRVING TWP 2024 TAX REFUND-080
63336	OTTAWA AREA ISD	11	1,365.41	
			<b>Check Total</b>	<b>1,365.41</b> ZEELAND ADULT ED - SECT 107A -
63256	CENTRAL MICH PAPER	26	1,360.00	
			<b>Check Total</b>	<b>1,360.00</b> Copy paper
300033275	NGUYET-ANH THI TRAN	11	1,316.14	
			<b>Check Total</b>	<b>1,316.14</b> GSRP - TRANSLATING SERVICE MAY
300033267	GODFREY LEE PUBLIC SCHOOLS	11	1,285.00	
			<b>Check Total</b>	<b>1,285.00</b> MV REIMBURSE - TRANSPORTATION
63290	VAN DYKEN MECHANICAL INC	21	1,268.00	
			<b>Check Total</b>	<b>1,268.00</b> LNS POOL SERESCO UNIT PLANNED
300033118	MORGAN ANN JAREMA	27	1,260.00	
			<b>Check Total</b>	<b>1,260.00</b> Editing and reporting services
300033181	MORGAN ANN JAREMA	27	1,260.00	
			<b>Check Total</b>	<b>1,260.00</b> Editing and reporting services
63198	LINDE GAS & EQUIPMENT INC	26	1,229.30	
			<b>Check Total</b>	<b>1,229.30</b> KCTC AUTO TECH - CLASSROOM SUP

63176	GRAND VALLEY AUTOMATION INC	26	1,228.56	
			<b>Check Total</b>	<b>1,228.56</b> KCTC EAST - SERVICE DOOR CONTR
63146	CINTAS CORP NO. 2	21	140.00	
	CINTAS CORP NO. 2	26	1,050.00	
			<b>Check Total</b>	<b>1,190.00</b> CUST 10199338-EYEWASH SERVICE
63396	PHARMACY TECHNICIAN CERTIFICATION BOARD	11	1,161.00	
			<b>Check Total</b>	<b>1,161.00</b> ADULT ED - PHARMACY TECH EXAMS
63395	PROPIO LS LLC	11	646.79	
	PROPIO LS LLC	21	386.60	
	PROPIO LS LLC	22	99.57	
	PROPIO LS LLC	26	5.67	
			<b>Check Total</b>	<b>1,138.63</b> TRANSLATING SERVICES - 05/01/2
300033102	CLARK HILL PLC	11	379.17	
	CLARK HILL PLC	22	379.16	
	CLARK HILL PLC	26	379.17	
			<b>Check Total</b>	<b>1,137.50</b> CLIENT 058607 MATTER 0448217 -
63342	SONOVA USA INC	21	1,133.99	
			<b>Check Total</b>	<b>1,133.99</b> ORAL DEAF - CLASSROOM SUPPLIES
63402	ULINE	26	917.00	
	ULINE	42	209.30	
			<b>Check Total</b>	<b>1,126.30</b> FACILITIES/ORAL DEAF MOVE - BO
63181	MICH HEALTH COUNCIL	26	1,125.00	
			<b>Check Total</b>	<b>1,125.00</b> 2025 ILC CONFERENCE REGISTRATI
63279	MICH OFFICE SOLUTIONS	26	1,100.86	
			<b>Check Total</b>	<b>1,100.86</b> ESTIMATED COLOR OVERAGES FOR K
63217	PROPIO LS LLC	11	432.40	
	PROPIO LS LLC	21	488.13	
	PROPIO LS LLC	22	123.25	

63217	PROPIO LS LLC	26	8.19	
	PROPIO LS LLC	28	12.50	
	PROPIO LS LLC	29	21.25	
			<b>Check Total</b>	<b>1,085.72</b> TRANSLATING SERVICE - 04/01/25
63405	WAYLAND UNION SCHOOLS	11	1,069.53	
			<b>Check Total</b>	<b>1,069.53</b> MV REIMBURSE - WELFARE & EDUCA
300033153	AREA COMM SERVICES EMPLOYMT & TRAINING COUNCIL	11	1,050.00	
			<b>Check Total</b>	<b>1,050.00</b> EMPLOYABILITY SKILLS TRAINING
63282	ROCKFORD COMMUNITY SERVICE CENTER	21	1,000.00	
			<b>Check Total</b>	<b>1,000.00</b> NORTH KENT CONNECT-LEASE FOR 2
63390	MOVE INTERNATIONAL	21	1,000.00	
			<b>Check Total</b>	<b>1,000.00</b> LINCOLN DEV - MOVE TRAINING-J.
63421	KRISTEN M COVELL	29	1,000.00	
			<b>Check Total</b>	<b>1,000.00</b> REIMBURSE SPELLING BEE COMPETI
300033169	GR COMMUNITY COLLEGE	29	1,000.00	
			<b>Check Total</b>	<b>1,000.00</b> SCHOLARSHIP-S#0669607 ROBEN PE
	7/1/2025 7:47 AM		<b>Grand Total</b>	<b>30,921,161.98</b>

**Analysis of Banking Institutions**  
**06/30/25**

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds	
Chase	Checking	AA-	Yes	\$ -	\$ -	\$ 3,267,354	\$ 3,267,354	***
Chase	Savings	AA-	Yes	250,000	-	2,313	\$ 252,313	
MILAF	Local Gov't Invest Pool	AAAm/AAAkf	No	-	-	77,774,592	\$ 77,774,592	
MILAF	US Treasury Bonds/Notes	AA+	No	-	-	25,150,000	\$ 25,150,000	****
MILAF	US Treasury Bills	A1+	No	-	-	-	\$ -	****
MILAF	Federal Agency Commercial Mortgage Backed Security	AA+	No	-	-	785,431	\$ 785,431	****
MILAF	Commercial Paper	A1 - A1+	No	-	-	-	\$ -	****
<b>Totals:</b>				<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 106,979,690</b>	<b>\$ 107,229,690</b>	

Balances as of 06/30/2025 (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 06/30/2025**

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	\$ 252,313	250,000	2,313	1.35%	n/a	AA-	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	2,383,584	-	2,383,584	0.00%	n/a	AA-	Sweep
Chase Bank	Checking	81	881,770	-	881,770	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	8,279,962	-	8,279,962	4.15%	n/a	AAAm	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	40,038,165	-	40,038,165	4.29%	n/a	AAAm	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,053,634	-	2,053,634	4.49%	08/20/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,045,256	-	2,045,256	4.37%	09/19/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,037,833	-	2,037,833	4.37%	10/20/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,029,589	-	2,029,589	4.32%	11/21/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,022,802	-	2,022,802	4.29%	12/19/25	AAAf	TERM
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	2,014,974	-	2,014,974	4.27%	01/20/26	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	17,204,031	-	17,204,031	4.29%	n/a	AAAm	MAX Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	27,768	-	27,768	4.15%	n/a	AAAm	Cash Management Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	20,577	-	20,577	4.29%	n/a	AAAm	MAX Class
MILAF-Extended Core	US Treasury Bonds/Notes	11-22-26	25,150,000	-	25,150,000	3.48%-5.15%	08/31/25-10/15/27	AA+	US Treasury Bonds/Notes (Par Value)
MILAF-Extended Core	US Treasury Bills	11-22-26	-	-	-	-	-	A1+	US Treasury Bills (Par Value)
MILAF-Extended Core	Federal Agency Commercial	11-22-26	785,431	-	785,431	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)
			<b>\$ 107,229,690</b>	<b>\$ 250,000</b>	<b>\$ 106,979,690</b>				

Disclosures:

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

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

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

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

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

*Board Policy 6144 Finances*

**PERSONNEL RECOMMENDATIONS AS OF 7/14/2025  
FOR BOARD MEETING OF 7/21/2025**

**RESIGNATIONS AND TERMINATIONS**

1. Lauren Groenhof, Career and Talent Development, Secondary Programs, School Nurse, resignation, effective 5/30/2025.
2. Joanne Platt, Student Services, Special Education Center Programs, Total Communication Oral Deaf, Supervisor, resignation, effective 8/1/2025.
3. Ann Thompson, Student Services, Special Education Center Programs, Empower U South, Instructor, resignation, effective 5/30/2025.
4. Erin Vanhavel, Student Services, Special Education Center Programs, Lincoln School, Instructor, resignation, effective 07/24/2025.
5. Angela Wallace, Career and Talent Development, Adult Education, Social Worker, resignation, effective 5/30/2025.
6. Jennifer Woods, Career and Talent Development, Secondary Programs, Instructor - Agriscience for Plants & Animals, resignation, effective 5/30/2025.

**APPOINTMENTS**

1. Jenna Ellens, Program Coordinator, Student Services, Special Education Center Programs, Lincoln School, Non-Union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 8 Step 1, \$84,620 per year, effective 8/11/2025.
2. Meghan Kilbane, Instructor - ASD, Student Services, Special Education Center Programs, Lincoln School, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 1, \$51,016 per year, effective 8/12/2025.
3. Abigail Kochan, Teacher - Emotional Impairment, Student Services, Special Education Center Programs, KEC Beltline, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 1, \$52,802 per year, effective 8/12/2025.
4. Arianna Myler, Mental Health Clinician, Student Services, Special Education Center Programs, KEC Beltline and KEC Oakleigh, Non-Union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 6 Step 3, \$72,760 per year, effective 8/11/2025.
5. Jessica Quisenberry, Specially Designed Instructional Coach, Student Services, Student Services, Non-Union Professional, 200 days per year, 8 hours per day, Grade 7 Step 1, \$76,928 per year, effective 8/11/2025.

### **APPOINTMENTS, Continued**

6. Tyler Sikkenga, Payroll & Benefits Coordinator, Administrative Services, Business Office, Non-Union Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 5 Step 3, \$85,991 per year, effective 7/7/2025.
7. Jennifer Soukhome, MEERA Teacher Trainer, Career & Talent Development, Career Readiness, Non-Union Professional, 200 days per year, 8 hours per day, Grade 7 Step 1, \$74,688 per year, effective 7/14/2025.
8. Amanda Strickler, Teacher - Resource Room, Student Services, Special Education Center Programs, Empower U South, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 9, \$86,184 per year, effective 8/12/2025.

### **NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS**

1. Stacy Crowell, From 215 days to 260 days per year, Student Services, Student Services, Non-Union Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 8 Step 8, \$126,363 per year, effective 7/1/2025.
2. Mary Fedewa, From Payroll & Benefits Coordinator to Payroll & Benefits Supervisor, Administrative Services, Business Office, Non-Union Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 8 Step 1, \$110,006 per year, effective 7/1/2025.
3. Katherine Fennema, From Associate Teacher to Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, KIEA-L, 1.0 FTE, 172 days per year, 7 hours per day, MA Step 3, \$52,181 per year, effective 8/25/2025.
4. Daniel Jakubowski, From Temporary Employee to Teacher - Resource Room, Student Services, Special Education Center Programs, Empower U South, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 6, \$74,334 per year, effective 8/12/2025.
5. Kristine Lodewyk, From Classroom Aide to Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, KIEA-L, 1.0 FTE, 172 days per year, 7 hours per day, Step 4, \$52,583 per year, effective 8/25/2025.

### **NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS, Continued**

6. Cody Nosko, From Non-Union Classified to Non-Union Professional, Facilities Supervisor - Project Manager Role, Administrative Services, Facilities, Non-Union Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 4 Step 7, \$84,616 per year, effective 7/1/2025.

7. Rachel Pond, From Early Childhood Specialist to GSRP Supervisor, Instructional Services, Early Childhood, Great Start Readiness Program, Non-Union Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 8 Step 1, \$110,006 per year, effective 7/7/2025.

---

---

## BOARD AGENDA ITEM

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

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

Action   X  

Item: Request for new position – Administrative Assistant for SE Finance

Submitted by: Mark Higgins and Kirsten Myers

Date: 7/10/25

Recommended by: Dave Rodgers

Board Meeting Date: 7/21/25

### **RECOMMENDATION:**

Additional administrative assistant position to support special education finance

### **RATIONALE:**

As special education finance continues to grow support is needed to assist in:

- Sending out Memorandums of Understandings, billings to partner schools within MiPSE
- Verifying student data for transportation and center program billbacks to local districts
- Updating grant budget worksheets for local districts at the direction of the Special Ed Finance Supervisor.
- Maintaining staffing lists for special education
- Coordinating meetings for special education transportation with constituent districts

## POSITION DESCRIPTION

<b>Title:</b>	<b>Administrative Assistant for Special Education Finance</b>
<b>Classification:</b>	Classified (Wage Grade IV)
<b>Reports to and Evaluated By:</b>	Supervisor of Special Education Finance and Transportation
<b>Terms of Employment:</b>	Twelve-month position subject to all rules and regulations covering classified personnel.
<b>Positions Supervised:</b>	None

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

Performs basic accounting assistance, as well as routine and advanced secretarial, clerical, and administrative duties to assure efficient and effective operation of the office and a positive impact on the provision of educational services.

### **DUTIES AND RESPONSIBILITIES:**

1. Performs standard and advanced secretarial and clerical duties for supervisor(s) including word processing and other computer operations; originating, editing, and proofing correspondence, minutes, reports, notices, recommendations, and other materials; administers matters generally routine in nature to conserve supervisor(s) time.
2. Initiates, responds to and routes telephone calls; screens and routes incoming mail, publications and other materials, initiates and responds to routine and non-routine inquiries; resolves problems and refers questions with policy and procedure implications to supervisor(s).
3. Gathers and compiles special education data needed for preparing internal/external financial reports; prepares such local, state, and federal reports and grants as directed.
4. Provides positive public relations to callers/visitors; makes arrangements for visitors' comfort.
5. Performs varied secretarial/clerical duties requiring knowledge of departmental and organizational policies and procedures dealing with area of responsibility.
6. Establishes and maintains confidential files for organizational/departmental records in manual and computerized modes.
7. Creates and maintains correspondence, documents, forms, and databases for the center programs.
8. Strong technology and software application skills to include use of Microsoft Excel and Word, Student Information Systems, i.e. PowerSchool and PowerSchool Special Education and Red Rover.
9. Assists with planning and scheduling county-wide meetings for special education finance and transportation.
10. Participates in staff development programs to improve personal job skills and performance.
11. Performs other accounting, secretarial and clerical tasks as assigned.

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

1. High school graduate, plus minimum five (5) year experience in secretarial or related field, preferably in the Special Education environment; requires proven expertise in secretarial and administrative functions, including computer and online skills.
2. High level of communication and interpersonal skills such as discretion, integrity and flexibility to interact effectively with administrators, peers, constituent districts, parents and the general public.
3. Experience with financial data preferred, particularly within Microsoft Excel.
4. Ability to read, comprehend, and transmit complicated and detailed instructions in order to plan and perform job duties.
5. Broad knowledge of organizational operations and policy, and a high level of experience and technical skills.
6. Ability to pay close attention to details; to organize, prioritize and work independently and cooperatively as well as schedule and produce work in a timely manner.
7. Proficiency with a personal computer in a variety of software programs including Microsoft Office (Word, Excel), and Google Suite with the ability to learn new technology applications and tools.
8. Knowledge of Special Education law and rules.

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

---

---

## BOARD AGENDA ITEM

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

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

Action   X  

Item: Creation of Lead Groundskeeper and Groundskeeper Positions

Submitted by: Russell Bray

Date:   7/10/2025  

Recommended by: Kevin Philipps *KP*

Board Meeting Date:   7/21/2025  

---

---

### RECOMMENDATION:

It is recommended that the Kent ISD board approve the creation of one Lead Groundskeeper position and two Groundskeeper positions. These three positions will maintain grounds of the Beltline and Lincoln campuses, increase our level of appearance/service at both campuses, and increase Maintenance staff availability during snow and ice operation in the winter. These changes are expected to increase annual costs by \$40,652.

### BACKGROUND:

With the retirement of Mike Rens, our long-time Maintenance Tech, who was assigned to groundskeeping, Facilities leadership has explored various ways to fill this role while increasing the service level of our grounds maintenance operation. Our grounds are currently maintained at an industry standard of level 3 (see APPA Grounds Service Level attachment). APPA service level 2 desired. We explored changes in contracted services and various internal staffing scenarios and found the most cost-effective approach was to maintain some contracted services while utilizing three total internal FTE committed to grounds management.

	Annual Budget impact
Additional Two FTE	113,152
Annual supplies	10,000
Mowing Contract	(35,000)
Plowing Contract	(21,000)
Bed Maintenance Contract	(16,500)
Mulch Application Service	(8,000)
Irrigation Repair Service	(2,000)
Total Annual	40,652

The Maintenance Tech position formally filled by Mike Rens would change to Lead Groundskeeper. Two new Groundskeeper positions would be created. All three positions would report to the Maintenance Supervisor.

Attached:

- Lead Groundskeeper Job Description
- Groundskeeper Job Description
- APPA Grounds Service Levels

## APPA GROUNDS STANDARDS

### **LEVEL 1. *State-of-the-art maintenance applied to a high-quality diverse landscape. Associated with high-traffic urban areas, such as public squares, malls, government grounds, or college/university campuses.***

**TURF CARE.** Grass height maintained according to species and variety of grass. Mowed at least once every five working days but may be as often as once every three working days. Aeration as required but not less than four times per year. Reseeding or sodding as needed. Weed control to

be practiced so that no more than 1 percent of the surface has weeds present.

**FERTILIZER.** Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may *modify* the chart slightly.

**IRRIGATION.** Sprinkler irrigated-electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.

**LITTER CONTROL.** Minimum of once per day, seven days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash usually generated between servicing without overflowing.

**PRUNING.** Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor-i.e., clipped vs. natural-style hedges. Timing scheduled to coincide with low demand periods or to take advantage of special growing characteristics.

**DISEASE AND INSECT CONTROL.** At this maintenance level, the controlling objective is to avoid public awareness of any problems. It is anticipated that problems will either be prevented or observed at a very early stage and corrected immediately.

**SNOW REMOVAL.** Snow removal starts the same day that accumulations of .5 inch are present. At no time will now be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Application of snow-melting compound and/or gravel is appropriate to reduce the danger of injury due to falls.

**SURFACES.** Sweeping, cleaning, and washing of surfaces should be done so that at no time does an accumulation of sand, dirt, or leaves distract from the looks or safety of the area.

**REPAIRS.** Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time period that is least disruptive.

**INSPECTIONS.** A staff member should conduct inspection daily.

**FLORAL PLANTINGS.** Normally, extensive or unusual floral plantings are part of the design. These may include ground-level beds, planters, or hanging baskets. Often, multiple plantings are scheduled, usually for at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care, including watering, fertilizing, disease control, disbudding, and weeding, is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weeded free.

### **LEVEL 2 *High-level maintenance. Associated with well-developed public areas, malls, government grounds, or college/university campuses. Recommended level for most organizations.***

**TURF CARE.** Grass cut once every five working days. Aeration as required but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present a visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be used at this level.

**FERTILIZER.** Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth.

**IRRIGATION.** Sprinkler irrigated-electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.

**LITTER CONTROL.** Minimum of once per day, five days per week. Offsite movement of trash depends on size of containers and use by the public. High use may dictate daily or more frequent leaning.

**PRUNING.** Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.

**DISEASE AND INSECT CONTROL.** Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public. Some preventive measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.

**SNOW REMOVAL.** Snow removed by noon the day following snowfall. Gravel or

snowmelt may be used to reduce ice accumulation.

SURFACES. Should be cleaned, repaired, repainted, or replaced when their appearances have noticeably deteriorated.

REPAIRS. Should be done whenever safety, function, or appearance is in question. INSPECTIONS. Inspection should be conducted by some staff member at least once a day when regular staff is scheduled.

FLORAL PLANTINGS. Normally, no more complex than two rotations of bloom per year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.

**LEVEL 3. *Moderate-level maintenance. Associated with locations that have Moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.***

TURF CARE. Grass cut once every ten working days. Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Reseeding or resodding done only when major bare spots appear. Weed control measures normally used when 50 percent of small areas are weed infested or when 15 percent of the general turf is infested with weeds.

FERTILIZER. Applied only when turf vigor seems to be low. Low-level application done once per year. Rate suggested is one-half the level recommended.

IRRIGATION. Dependent on climate. Locations that receive more than 25 inches of rainfall a year usually rely on natural rainfall with the possible addition of portable irrigation during periods of drought. Dry climates that receive less than 25 inches of rainfall usually have some form of supplemental irrigation. When irrigation is automatic, a demand schedule is programmed. Where manual servicing is required, the norm would be two to three times per week.

LITTER CONTROL. Minimum service of two to three times per week. High use may dictate higher levels during the warm season.

PRUNING. When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two to three years.

DISEASE AND INSECT CONTROL. Done only to address epidemics or serious complaints. Control measures may be put into effect when the health or survival of the plant material is threatened or when public comfort is an issue.

SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Cleaned on a complaint basis. Repaired or replaced as budget allows. REPAIRS. Should be done whenever safety or function is in question. INSPECTIONS. Inspections are conducted once per week.

FLORAL PLANTINGS. Only perennials or flowering trees or shrubs.

**LEVEL 4. *Moderately low-level maintenance. Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.***

TURF CARE. Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.

FERTILIZER. Not fertilized.

IRRIGATION. No irrigation.

LITTER CONTROL. Once per week or less. Complaints may increase level above one servicing.

PRUNING. No regular trimming. Safety or damage from weather may dictate actual work schedule.

DISEASE AND INSECT CONTROL. None except where the problem is epidemic and the epidemic condition threatens resources or the public.

SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Replaced or repaired when safety is a concern and when budget is available.

REPAIRS. Should be done whenever safety or function is in question.

INSPECTIONS. Inspections are conducted once per month.

FLORAL PLANTINGS. None. May have wildflowers, perennials, flowering trees, or shrubs in place.

**LEVEL 5. *Minimum-level maintenance. Associated with locations that have severe budget restrictions.***

TURF CARE. Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.

FERTILIZER. Not fertilized. IRRIGATION. No irrigation. LITTER CONTROL. On demand or complaint basis.

PRUNING. No pruning unless safety is involved. DISEASE AND INSECT CONTROL. No control except in epidemic or safety situations.

SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Serviced only when safety is a consideration.

REPAIRS. Should be done whenever safety or function is in question. INSPECTIONS. Inspections are conducted once per month.

FLORAL PLANTINGS. None. May have wildflowers, perennials, flowering trees, or shrubs in place.

## **Kent ISD**

### **Position Description**

#### **TITLE: Lead Groundskeeper**

CLASSIFICATION: Classified (Wage Grade VI)

REPORTS TO: Maintenance Supervisor

TERMS OF EMPLOYMENT: 12-month position

POSITIONS SUPERVISED: None (Provides leadership and direction to Groundskeepers and seasonal staff)

### **Position Summary**

The Lead Groundskeeper is responsible for maintaining and enhancing the landscaping, pavement, and outdoor equipment of school district properties to ensure they are clean, safe, visually appealing, and in excellent operating condition. This individual leads the daily work of grounds staff and contractors, coordinates landscape and pavement projects, and manages preventative maintenance programs for grounds equipment.

### **Essential Duties and Responsibilities**

- **Grounds & Landscaping Maintenance**

Lead the installation, care, and upkeep of turf, trees, shrubs, flowers, and environmentally sustainable landscapes.

Oversee weed control, pruning, fertilizing, and pest management using Integrated Pest Management (IPM) practices.

Safely remove snow and ice; apply sand, salt, or other materials to improve safety.

- **Pavement & Concrete Work**

Construct, repair, and maintain walkways, curbs, ramps, and parking areas.

Assist in the planning and upkeep of paved surfaces across the district.

- **Irrigation Systems**

Install, maintain, and troubleshoot irrigation systems and controllers.

Inspect, evaluate, and update irrigation system blueprints and schedules.

- **Equipment & Shop Maintenance**

Operate and maintain a wide range of equipment including mowers, tractors, snowblowers, ATVs, skid steers, and hand tools.

Perform preventative maintenance on tools, vehicles, and large machinery; fabricate or

weld when needed.

Maintain shop organization, inventory, and ensure equipment safety.

- **Team Leadership & Coordination**

Provide daily direction to grounds crew and seasonal workers.

Assign tasks, oversee contractors, and serve as the onsite point of contact for vendors.

Pick up and deliver supplies district-wide as needed.

- **Administrative & Compliance Duties**

Maintain records of chemical use, maintenance schedules, materials inventory, and work orders.

Assist with invoice processing and procurement of supplies.

Follow OSHA/MIOSHA health and safety protocols.

- **Other Duties**

Fill in for custodial or maintenance roles as needed.

Stay flexible for emergency responses, weather-related work, and after-hours assignments.

Promote a positive public image of Kent ISD while on campus.

### **Required Knowledge, Skills, and Abilities**

- Principles and techniques of turf management, landscape design, and plant care.
- Maintenance and diagnostics of irrigation and drainage systems.
- Safe handling and application of pesticides, herbicides, and fertilizers.
- Familiarity with construction and maintenance of pavement and concrete features.
- Effective use of shop tools, landscaping machinery, and safety procedures.
- Ability to read blueprints and technical drawings.
- Strong communication, problem-solving, and organizational skills.
- Proficient in basic computer applications and recordkeeping.

### **Qualifications**

- High school diploma or GED required.
- Minimum of five (5) years of experience in grounds maintenance preferred.
- Valid Michigan Commercial Driver's License (CDL) required.
- Valid Michigan pesticide license (including right-of-way certification) required or must obtain within a designated timeframe.
- Demonstrated leadership in coordinating projects and personnel without formal supervision authority.
- Commitment to ongoing professional development (e.g., workshops, seminars, certifications).

### **Physical Demands**

Must frequently lift up to 50 lbs and occasionally up to 80 lbs.

Regularly required to walk, stand, bend, kneel, climb ladders, and operate heavy machinery.

Must be able to tolerate a variety of weather conditions and perform outdoor physical labor.

### **Performance Evaluation**

Performance will be evaluated annually by the Maintenance Supervisor based on

completion of assigned tasks, adherence to safety protocols, and contribution to team goals.

## **Kent ISD**

### **Position Description**

#### **TITLE: Groundskeeper**

CLASSIFICATION: Classified (Wage Grade V)

REPORTS TO: Maintenance Supervisor or designee

TERMS OF EMPLOYMENT: 12-month position

POSITIONS SUPERVISED: None

### **Position Summary**

The Groundskeeper is responsible for maintaining the landscaping, paved areas, and grounds equipment on school district properties. The position supports the appearance, safety, and operational readiness of all exterior facilities. Work includes general lawn care, snow and ice removal, equipment operation, and assistance with maintenance projects under the direction of the Lead Groundskeeper or Maintenance Supervisor.

### **Essential Duties and Responsibilities**

- **Grounds & Landscaping Maintenance**

Perform lawn mowing, trimming, planting, weeding, pruning, fertilizing, and general upkeep of campus green spaces.

Assist in implementing Integrated Pest Management (IPM) for turf and landscaped areas.

- **Pavement & Concrete Work**

Support maintenance of walkways, curbs, and ramps; assist in snow removal from paved areas.

- **Irrigation Systems**

Assist with maintenance, inspection, and repair of irrigation systems and related equipment.

- **Equipment & Shop Maintenance**

Operate and maintain grounds maintenance equipment including mowers, string trimmers, blowers, and utility vehicles.

Perform routine cleaning and minor repairs to equipment as assigned.

- **Team Collaboration**

Work under direction of the Lead Groundskeeper or Maintenance Supervisor to complete scheduled tasks.

Support seasonal staff and collaborate with custodial or maintenance teams when necessary.

- Safety and Compliance

Follow all OSHA/MIOSHA safety standards and district procedures.

Participate in safety training and maintain work logs and records as directed.

### **Required Knowledge, Skills, and Abilities**

- Basic knowledge of lawn care, landscaping, and plant maintenance techniques.
- Ability to operate grounds maintenance equipment safely and effectively.
- Familiarity with irrigation systems and minor repair procedures.
- Ability to follow written and verbal instructions and complete assigned tasks.
- Awareness of safe chemical handling practices and basic IPM methods.
- Ability to work outdoors in various weather conditions.
- Good communication and teamwork skills.

### **Qualifications**

- High school diploma or GED preferred.
- One (1) year of experience in grounds maintenance or landscaping preferred.
- Valid Michigan driver's license required.
- Willingness to obtain pesticide license or certification if needed.
- Ability to lift up to 50 pounds and perform physical labor daily.
- Willingness to learn and improve through training and experience.

### **Physical Demands**

Must frequently lift up to 50 lbs and occasionally up to 80 lbs.

Frequent standing, walking, bending, kneeling, and use of hand tools.

Occasional climbing, pushing/pulling equipment, and working in adverse weather conditions.

### **Performance Evaluation**

Performance will be evaluated annually by the Maintenance Supervisor based on completion of assigned tasks, adherence to safety protocols, and contribution to team goals.

## BOARD AGENDA ITEM

Information/Discussion   X  

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

Item: Student Services Staff Titles

Submitted by: Kirsten Myers 

Date: 7/2/2025

Recommended by: Dave Rodgers

Board Meeting Date: 7/21/25

---

---

### RECOMMENDATION:

We recommend the following staff title updates for the 2025–2026 school year:

- **Stacy Crowell:** Transitioning from *Specially Designed Instructional Coordinator* to *Supervisor of Specially Designed Instruction*. In this role, Stacy will oversee the areas of Assistive Technology, Specially Designed Instruction, Functional Communication, Center Program Coaches, and the Visual Impairment and Orientation & Mobility team.
- **Alissa Hofstee:** Transitioning from *Director of Early Childhood Special Education* to *Director of Early Childhood Special Education and DHH*. With Early Childhood Center Programming returning to local districts, Alissa will assume supervisory responsibility for the Deaf and Hard of Hearing program.
- **Sarah Larkin:** Transitioning from *Director of Student Services*, which previously encompassed oversight of Deaf and Hard of Hearing (DHH) programming, to *Director of Student and Related Services*. This change reflects a strategic shift in responsibilities, as the DHH program has been reassigned due to the integration of center-based related services into her new role.

### RATIONALE:

Following the recent resignation of Joanne Platte, who served as the Supervisor of Low Incidence (which included oversight of the Deaf and Hard of Hearing Program and Visual Impairment Services), we have realigned the related responsibilities and adjusted supervisory titles accordingly. These changes represent a reallocation of duties rather than an addition to the existing budget.

---

---

## BOARD AGENDA ITEM

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

Item: 2024 -2025 Acceptance of Donations

Submitted by: Kevin Philipps

Date: 7/14/2025

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 7/21/2025

---

---

### RECOMMENDATION:

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

### BACKGROUND:

Per Board Policy, the Board should officially accept, after the fact, the donations as itemized on the attached document for the school year 2024-2025.

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

**Kent Career Tech Center  
2024-2025 Donated Items**

<b>DONOR</b>	<b>EQUIPMENT</b>	<b>DEPARTMENT</b>	<b>VALUE</b>
Meijer	Check	KCTC IT	\$10,000.00
Innogroup	Check	KCTC IT	\$1,000.00
Hoekstra Transportation	2 Cummins ISB 6.7l engines; Engine #1: 99026119; Engine #2 99025888	KCTC Diesel	New they are valued at \$15,000
Auto-Owners Insurance Company	2020 Chevrolet Equinox Premier, VIN 2GNAXYEX6L6175926	KCTC Auto Collision	\$5,763.68
Division	Assorted Relays and wire	Mechatronics two separate donations	\$5,110.00
Astronics	Satcom Radomes	Avionics / Aviation Maint.	
GRCC	2015 Ford sedan	Criminal Justice	
ACF	Check	CULINARY	\$2,000.00
Carl Westphal	2007 Pontiac G5 GT, VIN 1G2AN15B977364171	KCTC Auto Collision	\$2,349.00
Cummins Inc.	Online Kit - 1 Year Subscription - Diagnostics	KCTC Auto Repair	\$810.00
Edward Bessemer	1999 Jeep Cherokee, VIN 1J4GW58S5XC750609	KCTC Auto Collision	\$2,251.00
KUHLCO, LLC, DBA Culver's of Cascade	Check	FFA Scholarship-Agriscience	\$412.50

Gene Haas foundation	Check	Precision Machining	\$18,000.00
Juliette Magers	Check	IT KCTC	\$5,000.00
Marcus or Stacy Prangley	Check	Nolan Prangley Memorial Tool Scholarship	\$300.00
Amy or Michael Prangley	Check	Nolan Prangley Memorial Tool Scholarship	\$2,700.00
Richardson Business Solutions Inc.	Check	Nolan Prangley Memorial Tool Scholarship	\$1,000.00
The Bickel Family	Whitecaps tickets	KCTC	\$144.00
Leggett & Platt	Setu Columns	KCTC welding	\$450.10
Costco 744	sensors, lug nuts, tire shop items	KCTC AUTO	\$500.00
Evans Tool and Engineering	Jack screws, vblocks, measuring tools.	Precision Machining	\$1,500.00
		<b>TOTAL</b>	<b>\$59,290.28</b>

---

---

**BOARD AGENDA ITEM**

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

Item: Purchase- LaunchU Text Books

Submitted by: Amanda Kettel

Date:   7/10/25  

Recommended by: Joe Lienesch  
*KL*

Board Meeting Date:   7/21/25  

---

---

**RECOMMENDATION:**

It is recommended that the Kent ISD board approve the purchase of text books for the upcoming LaunchU 2025-2026 school year. Total purchase not to exceed \$78,500 for both first and second semester purchases.

**BACKGROUND:**

Purchase will be made through the GRCC bookstore that has established sole sourcing with Barnes and Noble. Sole sourcing information attached.

### Bid Opportunities, Delivered

- Real-time alerts to open bid opportunities from participating local government agencies
- 100's of open bid opportunities from government agencies throughout Michigan
- Real-time notification of solicitations, addenda and awards
- Advance notice of term contract expirations
- Opportunities matched to your business
- Access opportunities throughout Michigan in one location
- Full customer service support

Register Today

### Closed Bids

#### Grand Rapids Community College » RFP-MM-2122-11031 - GRCC Bookstore Services

#### Award Information

**Deadline:** 11/30/2021 prior to 1:30 PM E.S.T.  
**Title:** GRCC Bookstore Services  
**Information Posted:** 2/2/2022  
**Supporting Document:** Open Intent to Award

The following companies were selected as intent to awards for this solicitation. Please check back later to see the final award information. FYI - The ITA Column = Intent To Award

The bid results posted on this page are the bid prices read at the time of the public bid opening. This information is provided as a convenience to the contracting community, and reflect ranking of bid totals based on dollar amount only. Bid results posted on this page have not been reviewed for completeness, responsiveness, and technical qualification. Bid totals may change if clerical or mathematical errors are detected

Recommendations to award the contract, if made, will be based upon subsequent evaluation of the entire bid and all related documents, including determination of bid responsiveness and bidder responsibility.

Company Names	Bid Results	ITA Comments	ITA
Barne & Noble College		Intent to Award	Yes

We use cookies to provide you with the best possible experience and to help us better understand how our site is used. We take the protection of your personal data very seriously. Please see our Privacy Policy for more details. By continuing to use this site, you consent to our use of cookies.

Accept

4/24/23, 2:04 PM

Michigan Bid System - All Awarded Solicitations

Copyright © International Data Base Corp. 1983-2023 - All rights reserved



We use cookies to provide you with the best possible experience and to help us better understand how our site is used. We take the protection of your personal data very seriously. Please see our Privacy Policy for more details. By continuing to use this site, you consent to our use of cookies.

[www.bid4michigan.com/Bids/ViewAllAwards2.asp?TN=119654&GroupID=1411&AwardLink=Y](http://www.bid4michigan.com/Bids/ViewAllAwards2.asp?TN=119654&GroupID=1411&AwardLink=Y)

**Bid Opportunities Delivered**

- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)
- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)
- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)
- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)
- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)
- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)
- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)
- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)
- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)
- [Michigan - Public Acquisition - Michigan State University - 2022-2023 - Bookstore Services](#)

[Register Today](#)

**GRCC Bookstore Services - Grand Rapids Community College RFP-MM-2122-11031**

**Grand Rapids Community College » RFP-MM-2122-11031**

This information below is a summary of solicitation number RFP-MM-2122-11031 posted by Grand Rapids Community College. As a reminder, this solicitation is closed and responses are no longer being accepted.

**GRCC Bookstore Services**

**CLOSED**

**Date Issued:** 10/14/2021

**Deadline:** 11/30/2021 prior to 1:30 PM E.S.T.

**Requisition Number:**

**Delivery Point:** 122 Lyon St. NE

**Delivery Date:** continuous

**Type of Purchase:** Term, Unspecified

**Construction Related:** No

**Type of Response Allowed:** Online Only

**Issuing Agency:** Grand Rapids Community College

**Using Department:** Finance and Administration

**Special Notices:** All or None Award  
Disadvantaged Business Enterprise (DBE)  
FOB Destination  
Installation Required  
Insurance Required  
Minority Business Participation  
Payment Terms = N30  
Small Business Participation  
Value Added Clause in Specifications  
Women-Owned Business Participation

**Attachments**

Documents (3 Files)

Addenda (2)

**Other Options**

Vendor Activity

Award Information

**ACCEPTING VENDOR QUESTIONS:**

**Due Date:** 11/16/2021 12:00:00 PM E.S.T.

**Primary Contact Name:** Mr. Mansfield Mathewson

We use cookies to provide you with the best possible experience and to help us better understand how our site is used. We take the protection of your personal data very seriously. Please see our [Privacy Policy](#) for more details. By continuing to use this site, you consent to our use of cookies.

**Accept**

4/24/23, 2:01 PM

## Grand Rapids Community College Closed Bids & Solicitations - GRCC Bookstore Services

Email: [rmnath@grcc.edu](mailto:rmnath@grcc.edu)

### SUMMARY OF SPECIFICATIONS:

Grand Rapids Community College ("College" and/or "GRCC") seeks proposals from qualified companies to provide the College with a hybrid bookstore consisting of both virtual, on-line services in addition to a physical presence on GRCC's campus. The purpose of the bookstore is to support the educational mission of the College by providing necessary textbooks (new, used, digital, rental, etc.) and related course materials to students at the lowest possible cost. The College also seeks proposals to best meet the other traditional bookstore services, including course materials supplies, convenience items and apparel. The selected supplier will be able to provide all deliverables outlined in the RFP.

[Terms and Conditions](#) [Privacy Statement](#) [Contact](#) [FAQ](#)  
[Home](#) | [Vendor](#) | [Data Base](#) | [Help](#) | [2023](#) - All rights reserved.



We use cookies to provide you with the best possible experience and to help us better understand how our site is used. We take the protection of your personal data very seriously.  
Please see our [Privacy Policy](#) for more details. By continuing to use this site, you consent to our use of cookies.



**REQUEST FOR PROPOSAL**

**GRCC Bookstore Services**

**RFP 2122-11031**

**GRCC Finance and Administration**

# Table of Contents

GRCC Finance and Administration	1
QUICK FACTS	4
1.0 Purpose and Conditions	5
1.1 Purpose for the Request for Proposal	5
1.2 GRCC Background	6
1.3 Definitions	6
1.4 Rules and Conditions	6
1.5 Local Vendors	11
1.6 Micro-Local Business Enterprises	11
1.7 Contracts	11
1.8 Tobacco Free	11
2.0 RFP Response Requirements	12
3.0 Selection and Evaluation Criteria	12
3.1 Selection Criteria	12
3.2 Evaluation Criteria	12
4.0 Presentations	14
5.0 Requirements & Scope of Work	14
6.0 Insurance Requirements	16
6.1 Indemnification	17
7.0 Risk Analysis	17
8.0 Quality and Performance Standards	18
9.0 Pricing & Warranties	19
9.1 Pricing	19
9.2 Warranties	20
10.0 Negotiations	20
10.1 Best and Final Offer	20

11.0 Taxes	21
• Appendix A: Fair Employment Practices Agreement	22
• Appendix B: Iran Economic Sanctions Act Certification	27

## **QUICK FACTS**

**RFP Number:** 2122-11031

**Title:** GRCC Bookstore Services

**Issue Date:** Thursday, October 15, 2021

**Intent to Respond Due Date:** N/A

**Questions Due:** 12:00PM, Tuesday, November 16, 2021

**Proposal Due Date:** 1:30PM, Tuesday, November 30, 2021

**GRCC Contact:** Mansfield Matthewson  
Director of Purchasing

**Email:** [mmatthew@grcc.edu](mailto:mmatthew@grcc.edu)

**GRCC Proposal Electronic Delivery:** Bid4Michigan Help Line: (800) 835- 4603  
(Please allow ample time for electronic submission of your bid, prior to due date/time)

*Vendors intending to submit a response to this RFP should read this document in its entirety when planning to submit a proposal.*

## **1.0 Purpose and Conditions**

### **1.1 Purpose for the Request for Proposal**

Grand Rapids Community College ("College" and/or "GRCC") seeks proposals from qualified companies to provide the College with a hybrid bookstore consisting of both virtual, on-line services in addition to a physical presence on GRCC's campus. The purpose of the bookstore is to support the educational mission of the College by providing necessary textbooks (new, used, digital, rental, etc.) and related course materials to students at the lowest possible cost. The College also seeks proposals to best meet the other traditional 'bookstore' services, including course materials, supplies, convenience items and apparel. The selected supplier will be able to provide all deliverables outlined in the RFP.

The College wishes to provide a unique bookstore experience for its students. While many colleges and universities across the nation are transitioning to a completely online bookstore model primarily to provide lower overall prices to their students, GRCC realizes the importance of a late-registering student having immediate access to all the tools needed to succeed on the first day of class. We also realize that many students wish to embrace the traditional model of registering for one's classes and then making their way to the college bookstore somewhere on campus to buy all their required books, course materials and supplies. That student may also wish to purchase school logo items to show their school spirit. The College desires to maintain that experience for those students that desire it.

The proposal must be comprehensive by including all services and costs necessary to meet the business and technical requirements of the College as outlined in this RFP. In addition, the proposal must specify a detailed approach/methodology, supplier and College staffing requirements, and any other assumptions to complete the proposed work.

The College is not liable in any manner or to any extent for any cost or expense incurred by the supplier in the preparation, submission, presentation or any other action connected with proposing or otherwise responding to this RFP.

Contractor should detail plans for servicing GRCC satellite locations.  
e.g. [Lakeshore Campus](#) and Regional Centers

This agreement will commence on **July 1, 2022** (approx.) and expire on **June 30, 2027**.

Contract Expiration Date **June 30, 2027**

Renewable each year thru **June 30, 2027** at the discretion of Grand Rapids Community College Director of Purchasing. If it is deemed to be beneficial to both parties, the College and the Contractor can mutually agree to extend the Contract beyond the original five-year period.

## 1.2 GRCC Background

See [About GRCC](#)

GRCC's [website](#) provides additional information.

## 1.3 Definitions

- The term "Vendor" or "Contractor" means business firm submitting a proposal/quote.
- The terms "College" and "GRCC" mean the Grand Rapids Community College.
- The term IT means the Information Technology Services unit of GRCC
- The term "Respondent" means vendors that submit an official response to this RFP by the Submission Due Date.

## 1.4 Rules and Conditions

### 1.4.1 Communication

Any and all communication with GRCC regarding this RFP shall be accomplished through the Purchasing Department, using the contact information provided in the Quick Facts page of this RFP. Any Vendors that deviate from this requirement will be subject to disqualification.

### 1.4.2 Vendor Questions

Any questions regarding interpretation or intent must be made in written form and emailed to Mansfield Matthewson, Director of Purchasing, at [mmatthew@gccc.edu](mailto:mmatthew@gccc.edu) by **12:00 PM, Tuesday, November 16, 2021**.

An addendum addressing all questions received by the deadline specified above will be posted to Bid4Michigan.

### 1.4.3 RFP Response Criteria

Vendors must follow the format of the RFP using the section titles and numbers of each information request (e.g., 9.2 Warranties). If a reference

to an attached document is used as part of the response to an information request, the reference must be specific. For example, "See page "8", paragraph three."

Proposals that do not follow the Rules and Conditions contained herein, follow the described format of this RFP, and/or do not provide responses to information requested may not be considered.

The official copy of the proposal submitted must contain complete responses and related materials.

The College will accomplish distribution to proper personnel. Emails, telegrams, faxes, phone or any other form of response other than those submitted via Bid4Michigan are not acceptable and will not be regarded as official submissions by the vendor.

#### 1.4.4 Proposal Submission

The official electronic copy of your proposal must be received via Bid4Michigan ([www.Bid4Michigan.com](http://www.Bid4Michigan.com)) no later than **1:30PM, Tuesday, November 30, 2021**. Bids must be clearly marked **GRCC Bookstore Services – RFP #2122-11031**.

**Bid4Michigan Help Line: (800) 835- 4603**

**(Please allow ample time for electronic submission of your bid, prior to due date/time)**

GRCC will not consider or examine late responses.

GRCC reserves the right to reject any and all proposals, wholly or in part, and waive any irregularities in the RFP process.

If any changes are made to this RFP by any party other than GRCC, the original document in GRCC's files takes precedence.

In the event it becomes necessary to revise any part of this RFP, an addendum will be posted to Bid4Michigan.

In the event of a conflict between this RFP language and any subsequent contracts, agreements or other related document language, the RFP language shall supersede such conflicting language.

All proposals must include all elements listed in the RFP Response Requirements section below.

Taking exception to any item as detailed in this RFP could deem your proposal unresponsive.

**RFP 2122 -11031 - GRCC Bookstore Services**

#### 1.4.5 Delivery/Pickup

Shipping and handling of any equipment acquired by GRCC as a result of this RFP must be quoted F.O.B. our dock and delivered to the following address:

Grand Rapids Community College  
151 Fountain NE  
Grand Rapids, MI 49503  
Attn: Shipping & Receiving

#### 1.4.6 Proprietary Information

Vendors must provide a corporate financial statement (or other documented evidence of financial solvency). Responses will be opened, read publicly and will be made a matter of public record and as such may be reviewed by any interested party as permitted by law. Pricing and contracts cannot be considered proprietary. (please include this documentation as a separate file when responding)

#### 1.4.7 IRAN ECONOMIC SANCTIONS ACT – 2012, Public Act 517

<http://www.legislature.mi.gov/documents/2011-2012/publicact/pdf/2012-PA-0517.pdf>

Section 3 of 2012 PA 517 imposes a vendor certification requirement on request for proposals issued by Grand Rapids Community College. Grand Rapids Community College requires that the enclosed IRAN ECONOMIC SANCTIONS ACT CERTIFICATION (Appendix "B") be submitted with the Vendor's proposal.

#### 1.4.8 Freedom of Information Act

Respondents are advised that all materials submitted to GRCC for consideration in response to this solicitation will be considered the property of Grand Rapids Community College and will not as a matter of course be treated as confidential information.

GRCC reserves the right to distribute or not to distribute materials and information submitted by Respondents as it sees fit and/or as required by applicable law.

If a Respondent wishes to supply any information, which it believes is exempt from disclosure under the Act, that Respondent should summarize such information in a separate envelope. Each page submitted should be clearly marked "Confidential," but otherwise be presented in the same manner as the Proposal. **However, any such information is provided entirely at the Respondent's own risk and Grand Rapids Community College assumes no liability for any loss or damage that may result**

**from the College's disclosure at any time of any information provided by the Respondent in connection with its proposal.**

#### 1.4.9 Non-discrimination in Employment

##### 1.4.9.1 Equal Opportunity

Grand Rapids Community College, as an Equal Opportunity Employer, complies with federal and state laws prohibiting discrimination, including Title VI and Title VII (with Amendments) of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1974 as amended 38 USCO20-12. It is the policy and practice of Grand Rapids Community College to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics. Inquiries or complaints should be addressed to Office of General Counsel, 143 Bostwick NE, and Grand Rapids 49503-3295, (616) 234-4241.

##### 1.4.9.2 Fair Employment Practice Agreement

Grand Rapids Community College requests that the enclosed *Fair Employment Practice Agreement* (Appendix "A") be submitted with the Vendor's proposal, however submission is not mandatory.

#### 1.4.10 Non-Discrimination

Non-Discrimination for all contracts for goods or services which the Contractor enters into in connection with performance of services under this Contract, the Contractor agrees as follows:

The Contractor shall not discriminate against any employee or applicant for employment because of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight. The Contractor shall take affirmative action to ensure that applicants are employed and employees are treated during employment without regard to their age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

The Contractor shall comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission ("the Commission").

The Contractor shall furnish and file compliance reports within such time and upon such forms as provided by GRCC. Said forms may also elicit information as to the practices, policies, program and employment statistics of the Contractor and any subcontractors or suppliers, and the Contractor shall permit access to books, records and accounts by GRCC and/or its agent, for purposes of investigation to ascertain compliance with this Contract for Construction and with rules, regulations, and orders of the Commission.

GRCC believes that it economically makes good business sense and contributes to the economic growth of West Michigan to make every reasonable, opportunity for minority / women / disabled-person business enterprises (M/W/DBE) to participate in GRCC's contracts as suppliers, contractors and subcontractors performing work for GRCC. Therefore, the Contractor is strongly encouraged to actively locate and include M/W/DBE's in its procurement efforts and to increase the amount of business done with these enterprises. A M/W/DBE is defined as a privately or publicly owned business organization whose ownership is at least 51% owned, controlled and actively managed by one or more minority/women/disabled persons as defined by federal law. The Contractor shall, upon request, provide reports within such time and upon such forms as provided by GRCC as to its good faith efforts to provide opportunities for M/W/DBE's.

The Contractor shall include, or incorporate by reference, the provisions of the foregoing or orders of the Commission, and shall provide in every subcontractor's and supplier's subcontract or purchase order that said provisions shall be binding on its subcontractors and suppliers

#### 1.4.11 Title VI Compliance

Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with the FMCSA Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source: "GRCC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.

### 1.5 Local Vendors

Purchases will be made from Grand Rapids Community College District area vendors in all cases where price and all other factors are equal to or lower than vendors outside the GRCC District, at the discretion of the Director of Purchasing. In those cases where the GRCC district vendor bid price exceeds the bid price of the vendors outside the GRCC District, and/or there is a distinct advantage to the College, the College reserves the right to award to the vendor within the GRCC District at the discretion of the Director of Purchasing. GRCC also reserves the right to award to the vendor within the GRCC District for RFP evaluations, given a distinct advantage to the College, at the discretion of the Director of Purchasing.

### 1.6 Micro-Local Business Enterprises

#### Goods and Services

Grand Rapids Community College will provide a 5% bid discount to businesses currently certified by the City of Grand Rapids as a Micro-LBE.

See [Micro-Local Business Enterprises](#) for details. -

### 1.7 Contracts

Any contract(s) resulting from this RFP:

- Shall be governed under, and the rights and obligations of the parties hereto be determined in accordance with, the laws of the State of Michigan; and
- Shall incorporate the responses of the successful Vendor and such responses shall constitute material terms of any contracts; and
- Any required dispute resolution, including litigation, mediation or arbitration must be conducted in Kent County, State of Michigan; and
- Are dependent upon approval by the College's Board of Trustees.
- GRCC reserves the right to terminate the contract within thirty (30) days of written notice and prior to any Contract Termination date, if either service, equipment, software, supplies or contract performance and conduct, as judged by GRCC, does not meet acceptable standards. GRCC also reserves the right to cancel for convenience.
- A Vendor must attach any Contracts, Support Agreements, End User License Agreements and/or any Hardware, Software, or Support use Terms and Conditions or Contracts that must be completed, applicable to any services or products acquired by GRCC as a result of this RFP.

### 1.8 Tobacco Free

GRCC is a [tobacco free](#) campus. All individuals including students, faculty/staff, suppliers, contractors/subcontractors and visitors are prohibited from smoking in

College buildings, vehicles and premises. All individuals are expected to acknowledge the [tobacco free policy](#) and provide full compliance.

## **2.0 RFP Response Requirements**

Proposals submitted **must** include the following:

### **2.1 Professional and Technical Expertise**

Each Vendor must provide a brief description of its company, including the date established, and the organization's experience and history implementing solutions for organizations similar in size, scope and nature to GRCC.

Each Vendor shall include a brief description of the professional and technical experiences, background, qualifications and expertise of the organization's key personnel to be assigned to this project.

### **2.2 Reference Information**

Each vendor must provide brief descriptions of deploying similar products and/or services at similar organizations within the last five years.

Each vendor must provide at least three customer placement references (past, present, similar environment and similar products), including contact information. Local and Higher Education references are preferable. References will be contacted and site visits may be requested.

References must not be from a person, company or organization with any interest, financial or otherwise, in the Vendor organization.

GRCC, at its sole discretion, may contact other known clients of the Vendor for references.

GRCC may eliminate from further consideration in the RFP process any Vendor who, in the opinion of GRCC, receives an overall unfavorable report from client references.

## **3.0 Selection and Evaluation Criteria**

### **3.1 Selection Criteria**

GRCC will determine which responses are to be considered for evaluation and will determine the successful Vendor.

A team led by a Cross-functional bookstore evaluation team and the Purchasing Department, following GRCC's policies and procedures, will conduct the evaluation and selection process.

### **3.2 Evaluation Criteria**

The evaluation of responses will be based on, but not limited to:

**RFP 2122 -11031 - GRCC Bookstore Services**

- Vendor's ability to meet all the requirements and specifications contained in this RFP
- Best value, cost and benefit for GRCC; including alignment with GRCC [Mission, Vision, Values and Goals](#).
- Ability to meet GRCC's service, delivery, and timeline requirements
- Financial strength of the Vendor
- Quality of Proposal documentation and/or presentation
- Vendor's experience in public higher education
- Vendor's solicited and unsolicited references
- Vendor's experience in public and private higher education, including community colleges and 4-year colleges and universities
- Pricing and refund policies
- Commission returns to the college
- Customer service and store operations

The evaluation criteria listed below summarizes the elements that will be considered when evaluating submitted proposals:

<b><i>Evaluation Criteria</i></b>	<b><i>Weight</i></b>
<b>Complete Cost of the service</b> <ul style="list-style-type: none"> <li>• Commissions/Price Proposal</li> <li>• Value</li> </ul>	40%
<b>Technical and Operational Capabilities</b> <ul style="list-style-type: none"> <li>• Hours of Operation</li> <li>• Innovative Technology</li> <li>• Breadth of offerings</li> <li>• Online/website capabilities</li> <li>• Financial strength</li> <li>• Fair and transparent retail pricing</li> <li>• Meets technical and operational requirements of RFP</li> </ul>	20%

<b>Ease of Implementation</b> <ul style="list-style-type: none"> <li>● Transition Plan</li> <li>● Costs related to implementation</li> <li>● Sales Staff Knowledge and Responsiveness</li> <li>● Service alignment with industry best practices</li> <li>● Alignment with GRCC <a href="#">Vision, Mission, Values and Goals</a></li> </ul>	15%
<b>Other revenue and incentives</b> <ul style="list-style-type: none"> <li>● Student Incentives</li> <li>● Student Assistance</li> <li>● Infrastructure Improvements</li> <li>● Ease of doing business</li> <li>● Ability to deliver support and maintenance <ul style="list-style-type: none"> <li>○ Technical support staff knowledge</li> <li>○ Timeliness of follow-up to support calls</li> <li>○ Service delivery turnaround (within 4-hour window)</li> </ul> </li> <li>● Vendor/customer partnering <ul style="list-style-type: none"> <li>○ Vendor interest in building long term support relationship</li> <li>○ Long term discount arrangements</li> </ul> </li> </ul>	10%
<b>Vendor Relations &amp; Background</b> <ul style="list-style-type: none"> <li>● Customer Service</li> <li>● Sales Staff Knowledge, Experience &amp; Responsiveness</li> <li>● Vendor/GRCC Partnering</li> <li>● Customer references (past, present, similar environ. &amp; products)</li> <li>● History of experience</li> </ul>	10%
<b>Vendor RFP Process</b> <ul style="list-style-type: none"> <li>● Response organization</li> <li>● Completeness of response</li> </ul>	5%

#### **4.0 Presentations**

Vendors whose proposals are determined by the evaluation team to meet or exceed the requirements of this RFP may be requested to come on campus to provide an overview of their proposal(s), respond to questions from the evaluation team and provide demonstrations (if applicable). The presentation can be an additional weighted factor in determining award.

#### **5.0 Requirements & Scope of Work**

##### **5.1 Current Bookstore Information:**

The GRCC Bookstore is located on the first floor of the Student Center at 122 Lyon Street NE, Grand Rapids, MI 49503.

[GRCC Bookstore Website](#)  
[GRCC Bookstore Information](#)

## 5.2 Gross Sales

Fiscal Year 2017 - \$4.9M  
Fiscal Year 2018 - \$4.6M  
Fiscal Year 2019 - \$4.1M  
Fiscal Year 2020 - \$3.3M  
Fiscal Year 2021 - \$2.8M

Percentage of [OER \(Open Educational Resources\)](#) – **NAT/Lauren W.**

## 5.3 Enrollment

[Winter 2021 Enrollment Report](#)

[Student Enrollment Management Scoreboard](#)

## 5.4 Store Layout

See Appendix C attachment

## 5.5 Scope & Objectives

Each vendor must provide a description of how proposed personnel, processes, systems and services will:

- provide services that result in cost-savings for students
  - provide information regarding cost saving opportunities with and without inclusive access
- demonstrate innovation and ability to deliver leading edge services
- assure compliance with Federal student aid regulations
- support [Open Educational Resource \(OER\)](#) options
- integrate with [GRCCePrint](#) services to support on-demand printing and/or course packs
- comply fully with [GRCC's Instructional Materials policy](#)

Each vendor must provide a description of how comprehensive student bookstore services are provided, including:

- a variety of options for students (purchase/rent; hardcover/softcover/ loose-leaf/e-book)
- student-friendly buyback options
- access to a competitive Online Marketplace
- excellent Customer Service  
(24/7 Support for students and staff)

**RFP 2122 -11031 - GRCC Bookstore Services**

- access to regularly-updated performance analytics
- on-demand access to detailed service-level data
- support for selling quality GRCC merchandise on campus, including support for custom online orders (may not be exclusive to vendor)

Each vendor must describe the extent to which they are able to:

- integrate with the College’s ERP system (PeopleSoft)
- integrate with the College’s [Raider Card](#) system (Atrium)
- integrate with other online marketplace vendors

Other:

- detail plans for servicing GRCC satellite locations  
e.g. [Lakeshore Campus](#), [Middle College](#) programs
- describe operational costs
- on-site square-footage requirements
  - o GRCC needs to define vendor expectations for on campus space
- commission structure
- transition processes (inventory/staffing, etc.)
- opportunities for on-demand logo wear... spirit store concept for students and employees

## 6.0 Insurance Requirements

The successful bidder shall provide insurance certificates for minimum insurance coverage as follows:

	<u>Each Occurrence</u>	<u>Aggregate</u>
<u>GENERAL LIABILITY</u>		
Bodily Injury Liability	\$ 1,000,000	\$3,000,000
Property Damage	\$ 1,000,000	\$3,000,000
OR		
Bodily Injury & Property Damage Combined	\$1,000,000	\$3,000,000
<u>PROFESSIONAL LIABILITY (E&amp;O)</u> <i>(for professional services only)</i>	\$1,000,000	\$3,000,000
<u>AUTOMOBILE LIABILITY</u>		

Bodily Injury & Property Damage Combined Single Limit.	\$1,000,000
--	-------------

EXCESS LIABILITY

Commercial Umbrella Coverage	\$1,000,000	\$1,000,000
---------------------------------	-------------	-------------

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY

Each Accident	\$ 500,000
Disease-Policy Limit	\$ 500,000
Disease-Each Employee	\$ 500,000

ADDITIONAL INSURED

Grand Rapids Community College, its elected or appointed officers, officials, employees and volunteers are included as additional insureds with regard to damages and defense of claims arising from:

- (a) activities performed by or on behalf of the Named Insured,
- (b) products and completed operations of the Named Insured,
- (c) premises owned, leased or used by the Named Insured, or
- (d) the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Named Insured."

**6.1 Indemnification**

The bidder shall agree to indemnify and save Grand Rapids Community College, its officers, agents and employees, from and against any and all liability, claims, demands, or damages, caused by negligent act or omission, misfeasance, or malfeasance of the bidder, its agents, servants, or employees, including fines, fees, expenses, penalties, or suit proceedings, actions and costs of action, and attorney's fees for trial and on appeal, and any kind and nature arising or growing out of the action of the bidder connected with the appeal, and any kind and nature arising or growing out of the action of the bidder connected with the performance of agreement, whether by act or omission of the bidder, its agents, servants, employees or others; unless said claim for liability is caused by negligence, misfeasance or malfeasance of GRCC or its agents, or employees.

**7.0 Risk Analysis**

Identify and describe each risk factor associated with this project.

- Identify and describe each risk factor associated with your proposed solution that may affect the successful outcome of your solution.
- For each identified risk, identify those actions that you can undertake to reduce, mitigate or eliminate the risk. Identify the associated responsibilities. Ensure that the scope and anticipated outcomes of the actions are clearly defined in your project and management plans.
- If there are actions that Grand Rapids Community College can take to reduce or mitigate risks, identify those actions and the expected impacts on the risk.

### **8.0 Quality and Performance Standards**

Bidders shall include a description of their quality program, including complaint resolution and corrective action procedures.

Bidders shall describe metrics that are tracked, the frequency at which they are tracked and guaranteed level of performance. Submission of quality and performance history is also encouraged.

#### **8.1 ADA/Accessibility**

All products and services must be universally accessible to all members of the GRCC community regardless of mobility, vision, hearing, cognitive, developmental ability level or diagnosis that substantially limits daily life activity as mandated by the Americans with Disabilities Act as Amended (2008) and Section 508 of the Rehabilitation Act (1973)"

#### **8.2 Accessible Electronic Information Technology**

To ensure the procurement of products and services which are compliant with Section 508 of the Rehabilitation Act of 1973 (as amended in 1998), the vendor must provide Section 508 compliance audit or test results that document the testing methodology utilized to determine the product or solution's compliance and the results of the accessibility audit. The procurement officer may request proof of whether the testing was conducted by the vendor or whether an independent third-party auditor was retained.

#### **8.3 VPAT (Voluntary Product Accessibility Template)**

What is a VPAT?

A VPAT is a vendor-generated statement (using the required template) that provides relevant information on how a vendor's product or service claims to conform to the Section 508 Standards.

The VPAT ([Voluntary Product Accessibility Template](#)) product is a tool developed by industry (ITIC – Information Technology Industry Council,) and government

(GSA – Government Services Administration) to help facilitate the market research responsibilities of Federal IT professionals, by enabling government requestors to compare vendor products.

The VPAT was designed to provide information on how a product or service conforms to the Section 508 Accessibility Standards (from the U.S. Access Board) for Electronic and Information Technology (E&I T) in a consistent fashion and format. In general, Vendors should generate a VPAT whenever they develop products or services that are determined to be E&I T and are to be sold in the Federal market place. In each VPAT, the vendor is expected to make specific statements, in simple understandable (recommended) language, about how their product or service meets the requirements of the Section 508 Standards (section by section, and paragraph by paragraph).

\*\*\*A VPAT provides information on how a product or service claims to conform to the Section 508 Access Board Accessibility Standards for Electronic and Information Technology (E&I T). The criteria by which [Organization's name] reviews VPAT's presented by vendors are exactly the same as those that are suggested by Information Technology Industry Council (ITI) in their VPAT Best Practices.

## **9.0 Pricing & Warranties**

### **9.1 Pricing**

Vendors are required to submit a complete description of all costs associated with all elements offered in the proposal. Important inclusions are:

- Please provide complete pricing for the total, proposed solution according to the information provided in this request for proposal.
- Vendors must provide detailed pricing for their proposals making certain to itemize/detail the costs for all proposed products and/or services.
- Provide a total cost for each proposed solution, backed by the detail used for developing prices.
- Outline the pricing structure of your company. Pricing must be provided to include all costs related to the agreement.
- Any items, products, or services that would result in additional charges must be clearly presented and explained.

All prices and rates are guaranteed to be firm for the first year. Please indicate pricing and/or discount percentage commitments for subsequent years (i.e. specific prices/discounts for years two and three; percentage increase maximums,

or other defined methods). GRCC reserves the right to exercise the option to extend or close any awarded contract at the expiration of year one.

Any shipping costs to be incurred by the College must be quoted FOB our dock. Shipping costs must be provided by item and sub-totaled by system.

In addition to what has been specified, Suppliers are encouraged to provide "expressive bid" alternate pricing/proposals by suggesting alternate specifications, technology, terms and conditions, service conditions, etc. that could result in flexibility and cost savings for Grand Rapids Community College and for the Vendor. Vendors must insure that their alternate proposal meets or exceeds requirements and specifications as detailed throughout this RFP.

*Alternate proposals will be considered for evaluation, but not guaranteed for award.*

## **9.2 Warranties**

Vendors must indicate what items have warranties and what the duration of the warranties are (if applicable). Any quotas or limits of service must be clearly identified and remedies or additional costs explained.

Proposals must specify the exact period(s) of warranty coverage for all proposed equipment. Vendors should provide quotes for additional warranty periods for the equipment specified in this RFP being sure to include any additional costs in the quoted price. All proposed Service Level Agreements must be attached to the RFP response.

## **10.0 Negotiations**

GRCC may enter into negotiations with bidders on price or technical clarifications. Additionally, GRCC may negotiate with the vendor(s) to reach an agreement that best meets the overall needs and desires of the College

GRCC may issue a clarification request, in writing, to one or all bidders. A clarification request does not allow a bidder to change its proposal.

### **10.1 Best and Final Offer**

GRCC may request a Best and Final Offer (BAFO) from each bidder determined to be in the competitive range. Each bidder must respond in writing with its BAFO by the deadline established by GRCC Purchasing.

There is no guarantee that any bidder will be allowed an opportunity to engage in negotiations or to submit a BAFO under this Section.

Payment terms will be net 30 days upon delivery of products and following completion of any services and receipt of invoice.

**11.0 Taxes**

Grand Rapids Community College is exempt from Michigan Sales Tax and will furnish a tax-exempt certificate upon request.

---

- **Appendix A: Fair Employment Practices Agreement**

## Fair Employment Practices Agreement

**This rider is attached to and made a part of the bidding form agreement between the Grand Rapids Community College and**

---

Name of Company

During the performance of this contract, the above-named firm agrees as follows:

1. Will not discriminate against any employee or applicant for employment because of race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, disability, or status as a veteran ("protected classes") unless necessary as a bona fide occupational qualification. Said company will take action to ensure that applicants are employed without regard to their membership in a protected class, as defined above. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff, recall, or termination, rates of pay or other forms of compensation, and a selection for training, including apprenticeship. He/She agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. Will, in all solicitations or advertisements for employees placed by or on behalf of the company, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, disability, or status as a veteran unless necessary as a bona fide occupational qualification.
3. Will, as applicable, provide a written notice of the companies' commitments under the Fair Employment Practices Agreement to each labor union representative or worker(s) with which he/she has a collective bargaining agreement or other contract understanding. He/She further agrees to post a copy of the notice in conspicuous places available to employees and applicants for employment.
4. Will furnish all information and reports as requested by Grand Rapids Community College, including pertinent books, records, and accounts to ascertain compliance with Grand Rapids Community College nondiscrimination policies.
5. In the event of noncompliance with the nondiscrimination clauses of this contract or with any of the said policies, this contract may be canceled, terminated, or suspended in whole or in part, and the said company may be declared ineligible for further contracts in accordance with procedures established by the Grand Rapids Community College and such other sanctions may be imposed and remedies involved as provided by rule, regulation, order or statement of policy of the College or as otherwise provided by law.
6. The following provisions are required by the Elliot-Larson Civil Rights Act: The company and, where applicable, sub-contractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his/her hire tenure, terms, conditions or privileges of employment, because of his/her race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, disability, or status as a veteran unless necessary as a bona fide occupational qualification
7. **MINORITY OWNERSHIP**  
Ownership Interest:  
Public Act 428 of 1980 requires that the minority business owner or woman business owner own more than 50% of the shares or interest in the business and share in more than 50% of the net profit or loss

of the shares or interest in the business which accrues to shareholders who are members of a minority or a woman owned business.

## Completion of this Form is Requested for Monitoring Purposes

### CONTROL AND OPERATION

P.A. 428 of 1980 requires the minority or women to exercise the power to make policy decisions and be involved in the day-to-day management of the business.

**Please check the following applicable criteria:**

\_\_\_\_\_ Minority-Owned

\_\_\_\_\_ Female-Owned

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

\_\_\_\_\_ Independent Firm, or Owned/Controlled by: \_\_\_\_\_

Corporate Address of Parent Firm \_\_\_\_\_

Personnel as of (Payroll Date)						
•JOB CATEGORIES	ALL PERSONS • F TOTALS			PERSONS COLOR M F		PERSONS OF F PERSONS OF COLOR TOTALS
			M			
Officials & Managers						
Professionals						
Technicians						
Sales Persons						
Crafts Persons						
Operatives						
Service Workers						
Laborers (Unskilled)						
Apprentices						
All Others						
• <u>Total</u> Employees						

Name of person providing data (please print): \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Questions concerning the Fair Employment Practices Agreement should be directed to Labor Relations (616) 234-3453

• **Appendix B: Iran Economic Sanctions Act Certification**

**IRAN ECONOMIC SANCTIONS ACT CERTIFICATION**

Section 3 of 2012 PA 517 imposes a vendor certification requirement on request for proposals issued by Grand Rapids Community College.

Beginning April 1, 2013, an Iran linked business is not eligible to submit a bid on a request for proposal with a public entity.

Beginning April 1, 2013, a public entity shall require a person that submits a bid on a request for proposal with the public entity to certify that it is not an Iran linked business.

In response to this legislation, Grand Rapids Community College requires the following information.

The Vendor (respondent) certifies that:

\_\_\_ IT IS

\_\_\_ IT IS NOT

an Iran linked business as defined in MCL 129.312.

Company Name: \_\_\_\_\_

Name of person providing data (please print): \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

▪

---

---

## BOARD AGENDA ITEM

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

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

Action   X   \_\_\_\_\_

Item: Purchase- MySchool – Apex Course Purchase

Submitted by: Amanda Kettel

Date:   7/10/25   \_\_\_\_\_

Recommended by: Jared Herron

Board Meeting Date:   7/21/25   \_\_\_\_\_

---

---

### RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of a 12-month unlimited enrollment Apex Learning Subscription and CTE Elective Library for 2025-2026 school. The cost for the Apex Learning Subscription will be \$60,000, the cost for the CTE Elective Library will be \$3,800. The total purchase will be \$63,800.

### BACKGROUND:

These Apex subscriptions will give students access to all course work assigned during their MySchool enrollment period. Attached you will find the quote for the 2025-2026 school year.

---

**BOARD AGENDA ITEM**

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

Item: MySchool@Kent Course Offerings (Apex,  
Edmentum, & eDynamic)

Submitted by: Tiffany Duncil

Date: 7/01/2025

Recommend by: Sue Gardner

Board Meeting Date: 7/21/2025

*SB.*

---

**RECOMMENDATION:** It is recommended that the board approve the MySchool@Kent course offerings through our content providers, Apex, Edmentum and eDynamic Learning.

**BACKGROUND:** The attached lists include courses offered by Apex and eDynamic Learning, which we seek to be approved by the board as course offerings for the 2025-2026 school year to students in the MySchool@Kent middle and high school programs. Courses crossed off will not be offered. Courses will be instructed by appropriately certified and endorsed MySchool@Kent staff or externally contracted instructors, as needed. These attached lists allow us to provide a wide array of course offerings, in congruence with our staffs' various teaching credentials. Whereas Apex provides the bulk of our core and other subject courses, Edmentum and eDynamic Learning provides us a great array of elective courses to offer our students, as well.



## Michigan Apex Courses

### Math

AP® Calculus AB  
AP® Statistics  
Algebra I  
Algebra I Honors  
Algebra I Prescriptive  
Algebra I-A  
Algebra I-B  
Algebra II  
Algebra II Honors  
Algebra II Prescriptive  
Bridge Math  
Fundamental Math  
Geometry  
Geometry Honors  
Geometry Prescriptive  
Introductory Algebra  
Liberal Arts Mathematics 1  
Liberal Arts Mathematics 1 Prescriptive  
Liberal Arts Mathematics 2  
Math 6  
Math 7  
Math 8  
Math Foundations I  
Math Foundations I Prescriptive  
Math Foundations II  
Math Foundations II Prescriptive  
Mathematics I  
Mathematics I Prescriptive  
Mathematics II  
Mathematics II Prescriptive  
Mathematics III  
Mathematics III Prescriptive  
Mathematics of Personal Finance  
Precalculus  
Precalculus Honors  
Probability and Statistics  
Probability and Statistics Prescriptive

### English Language Arts

AP® English Language and Composition  
AP® English Literature and Composition  
Creative Writing  
English 10

English 10 Honors  
English 10 Prescriptive  
English 11  
English 11 Honors  
English 11 Prescriptive  
English 12  
English 12 Honors  
English 12 Prescriptive  
English 6  
English 7  
English 8  
English 9  
English 9 Honors  
English 9 Prescriptive  
English 9 with Romeo and Juliet  
English 9 with Romeo and Juliet Honors  
English 9 with Romeo and Juliet Prescriptive  
English Foundations I  
English Foundations I Prescriptive  
English Foundations II  
English Foundations II Prescriptive  
Media Literacy  
Personal Communication  
Personal Communication Prescriptive  
Reading Skills and Strategies  
Writing Skills and Strategies

### Science

AP® Biology  
AP® Chemistry  
AP® Environmental Science  
Biology  
Biology Honors  
Biology Prescriptive  
Chemistry  
Chemistry Honors  
Chemistry Prescriptive  
Chemistry in the Earth System  
Chemistry in the Earth System Prescriptive  
Earth Science  
Earth Science Honors  
Environmental Science  
Environmental Science Prescriptive  
MS Earth and Space Science



MS Life Science  
 MS Physical Science  
 Physical Science  
 Physical Science Prescriptive  
 Physics  
 Physics Honors  
 Physics Prescriptive  
 Physics of the Universe  
 Physics of the Universe Prescriptive  
 Science 6  
 Science 7  
 Science 8  
 Science Foundations  
 Science Foundations Prescriptive  
 The Living Earth  
 The Living Earth Prescriptive

### Social Studies

AP® Macroeconomics  
 AP® Microeconomics  
 AP® Psychology  
 AP® U.S. Government and Politics  
 AP® U.S. History  
 Economics  
 Economics Honors  
 Economics Prescriptive  
 Economics and Personal Finance  
 Economics and Personal Finance Prescriptive  
 Financial Literacy  
 Financial Literacy Prescriptive  
 Geography and World Cultures  
 Geography and World Cultures Honors  
 MS Civics  
 MS Contemporary World  
 MS U.S. History  
 MS World History  
 Modern World History from 1450  
 Modern World History from 1450 Honors  
 Modern World History from 1450 Prescriptive  
 Modern World History from 1600  
 Modern World History from 1600 Honors  
 Modern World History from 1600 Prescriptive  
 Multicultural Studies  
 Psychology  
 Sociology  
 U.S. Government and Politics  
 U.S. Government and Politics Honors

U.S. Government and Politics Prescriptive  
 U.S. History  
 U.S. History Honors  
 U.S. History Prescriptive  
 U.S. History Since the Civil War  
 U.S. History Since the Civil War Honors  
 U.S. History Since the Civil War Prescriptive  
 U.S. History to the Civil War  
 U.S. History to the Civil War Prescriptive  
 World History  
 World History Honors  
 World History Prescriptive  
 World History to the Renaissance  
 World History to the Renaissance Honors

### World Languages

AP® Spanish Language and Culture  
 French I  
 French II  
 Spanish I  
 Spanish I Prescriptive  
 Spanish II  
 Spanish II Prescriptive  
 Spanish III

### Electives

Art Appreciation  
 College and Career Preparation I  
 College and Career Preparation II  
 Computer Science Essentials  
 Health  
 Health Extended  
 Health Extended Prescriptive  
 Health Opportunities through Physical Education (HOPE)  
 Health Prescriptive  
 Music Appreciation  
 Physical Education

### Health, Fitness & Physical Education

Health  
 Health  
 High School Adaptive PE  
 High School Advanced PE 1  
 High School Advanced PE 2  
 High School Anatomy  
 High School Child Development  
 High School Comprehensive PE  
 High School Credit Recovery Health



High School Credit Recovery PE I  
 High School Credit Recovery PE II  
 High School Drugs & Alcohol  
 High School Exercise Science  
 High School First Aid & Safety  
 High School Fitness Fundamentals I  
 High School Fitness Fundamentals II  
 High School Flexibility Training  
 High School Group Sports  
 High School HOPE I  
 High School HOPE II  
 High School Health & Personal Wellness  
 High School Health Careers  
 High School Individual Sports  
 High School Intro to Coaching  
 High School Lifetime & Leisure Sports  
 High School Medical Terminology  
 High School Nutrition  
 High School Outdoor Sports  
 High School Personal Health & Fitness  
 High School Personal Training Career Prep  
 High School Personal Training Concepts  
 High School Physiology  
 High School Running  
 High School Sports Officiating  
 High School Strength Training  
 High School Walking Fitness  
 Middle School Fitness Basics I  
 Middle School Fitness Basics II  
 Middle School Health  
 Middle School Intro to Group Sports I  
 Middle School Intro to Group Sports II  
 Middle School Intro to Individual Sports I  
 Middle School Intro to Individual Sports II  
 Middle/High School Family Living & Healthy Relationships  
 Middle/High School Family and Consumer Science  
 Middle/High School Life Skills

## Career & Technical Education

### Advanced Manufacturing

Robotics: Applications and Careers

### Arts, Entertainment, and Design

Adobe Illustrator  
 Adobe InDesign  
 Adobe Photoshop

### Construction

Architectural Design I  
 Architectural Design II  
 Building Maintenance Technology I  
 Building Maintenance Technology II  
 Construction: Fundamentals and Careers  
 LEED Green Associate  
 Principles of Architecture

### Digital Technology

Augmented and Virtual Reality Applications  
 Cloud Technologies and the Internet of Things  
 Cybersecurity  
 Fundamentals of Bitcoin & Cryptocurrency  
 Fundamentals of Blockchain & Cryptography  
 Introduction to Artificial Intelligence  
 Java SE 8 Associate  
 Principles of Information Technology  
 Smart Cities: Technology and Applications  
 The History of Gaming and Esports  
 Wearable Technology Innovations

### Education

Early Childhood Education I  
 Early Childhood Education II  
 Introduction to Education & Teaching

### Financial Services

Accounting I  
 Accounting II  
 Career Exploration in Finance  
 Personal Finance

### Healthcare and Human Services

Career Exploration in Dentistry  
 Career Exploration in Healthcare  
 Principles of Health Science

### Management and Entrepreneurship

Business Applications  
 Computer Applications  
 Entrepreneurship and Small Business  
 Human Resources Principles  
 Information Technology Applications  
 Introduction to Business and Technology  
 Legal Environment of Business



Principles of Business, Marketing, and Finance  
Project Management  
Startups and Innovation

Supply Chain and Transportation  
Aeronautics and Space Travel  
Drones: Remote Pilot  
Transportation Technologies



## Michigan Courseware Courses

### Electives

- AP® Computer Science A
- Academic Success
- Art Appreciation (Apex)
- Art History and Appreciation
- Artificial Intelligence
- Business and Information Technology A/B
- Creative Writing
- Creative Writing (Apex)
- Digital Citizenship A/B
- Engineering and Technology A/B
- Environmental Science A/B
- Exploring Agriculture and Business A/B
- Exploring College and Careers A/B
- Exploring Health Sciences A/B
- Gothic Literature
- Introduction to Anthropology
- Introduction to Archaeology
- Introduction to Philosophy
- Introduction to Visual Arts
- Introduction to World Religions
- Music Appreciation
- Music Appreciation (Apex)
- Mythology and Folklore
- Personal Communication (Apex)
- Psychology (Apex)
- Sociology (Apex)
- Structure of Writing
- Women's Studies

### Career & Technical Education

#### Career Interest Explorer

- Career Interest Explorer: Build in Grades 11-12
- Career Interest Explorer: Discover in Grades 6-8
- Career Interest Explorer: Plan in Grades 9-10

#### Advanced Manufacturing

- Principles of Engineering and Technology A/B
- Principles of Manufacturing A/B
- Robotics I A/B

### Agriculture

- Introduction to Marine Biology
- Introduction to Veterinary Science
- Principles of Agriculture, Food, and Natural Resources A/B

### Arts, Entertainment, and Design

- Audio/Video Production 1 A/B
- Audio/Video Production 2 A/B
- Audio/Video Production 3 A/B
- Digital and Interactive Media A/B
- Graphic Design and Illustration A/B
- Introduction to Fashion Design
- Principles of Arts, A/V Technology, and Communications A/B
- Professional Photography A/B
- Theater, Cinema, and Film Production

### Construction

- Drafting and Design A/B
- Principles of Architecture and Construction A/B

### Digital Technology

- CompTIA A+ (220-1001)
- CompTIA A+ (220-1002)
- CompTIA Cloud Essentials+ Certification (CLO-002)
- CompTIA Cloud+ Certification A/B (CV0-003)
- CompTIA Network+ Certification (N10-007) A/B
- CompTIA Security+ Certification (SY0-601) A/B
- Computer Programming I A/B
- Computer Science Essentials (Apex)
- Electronic Communication Skills
- Foundations of Artificial Intelligence A/B
- Game Development
- Introduction to Android Mobile App Development
- Introduction to Cybersecurity
- Introduction to iOS Mobile App Development
- Networking Fundamentals A/B
- Principles of Information Technology A/B
- Security Fundamentals A/B
- Web Technologies A/B

### Education



Principles of Education and Training A/B QM

### Energy and Natural Resources

Forestry and Wildlife Management A/B  
Foundations of Green Energy A/B  
Natural Resources A/B

### Financial Services

Accounting A/B  
Accounting I (Apex)  
Accounting II (Apex)  
Advanced Accounting (Apex)  
Introduction to Finance

### General

Career Capstone: 21st-Century Life and Careers A/B ★  
Career Explorations  
College and Career Preparation I (Apex)  
College and Career Preparation II (Apex) QM  
Computing for College and Careers A/B  
Essential Career Skills  
Introduction to Astronomy  
Revolutionary Ideas in Science

### Healthcare and Human Services

Allied Health Careers A/B  
Anatomy and Physiology A/B  
Applied Medical Terminology A/B QM  
Biotechnology A/B  
Certified Medical Assistant A/B ★  
Certified Nurse Aide A/B  
Child Development and Parenting A/B  
Cosmetology I A/B ★  
Cosmetology II A/B ★  
Cosmetology III A/B ★  
Emergency Medical Responder ★  
Emergency Medical Tech A/B ★  
Exercise Science A/B  
Health Information Management A/B  
Health Science 1 A/B  
Health Science 2 A/B  
Introduction to Military Careers  
Medical Coding and Billing A/B  
Medical Therapeutics A/B  
Nutrition A/B ★

Nutrition and Wellness

Nutrition, Food, and Wellness Certification ★  
Personal Finance  
Principles of Health Science (Apex)  
Principles of Health Science A/B  
Principles of Human Services A/B QM  
Psychology A/B  
Rehabilitation Careers A/B  
Relationships and Emotions A/B  
Sociology

### Hospitality, Events, and Tourism

Culinary Arts A/B  
Food Handler and Food Manager Certifications  
Hospitality Management A/B  
Principles of Hospitality and Tourism A/B  
Sports and Entertainment Marketing

### Management and Entrepreneurship

Business Applications (Apex)  
Business Information Management A/B  
Computer Applications (Apex)  
Entrepreneurship A/B  
Human Resources Principles (Apex)  
Information Technology Applications (Apex)  
International Business  
Introduction to Business and Technology (Apex)  
Legal Environment of Business (Apex)  
Management Fundamentals (Apex)  
Principles of Business Management (Apex)  
Principles of Business, Marketing, and Finance (Apex) QM  
Principles of Business, Marketing, and Finance A/B  
Professional Communications  
Project Management Ready Certification ★

### Marketing and Sales

Introduction to Social Media  
Marketing, Advertising, and Sales QM

### Public Service and Safety

Introduction to Criminology  
Introduction to Forensic Science  
Principles of Government and Public Administration A/B QM



Principles of Law, Public Safety, Corrections, and Security  
A/B



Supply Chain and Transportation  
Principles of Transportation, Distribution, and Logistics A/B





# Electives Library

eDynamic Learning is the largest publisher of Career and Technical Education (CTE) and elective courses in North America offering over 270 courses for middle and high schools.

The **Electives Library** offers schools unique and specialized digital courses for high school students to access an enriching, well-rounded cross-cutting skills curriculum. Courses can serve as a textbook replacement or to supplement the classroom curriculum.

## Arts

EDL038	Art in World Cultures	EDL355	Theater, Cinema and Film Production 1a: Introduction
EDL359	Game Design for Chromebooks 1a: Introduction	EDL356	Theater, Cinema and Film Production 1b: Lights, Camera, Action!
EDL360	Game Design for Chromebooks 1b: From Prototype to Product		
EDL023	Music Appreciation: The Enjoyment of Listening		

## Consumer Sciences

EDL095	Learning in a Digital World: Digital Citizenship	EDL094	Life Skills: Navigating Adulthood
EDL018	Personal and Family Finance		
EDL016	Real World Parenting		

## English (Language Arts)

EDL072	Creative Writing	EDL391	Professional Communication
EDL130	Creative Writing: Unleashing the Core of Your Imagination	EDL128	Public Speaking 1a: Introduction
EDL015	Gothic Literature: Monster Stories	EDL129	Public Speaking 1b: Finding Your Voice
EDL120	Journalism 1a: Introduction	EDL107	Reading and Writing for Purpose
EDL121	Journalism 1b: Investigating the Truth	EDL050	The Lord of the Rings: An Exploration of the Films and Their Literary Influences
EDL026	Mythology and Folklore: Legendary Tales		

## World Languages (Foreign Languages)

EDL090	American Sign Language 1a: Introduction	EDL257	American Sign Language 3a: Community & Culture
EDL134	American Sign Language 1b: Learn to Sign	EDL258	American Sign Language 3b: Conversations & Culture
EDL106	American Sign Language 2a: Communicating		
EDL135	American Sign Language 2b: Advancing Communication Skills		

## Health

EDL076	Personal Fitness	EDL358	Health & Physical Education 1b: Invest in Your Health
EDL065	Nutrition and Wellness		
EDL063	Health 1: Life Management Skills		
EDL357	Health & Physical Education 1a: Introduction		

## Science

EDL021	Archaeology: Detectives of the Past	EDL008	Criminology: Inside the Criminal Mind
EDL132	Astronomy 1a: Introduction	EDL011	Forensic Science 1: Secrets of the Dead
EDL133	Astronomy 1b: Exploring the Universe	EDL022	Forensic Science 2: More Secrets of the Dead
EDL112	Biotechnology 1a: Introduction	EDL013	Great Minds in Science: Ideas for New Generation
EDL113	Biotechnology 1b: Unlocking Nature's Secrets	EDL385	Marine Science 1a: Introduction
EDL371	Computing for College and Careers 1a: Introduction	EDL071	Renewable Technologies
EDL372	Computing for College and Careers 1b: Refining Your Interests	EDL012	Veterinary Science: The Care of Animals

## Social Studies

EDL075	African American History	EDL009	Philosophy: The Big Picture
EDL004	Anthropology 1: Uncovering Human Mysteries	EDL002	Social Problems 1: A World in Crisis
EDL019	Anthropology 2: More Human Mysteries Uncovered	EDL010	SocialProblems2: Crisis, Conflicts, and Challenges
EDL036	History of the Holocaust	EDL006	Sociology I: The Study of Human Relationships
EDL025	Human Geography: Our Global Identity	EDL007	Sociology II: Your Social Life
EDL043	Peer Counseling	EDL051	Women's Studies: A Personal Journey Through Film
EDL001	Personal Psychology 1: The Road to Self-Discovery	EDL024	World Religions: Exploring Diversity
EDL005	Personal Psychology 2: Living in a Complex World		

## Struggling with securing student internships or meeting career readiness standards?

Our **Virtual Internship Program** offers flexibility with a variety of career options for students to choose from. This year-long program prepares students before stepping into a physical workspace and allows them to test and try concepts in a risk-free simulated environment. Students will gain valuable skills and uncover which areas they like most and where they'd like to focus in the future, or major in at college.

- ✓ With eight different options to choose from, students will have the flexibility to select the career path that's right for them.
- ✓ Gives students an outlet to reflect on their future and hone in on areas in their desired field
- ✓ Meets career readiness, preparation, and workplace essential standards, ensuring that your students are fully equipped for success.
- ✓ A perfect year-long program that pairs nicely with many CTE pathways
- ✓ Provides teachers with comprehensive lessons, activities, tools, and resources to help their students succeed.

## Enrich Your Business Curriculum with Simulations

**Knowledge Matters** is the leader in virtual experiential learning, providing simulations for High Schools. Paired with eDynamic Learning's courses, you will have the tools you need to enhance student engagement and elevate the learning experience.

- ✓ A comprehensive set of teaching materials and the ability for your students to apply what they have learned
- ✓ Simulations offer a risk-free environment for them to test and try out concepts while gaining valuable skills and learning all aspects of their chosen industry
- ✓ Browser-based, online simulations that provide you with an interactive curriculum to teach business, marketing, financial literacy/personal finance, and much more
- ✓ Nine different simulation curriculum packages can be seamlessly integrated into your existing curriculum and lesson plans
- ✓ Prepare students for internships and success after graduation



# CTE and Career Library

eDynamic Learning is North America’s largest publisher of Career and Technical Education (CTE) and elective courses. With nearly 270 courses tailored for middle and high schools, our **CTE and Career Library** offers digital courseware meticulously designed to bolster your CTE Plan or Programs of Study (POS). Our courses, organized under the National Career Clusters® categories, serve as versatile tools, whether as a textbook replacement or a valuable supplement to your classroom curriculum. Explore the possibilities with eDynamic Learning!

## Universal Courses

EDL340 Workplace & Internship Readiness

EDL370 High School Career Discovery

## Agriculture, Food & Natural Resources

EDL044 Agriscience 1: Introduction

EDL398 Agriscience 2a: Exploring Horticulture

EDL399 Agriscience 2b: Sustaining Human Life

EDL112 Biotechnology 1a: Introduction

EDL113 Biotechnology 1b: Unlocking Nature’s Secrets

EDL069 Forestry and Natural Resources

EDL070 Principles of Agriculture, Food and Natural Resources

EDL071 Renewable Technologies

EDL012 Veterinary Science: The Care of Animals

## Arts, A/V Technology & Communications

EDL353 3D Modeling 1a: Introduction

EDL354 3D Modeling 1b: Set the Scene

EDL351 Animation 1a: Introduction

EDL352 Animation 1b: Animating Your Creativity

EDL279 Digital Design 1a: Introduction

EDL280 Digital Design 1b: Express Your Ideas Visually

EDL237 Digital Media Fundamentals 1a: Introduction

EDL238 Digital Media Fundamentals 1b: Producing for the Web

EDL320 Digital Media Web Design 2a: Build a Portfolio Website

EDL321 Digital Media Web Design 2b: Build an eCommerce Website

EDL233 Digital Photography 1a: Introduction

EDL234 Digital Photography 1b: Creating Images with Impact!

EDL017 Digital Photography 2: Discovering Your Creative Potential

EDL349 Fashion Design

EDL243 Foundations of Game Design 1a: Introduction

EDL244 Foundations of Game Design 1b: Storytelling, Mechanics, and Production

EDL350 Interior Design

EDL391 Professional Communication

EDL298 Touch Systems Data Entry: Keyboard Like a Pro

EDL355 Theater, Cinema & Film Production 1a: Introduction

EDL356 Theater, Cinema & Film Production 1b: Lights, Camera, Action!

EDL219 Web Development 1a: Introduction

EDL220 Web Development 1b: Planning and Designing

EDL318 Web Development 2a: Sketching and Scripting

EDL319 Web Development 2b: Website Go Live

## Business Management & Administration

EDL271 Business Communications 1a: Introduction

EDL272 Business Communications 1b: Listen, Speak, & Write in the Workplace

EDL215 Business Information Management 1a: Introduction

EDL216 Business Information Management 1b: Data Essentials

EDL273 Business Law 1a: Introduction

EDL274 Business Law 1b: Legal Aspects of Business

EDL281 Business Business Ownership 1a: Introduction

EDL282 Business Business Ownership 1b: Reach for the Stars

EDL279 Digital Design 1a: Introduction

EDL280 Digital Design 1b: Express Your Ideas Visually

EDL261 Entrepreneurship 1a: Introduction

EDL262 Entrepreneurship 1b: Make Your Idea a Reality

EDL299 Human Resource Management 1a: Introduction

*Career Clusters is a registered trademark of Advance CTE: State Leaders Connecting Learning to Work.*

EDL377	Human Resource Management 1b: People & Performance	EDL232	Microsoft Access
EDL030	International Business: Global Commerce in the 21st Century	EDL247	Office Administration 1a: Introduction
EDL275	Legal Admin Specialist 1a: Introduction	EDL248	Office Administration 1b: Running the Office
EDL276	Legal Admin Specialist 1b: Taking Care of the Legal Office	EDL223	Principles of Business, Marketing, & Finance 1a: Introduction
EDL239	Management 1a: Introduction	EDL224	Principles of Business, Marketing, and Finance 1b: Targeting Your Business Insight
EDL240	Management 1b: Insight & Oversight	EDL287	Professional Sales and Promotion 1a: Introduction
EDL263	Medical Office Administration 1a: Introduction	EDL288	Professional Sales and Promotion 1b: Secrets of Sales Success
EDL264	Medical Office Administration 1b: Visit to the Front Office	EDL391	Professional Communication
EDL228	Microsoft Outlook	EDL289	Sports & Entertainment Marketing 1a: Introduction
EDL229	Microsoft PowerPoint	EDL290	Sports & Entertainment Marketing 1b: Promoting the Main Event
EDL230	Microsoft Word	EDL298	Touch Systems Data Entry: Keyboard Like a Pro
EDL231	Microsoft Excel		

## Education & Training

EDL387	Child Development 1a: Journey through Childhood	EDL294	Human Growth and Development 1b: Journey Into Adulthood
EDL388	Child Development 1b: Working with Children	EDL404	Teaching & Education 1a: Introduction
EDL118	Early Childhood Education 1a: Introduction	EDL405	Teaching & Education 1b: In the Classroom
EDL119	Early Childhood Education 1b: Developing Early Learners	EDL016	Real World Parenting
EDL293	Human Growth and Development 1a: Introduction		

## Finance

EDL389	Accounting 1a: Introduction	EDL223	Principles of Business, Marketing, & Finance 1a: Introduction
EDL390	Accounting 1b: Making Sense of the Money	EDL224	Principles of Business, Marketing, and Finance 1b: Targeting Your Business Insight
EDL018	Personal and Family Finance		
EDL415	Personal Finance and Money Management		

## Government & Public Administration

EDL068	Military Careers	EDL058	Principles of Public Service: To Serve & Protect
EDL074	National Security		

## Health Sciences

EDL249	Allied Health Assistant 1a: Introduction	EDL313	Health Science Theory 1b: Health Science Skills
EDL250	Allied Health Assistant 1b: Skills and Specialties	EDL267	Medical Assistant 1a: Introduction
EDL148	Anatomy and Physiology 1a: Introduction	EDL268	Medical Assistant 1b: Medical Assisting in Action
EDL149	Anatomy and Physiology 1b: Discovering Form and Function	EDL259	Medical Diagnostics Technology 1a: Introduction
EDL361	Biotechnician 1a: Introduction	EDL260	Medical Diagnostics Technology 1b: Exploring Systems & Procedures
EDL362	Biotechnician 1b: Advancements in Biotechnology	EDL310	Medical Lab Assisting 1a: Introduction
EDL373	Biotechnician 2a: Moving into the Lab	EDL311	Medical Lab Assisting 1b: Clinical Lab Safety & Procedures
EDL254	Biotechnician 2b: The Future of Biotechnology	EDL263	Medical Office Administration 1a: Introduction
EDL253	Dental Assistant 1a: Introduction	EDL264	Medical Office Administration 1b: Visit to the Front Office
EDL254	Dental Assistant 1b: Principles of Clinical Dentistry	EDL241	Medical Terminology 1a: Introduction
EDL308	Dental Assistant 2a: Infection Prevention and Pharmacology	EDL242	Medical Terminology 1b: Discovering Word Foundations
EDL309	Dental Assistant 2b: Exploring Specialized Areas of Dentistry	EDL245	Nursing Assistant 1a: Introduction
EDL265	EKG Technician 1a: Introduction	EDL246	Nursing Assistant 1b: Patient Care
EDL266	EKG Technician 1b: Analysis and Response	EDL394	Pathophysiology 1a: Introduction
EDL300	Emergency Medical Responder 1a: Introduction	EDL395	Pathophysiology 1b: Beyond the Pathogen
EDL301	Emergency Medical Responder 1b: Prepared for Action	EDL302	Pharmacology 1a: Introduction
EDL152	Health Science Foundations 1a: Introduction	EDL303	Pharmacology 1b: Analysis and Effects
EDL153	Health Science Foundations 1b: Professional Responsibilities	EDL304	Sports Medicine 1a: Introduction
EDL091	Health Science: Public Health	EDL305	Sports Medicine 1b: Injury Prevention
EDL092	Health Science: Nursing	EDL306	Sports Medicine 2a: Working With Clients
EDL029	Health Science 1: The Whole Individual	EDL307	Sports Medicine 2b: Personalizing Your Practice
EDL054	Health Science 2: Patient Care and Medical Services		
EDL312	Health Science Theory 1a: Introduction		

## Hospitality & Tourism

EDL235	Culinary Arts 1a: Introduction	EDL296	Hotel Management 1b: Exploring the Industry
EDL236	Culinary Arts 1b: Finding Your Palate	EDL027	Hospitality & Tourism 1: Traveling the Globe
EDL096	Culinary Arts 2: Baking, Pastry, and More!	EDL088	Hospitality & Tourism 2a: Hotel & Restaurant Management
EDL297	Food Safety: Practices & Procedures	EDL111	Hospitality & Tourism 2b: Management, Marketing & Operations
EDL295	Hotel Management 1a: Introduction	EDL061	Restaurant Management

## Human Services

EDL046	Cosmetology 1: Cutting Edge Styles	EDL293	Human Growth and Development 1a: Introduction
EDL100	Cosmetology 2: The Business of Skin & Nail Care	EDL294	Human Growth and Development 1b: Journey Into Adulthood
EDL108	Cosmetology 3a: Introduction to Hair Skills	EDL261	Entrepreneurship 1a: Introduction
EDL156	Cosmetology 3b: Waving, Coloring and Advancing Hair Skills	EDL262	Entrepreneurship 1b: Make Your Idea a Reality
EDL387	Child Development 1a: Journey through Childhood	EDL093	Human and Social Services 1: Introduction
EDL388	Child Development 1b: Working with Children	EDL018	Personal and Family Finance
EDL118	Early Childhood Education 1a: Introduction	EDL016	Real World Parenting
EDL119	Early Childhood Education 1b: Developing Early Learners		

## Information Technology

EDL353	3D Modeling 1a: Introduction	EDL251	Introduction to Networking 1a: Introduction
EDL354	3D Modeling 1b: Set the Scene	EDL252	Introduction to Networking 1b: Network Oversight
EDL334	Advanced Networking 1a: Introduction	EDL221	Introduction to Programming 1a: Introduction
EDL335	Advanced Networking 1b: Protecting Your Network	EDL222	Introduction to Programming 1b: Problem Solving Through Programming
EDL351	Animation 1a: Introduction	EDL232	Microsoft Access
EDL352	Animation 1b: Animating Your Creativity	EDL231	Microsoft Excel
EDL255	Applied Engineering 1a: Introduction	EDL228	Microsoft Outlook
EDL256	Applied Engineering 1b: Solving Problems Together	EDL229	Microsoft PowerPoint
EDL087	Coding 1a: Introduction to Programming	EDL230	Microsoft Word
EDL105	Coding 1b: Programming	EDL217	Network Security Fundamentals 1a: Introduction
EDL371	Computing for College and Careers 1a: Introduction	EDL218	Network Security Fundamentals 1b: Forensics & Permissions
EDL336	Computer Maintenance 1a: Introduction	EDL332	Operational Cybersecurity 1a: Introduction
EDL337	Computer Maintenance 1b: Network Needs	EDL333	Operational Cybersecurity 1b: Security & Planning in the Workplace
EDL371	Computing for College and Careers 1a: Introduction	EDL150	Principles of Information Technology 1a: Introduction
EDL372	Computing for College and Careers 1b: Refining Your Interests	EDL151	Principles of Information Technology 1b: Working with Computers
EDL098	Cybersecurity 1a: Foundations	EDL322	Programming 2a: Procedural Programming
EDL099	Cybersecurity 1b: Defense Against Cyber Threats	EDL323	Programming 2b: Creative Programming
EDL279	Digital Design 1a: Introduction	EDL326	Robotics 1a: Introduction
EDL280	Digital Design 1b: Express Your Ideas Visually	EDL327	Robotics 1b: Intelligent Robots
EDL237	Digital Media Fundamentals 1a: Introduction	EDL328	Robotics 2a: Design a Robot
EDL238	Digital Media Fundamentals 1b: Producing for the Web	EDL329	Robotics 2b: Build Your Robot
EDL320	Digital Media Web Design 2a: Build a Portfolio Website	EDL298	Touch Systems Data Entry: Keyboard Like a Pro
EDL321	Digital Media Web Design 2b: Build an eCommerce Website	EDL219	Web Development 1a: Introduction
EDL243	Foundations of Game Design 1a: Introduction	EDL220	Web Development 1b: Planning and Designing
EDL244	Foundations of Game Design 1b: Storytelling, Mechanics, and Production	EDL318	Web Development 2a: Sketching and Scripting
EDL330	Game Design 2a: Build a World	EDL319	Web Development 2b: Website Go Live
EDL331	Game Design 2b: Launch a Game		
EDL359	Game Design for Chromebooks 1a: Introduction		
EDL360	Game Design for Chromebooks 1b: From Prototype to Product		

## Law, Public Safety, Corrections & Security

EDL347	Careers in Criminal Justice 1a: Introduction	EDL003	Law and Order: Introduction to Legal Studies
EDL348	Careers in Criminal Justice 1b: Finding Your Specialty	EDL275	Legal Admin Specialist 1a: Introduction
EDL008	Criminology: Inside the Criminal Mind	EDL276	Legal Admin Specialist 1b: Taking Care of the Legal Office
EDL131	Forensics: The Science of Crime	EDL074	National Security
EDL011	Forensic Science 1: Secrets of the Dead	EDL058	Principles of Public Service: To Serve & Protect
EDL022	Forensic Science 2: More Secrets of the Dead		



## Manufacturing

EDL400 Manufacturing 1a: Introduction

EDL401 Manufacturing 1b: Your Path in Manufacturing

## Marketing, Sales and Services

EDL064 Advertising and Sales Promotion

EDL291 Digital Marketing 1a: Introduction

EDL292 Digital Marketing 1b: Creating Online Buzz

EDL226 Marketing Foundations 1a: Introduction

EDL227 Marketing Foundations 1b: Building Your Base

EDL269 Marketing 2a: Global Business & Trade

EDL270 Marketing 2b: Developing a Sales Team

EDL223 Principles of Business, Marketing, & Finance 1a: Introduction

EDL224 Principles of Business, Marketing, & Finance 1b: Targeting Your Business Insight

EDL059 Social Media: Our Connected World

EDL034 Sports and Entertainment Marketing

EDL289 Sports & Entertainment Marketing 1a: Introduction

## Science, Technology, Engineering & Math

EDL255 Applied Engineering 1a: Introduction

EDL256 Applied Engineering 1b: Solving Problems Together

EDL361 Biotechnician 1a: Introduction

EDL362 Biotechnician 1b: Advancements in Biotechnology

EDL373 Biotechnician 2a: Moving into the Lab

EDL374 Biotechnician 2b: The Future of Biotechnology

EDL112 Biotechnology 1a: Introduction

EDL374 Biotechnician 2b: The Future of Biotechnology

EDL113 Biotechnology 1b: Unlocking Nature's Secrets

EDL087 Coding 1a: Introduction to Programming

EDL105 Coding 1b: Programming

EDL336 Computer Maintenance 1a: Introduction

EDL337 Computer Maintenance 1b: Network Needs

EDL067 Concepts of Engineering and Technology

EDL131 Forensics: The Science of Crime

EDL013 Great Minds in Science: Ideas for New Generation

EDL221 Introduction to Programming 1a: Introduction

EDL222 Introduction to Programming 1b: Problem Solving Through Programming

EDL322 Programming 2a: Procedural Programming

EDL323 Programming 2b: Creative Programming

EDL385 Marine Science 1a: Introduction

EDL150 Principles of Information Technology 1a: Introduction

EDL150 Principles of Information Technology 1a: Introduction

EDL151 Principles of Information Technology 1b: Working with Computers

EDL071 Renewable Technologies

EDL326 Robotics 1a: Introduction

EDL327 Robotics 1b: Intelligent Robots

EDL328 Robotics 2a: Design a Robot

EDL329 Robotics 2b: Build Your Robot

## Struggling with securing student internships or meeting career readiness standards?

Our **Virtual Internship Program** offers flexibility with a variety of career options for students to choose from.

This year-long program prepares students before stepping into a physical workspace and allows them to test and try concepts in a risk-free simulated environment. Students will gain valuable skills and uncover which areas they like most and where they'd like to focus in the future, or major in at college.

✓ With eight different options to choose from, students will have the flexibility to select the career path that's right for them.

✓ Meets career readiness, preparation, and workplace essential standards, ensuring that your students are fully equipped for success.

✓ A perfect year-long program that pairs nicely with many CTE pathways

✓ Gives students an outlet to reflect on their future and hone in on areas in their desired field

✓ Provides teachers with comprehensive lessons, activities, tools, and resources to help their students succeed.

## Enrich Your Business Curriculum with Simulations

**Knowledge Matters** is the leader in virtual experiential learning, providing simulations for High Schools. Paired with eDynamic Learning's courses, you will have the tools you need to enhance student engagement and elevate the learning experience.

✓ A comprehensive set of teaching materials and the ability for your students to apply what they have learned

✓ Nine different simulation curriculum packages can be seamlessly integrated into your existing curriculum and lesson plans

✓ Simulations offer a risk-free environment for them to test and try out concepts while gaining valuable skills and learning all aspects of their chosen industry

✓ Prepare students for internships and success after graduation

✓ Browser-based, online simulations that provide you with an interactive curriculum to teach business, marketing, financial literacy/personal finance, and much more



# Middle School Library

eDynamic Learning is the largest publisher of Career and Technical Education (CTE) and elective courses in North America offering over 270 courses for middle and high schools. The **Middle School Library** offers middle schools unique elective and career courses for students to explore a variety of professions and receive the knowledge and preparation needed to make life-shaping decisions prior to high school. Digital courses can serve as a textbook replacement or to supplement the classroom curriculum.

## Middle School Library Bundle

EDL078	Middle School 2D Studio Art
EDL344	Middle School Animation
EDL225	Middle School Career Explorations 1
EDL083	Middle School Career Explorations 2
EDL324	Middle School Critical Thinking 1a: Introduction
EDL325	Middle School Critical Thinking 1b: Training Your Brain
EDL102	Middle School Coding 1a: Introduction
EDL109	Middle School Coding 1b: Learning Python & Javascript
EDL077	Middle School Digital Art & Design
EDL341	Middle School Exploring Business
EDL342	Middle School Exploring Health Science
EDL343	Middle School Exploring Information Technology
EDL079	Middle School Exploring Music
EDL379	Middle School Financial Literacy
EDL080	Middle School Fitness
EDL103	Middle School Game Design 1a: Introduction
EDL110	Middle School Game Design 1b: Creating a Game
EDL380	Middle School Health
EDL041	Middle School Journalism
EDL031	Middle School Photography
EDL314	Middle School Robotics
EDL316	Middle School STEM
EDL317	Middle School Tech Apps, Grade 6
EDL318	Middle School Tech Apps, Grade 7
EDL319	Middle School Tech Apps, Grade 8
EDL095	Learning in a Digital World: Digital Citizenship

## Middle School Accelerated Courses (High School Level)

EDL215	Business Information Management 1a: Introduction
EDL216	Business Information Management 1b: Data Essentials
EDL347	Careers in Criminal Justice 1a: Introduction
EDL348	Careers in Criminal Justice 1b: Finding Your Specialty
EDL067	Concepts of Engineering and Technology
EDL243	Foundations of Game Design 1a: Introduction
EDL244	Foundations of Game Design 1b: Storytelling, Mechanics, and Production
EDL153	Health Science Foundations 1b: Professional Responsibilities
EDL027	Hospitality and Tourism 1: Traveling the Globe
EDL093	Human and Social Services 1: Introduction
EDL221	Introduction to Programming 1a: Introduction
EDL222	Introduction to Programming 1b: Problem Solving Through Programming
EDL053	Manufacturing: Product Design and Innovation
EDL070	Principles of Agriculture, Food and Natural Resources
EDL223	Principles of Business, Marketing, and Finance 1a: Introduction
EDL224	Principles of Business, Marketing, & Finance 1b: Targeting Your Business Insight
EDL150	Principles of Information Technology 1a: Introduction
EDL151	Principles of Information Technology 1b: Working with Computers
EDL058	Principles of Public Service: To Serve & Protect

## Middle School Enrichment

Dive into **Learning Blade's** immersive missions, perfect for supplementing existing instruction or creating new summer initiatives such as Coding camps or STEM camps. Learning Blade offers middle schools online interactive supplemental lessons and activities that are proven to increase career interests in a variety of high-demand areas. Unleash the potential of your middle schoolers with:

- ✓ Engaging, online lessons proven to ignite interest in high-demand fields like computer science, STEM, and health sciences.
- ✓ Ready-to-use lesson plans that complement existing academic instruction.
- ✓ Lessons are aligned with state standards, covering math, science, social studies, and language arts.
- ✓ Constantly adapting and expanding our STEM curriculum which allows educators to integrate STEM awareness and career readiness into their teaching needs.

---

---

## BOARD AGENDA ITEM

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

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

Action  \_\_\_\_\_

Item: Student Handbook Revisions: Secondary Programs

Submitted by: Secondary Program Administrators

Date: 7/15/25

Recommended by: Secondary Program Administrators Board Meeting Date: 7/21/25

---

---

### RECOMMENDATION:

We recommend that the Board approve the revised Secondary Programs handbook for the 2025-2026 school year.

### BACKGROUND:

Each year, we review the handbook for necessary changes and updates. Below is a list of items that were revised from the previous version.

- Reorganized sections so that Attendance, Grades, etc. are grouped by Program KCTC, Launch U, M@SK
- Added Work-based Learning information
- Updated info for 2025-26 i.e., calendar
- Added CTE Completer Summary

2025 -  
2026

# Secondary Programs

## Student Handbook



Kent Career Tech Center

a program of **Kent ISD**



*MySchool@Kent*

a program of **Kent ISD**

**Launch U**  
**Kent ISD**



This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

## **IMPORTANT INFORMATION**

**District Website** available [here](https://www.kentisd.org/) <https://www.kentisd.org/>

**Board Policies** are available [here](https://meetings.boardbook.org/Public/Organization/2589) <https://meetings.boardbook.org/Public/Organization/2589>

# 2025-2026 DISTRICT CALENDAR

## KENT INTERMEDIATE SCHOOL DISTRICT

### KCTC, MSK, LU 2025-2026 Calendar

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

**TD**  
11

**SD**  
8

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

**TD**  
18

**SD**  
17

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

21

21

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

22

22

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

23

22

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

16

16

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

17

17

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

20

20

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

15

15

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

0

0

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

19

19

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

	School Days
	Staff PD Days
	No School/Staff students

**TEACHER DAYS** 182  
**PROF DEVELOPMENT DAYS** 5  
**STUDENT DAYS** 177

# TABLE OF CONTENTS

<b>IMPORTANT INFORMATION</b>	<b>1</b>
<b>2025-2026 DISTRICT CALENDAR</b>	<b>2</b>
<b>TABLE OF CONTENTS</b>	<b>3</b>
<b>2025-2026 DAILY SCHEDULE</b>	<b>5</b>
<b>EMERGENCY SCHOOL CLOSING PROCEDURES</b>	<b>5</b>
<b>NOTICE OF NON-DISCRIMINATION</b>	<b>5</b>
<b>SECTION I: SCHOOL SPECIFIC POLICIES</b>	<b>6</b>
<b>KCTC</b>	<b>6</b>
Enrollment	
Attendance	
Student Performance, Grades, and Evaluations	
Cheating, Plagiarism, and Academic Dishonesty	
Dress Code	
Work Based Learning	
<b>MY SCHOOL @ KENT</b>	<b>19</b>
Enrollment	
Attendance	
Grading	
Academic and Attendance Interventions	
Summer School	
Student Performance and Grades	
Cheating and Plagiarism	
<b>Launch U</b>	<b>25</b>
Attendance	
<b>SECTION II: DISTRICT-WIDE POLICIES AND PROCEDURES</b>	<b>26</b>
Books and Supplies	26
Bulletin Boards	26
Bullying	27
Cell Phone Use*	27
Children’s Protective Services Investigations	27
Classroom Behavior	28
Communicable Diseases	28
Damage to School Property	28
Dress and Grooming	28
Driving, Parking Personal, District Vehicles	29
Theft/Vandalism	30
Emergency Contact Information	30
Fees	31
School Identification Badge	31
Food Services	31

Field Trips	31
Extracurricular Fees	32
First Aid, Illness, or Injury at School	32
Homeless Children and Youth	32
Immunizations	33
Law Enforcement Interviews	33
Limited English Proficiency	33
Locker Use	33
Lost and Found	34
Medication	34
Parties	35
Protection of Pupil Rights	35
Public Display of Affection	35
Rights of Custodial and Non-Custodial Parents	35
Search and Seizure	35
Student Education Records	36
Directory Information	36
Technology	37
Threat Assessment	37
Transportation Services	38
Video Surveillance and Photographs	39
Withdrawal From School	40
<b>SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS</b>	<b>40</b>
Student Activities & Organizations	40
<b>SECTION IV: DISCIPLINE AND CODE OF CONDUCT</b>	<b>41</b>
General Discipline*	41
Types of School Discipline & Applicable Due Process	42
Student Code of Conduct	43
<b>VISITORS</b>	<b>47</b>
<b>LIST OF APPENDICES</b>	<b>48</b>
APPENDIX A: 3118 TITLE IX SEXUAL HARASSMENT	
APPENDIX B: 5207 ANTI-BULLYING	
APPENDIX C: 5308 PROTECTION OF PUPIL RIGHTS	
APPENDIX D: 5507 EXTRA CURRICULAR ACTIVITIES	
APPENDIX E: 5309 STUDENT RECORDS & DIRECTORY INFORMATION	
APPENDIX F: 5208 STUDENT ACCEPTABLE USE & INTERNET SAFETY POLICY & 3116 DISTRICT TECHNOLOGY & ACCEPTABLE USE	

## **2025-2026 DAILY SCHEDULE**

Limited school staff will supervise students on school grounds at 6:30 am prior to the start of school day and until 2:30 pm at the end of the school day. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Closing information is reported on local radio stations, local TV stations, on local district websites and apps.

## **NOTICE OF NON-DISCRIMINATION**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

### **Primary Designated Title IX Coordinator**

#### **Designated Section 504 Coordinator**

#### **Designated Civil Rights Coordinator/Employment Compliance Officer:**

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

#### **Additional Title IX Coordinator:**

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

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures are available at [www.kentisd.org](http://www.kentisd.org).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

# SECTION I: SCHOOL SPECIFIC POLICIES



Kent Career Tech Center  
a program of Kent ISD

## **KCTC ENROLLMENT**

### **ENROLLMENT CHANGES DURING THE SCHOOL YEAR**

Appropriate program placement is one of the keys to student success. The Student Support Services Department makes every effort to ensure placement in programs that meet individual Education Development Plan (EDP) and the Individual Education Plan (IEP) goals. After the first week, it becomes more difficult to move a student to another class at KCTC or to return the student to the sending school. In most cases, after the first week, students must remain in their assigned class until the end of the semester.

Students may change classes at the semester provided there is clear evidence that the change is consistent with goals established in the EDP/IEP and there is room in the new class. Enrollment at the midpoint of the year will not be available in classes that progressively build on the skills of the first semester.

Students coming from other approved Career Technical Education programs may be placed in classes based on the level of skill achievement and similar curricula.

### **WITHDRAWAL FROM KCTC**

Any student who wishes to withdraw from the School should contact the Student Services Department. If the student makes the decision to withdraw, the district-owned supplies, materials, and equipment in the possession of or being used by the student are returned and are in proper condition.

### **REPEATING A CLASS**

To repeat a class, a student must file a written request with the administration at KCTC. The request must include written permission from the sending school and a rationale for the request. The request to repeat a class must be consistent with the student's EDP/IEP. A decision to allow the repeating of a class will then be made by the KCTC administration. The request to repeat a class must be on file four weeks prior to the start of the semester. KCTC administration reserves the right to deny any request.

## **KCTC DAILY SCHEDULE**

First Session:	6:55 AM – 9:10 AM
Second Session:	9:15 AM – 11:30 AM
Lunch:	11:30 AM – 12:00 PM
Third Session:	12:00 PM – 2:15 PM

Students are expected to attend school every day school is in session. Students are to arrive

before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the main office. Individual secondary programs have their own attendance policies.

## **KCTC ATTENDANCE POLICY AND PROCEDURES**

It is essential for students to develop good work habits and employability skills while in high school to prepare them better to be career ready. Regular attendance teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. Regular attendance allows students to engage in the classroom, lab, work-based learning, job shadows, internships, and clinical opportunities. It is our responsibility to work with all stakeholders to ensure that students demonstrate professional skills, which will benefit them as they further pursue their education and take advantage of opportunities to gain employment.

Kent Career Tech Center will utilize the Attendance Intervention Protocol that includes: communication with teachers, students, parents/guardians, and Local Districts when students are properly identified using daily absenteeism reports. All efforts will be made to develop individualized attendance contracts using progressive tiered interventions to address chronic absenteeism/truancy. The attendance and truancy committee will develop all individualized student attendance plans in partnership with families and Local Education Agency team members.

Students attending the Kent Career Tech Center are subject to the attendance policies of their own high schools while attending KCTC. The final determination regarding the limit on the maximum number of absences permitted to receive credit or a letter grade is determined by each high school's policy. However, should attendance become an issue in student success, a formal attendance plan will be initiated in an attempt to create successful learning. Failure to meet the terms of the attendance plan may result in being dropped from the Tech Center and/or non-return for the following year. Moreover, students exceeding KCTC's attendance policies may receive a recommendation to their Local Educational Agency to receive a letter grade of W for their course, with ultimately the final determination and decision being the responsibility of their district, in accordance with their policies.

Good attendance results in opportunities for job placement, internships, clinical, and many other special work-based learning opportunities. Students who wish to participate in job placement, paid cooperative education, or apprenticeship experiences must have a 90% attendance record for six weeks prior to job placement (subject to administrative review). The principal or designee reserves the right to modify this guideline for extenuating circumstances.

### **ABSENCES**

The parent/guardian(s) has the sole responsibility of contacting the attendance office by phone, email or note within 48 hours of the absence. This communication should include the:

- Students name (proper spelling)
- Class/Session (1st, 2nd, or 3rd)
- Parents name calling in

- Reason for the absence
- Date of the absence
- If the absence is for more than one-day

Absences not called or emailed in, or not returning with proper documentation within 48 hrs of the absence or prior to the students return will not be excused. The attendance office can be reached between 7:00a and 3:00p by calling (616) 364-8421 or by email [kctcattendance@kentisd.org](mailto:kctcattendance@kentisd.org).

Parents/Guardian(s) are responsible for contacting both the Kent Career Tech Center and the student's Local District to excuse their absence.

### **SCHOOL-RELATED**

On days when a Local Educational Agency is not sending students to Kent Career Tech Center programs (school calendar days off, State and Local Assessment proctoring, local high school events, etc.), parents/guardians are not required to contact the KCTC attendance office. The student's local high school's attendance office will communicate directly with KCTC's attendance office, providing the student's excuse.

### **LONG-TERM ABSENCES**

Four or more consecutive days that are medically related (the proper documentation) or due to a death in the family (immediate family member) may receive more flexible considerations if documentation is provided to an administrator of Kent Career Tech Center.

### **SCHEDULING PRE-ARRANGED ABSENCE**

- It is helpful for parent/guardian(s) to schedule legal, medical, or dental appointments before or after school hours. If scheduling at these times is not possible, please call the attendance office at (616) 364-8421.
- When possible, students should obtain their early dismissal slip from the office before class begins. These slips will be shown to the teacher before leaving class and then presented to security before leaving the building.
- Students failing to present the pass to security before leaving campus will be considered UNEXCUSED for that absence.
- When students return from a medical/legal appointment, they must present an official document to the attendance secretary in order for the absence to be considered EXCUSED.
- Absences due to work schedules are NOT excusable absences. See Board Approved Acceptable Excused Absences

### **FAMILY TRIPS**

- Parents may arrange for their students to accompany them on a family trip, although this is not recommended due to the loss in instructional time.

- The student must pre-arrange the absence with the attendance office at least two weeks prior to leaving.
- Assignment request forms may be picked up in the attendance office. The forms should be initiated by the student's teacher and then returned to the attendance office prior to approved excusal. If the form is not returned to the attendance office prior to the absence, it will be coded as UNEXCUSED.

## **SUSPENSION**

When a student is suspended from their high school, they are also suspended from attendance at KCTC unless otherwise requested from the high school. When a student is suspended, they are not permitted on campus unless prior permission has been obtained from the administration. When students are suspended (by either KCTC or their high school), they can make up all their Foundation/Technical and Career/Employability grades. Work must be made up within a reasonable time after the student returns from suspension. For suspensions longer than ten days, KCTC will make every effort to provide work for the suspended student.

## **UNEXCUSED ABSENCE EXAMPLES**

The following is not an exhaustive list of attendance behaviors that result in an unexcused absence but will be used as a reference and guide: The process for managing unexcused absences is listed under Intervention Process.

- Arriving late or leaving school for employment
- Skipping class
- Oversleeping
- Absence from a class to do work, take a test, or study for another class somewhere in the school
- Leaving class early without the permission of the classroom teacher
- Leaving the building without reporting to and checking out of the office
- Falsifying notes, telephone calls, email or other communications regarding attendance
- Leaving class with permission, but not returning within a reasonable amount of time
- Missing your ride or lack transportation
- Car trouble
- Babysitting or dropping off younger siblings at a different school
- Stopping for food or drink when driving to campus

## **MAKE-UP WORK**

Excused Absences:

Upon returning from an excused absence, all students must make up missed work

- Students will have two (2) days per absence to complete missed work. This only applies to excused absences.

- It will be the responsibility of the student or parent/guardian(s) to contact the teacher for any missed work.

#### Unexcused Absences:

- Students are not eligible to make up work for credit which includes: assignments, quizzes, tests, projects, or presentations, if during an unexcused absence. The principal or designee reserves the right to modify this guideline for extenuating circumstances.

It is the student's responsibility to complete any missed work to gain content knowledge and comprehension of that material.

### **TARDINESS**

As part of KCTCs goal to ensure that all students are career ready through teaching our Going PRO work-related behavioral expectations, punctuality is emphasized and expected in each program. Students are expected to be in the classroom on time. Tardiness disrupts the entire class and can create skills gaps for students that miss classroom instruction and lab experiences.

A student will be marked tardy if he/she enters the classroom after the bell. Tardiness will result in a reduction of points for career and employability, may prevent job placement and student leadership opportunities, and may count towards absences. Excessive tardiness may result in the development of a Going PRO Success Plan and the loss of other privileges (see below). A tardy over (15) minutes will be considered an absence that requires parent/guardian excusal. When a student arrives late to campus, a time and date stamped tardy slip will be issued by the School Security desk or the front office when the student checks in.

#### Tardiness Intervention Process (Per Semester)

- 1st Tardy: Warning issued and student notified by instructor
- 2nd Tardy: Warning issued, student and parent notified by instructor
- 3rd Tardy: Warning issued, student and parent notified by instructor
- 4th Tardy: Referral to SSC (revoking driving privileges discussed), Going Pro Success Plan Developed, parent notification by SSC personnel
- 5th Tardy: Referral to SSC (revoking driving privileges discussed), parent notification, Going PRO Success Plan reviewed, and Local District notification
- 6th Tardy: Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled
- 7th Tardy: Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled, loss of Work Based Learning and other leadership opportunities
- 8th Tardy: Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled, loss of Work Based Learning and other leadership opportunities, driving privileges revoked
- 9+ Tardy: All tardies will be considered an absence, referral to SSC, Going PRO Success

Plan reviewed, referral to the Attendance Committee to have a formal Attendance Plan developed with parents/guardian and their local school district team, potential truancy referral through collaboration with their local school district

### **ARRIVING AND LEAVING CAMPUS**

Kent Career Tech Center staff and administration are responsible for students' well-being while attending class. Kent Career Tech Center is a closed campus. During non-instructional time, students are not permitted to loiter on campus or near neighboring businesses. Once a student enters the Kent Career Tech Center buildings, they should remain in the buildings until scheduled to leave. All students are expected to arrive on time for the start of KCTC's session times. All students are required to follow KCTC's dismissal times. Any adjustments made to dismissal times must be determined and confirmed by the students' local school district.

Kent Career Tech Center doors unlock to receive students at 6:30 a.m. Due to supervision requirements, students arriving earlier will not have access to the building. Students are to be dropped off and picked up in LOT #2 during regularly scheduled school hours.

Students missing the bus or connecting ride back to their local districts are responsible for making alternative transportation arrangements. Students should have transportation arrangements to leave campus no later than 3:00 p.m.

### **CLOSED CAMPUS**

Kent Career Tech Center is a closed campus. Once students arrive on school grounds, they are to remain in the school building until scheduled to leave. Students who leave school without office permission will be considered truant/absent.

### **ABSENCE DEFINITIONS IN POWERSCHOOL**

#### **LOST INSTRUCTION CODES (FIRST LETTER)**

Absent	A__ (Absent)
Tardy, after bell rings	T__ (Tardy)
Tardy, over 15 min of session	A__ (Absent)
Early departure w/o documentation	A__ (Absent)
Early departure w/ documentation	D__ (Early Departure)

#### **EXPLANATION CODES (SECOND LETTER)**

Confirmed/Called-in	__C
Not confirmed/Not called-in	__N
Uncounted (e.g. documented medical/ legal/ etc.	__U
Quarantine	__Q
Left early without permission	__E

**SPECIAL CODES (TWO LETTERS)** Uncounted absences.

School Related, contacted by LEA

SR

School Exclusion, (e.

WB

*\*Each time a student is marked Absent, Called-In or School-Related, or a Non-School Related Tardy, a Bright Arrow automatic phone call will be made to the home phone number on file informing the parent of the type of absence.*

## **TRUANCY/CHRONIC ABSENTEEISM**

For purposes of this Policy (5301A), the following definitions apply:

- **Chronic Absenteeism:** A student's attendance is 90% or less of scheduled days to date, measured at any time during the school year. In determining whether a student is chronically absent, the first five absences in a school year will not be counted. Once a student is absent for more than five days in a school year, all absences will be considered in determining whether the student's attendance is less than 90%.
- **Truant:** A student has ten or more unexcused absences in a school year. Excused absence are those absences excused pursuant to Policy 5301B.

## **ATTENDANCE INTERVENTION PROCESS**

### **TIER I**

- Students with 0-3 absences within the first six weeks of the quarter: teacher communication to parent/guardian(s).

### **TIER II**

- Students with 4-6 absences in a quarter: communication between teacher, student, counselor/Teacher Consultant and Student Success Facilitator - Going Pro Success Plan is developed.

### **TIER III**

- Students with 7-9 absences in a quarter or meet criteria for Chronic Absenteeism (unexcused and excused): meeting with parent/guardian(s), Local District, student, counselor/Teacher Consultant and Administration - Attendance Intervention Plan is revised
- Students with 9 absences in a quarter (excused and unexcused) or meet criteria for Chronic Absenteeism (unexcused and excused): meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Administration - Attendance Intervention Plan is revised, collaboration with Local District to file referral for Truancy
- Students with 10+ absences or meet criteria for Chronic Absenteeism (excused and unexcused)
- Continuous action above, plus:
  - If a student has significant attendance issues they may be denied return to a program for the second year. This may be appealed through the administration. The request for appeal must be in writing.

- A meeting will be held with parents/guardians, the Local District, student, counselor, and administration to determine if there continues to be an educational benefit in the student continuing their placement at KCTC due to a lack of process and response to attendance interventions. At that time, it may be determined that a return to the local district is in the best interest of the student and making progress toward meeting their graduation requirements and preventing credit deficiency.
- In courses in which student participation in experiments, "hands-on" training in techniques and the like are essential to achieving the goals of a course and provision for makeup is not feasible educationally or logistically, the student shall be notified that absences beyond a given number shall result in his/her withdrawal from the course with no credit. A grade of W shall be given with the notation that the W grade is a result of excessive absence.

Upon return to their districts, student grades will be shared with the Local District which determines if a student receives a letter grade or credit. If a student is credit deficient, credit recovery is the sole responsibility of the Local District.

## **KCTC STUDENT PERFORMANCE, GRADES, AND EVALUATIONS**

KCTC supports grading practices that are consistent, accurate, meaningful, and support learning. Specific grading policies are included in Course Syllabi.

### **SEMESTER GRADES**

Semester grades are composed of two quarter grades and a semester evaluation:

- 45% 1<sup>st</sup>/3<sup>rd</sup> Quarter
- 45% 2<sup>nd</sup>/4<sup>th</sup> Quarter
- 10% Semester Evaluation

### **QUARTER GRADES**

A student's grade is computed weekly and composed of two major categories:

- Up to 30% Career/Employability Standards
- 70% Foundation/Technical Standards

### **GRADING STANDARDS**

KCTC career and technical education courses use the following evaluation levels:

Conversion Scale between Percentages and Standard Scores:

Rubric Average Low Score	Rubric Average High Score	Score out of 100 to enter into Gradebook	Description	Standard Score in PowerSchool	Letter grade
3.50	4.00	100	Advanced	4	A
3.25	3.49	97	Proficient	3	A
3.00	3.24	94	Proficient	3	A

2.80	2.99	90	Proficient	3	A-
2.51	2.79	87	Proficient	3	B+
2.31	2.50	84	Proficient	3	B
2.11	2.30	80	Proficient	3	B-
1.91	2.10	77	Developing	2	C+
1.71	1.90	74	Developing	2	C
1.25	1.49	67	Beginning	1	D+
1.00	1.24	64	Beginning	1	D
0.75	0.99	60	Beginning	1	D-
0.50	0.74	57	Minimal knowledge	0	E
0.01	0.49	54	Minimal knowledge	0	E
0.00	0.00	50	Minimal knowledge	0	E
0.00	0.00	0	Student did not attempt	0	E

The formula for calculation is: Sum of scores divided by number of items = Score (0 to 4).

Teachers reserve the right to assign a standard score based on professional judgment.

Explanation of Standard Scores:

- **4 / Advanced** = Exceeds industry standards for entry-level employment. Is able to teach/mentor other students in learning task.
- **3 / Proficient** (the goal) = Meets industry standards for entry-level employment (job ready). Is able to perform task independently.
- **2 / Developing** = Needs more practice to meet industry standards for entry-level employment. Needs some assistance with tasks.
- **1 / Beginning** = Not progressing toward industry standards for entry-level employment. Close supervision needed.
- **0** = Minimal knowledge and/or student did not attempt.

## CAREER & EMPLOYABILITY STANDARDS

Students will be introduced to employability skills through the framework of KCTC's school wide positive behavior system of Going PRO (Professionalism, Respect, and Ownership). Positive behavior is recognized schoolwide with PRO of the Month, the PRO Leadership Council, and other recognitions specific to each class. Students receive instruction and feedback on career and employability competencies, tied to our schoolwide behaviors: "Professional" Problem Solving, "Respectful" Collaboration & Communication, and "Ownership" & Personal Management. Career & Employability grades correspond to statewide Career Ready competencies for Career and Technical education.

## **SEMESTER EVALUATIONS**

Each semester, students may be evaluated by their instructor with input from business and industry advisory committees made up of professionals within their technical areas. Students may be required to participate in these evaluations. An evaluation may include both written and performance components. The evaluation may account for 10% of the semester grade.

## **TECHNICAL ASSESSMENTS/CREDENTIALS & CERTIFICATIONS**

As part of the Michigan CTE requirement, students identified as a **Completer** or **Concentrator** classification may need to take an industry technical assessment or recognized postsecondary credential/certification. These assessments are administered to help the State and KCTC gather data about student performance in order to improve CTE programs. Students earning a 74% or higher and have completed all of the course competencies as outlined in their program of study will be considered CTE completers per the MDE CTE standards.

The results of these assessments will be available to KCTC teachers and administrators. Results are not sent to local high schools or colleges, they do not become a part of a student's permanent transcript, they may or may not be factored into the course grade. Students in designated programs will be informed of the testing requirements or opportunities.

## **CTE COMPLETER SUMMARY**

- **CTE Completer** = Successful completion (74% or higher) of all PCC's or segments
- **CTE Concentrator Plus** = Successful completion (74% or higher) of 2 PCC's + an industry credential OR 3 or more PCC's.
- **CTE Concentrator** = Successful completion (74% or higher) of 2 PCC's OR 8-11 segments
- **CTE Participant** = Successful completion (74% or higher) of 1 PCC OR 4-7 segments
- **CTE Enrollee** = Non completion

## **ACADEMIC & ATTENDANCE INTERVENTIONS**

Interventions are in place and designed to assist all learners in meeting KCTC's standards. These interventions are designed to meet the achievement and behavioral needs of all learners. Experience has demonstrated that in order to increase achievement, supports must be provided.

## **KCTC RETURN POLICY**

Student success and mastery of the CTE content is an important component of our programs and vital to the success of students as they exit our programs. There are times when students struggle to master the expectations in programs and may not show mastery upon the completion of a semester or academic year.

If a student has poor academic performance resulting in a failing grade, significant attendance issues, and/or significant behavioral issues, they may be denied return to a program for the second year. This may be appealed through the administration. The request for appeal must be in writing.

**Semester One Grades:** Semester one grades may be considered for continued enrollment in second semester programming. Additionally, students who have failed the first semester may not be eligible to return for second year KCTC programming.

**Semester Two Grades:** Enrollment in a second year of KCTC programming will be evaluated using first semester final grades as well as successful completion of the third marking period. Student status may be re-evaluated at the end of the semester for a final determination based on the final Semester two grade.

Returning students will be prioritized as follows:

#### **Semester One or Two Final Grade Return Status**

- 70%-100% (C- or above) Priority, return to any program
- 60%-69% (D-, D, or D+), moved to waiting list as a result of current academic standing
- 59% or below (E) May not return to KCTC during the next school year

#### **INTENT TO RETURN LANGUAGE**

During the start of the returning enrollment process, students will be asked to indicate their plans for the next school year. Specifically, whether they want to return to KCTC if they meet returning criteria (see **KCTC Return Policy**). Students will have the option to identify that they want to return to the same program, return to a new program, or not return during the next school year. This allows the administration to begin planning the academic schedule for the fall. ***Please note: identifying a desire to return does not guarantee a student a seat in a program at KCTC as explained in the KCTC Return Policy.***

#### **TALENT TRANSCRIPT**

A talent transcript is available to KCTC students who complete a full CTE program. The talent transcript verifies the student's date of course completion and the standards achieved. The transcript is a valuable document when seeking job placement. It will tell the employer the level of knowledge the student has acquired for each standard and the number of days the student was present.

#### **DIRECT CREDIT AND ARTICULATION**

Direct credit is dual-enrollment credit that may be earned while in a KCTC program. Reduced tuition is charged to the student for a transcribed credit. The credit appears on a college transcript and may be transferable to many colleges and universities throughout Michigan.

Articulated credit is the credit that a specific college or university grants for classes taken at Kent Career Tech Center. It is contingent on the specific agreement and students' grades. Credit is posted to the transcript after the student has completed a certain number of classes at the college or university. Articulated credit can generally not be transferred from one college to another.

Both direct credit and articulated credit are available in many Tech Center programs. Students will receive more information from their Tech Center counselor.

## **CLASSROOM AND LAB SAFETY & RESPONSIBILITY STATEMENT**

In Career and Technical Education (CTE) courses, students will have access to specialized classroom and lab spaces that may contain potentially hazardous tools, equipment, and materials. Safety is a top priority, and all students are expected to follow established safety procedures at all times.

Due to the nature of these environments, students must demonstrate a level of independence that allows them to transition between spaces and engage in hands-on learning without direct supervision 100% of the time. This includes:

- Adhering to all safety protocols and guidelines.
- Using equipment and materials responsibly.
- Being aware of their surroundings and acting with maturity and professionalism.
- Following instructor directions and established procedures for independent and collaborative work.

## **KCTC CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY\***

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

\*Within a college or university classroom, respective institution policies apply.

## **KCTC DRESS CODE (Professional Standards and Safety)**

District Policy can be found in Section 2 of this document - below is KCTC specific information:

- **Footwear:** Appropriate footwear must be worn at all times. Bedroom/household slippers are not acceptable. Many programs at KCTC require closed-toe shoes (no sandals) for health and safety reasons.
- **Personal Hair and Grooming** shall be of a style, which will not jeopardize the health and safety of any individual.
- **Uniforms**
  - In programs that provide protective clothing, the provided uniforms will be collected for cleaning and/or repair on a regular basis. If issued a uniform, a student must:
    - Wear it when required
    - Meet industry standards
    - Leave the uniform in his/her locker at KCTC
    - Pay a replacement fee if the uniform is lost or destroyed
- **Safety Devices and Clothing**
  - Safety glasses, protective clothing, and gear must be worn when required. A student will be removed from a potentially hazardous situation that may cause injury if they are not following acceptable safety procedures.

**For safety regulations, students are not permitted to work in a lab without an instructor or designee present.**

## **WORK-BASED LEARNING ELIGIBILITY AND REQUIREMENTS**

### **Eligibility and Continued Participation Criteria for Work-Based Learning Long-Term Internships, Externships, or Clinical Experience(s)**

This policy applies to all elective internships, externships, or clinical programs lasting longer than two weeks. To qualify for placement through a Work-Based Learning Training Agreement and maintain participation in these experiences, students must meet the criteria of requirements 1 - 3 prior to placement and requirements 1-4 when at placement.

### **ATTENDANCE REQUIREMENT**

Consistent attendance is essential for developing professional readiness and workplace reliability.

- **Minimum Attendance Standard:** Students must maintain at least **90% attendance** over the relevant academic period, following these guidelines:
  - No more than **4 absences** within a **9-week period**.
  - No more than **8 absences** within a **semester**.
- **Excused Absences:** If a student exceeds the attendance threshold due to legitimate, excused absences (e.g., medical reasons, family-approved vacations):
  - **Absences must not follow a habitual or intentional pattern.**
  - **The student must take proactive steps to complete missed coursework and**

**continue meeting academic and employability expectations.**

### **CAREER AND EMPLOYABILITY SKILLS REQUIREMENT**

To ensure students meet workplace expectations, they must:

- Achieve a **minimum score of 80%** in career and employability skills assessments as outlined by their program.

### **ACADEMIC PERFORMANCE REQUIREMENT**

- Students must maintain a **minimum KCTC course average of 74%**, demonstrating academic readiness for work-based experiences.

### **ONGOING ELIGIBILITY DURING INTERNSHIP, EXTERNSHIP, OR CLINICAL EXPERIENCE**

- Students must maintain eligibility throughout their work-based learning experience, including:
  - **Continued compliance with the 90% attendance requirement.** Failure to maintain consistent attendance may result in program review or removal.
  - **Satisfactory completion of ongoing performance evaluations in collaboration with the program instructor and the hosting organization.**
  - **Employer/Organization Discretion:** At any time, the employer or hosting organization may choose to terminate the Work-Based Learning Training Agreement.

### **EXCEPTIONS AND ACCOMMODATIONS**

The school district or program administrator may consider **exceptions or accommodations on a case-by-case basis to comply with school policies, state laws, and federal laws, including the Americans with Disabilities Act (ADA).**



### **MY SCHOOL@KENT ENROLLMENT**

Students wishing to participate in the MS@K program must be enrolled in a Kent ISD local school district to gain access to this program. With approval from their local district, students can be enrolled through their local school district counselor. The local representative completes the enrollment form and submits this documentation to MS@K staff.

### **DENIAL FOR RETURN FOR MS@K STUDENTS**

If a student has poor academic performance resulting in a failing grade, significant attendance issues, and/or significant behavioral issues, they may be denied return to MySchool@Kent. This may be appealed to the Myschool@Kent administration. The request for appeal must be in

writing.

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the main office.

### **ENROLLMENT POLICY**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through Student Services. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **DUAL ENROLLMENT**

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

### **ATTENDANCE**

High school students are required to attend two sessions each week. They are welcome to attend their two weekly sessions at any time, unless otherwise determined by a behavior or attendance improvement plan. MS@K runs an open campus and students are free to come and go as they need (unless otherwise determined by a behavior or attendance improvement plan). Students must sign in and out and make sure they have permission from their parents to leave. Students may leave for lunch and take advantage of the restaurants in the area, however if a student leaves other than at lunchtime they will not be permitted to return. **Once a student leaves, they are done for the day.** The hallmark of our program is the flexibility we provide.

No student shall be released to anyone who is not authorized such custody by the parent(s). Students may only ride the district-provided transportation from the local education authority ("sending district") from which the student is enrolled with.

### **MS@K MIDDLE SCHOOL STUDENTS**

Middle school students attend a set schedule for two days a week, which occurs typically during our **second or third sessions**. MS@K runs a closed campus for middle school students and they are required to have parent or guardian permission for early dismissal. Parents or guardians must notify the main office/teacher/coach of their student's early dismissal and should include the time of pick up and who will pick the student up. The middle school student should wait in the main office and will be released from the building when the parent/guardian arrives. Student pick up is designated to parking lot 3 (door D112).

No student shall be released to anyone who is not authorized such custody by the parent(s). Students may only ride the district-provided transportation from the local education authority ("sending district") from which the student is enrolled with.

## ATTENDANCE EXPECTATIONS

MySchool@Kent provides students with academics designed to help students become career and college ready. Frequent absences hinder a student from learning the skills required to achieve this goal. Therefore, a good attendance record is essential. **Attendance at MySchool@Kent is primarily performance-based.** Students should be logging in one hour per course, five days per week. Therefore, attendance is based on the following:

- Number of hours logged into coursework
- Successful completion of assignments
- Attendance at the learning labs twice a week for MS@K students
- Communication

A student is considered in violation of the Attendance Policy if he/she is not making adequate progress in their online course(s) **AND** is logging into that course less than 5 hours per week or not attending lab sessions weekly. Should attendance become an issue in student success, an attendance improvement contract may be initiated in an attempt to create successful learning. Failure to meet the terms of the contract may result in truancy referral and/or being dropped from MS@K and/or non-return for the following term.

Students/parents are expected to call in to excuse students if they are absent for an in-person session.

Long-term absences (three or more consecutive days) that are medically related or due to a death in the family may receive more flexible considerations if documentation is provided to the MS@K administration.

## TRUANCY

For purposes of this Policy (5301A), truancy in a blended learning program such as MySchool@Kent is identified as a failure to meet the minimum number of hours logged into coursework, and/or failure to achieve successful completion of the minimum number of assignments per week, and/or failure to meet the minimum in-person attendance requirement, as outlined in a student's attendance improvement contract.

## SUSPENSION

When a student is suspended from their sending school or KCTC, they are also suspended from in-person attendance at MySchool@Kent unless otherwise requested from the sending school. When a student is suspended, they are not permitted on campus unless prior permission has been obtained from the administration. Suspended students are expected to continue their MS@K coursework from an off-site/home location and will communicate with staff through electronic or virtual means during the suspension.

## CHARACTERISTICS OF SUCCESSFUL ONLINE LEARNERS

- ***Self-motivated*** – Students who can direct their own learning environment, fulfill course requirements and achieve individual academic success.
- ***Independent learner*** – The online environment enables students to learn at their own pace,

whether it's traditional, extended or accelerated, relieving the stress of feeling rushed or pressured and providing enjoyment in the learning process.

- **Computer literate** – Although it's not necessary to have advanced computer skills, students should possess a working knowledge of electronic email, the Internet and basic keyboarding skills.
- **Time management** – Students must be able to organize and plan their own best “time to learn”. There is no one best time for everyone, but the key to learning is to commit the time to learn.
- **Effective writing skills** – Students must use electronic email to communicate with their peers as well as their instructors. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.
- **Personal commitment** – Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.
- **Seek help when needed** – Often students give up when faced with an assignment or activity they are struggling with. It is essential that students develop a habit of seeking help when stuck with a difficult task.
- **Take responsibility for one's own education** – Too often education is something done to students and not something they are committed to. Taking responsibility for one's own education requires a significant mind shift for some students but is especially important in an online environment.
- **Balance school and personal life** – An online education, like an f2f education, requires students to balance the many demands and responsibilities they have in their lives. This requires the student to plan for time needed to be a successful learner as well as time to be a healthy human being.

## **GRADING**

Student grades are based on the points earned in the online activities required by their coursework. While the written work in each course varies, every course has quizzes, tests and exams.

<b>My School @ Kent Grades</b>				
	B+ 87-89	C+ 77-79	D+ 67-69	
A 93-100	B 83-86	C 73-76	D 63-66	<b>E 11-59</b>
A- 90-92	B- 80-82	C- 70-72	D- 60-62	<b>NC 0-10</b>

## **QUIZZES**

Quizzes can be completed offsite and are not required to be proctored. Students generally have two attempts to pass a quiz. In the event they do not pass the quiz, they are required to contact

their instructor (online or face-to-face) to have the quiz reset and gain a third attempt. The instructor may require a study guide or additional work prior to this reset.

## **TESTS AND EXAMS**

Tests and exams must be taken on-site in a proctored environment. Students should meet with their face-to-face instructor to confirm their eligibility to take a test or exam. If an instructor is offsite, students should go directly to the testing center to confirm their eligibility to take a test or exam. Unit tests require all unit work to be completed prior to taking the test. Exams are required assignments for all courses.

## **ACADEMIC & ATTENDANCE INTERVENTIONS**

MySchool@Kent has a wide variety of interventions in place designed to assist ALL learners in meeting their academic goals. These interventions include support plans, referrals to internal Kent ISD resources, as well as outside providers. Experience has demonstrated that in order to increase achievement, we must be strategic in providing support. We will collaborate to strengthen each other for the benefit of all learners.

## **WRITTEN WORK**

Classroom instructors may assign written work in their classes. Parents who have questions about written work or concerns about course work should contact their student's teacher. Each student is expected to spend time preparing for classes outside of their in-person time. The amount of time that is needed will depend upon each student and each class.

MySchool@Kent students should allow for about 1 hour for each course per school day regardless of whether the student is working on-site or off-site. This equates to 6 hours per day whether a student is working from home/offsite or is attending during one of their in-person attendance days.

## **PERSONAL CURRICULUM**

All requests for consideration of personal curriculum are processed through the student's local district.

## **PLACEMENT**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

## **STUDENTS WITH DISABILITIES**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact their local district.

## **SUMMER SCHOOL**

MySchool@Kent offers Summer School opportunities for students in grades 6-12 for both credit recovery and acceleration. Students will need access to a computer with internet access to participate and successfully complete their work. Students complete their coursework on-line and only report on-site to MySchool@Kent for tests and final exams during established testing center hours during the summer. All Board policies and handbook guidelines that would apply during the regular school year also apply during Summer School.

Summer School enrollment information and links can be found on the MySchool@Kent website ([www.myschoolatkent.net](http://www.myschoolatkent.net)).

## **TESTING OUT**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

## **WORK PERMITS**

Information about work permits is available at the main office or at the student's local school district.

## **MY SCHOOL@KENT CHEATING AND PLAGIARISM**

MySchool@Kent values the opportunity that such incidents can provide for our students to learn and grow. Initial offenses may be the result of a true misunderstanding or lack of earlier understanding of proper academic habits. From our experience, we have witnessed many moments where a student who violated the plagiarism/cheating policy genuinely appreciated learning from our staff how to prevent such incidents in the future.

MySchool@Kent also places high value on the academic integrity of its program. We expect all students to make an honest attempt to learn based on their own effort. Students will not be awarded credit for work that is plagiarized or when other forms of cheating occur. Plagiarism also includes the misuse or improper use of artificial intelligence (AI) tools or services to generate, manipulate, or present academic content without proper disclosure, citation, and or approval.

When such plagiarism or cheating offenses do occur, the following steps will be followed:

### **First Offense**

- The course will be “locked” until the student has met with their instructor.
- The Responsible Thinking Process will be followed. The student will meet with the teacher to discuss expectations, assignment requirements, and opportunities for learning how to avoid future offenses within one week of the initial violation in order to earn a chance at a second attempt OR an alternative assignment (at the teacher's discretion).
- The course will be “locked” until the student has met with their teacher.

- The teacher will log the details of the offense and outcome of the meeting in PowerSchool.
- The teacher will notify the student’s parent/guardian, as well as their academic coach, to inform them of the offense, the scheduled required meeting, as well as the outcomes of that meeting.
- The student will be provided with a copy of this MySchool@Kent plagiarism/cheating policy.

### **Two or More Offenses**

- The student will receive a zero on the assignment/assessment without the possibility of earning credit back.
- The MySchool@Kent success coach/interventionist and principal will be notified by the teacher of the offense.
- The sending school for the student will be notified by the principal (or principal’s designee) to discuss further disciplinary action.
- The student may be placed on an intervention plan and/or be required to take an alternative assessment without notes to demonstrate learning.
- The student will receive a copy of this MySchool@Kent plagiarism/cheating policy.

\*Multiple offenses may result in the removal of the student from the course and/or MySchool@Kent.



### **LAUNCH U and GRCC ATTENDANCE POLICIES**

Regular attendance is an essential component to success for an Early Middle College student. Students must have good attendance at high school as well as college. All attendance policies through Launch U and Grand Rapids Community College will be enforced, as well as those established by individual instructors. The Launch U coach will provide support for students. It is the responsibility of the student to contact their instructor and coach or coordinator to let them know of their absence and make up any assignments according to the instructor that are missed due to the absence.

Grand Rapids Community College (GRCC) believes that attendance is essential to student success, and sees excessive absenteeism as a very serious matter. GRCC also believes that the classroom instructor is the best evaluator of the impact attendance may have upon student success in any given class.

GRCC makes no distinction between “excused” and “unexcused” absences. If students are not present in a class for which they are enrolled, they are absent, regardless of the reason.

Attendance will be marked in PowerSchool as P = Present, AC = Absence Confirmed, AN Absence Not Confirmed, SR = School Related Absence.

See the [GRCC Attendance Policy](#) for more information.

## **GRADES**

Grades will be issued at least once each semester and are sent to the local sending school.

\*Within a college or university classroom, respective institution policies apply.

## **SECTION II: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **BOOKS AND SUPPLIES**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

\*Initial tests will be covered only. Students may be responsible for the cost of certification retakes.

### **BULLETIN BOARDS**

In accordance with District Policy 5503, space may be provided within school buildings or on school electronic media for students and student organizations to post notices related to student groups. The following general limitations apply:

- All postings will be subject to the review and approval of the appropriate building administrator or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; violates Board policy, including the student code of conduct; promotes illegal substances (including, but not limited to, substances that are illegal for minors to possess or consume); or is otherwise unsuitable for or disruptive to the school environment.
- All postings must identify the student or the student organization responsible for posting the notice.
- The building principal or designee may remove any posted material after a reasonable time, as determined in the building principal's or designee's discretion.

Space may be provided within school buildings or on school electronic media for students and

student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

## **BULLYING**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

## **CELL PHONE USE\***

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices. **Teachers may also develop classroom rules for use of cell phones and other electronic devices.**

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

\*Within a college or university classroom, respective institution policies apply.

## **CHILDREN'S PROTECTIVE SERVICES INVESTIGATIONS**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

## **CLASSROOM BEHAVIOR**

Teachers may establish classroom conduct rules that students must follow.

## **COMMUNICABLE DISEASES**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

## **DAMAGE TO SCHOOL PROPERTY**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

## **DRESS AND GROOMING**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

## **DRESS CODE**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to

substances illegal for minors;

- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

## **DRIVING AND PARKING PERSONAL VEHICLES**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. **All vehicles must display an official vehicle tag on the rear-view mirror, facing toward the front windshield.** Students who drive to school must obey the following rules:

- Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
- Students may not drive carelessly, recklessly or with excessive speed on school grounds.
- By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Transportation is the responsibility of each student’s high school. Kent ISD strongly encourages students to utilize the bus service offered by their high school. Students must ride the bus, have parents drop them off and pick them up, or obtain a Parking Permit.

## **PARKING PERMIT AND VEHICLE TAG**

If the high school determines that a student may drive to the Kent ISD, the student must obtain a [Kent ISD Parking Permit](#). The student’s parent/guardian must sign the application. A Parking Permit tag will be issued once the application is approved. The vehicle tag belongs to the student to whom it was originally distributed. Parking Permit Vehicle Tags are NOT transferable from student to student.

## **DRIVING PRIVILEGES**

The speed limit on Kent ISD roads is **15** miles per hour. Driving to Kent ISD is a privilege. Drivers are expected to observe all safety rules and posted speed limits. Reckless driving, noise violations, parking illegally, or other driving violations could result in the suspension or revocation of driving privileges.

## **SCHOOL VEHICLE MISCONDUCT CONSEQUENCES**

Students who violate the school vehicle rules will be referred to the building principal for

discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

### **RECKLESS DRIVING**

Severe or repeated instances of reckless driving may result in termination from Kent ISD programs.

### **OCCASIONAL DRIVING: TEMPORARY AND DAILY PARKING PERMITS**

Students driving on an “occasional” basis must register the vehicle with the Safety & Security Officers desk within 30 minutes of arriving (including student’s name, vehicle description, license plate number, and parking lot). Vehicles that are parked without permission may be immobilized.

### **STUDENT PARKING**

Students will park in designated rows in Student Lots 1, 3, 5 or 7. Students may not park in Lot 2, 4 or 6 (the Fenced-In Compound).

### **STUDENT DROP-OFF AND PICK-UP**

Student drop-offs and pick-ups for programs in the building locations below, will take place in:

- KCTC East                      Circle drive at the end of Parking Lot 2
- KCTC West                      Lot 7
- MS@K                              Lot 3

### **REPLACEMENT PARKING PERMIT VEHICLE TAG**

The cost for a replacement vehicle tag is \$5.

### **THEFT/VANDALISM**

Report any incident involving a vehicle to the main office and the police. **Kent ISD is not responsible for lost/stolen items or vehicle damage.**

### **EMERGENCY CONTACT INFORMATION**

Parents must provide emergency information directly to the Kent ISD program for each student enrolled in the District. The information should include the family physician’s name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

## **FEES**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non curricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

## **SCHOOL IDENTIFICATION BADGE**

Each student is issued a student identification badge. For purposes of safety and security as well as practicing industry standards, **students are required to wear their credentials in a visible manner when possible while on campus.** Replacement of lost ID badges will result in a fee assessed to the student.

## **BADGE REPLACEMENT AND REPAIR COSTS**

Students are required to pay replacement fees for textbooks, laptops/assigned technology, uniforms, safety glasses or tools that are lost, damaged or destroyed. Students are responsible for replacement or repair costs due to careless use or malicious destruction of school property.

## **FOOD SERVICES**

### **MEAL AVAILABILITY FOR STUDENTS**

Kent ISD believes that students need to be well nourished to learn and perform at their highest potential. Kent ISD works in conjunction with local high schools to ensure that schedules permit access to the local district school lunch programs whenever possible.

Through the KCTC Hospitality and Culinary program, the Culinary Café (restaurant) and Bakery Store are open at various times throughout the year based on the curriculum output of the department. All these services are available to students and staff, and they accept cash and credit/debit cards.

If a student attends multiple Kent ISD programs (requiring them to be here through the lunch period) AND qualifies for free or reduced lunch in their local high school, free or reduced lunch is available to these students. This is not part of a Federal School Lunch program but rather, a service that Kent ISD elects to provide to students in this unique circumstance. Questions about accessing this program should be directed to the main office.

Vending machines with snacks, diet soda, water, low-calorie sports drinks, and milk are also available to students in multiple locations in KCTC East.

## **FIELD TRIPS**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to

attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

### **EXTENDED FIELD TRIPS**

Occasionally, a scheduled field trip may extend beyond class time. It is the policy of Kent ISD that the sending school principal and parent/guardian sign a permission form when a student attends an extended field trip.

### **EXTRACURRICULAR FEES**

The school charges specific fees for some non-curricular activities. The District will provide all basic supplies needed to complete the required curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. Fees may be waived in situations where there is financial hardship. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. All students are permitted to participate in the activities of their choosing, if they meet the eligibility requirements.

### **FIRST AID, ILLNESS, OR INJURY AT SCHOOL**

Students who feel ill or are hurt while at school should notify and seek immediate assistance from their classroom teacher, nurse, or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

### **HOMELESS CHILDREN AND YOUTH**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Deb Vandyke  
2930 Knapp Street, Grand Rapids, MI 49525  
(616) 447-5680, [deborahvandyke@kentisd.org](mailto:deborahvandyke@kentisd.org)

For detailed information about Homeless Children and Youth, see Policy 5307.

## **IMMUNIZATIONS**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

## **LAW ENFORCEMENT INTERVIEWS**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment. Kent ISD has a school resource officer on site.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

## **LOCKER USE**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

- Lockers are assigned as needed.
- Lockers are to be used for storage of program uniforms, provided protective equipment, personal property, and supplies.
- Money or valuables should not be left in a shared locker.
- Faulty locks should be reported to the instructor as soon as possible.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Additionally, as noted in the Search and Seizure section of this Handbook, any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched as permitted by law to protect the safety and welfare of the school community.

### **LOST AND FOUND**

All lost and found items are to be taken to the main office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **MEDICATION**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

### **ASTHMA INHALERS & EPINEPHRINE AUTO-INJECTORS/ INHALERS**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess

or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

### **PARTIES**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

### **PROTECTION OF PUPIL RIGHTS**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

### **PUBLIC DISPLAY OF AFFECTION**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

### **RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **SEARCH AND SEIZURE**

To maintain order and discipline in school and protect the safety and welfare of students and

school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

## **STUDENT EDUCATION RECORDS**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records. Student records including the CA-60 are housed with the student's local school district.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

### **Right to Request Amendment of Education Records\***

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Requests for amendments to educational records must be made at the local district of enrollment.

\*Within a college or university classroom, respective institution policies apply.

## **DIRECTORY INFORMATION**

The District designates the following information as directory information:

- "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:
  - student names, addresses, and telephone numbers;
  - photographs, including photographs and videos depicting a student's participation in school-related activities and classes;

- date and place of birth;
- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student’s participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is linked in Policy 5309 (see Appendix E). This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

## **TECHNOLOGY**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix F before they may use or access District technology resources. Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **THREAT ASSESSMENT**

Student safety is a top priority for Kent ISD. To ensure this, the administration has implemented a threat assessment process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat assessment process may include interviews with the student who expressed the threat, school staff, and classmates as well as a public source social media review to determine if the student in question is a threat to themselves or others. When threats occur, portions of the threat assessment process are entrusted to Kent ISD staff, in communication and collaboration with the student’s local district.

Kent ISD staff are considered “school officials” for purposes of conducting and collaborating in student threat assessments. Additionally, as noted in the Search and Seizure section of this Handbook, any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched as permitted by law to protect the safety and welfare of the school community.

Kent ISD has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District’s website or upon request from the District’s administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District’s annual notice to parents regarding the PPRA is attached in Appendix C.

As noted above, Kent ISD sometimes conducts threat assessments for students who may pose a threat of harm to themselves or others. Threat assessments may inquire about sensitive information described in Appendix C. These threat assessments are not federally funded. While Kent ISD will endeavor to notify parents about threatening behavior as quickly as possible, a threat assessment may be conducted before parent consent can be obtained. If you would like to opt your child out of potential threat assessments that inquire about sensitive information as defined in Appendix C, please follow the opt-out process described in Appendix C.

## **TRANSPORTATION SERVICES**

### **SCHOOL VEHICLE RULES**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles. Transportation is arranged by local district, students should follow all local district transportation rules and policies.

At a minimum, when in school vehicles, the following rules apply:

- Students must promptly comply with any directive given by the driver.
- Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
- Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
- Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
- Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- Students may not throw or pass objects on, from, or into vehicles.
- Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.

- Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
- Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
- Students must respect the rights and safety of others at all times.
- Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- Students may not vandalize or intentionally cause damage to the vehicle.
- Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **SHUTTLE SERVICE AND SATELLITE CAMPUS PARKING**

Shuttle buses are provided to the satellite program locations from KCTC main campus. When severe weather issues or unsafe driving circumstances occur, the shuttle buses may be canceled or delayed. In those situations, students who arrive at KCTC will be given a location to work at KCTC. Parking may not be provided at satellite sites.

### **VIDEO SURVEILLANCE AND PHOTOGRAPHS**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

## **WITHDRAWAL FROM LOCAL DISTRICT**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

If you are no longer enrolled in a Kent ISD school district, you must notify your Kent ISD program.

## **SECTION III: STUDENT CLUBS AND ACTIVITIES**

Students are encouraged to participate in the various student clubs, and activities offered by the District.

### **STUDENT ACTIVITIES / ORGANIZATIONS**

KCTC students have opportunities to participate in clubs and organizations related to their technical areas. These organizations help to develop leadership skills through competitions with students from other schools. Competitive opportunities occur at the regional, state, and national levels. The following organizations have active chapters at KCTC:

- MITES — Michigan Industrial and Technology Education
- SKILLS USA
- FFA – Future Farmers of America
- HOSA — Health Occupation Students of America
- ACF – Junior Chapter of American Culinary Federation
- Cyber Patriots
- BPA – Business Professionals of America

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

### **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix D) and any applicable team rules. For more information, see Policy 5507.

## **STUDENT-INITIATED NON-CURRICULAR CLUBS**

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

## **TRANSPORTATION TO/FROM EXTRACURRICULAR ACTIVITIES**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

# **SECTION IV: DISCIPLINE AND CODE OF CONDUCT\***

## **GENERAL DISCIPLINE**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

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

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

\*Within a dual enrolled classroom, college or university policies apply.

## **TYPES OF SCHOOL DISCIPLINE & APPLICABLE DUE PROCESS**

### **IN-SCHOOL SUSPENSION**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School-Suspension will face further disciplinary action.

### **SNAP SUSPENSION - SUSPENSION FROM CLASS, SUBJECT, OR ACTIVITY BY TEACHER**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. The student should remain at school, and the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **REMOVAL FOR 10 OR FEWER SCHOOL DAYS**

Any suspension from Kent ISD secondary programs is made in consultation with the local district.

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

### **REMOVAL FOR MORE THAN 10 AND FEWER THAN 60 SCHOOL DAYS**

Before a student is suspended for more than 10 school days but less than 60 school days, the

Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **REMOVAL FOR 60 OR MORE SCHOOL DAYS**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **STUDENT CODE OF CONDUCT**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative

practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District’s ability to impose more or less severe disciplinary consequences depending on the situation’s unique circumstances and the following factors:

1. the student’s age;
2. the student’s disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District’s authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

<b>Prohibited Conduct</b>	<b>Potential Consequence(s)</b>
<b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>

<p><b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion up to 180 school days</li> <li>● Police Referral</li> </ul>
<p><b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement and/or action that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others’ work.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Credit Loss or Grade Reduction</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Falsification:</b> Fraudulently using the name of another person, either in writing or verbally, or falsifying time, dates, grades, address, on school records/forms or reporting procedures.</p>	<ul style="list-style-type: none"> <li>● Loss of Privileges</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>

<p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Misuse of District Technology:</b> violating the District’s acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>

<p><b>Misuse of District Technology:</b> violating the District’s acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Gambling:</b> To speculate, bet, wager, or play a game for money or other stakes.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Gambling:</b> To speculate, bet, wager, or play a game for money or other stakes.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Vandalism:</b> action involving <u>deliberate</u> destruction of or damage to public or private property.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Theft: unauthorized taking of the property of another with the intent to deprive them of it permanently.</b></p>	<ul style="list-style-type: none"> <li>● Restitution</li> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>

## VISITORS

Visits and tours by interested community members or student groups are welcomed throughout the school year. Visits are pre-arranged and coordinated through the main office. Students may not bring visitors or guests to their classrooms, labs or work sites. Students should contact the assistant principal or program principal if they have any questions about bringing visitors to the building or work sites.

Parents/guardians visiting must first report to the security desk. If the parent/guardian wishes to speak or meet with a staff member or administrator during the school day, they must call ahead to arrange an appointment based on mutual availability.

**APPENDIX A:**  
**3118 TITLE IX SEXUAL HARASSMENT**

**APPENDIX B:**  
**5207 ANTI-BULLYING POLICY**

**APPENDIX C:**  
**5308 PROTECTION OF PUPIL RIGHTS**

**APPENDIX D:**  
**5507 EXTRACURRICULAR ACTIVITIES**

**APPENDIX E:**  
**5309 STUDENT RECORDS AND DIRECTORY INFORMATION**

**APPENDIX F:**  
**5208 STUDENT ACCEPTABLE USE AND INTERNET SAFETY  
POLICY**

## Series 3000: Operations, Finance, and Property

### 3100 General Operations

#### 3118 *Title IX Sexual Harassment*

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

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

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

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

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

#### A. Definitions

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

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

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

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

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

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

#### B. Posting Requirement

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

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

#### C. Designation of Title IX Coordinator

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

#### D. Reporting Title IX Sexual Harassment:

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

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

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

#### E. General Response to Sexual Harassment

##### 1. District's Obligation to Respond without Deliberate Indifference

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

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

## 2. Response to Report of Title IX Sexual Harassment

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

## 3. Formal Complaint Filed

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

## 4. Equitable Treatment

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

## 5. Documentation and Recordkeeping

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

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

## 6. Supportive Measures

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

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

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

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

Supportive measures may include, but are not limited to:

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

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

## 7. Respondent Removal

### a. Emergency Removal (Student)

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

### b. Administrative Leave (Employee)

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

## 8. Law Enforcement

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

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

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

## F. Grievance Process

### 1. Generally

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

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

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

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

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

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

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

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

## 2. Notice of Allegations

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

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

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

## 3. Informal Resolution

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

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

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

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

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

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

#### 4. Investigation

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

##### a. Investigation Process

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

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

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

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

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

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

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

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

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

#### b. Investigation Report

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

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

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

## 5. Determination of Responsibility

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## G. Dismissal

### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

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

### 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

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

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

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

## H. Consolidation of Complaints

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

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

## I. Remedies and Disciplinary Sanctions

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

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

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

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

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

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

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

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

#### J. False Statements

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

#### K. Confidentiality

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

#### L. Retaliation

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

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

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

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

#### M. Training

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

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

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

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

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

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

#### N. Record Keeping

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

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

#### O. Office for Civil Rights

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

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

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

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

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

## Series 5000: Students, Curriculum, and Academic Matters

### 5200 Student Conduct and Discipline

#### 5207 *Anti-Bullying Policy*

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

##### A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

##### B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

#### H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct

using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications service provider" means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5300 Student Enrollment, Attendance, and Records

#### 5308 *Protection of Pupil Rights*

##### A. Surveys, Analyses, and Evaluations

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

##### B. Invasive Physical Examinations

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of

attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

#### C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and Parents’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

#### D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

#### E. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5500 School Sponsored and Extracurricular Activities

#### 5507 *Extracurricular Activities*

##### A. General Purpose

Extracurricular activities, while an important part of the total school experience, are secondary to the academic program. Participation in extracurricular activities is a privilege, not a right.

Extracurricular activities *do not* include:

1. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course; or
2. student-initiated, noncurricular student groups, which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are governed by Policies 3304 and 5510.

##### B. Governance

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Students and sponsors are governed by all Policies, applicable codes of conduct, and any other applicable rules or behavioral expectations.

Extracurricular groups may use District facilities consistent with Policy 3304.

##### C. Student Eligibility

Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

Students who wish to participate in extracurricular activities must abide by Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations. A student's failure to comply with Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations may result in disciplinary action and exclusion from extracurricular activities.

Students who participate in interscholastic athletics may not use performance-enhancing substances. Performance-enhancing substances include any substance banned by the NCAA. Students who use performance-enhancing substances may be disciplined or excluded from the activity.

#### D. Advisors and Coaches

Each extracurricular activity must have an advisor who is a District employee or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the advisor, as determined by the Superintendent or designee.

The Superintendent or designee will assign activity advisors. Advisors serve at the will of the Superintendent, who may remove an activity advisor in the Superintendent's sole discretion, absent contrary contractual provisions.

Sponsors may be required to develop materials, activities, and a budget; promote membership and participation; communicate with the building principal or designee, staff, students, and parents/guardians; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make program recommendations; and submit a year-end report to the building principal or designee.

#### E. Fundraising Activities

Fundraising activities must comply with Policy 5501.

Date adopted: August 15, 2022

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5300 Student Enrollment, Attendance, and Records

#### 5309 Student Records and Directory Information

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

##### A. Definitions

1. An “education record” is a record directly related to a student that the District or its agents maintain, except that an education record does not include:
  - a. records kept in the maker’s sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
  - b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
  - c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student’s treatment (exclusive of remedial educational activities or educational activities that are part of the District’s instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student’s choice);
  - d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person’s attendance as a student in the District;
  - e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
  - f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person’s employment, and are not available for any other purpose. Records relating to a person employed as a result of that person’s status as a student are, however, “education records.”
2. “Personally identifiable information” means a student’s name; the name of a student’s Parent or family member; the student’s address or the address of a family member; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that alone or in combination is linked or linkable to a specific student

that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

3. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information
  - a. student names, addresses, and telephone numbers;
  - b. photographs and videos depicting a student's participation in school-related activities and classes;
  - c. date and place of birth;
  - d. major field of study;
  - e. grade level;
  - f. enrollment status (e.g., full-time or part-time);
  - g. dates of attendance (e.g., 2023-2027);
  - h. degrees, honors, and awards received; and
  - i. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

## B. Collection and Retention of Records

School officials may collect and retain information about the District's students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation,

physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

#### C. Right to Inspect and Review Education Records

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

The District will make arrangements for a Parent or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

#### D. Right to Request Explanation or Interpretation of Student Education Records

A Parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

#### E. Right to Request Amendment of Education Records

A Parent or eligible student may request that a student's education record be amended if the Parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The Superintendent will develop administrative guidelines explaining the process by which a Parent or eligible student may request an amendment to the student's records and that the Parent or eligible student has the right to a hearing if the District refuses the request.

#### F. Disclosure of Education Records to School Officials

A school official may receive and review personally identifiable information from a student's education record only if the school official has a legitimate educational interest in the information. A school official has a "legitimate educational interest" if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student's family. For purposes of this Policy, a "school official" is any person employed by the District. The Board further designates the following persons and entities as "school officials":

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);
2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, an employee of an intermediate school district, or an authorized information technology specialist);
3. a Parent or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and
4. a person, including a volunteer, who is assisting another school official in performing the official's duties.

The above-identified persons and entities must: (a) perform institutional services or functions for which the District would otherwise use its own employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

The Superintendent or designee will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a student's education records.

#### G. Disclosure of "Directory Information"

Except as otherwise stated in this Policy, school officials may disclose "directory information" without the prior written consent of a Parent or eligible student unless the Parent or eligible student specifically notifies the District that the Parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

The District will provide Parents and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the Parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

The Superintendent or designee will provide the Directory Information Opt Out form to all Parents or eligible students within the first 30 days of the school year. The form will also be made available at a Parent's or eligible student's request at any time during the school year. If the Parent or eligible student does not return

the form, the District may release directory information as permitted by law. The Directory Information Opt Out form will be kept on file for 1 year.

To ensure that directory information is not improperly used, the Superintendent or designee may require that a person requesting directory information execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

The District will not disclose a student's or Parent's phone number or address or the Parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's Parent notifies the District that the student or the student's Parent has obtained a participation card issued by the department of attorney general.

#### H. Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the Parent or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

#### I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

#### J. Disclosure to a For-Profit Business Entity

School officials will not sell or otherwise provide any personally identifiable information that is part of a student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;

2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

#### K. Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a student's education records without the consent of the Parent or eligible student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the Parent or eligible student, in writing, that the District intends to comply with the court order or subpoena.

#### L. Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its employees and agents are prohibited from disclosing personally identifiable information from a student's education records without the written consent of a Parent or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

A school official may not disclose personally identifiable information from a student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

#### M. Disclosure Logs

The Superintendent or designee will maintain, to the extent required by law, a log of those persons to whom personally identifiable information from a student's

education records has been disclosed. The record will identify the student whose information was disclosed, the person or entity who requested or received the information, the information that was disclosed, the date the Parent or eligible student provided written consent (if necessary for the disclosure), a legitimate reason for the disclosure, and any other information required by law.

Subject to the limitations below, a Parent or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

- the specific personally identifiable information that was disclosed by the District;
- the name and contact information of each person, agency, or organization to which the District disclosed the student's personally identifiable information; and
- the legitimate reason that the person, agency, or organization had in obtaining the personally identifiable information.

The District is not required to provide information about the disclosure of personally identifiable information if the personally identifiable information is:

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's Parent;
3. provided to an intermediate school district providing services pursuant to a written agreement;
4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy providing services to the pupil pursuant to a written agreement;
5. provided to a person, agency, or organization with the written consent of the eligible student or the student's Parent;
6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;
8. covered by the District's Directory Information Opt Out Form, unless the Parent or eligible student has signed and submitted the Opt Out Form.

#### N. Video Recordings

A video recording that is directly related to a student may be an “education record” (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video’s disclosure, whether a particular video is an “education record” and whether it contains “personally identifiable information” about a student. If the Superintendent or designee determines that a video recording is an “education record,” its disclosure and the rights of Parents and eligible students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

#### O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official’s right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student’s education records to law enforcement without the prior written consent of a Parent or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student’s special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student’s potential criminal activity to authorities.

#### P. Disclosure of Information to Military Recruiter

The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information as is provided to other entities offering educational or employment opportunities to those students, as required by state and federal law. “Armed Forces of the United States” means the armed forces of the United States and their reserve components and the United States Coast Guard.

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student’s directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written “opt out,” school officials may not release the student’s directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

#### Q. Annual Notice Requirements

The Superintendent or designee will send an annual notice to Parents and eligible students notifying them of the following:

1. the right to inspect and review their student's education records;
2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";
4. the definition of "directory information" and notice that their student's directory information may be disclosed without consent unless the Parent or eligible student opts out of allowing disclosure;
5. the District's practice to disclose a student's education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;
6. the right to consent to the disclosure of personally identifiable information from a student's education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;
7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;
8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and
9. the right to obtain a copy of the Board's policies and administrative regulations about student records.

Legal authority: 20 USC 1401 et seq., 1232g, 7165, 7908; 26 USC 152; 34 CFR Part 99, 300; MCL 15.243(2); MCL 380.1134-1136, 380.1137a, 380.1279g; MCL 600.2165; MCL 722.30; MCL 780.855, 780.871; *Records Retention and Disposal Schedule for Michigan Public Schools*

Date adopted: August 15, 2022

Date revised: August 19, 2024

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5200 Student Conduct and Discipline**

#### ***5208 Student Acceptable Use and Internet Safety Policy***

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. As part of its Internet Safety Policy the District must implement the rules and procedures identified in Policy 3116. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources.

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 3000: Operations, Finance, and Property

### 3100 General Operations

#### 3116 *District Technology and Acceptable Use*

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

##### A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

## B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their Parent; and
- students in grades 6 and below and their Parent.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

### 1. A statement that:

- a. use of District technology resources is a privilege that may be revoked at any time;
- b. a user has no expectation of privacy when using District technology resources;
- c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
- d. District technology resources may not be used to bully, harass, or intimidate others;
- e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.

2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
3. A list of what constitutes misuse of District technology resources.
4. A prohibition against:
  - a. accessing other user accounts or files without authorization;
  - b. conducting personal business or activities;
  - c. accessing pornography;
  - d. communicating inappropriately with students;
  - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
  - f. accessing or downloading unauthorized software or programs.
5. A requirement that users report any material that is threatening, harassing, or bullying.
6. A release of all claims and liability against the District for use of District technology resources.

#### C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

#### D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

## 1. Students

- a. Students shall leave all electronic devices outside of the testing room or shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session.
- b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.
- c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

## 2. Test Administrators

- a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:
  - i. Ensure that all background applications and alternative websites are disabled on testing devices.
  - ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.
  - iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators may wear a wearable electronic device (e.g., smart watch or Fitbit), but must ensure that the device is in airplane mode during test administration.
- b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes but should exit the testing room when engaging in those communications.

## 3. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

## E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a “Qualifying School Library”) will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor’s Parent, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a Parent do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: August 15, 2022

Date revised: March 20, 2023

Date revised: August 19, 2024

---

---

## BOARD AGENDA ITEM

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

Item: Approval of District Assessment Contract

Submitted by: Mark Maynard

Date: 07.07.2025

Recommended by: Glen Finkel

Board Meeting Date: 07.21.2025

---

---

### **RECOMMENDATION:**

It is recommended that the Kent ISD school board approve the assessment enhancement contract from Bulb Digital in the amount of \$25,000 for the implementation of the collection of district and school assessment data in the Our School Data application.

### **BACKGROUND:**

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

This contract will allocate resources to implement the enhancement of Our School Data's assessment collection capabilities. For many years Our School Data has had the ability for districts to enter assessment data at the classroom/student level and this functionality is heavily used by districts. We would like to expand our data collection for districts to be able to capture data at district and school building level to better evaluate and track their systems and processes. This functionality will not only benefit local districts, but also Kent ISD's MTSS and Continuous Improvement teams who facilitate this type of work in the local districts.

---

---

## BOARD AGENDA ITEM

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

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

Action:   X  

Item: VMware Renewal  
Submitted by: Tim Lillis  
Recommended by: Glen Finkel

Date: 6.19.2025  
Board Meeting Date: 7.21.2025

---

---

### **RECOMMENDATION:**

It is recommended that the Kent ISD School Board approve the renewal of VMware vSphere licensing through Trace3 in the amount of \$69,912.96.

### **BACKGROUND:**

Kent ISD has relied on VMware vSphere to manage its virtual environments for over a decade. In 2023, VMware was acquired by Broadcom, which has since implemented significant changes to its licensing model—eliminating education discounts and reducing the number of available licensing tiers.

To meet current needs, Kent ISD plans to purchase a combination of Standard and Foundation licenses. The Standard license will support remote servers, while the Foundation license will serve our critical business systems. Unfortunately, Broadcom has recently implemented a 62% price increase. As a result, Kent ISD will be actively exploring alternative virtualization platforms for the next school year.

Quantity (Cores)	License	Unit Price	Total Price
240	VMWare Standard	\$57.22	\$13,732.80
288	VMware Foundation	\$195.07	\$56,180.16

---

---

## BOARD AGENDA ITEM

Information/Discussion   
Future Action   
Action

Item: Inter- and Intra-School Courier services

Date: June 13, 2025

Submitted by: Ron Houtman - REMC Director / Strategic Planning

Board Meeting Date: July 21, 2025

Recommended by: Dr. Gorman

---

---

### **RECOMMENDATION:**

It is recommended to renew the contract with Professional Courier Services (PCS) for SY2025-26 in the amount of \$86,597.76

### **BACKGROUND:**

For approximately 30 years, our agency operated an in-house courier service with two full-time staff members providing daily deliveries to our programs and local school districts. In 2020, we transitioned to Professional Courier Services (PCS), resulting in significant cost savings while maintaining service quality.

### **Current Services**

PCS provides daily courier routes on a subscription basis, transporting: Inter-district mail and administrative documents CA-60 forms and state-required documentation Educational supplies and assistive technology Library materials and instructional resources

### **Cost Efficiency**

The transition from two FTE positions to contracted services eliminated expenses for salaries, benefits, and vehicle maintenance, providing the same comprehensive coverage at substantially reduced cost.

### **Performance**

Over the past five years, PCS has maintained reliable daily service with minimal disruptions, meeting the needs of both our internal programs and subscribing districts. This service remains essential for timely exchange of materials critical to educational operations.

---

---

## BOARD AGENDA ITEM

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

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

Action   X  

Item: Facility Master Plan. Phase 1 Consulting

Submitted by: Russell Bray

Date:   7/10/2025  

Recommended by: Kevin Philipps *KP*

Board Meeting Date:   7/21/2025  

---

---

### RECOMMENDATION:

It is recommended that the Kent ISD board approve the proposal for consulting services from Progressive Companies to complete Phase 1 of a Facilities Master Plan for all Kent ISD facilities in the amount of \$63,000.

### BACKGROUND:

As Kent Intermediate School District (Kent ISD) continues to plan for growth, finalize the 2025-2028 Strategic Plan, focus on CareerPrep 2030, and continue their excellence in service to the community, there is a need to evaluate and understand the condition, use, and potential of each of the facilities currently housing CTE, Center and EmpowerU programs. This understanding will provide the data needed to make decisions regarding future program advancement and facility improvements, allowing Kent ISD to provide a consistent standard of quality facilities that meet the needs of the users for today and into the future. This work will provide a comprehensive facility strategic plan as a roadmap for facilities to support the mission of the organization.

The Facility Strategic Plan will identify deficiencies and priorities in buildings and systems and include key areas of focus for investigation, such as program alignment, transportation needs/requirements, student population growth projections, and flexibility for change. These key areas were identified during a workshop discussion on June 2, 2025. Priorities include positive student impact, independence, equitable access, and proactive planning along with the goals that have been identified in the Strategic Plan for 2025-2028.

Attached:

- Phase 1 proposal



June 16, 2025

Mr. Russell Bray  
Director of Facilities & Operations  
Kent Intermediate School District  
2930 Knapp Street NE  
Grand Rapids, MI 49525

Re: Proposal for Consulting Services for Kent Intermediate School District Facility Strategic Planning

Dear Russell,

We're pleased to continue our longstanding partnership in support of the vital work you and your team do for Kent County. Progressive Companies is pleased to present this proposal for design services to explore existing facility opportunities, future facility needs, and guidance for development opportunities aligned with the ISD's updated Strategic Planning efforts. The following is our understanding of the project, our scope of services, clarifications, proposed schedule, and compensation for your consideration.

#### **UNDERSTANDING OF PROJECT**

As Kent Intermediate School District (Kent ISD) continues to plan for growth, finalize the 2025-2028 Strategic Plan, focus on CareerPrep 2030, and continue their excellence in service to the community, there is a need to evaluate and understand the condition, use, and potential of each of the facilities currently housing CTE, Center and EmpowerU programs. This understanding will provide the data needed to make decisions regarding future program advancement and facility improvements, allowing Kent ISD to provide a consistent standard of quality facilities that meet the needs of the users for today and into the future. This work will provide a comprehensive facility strategic plan as a roadmap for facilities to support the mission of the organization.

The Facility Strategic Plan will identify deficiencies and priorities in buildings and systems and include key areas of focus for investigation, such as program alignment, transportation needs/requirements, student population growth projections, and flexibility for change. These key areas were identified during a workshop discussion on June 2, 2025. Priorities include positive student impact, independence, equitable access, and proactive planning along with the goals that have been identified in the Strategic Plan for 2025-2028.

#### **SCOPE OF BASIC SERVICES**

We have outlined the following research and discovery phase (Phase 1: Developing Baseline Understanding) to establish a clear understanding of the existing organizational facility needs, challenges, and opportunities.

The next step will further align the data collected with desired outcomes and provide detailed recommendations for development (Phase 2: Recommendations). This phase is outlined for reference but will be refined upon the completion of Phase 1 and a new proposal will be provided for this work based on the agreed scope of services at that time.

Thirteen (13) in total, facilities/sites have been included in this evaluation and are listed as follows:

- Main Campus: Kent Career Tech Center East and West, Kent Conference Center, Kent Education Center

- Lincoln Campus: Lincoln Development Center, Lincoln Early Childhood Center, Lincoln School
- EmpowerU South, EmpowerU North, EmpowerU Central (Mayfield)
- Pine Grove Learning Center
- Oakleigh
- Kent Aviation Center

### **Phase 1 // Developing a Baseline Understanding**

Below outlines our anticipated tasks within this initial phase.

#### **TASK 1A: DATA GATHERING**

We anticipate this task can be accomplished with a series of interview meetings or one comprehensive workshop with representatives from each facility. The following items will be primary input for the work:

- a. Comprehensive overview of the listed Kent ISD properties and facilities. We recommend sending this information digitally for review prior to engagement with the Progressive Companies team. This data should include, but is not limited to:
  - i. Current facility programs and uses
  - ii. Current student and staff populations, occupancies
- b. Stakeholder network. With the core stakeholder group from the initial workshop on June 2, 2025, and Ron Houtman, we will work together to define the interconnected system of key decision-makers within which Kent ISD operates. With this information, we will be able to ensure and clarify roles and decision pathways critical for successful implementation. This network of individuals (representatives from each facility and local districts, program administration and principals, etc.) will be included in Phase 2 of this effort for Focus Group interaction and feedback.

#### **TASK 1B: FACILITY AUDIT**

Each facility will be toured and evaluated to understand each location. We anticipate three grouping levels of classification (healthy/green, needing improvement/yellow, and critical/red) for each of the following categories. These will be included as observations. We are not anticipating precise analysis of systems and/or components.

- a. Health of systems, structures, and materials, including but not limited to:
  - i. Building envelope
  - ii. Adjacent site and campus planning
  - iii. Engineered systems (MEP)
  - iv. Furniture + Finishes
- b. Accessibility and Universal Design
- c. Utilization, flexibility, program, and space alignment

#### **TASK 1C: DATA MAPPING**

Evaluation of each facility location based on existing data for the following:

- a. Transportation networks and mobility opportunities
- b. Population affinities and regional demographics
- c. Overall geographic spread and reach

#### **TASK 1D: COLLABORATOR DISCOVERY**

Identify partners, key allies in the work and competitors who provide ideas for collaboration and/or integration.

#### **TASK 1E: INITIAL IDEAL STATE**

Define in summary the current status of each program, facility assessments, and provide preliminary recommendations for future possibilities.

**Deliverable:** A digital copy of the *drafted* Facility Master Plan Report, which will catalogue and organize our discovery work including summary of facilities, stakeholders, and district coverage. This document will

reflect *current state* and provide brief, high-level recommendations and opportunities for future optimization.

**(FUTURE) Phase 2 // Recommendations**

Below are the proposed tasks for the completion of the Facility Master Plan.

Following the completion of Phase 1 scope of work, we will work with you to identify next steps and provide a revision to this proposal as necessary. This will include, but are not limited to:

- **Focus Groups:** In-depth small group discussions provide insight into key factors to influence planning and refine our work in Phase 1. Example groups may include, but are not limited to, the following: accessibility and inclusion, CTE programming, in-district vs. ISD programming, curriculum development and delivery, main campus representation, satellite campuses and community partnerships.
- **Benchmarking:** We can provide recommendations of similar facilities and/or groups pursuing similar work and arrange tours/interviews with key locations and individuals with the identified Facility Master Plan stakeholder group. Depending on time constraints and schedule, this can also be done virtually to accommodate a wider audience.
- **Scenario Planning:** We will work together to evaluate various concepts for accommodating growth in services and/or programs, across various district locations, in an inclusive and efficient manner that prioritizes student outcomes, program needs, and optimizes the use of existing facilities.

**Deliverable:** A digital copy of the *finalized* Facility Master Plan Report, which will thematically group our recommendations and findings into actionable phases of mission-driven development.

**SCHEDULE**

We anticipate that work will begin within two weeks of written authorization to proceed, allowing assembly of team and resources. Phase 1 will take place between June and August, with our final deliverable package delivered by Labor Day (Monday, September 1, 2025).

<b>Phase 1 Tasks</b>	<b>Duration</b>	<b>Start Dates (week of)</b>
1A: Data Gathering <b>MTG</b>	2 Weeks	June 30, 2025
1B: Facility Audit <b>SV</b>	2 Weeks	July 14, 2025
1C: Data Mapping <b>MTG</b>	2 Weeks	July 28, 2025
1D: Collaborator Discovery	1 Week	August 4, 2025
1E: Initial Ideal State <b>MTG</b>	2 Weeks	August 11, 2025
Final Revisions + Pkg Delivery		August 25, 2025

**SV** = Site Visit **MTG** = In-person Meeting

**CLARIFICATIONS**

- Final deliverables from this study will describe and illustrate the potential opportunities and associated areas for future discovery. Architectural design concepts and planning models are not included at this time.
- Depending on the information and data provided by the Owner, site visits may be less intensive or become unnecessary.
- Our schedule and proposed scope of services relies on prompt and accurate decision-making on the part of the Owner. If impacts on the schedule are affected, this may constitute an additional service.
- Existing plans of all facilities to be provided by the Owner. If plans are unavailable and field measuring is required, an additional service will be required.
- Kent ISD will provide the current organizational structure for curriculum and facilities staffing.

**PROFESSIONAL COMPENSATION**

Based upon the above-identified scope of services, Progressive Companies proposes to provide the work as delineated above for a stipulated sum of \$62,000 (sixty-two thousand dollars) for Phase 1. Reimbursable expenses are in addition to the professional compensation, estimated at \$1,000 (one

thousand dollars), and will be invoiced according to the attached Schedule of Invoice Rates. An additional proposal and schedule will be provided for Phase 2 services upon request.

Progressive Companies has prepared this proposal for Kent Intermediate School District, and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

The attached Standard Agreement Provisions are incorporated into and made part of this proposal. If an AIA or other Standard form of Agreement is entered into by the Parties, the AIA or other Standard Form of Agreement will include the terms and conditions of the Standard Agreement Provisions. If this proposal meets with your approval, please sign below and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule. If you do not sign and return this proposal, and after receipt of this proposal you request or accept services from Progressive Companies in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

We look forward to working on this project with you and your team.

Sincerely,

  
Thomas L. Frey, PE  
Principal | Senior Project Manager

Thomas L. Frey, PE, LEED AP, CPC  
Principal | Senior Project Manager

  
Digitally signed by Joy Sportel  
DN: cn=Joy Sportel  
Date: 2025.06.18 15:21:57-0400

Joy Sportel, AIA, NCARB  
Education Team Leader

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Kent Intermediate School District

---

**Standard Agreement Provisions**  
**Architectural Services**

The parties to this Agreement, Progressive Companies, hereinafter called the ARCHITECT and Kent Intermediate School District, hereinafter called the OWNER, hereby agree to the following conditions:

1. **Scope of Services:** The services provided by the ARCHITECT shall be limited to those described in the proposal dated June 18, 2025. The parties agree that the Standard Agreement Provisions incorporated herein shall govern.
2. **Term:** If services covered by this Agreement have not been completed within five (5) months of the date of this Agreement, through no fault of the ARCHITECT, extension of the ARCHITECT's services beyond that time shall be compensated as additional services.
3. **Changed Conditions:** If, during the term of this Agreement, the ARCHITECT becomes aware of any circumstances or conditions that were not originally contemplated by or known to the ARCHITECT, then to the extent that they affect the scope of services, compensations, schedule, allocation of risks or other material terms of this Agreement, the ARCHITECT may call for re-negotiation of appropriate portions of the Agreement. The ARCHITECT shall notify the OWNER of the changed conditions necessitating re-negotiation, and the ARCHITECT and the OWNER shall promptly and in good faith enter into re-negotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
4. **Additional Services:** Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
5. **Standard of Care:** Professional Services provided by the ARCHITECT will be conducted in a manner consistent with that level of care ordinarily and normally exercised by licensed architects and engineers practicing in the State where the Project resides. In reference to the Standard of Care, the Owner and Architect acknowledge that changes may be required because of possible errors, omissions, ambiguities or inconsistencies in the plans and specifications, and, therefore, that the costs of the project may exceed the construction contract sum. The Owner and Architect agree that a design contingency in the amount of three percent (3 percent) of the cost of the work be established, as required, to pay for any such increased project costs. The Owner further agrees to make no claim by way of direct or third-party action against the Architect or his or her subconsultants with respect to any payments within the limit of the contingency reserve made to the construction contractors because of such changes or because of any claims made by the construction contractors relating to such changes. Costs or expenses that are considered value added/betterment (see Paragraph 29) to the project shall not be applied against the design contingency. The design contingency shall be established as a line item in the overall project budget and be carried through the project's construction phase.
6. **Schedule for Rendering Services:** The ARCHITECT shall prepare and submit for OWNER approval a schedule for the performance of the ARCHITECT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the ARCHITECT's reasonable control.
7. **Payment Terms:** Invoices will be submitted by the ARCHITECT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice. Invoices past due shall accrue interest at one percent (1%) per month from the

original invoice date. If past due invoices cause the ARCHITECT to proceed with legal action or collection services, the OWNER agrees to pay all of the ARCHITECT's collection expenses including reasonable attorney fees.

8. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the ARCHITECT has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that the ARCHITECT's opinions of probable construction costs are made on the basis of the ARCHITECT's professional judgment and experience. The ARCHITECT makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the ARCHITECT's opinion of probable construction cost.
  
9. Ownership of Instruments of Service: The OWNER acknowledges the ARCHITECT's design documents, including electronic files, reports, drawings, worksheets, plans, supporting documents and other material as the ARCHITECT's instruments of professional service. Provided that the OWNER complies with all obligations of this Agreement and, upon completion of the services and payment in full of all monies due to the ARCHITECT, the ARCHITECT shall provide the OWNER with an exclusive agreement to use the final construction documents prepared under this Agreement for construction or maintaining the project. The OWNER shall not reuse or make any modifications to the construction documents without the prior written authorization of the ARCHITECT. The OWNER agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the ARCHITECT, its officers, directors, employees, and subconsultants (collectively, ARCHITECT) against any damages, liabilities or costs, including reasonable lawyers' fees and defense costs, arising from or allegedly arising from or in any way related to or connected with the unauthorized reuse or modification of the construction documents by the OWNER or any person or entity that acquires or obtains the construction documents from or through the OWNER without the written authorization of the ARCHITECT.

Under no circumstances shall the transfer of ownership of the ARCHITECT's drawings, specifications, electronic files, or other instruments of service be deemed a work made for hire, or sale by the ARCHITECT, and the ARCHITECT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose, nor shall such transfer be construed or regarded as any waiver or other relinquishment of the ARCHITECT's copyrights or intellectual property rights including Universal Design innovation strategies, checklists, reports and processes in any of the foregoing, full ownership of which shall remain with ARCHITECT, absent the ARCHITECT's express prior written consent.

Native format software models (NFSM) used in development and/or analysis of the OWNER's power system(s) are considered the intellectual property of the ARCHITECT. The ARCHITECT reserves the right of sole ownership of said NFSM. Sole ownership by the ARCHITECT shall survive termination or expiration of the agreement with the OWNER and shall not be restricted by any constraint.

10. Digital Data/Electronic Media: The ARCHITECT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the ARCHITECT in CAD form. Release of digital data will be by execution of the Architect's digital data licensing Agreement (AIA Document C106-2013 or latest edition). Copies shall be for information and used by the OWNER for the specific purpose for which the ARCHITECT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the ARCHITECT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the ARCHITECT harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized use or

modification of all Project documentation. Under no circumstance shall the transfer of drawings or data or other instruments of service on digital data for use by the Recipient be construed to be as a sale. ARCHITECT makes no warranties, either express or implied or of merchantability or of fitness for a particular purpose. To the extent that the digital data includes building information models (Models), the parties agree to the following terms. (1) The Models are intended for the purpose of communicating design intent only and are not construction documents. (2) The Models may not detect all conflicts or inconsistencies. (3) The Models are not intended for quantity take-offs, cost estimates, fabrication, or dimensional purposes. (4) Information contained in the Models will not be construed to dictate construction means or methods. This will remain the Contractor or Fabricator's responsibility.

11. **Dispute Resolution:** In an effort to resolve any conflict, the duly authorized representatives of each party will meet together in good faith in an attempt to resolve the conflict. If this attempted resolution fails to resolve the claim or dispute, the parties agree that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for non-binding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. The parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any Agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law.

The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known of the existence of the claim, dispute, or other matter but in no event later than 3 years after the date of substantial completion of the project. If the demand for arbitration is not effectuated within such times, the claim, dispute, or other matter shall be forever barred.

The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings an arbitration action or lawsuit against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

12. **Termination:** If the OWNER fails to make payments in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the ARCHITECT's option, cause for suspension of services. The ARCHITECT shall provide seven days' written notice. If the OWNER or ARCHITECT suspends the Project, the ARCHITECT shall be compensated for services performed prior to notice of suspension. The ARCHITECT's fees for the remaining services and the time schedule shall be equitably adjusted. Either party may terminate this Agreement upon not less than seven days' written notice to the other party for convenience and without cause. If the Agreement is terminated, the ARCHITECT shall be compensated by the OWNER for services performed prior to termination and reimbursable

expenses including costs attributable to termination, including the costs attributable to the ARCHITECT's termination of consultant Agreements.

13. Professional Liability Insurance and Limitation of Liability: The ARCHITECT maintains professional liability insurance as part of its normal business practice. The OWNER agrees to limit the ARCHITECT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the ARCHITECT's negligent acts, errors, or omissions, such that the total aggregate liability of the ARCHITECT to all those named shall not exceed the amount of the ARCHITECT's compensation for the Project.
14. Indemnification: Subject to the limitation in Paragraph 13 above the ARCHITECT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense cost, to the extent caused by the ARCHITECT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the ARCHITECT is legally liable.

The OWNER agrees to the fullest extent permitted by law, to indemnify and hold harmless the ARCHITECT, its officers, directors, employees and subconsultants (collectively ARCHITECT) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the OWNER is legally liable.

Neither OWNER or ARCHITECT shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

The OWNER and ARCHITECT waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages including disruptions to business operations or loss of profits.

15. Mutual Waiver of Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ARCHITECT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of incidental, indirect and consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the ARCHITECT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
16. Delays: The OWNER agrees that the ARCHITECT is not responsible for any damages arising directly or indirectly from any delays for causes beyond the ARCHITECT's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, epidemics, pandemics, or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance by OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substance or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by the ARCHITECT to perform its services in an orderly and efficient manner, the ARCHITECT shall be entitled to a reasonable adjustment in schedule and compensation.

---

**Standard Agreement Provisions**  
**Architectural Services**

17. **Disputed Invoices:** If the OWNER objects to any portion of an invoice, the OWNER shall so notify the ARCHITECT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one percent (1%) per month shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the ARCHITECT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
18. **ADA Requirements:** The ARCHITECT shall make a reasonable professional effort to interpret applicable ADA requirements as they apply to this project but cannot warrant or guarantee compliance due to the fact it is civil rights legislation and open to many different interpretations.
19. **Code Compliance:** The ARCHITECT shall put forth reasonable professional efforts to comply with applicable laws, codes, and regulations in effect as of the date of the execution of this Agreement. Design changes made necessary by newly enacted laws, codes and regulations after the date shall entitle the ARCHITECT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
20. **Buried Utilities:** The OWNER will be responsible for furnishing the ARCHITECT information identifying the type of all underground utilities and verifying their specific locations. The ARCHITECT (or their subconsultant) will rely on this information and prepare a plan that shows the locations intended for connections with respect to assumed locations of underground utilities provided by the OWNER. The OWNER will approve of all locations of subsurface penetrations prior to them being made. The OWNER agrees to waive all claims and causes of action against the ARCHITECT for damages to underground improvements. The OWNER further agrees to indemnify and hold the ARCHITECT harmless from any damage, liability, or cost, including reasonable attorney's fees and defense costs for any property damage, injury or economic loss arising or allegedly arising from subsurface penetrations.
21. **Condominium Conversion:** If the ARCHITECT's services and Construction Documents are intended for the design and construction of residential or commercial rental units, they shall be under the ownership and control of a single, integrated OWNER. In the event the Project is changed to any other purpose or use, including, but not limited to, subdivision into individual units for sale, the ARCHITECT shall have no responsibility, and shall be released from all obligations and liabilities for the Project, and each and every right, license and/or ownership interest of the OWNER of the Construction Documents shall be void. The OWNER shall be expressly prohibited from making any further use of the Construction Documents for any purpose, including, but not limited to, the conversion of the Project to another purpose. Further, the OWNER agrees, to the fullest extent permitted by law, to indemnify, immediately defend, and hold harmless the ARCHITECT, its officers, directors, employees and subconsultants (collectively, ARCHITECT) against all damages, liabilities, or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the services performed under this Agreement.
22. **Energy Tax Deduction:** The ARCHITECT may wish to pursue an energy tax deduction under Section 179D of the Internal Revenue Code for this Project. Such deductions are available to design firms for projects that reduce overall energy use of a building. If Progressive Company determines that this Project meets the relevant 179D qualification criteria, the OWNER agrees to allocate the tax deduction to Progressive Companies by signing an Allocation Acknowledgement form which is required by the IRS to receive the deduction.

---

**Standard Agreement Provisions**  
**Architectural Services**

23. Evaluation of Work: The ARCHITECT shall have authority to reject work that does not conform to the contract documents; however, the ARCHITECT does not have authority to stop work at any time.
24. Hazardous Materials: The ARCHITECT shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
25. Hiring of Personnel: OWNER may not directly hire any employee of the ARCHITECT. OWNER agrees that it shall not, directly, or indirectly solicit any employee of the ARCHITECT from accepting employment with OWNER, affiliate companies, or competitors of ARCHITECT.
26. Means and Methods: The ARCHITECT shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, nor shall the ARCHITECT be responsible for the constructor's failure to perform work in accordance with the contract documents.
27. Site Signage: The ARCHITECT shall be permitted to install exterior signs on the project premises for promotional purposes.
28. Timeliness of Performance: The OWNER and ARCHITECT are aware that many factors outside the Agreement control may affect the ARCHITECT's ability to complete the services to be provide under Agreement. The ARCHITECT will perform these services with reasonable diligence and expediency consistent with sound professional practices.
29. Value-Added/Betterment: If, due to the ARCHITECT's error or omission, any required item or component of the project is omitted from the ARCHITECT's Construction documents, the ARCHITECT shall not be responsible for paying the cost to add such item or components to the extent that such item or component would have otherwise been necessary to the project or otherwise adds value or betterment to the project. In no event will the ARCHITECT be responsible for any cost or expenses that provides value, upgrade, or enrichment of the project.



## Schedule of Invoice Rates - 2025

### Hourly Staff Charges

Class 10 Personnel	Director, Principal	\$275/hour
Class 9 Personnel	Practice Leader, Principal / Team Leader, Project Principal, Senior Healthcare Planner, Senior Project Leader	\$215/hour
Class 8 Personnel	Director of Strategy and Transformation, Senior Construction Project Manager, Senior Engineer, Senior Planner, Senior Project Manager	\$195/hour
Class 7 Personnel	Construction Administrator, Project Manager II, Senior Architect, Senior Construction Superintendent, Senior Environmental Scientist, Senior Project Designer, Senior Surveyor	\$180/hour
Class 6 Personnel	Architect II, Engineer II, Estimator, Planner III, Project Designer, Senior Engineering Designer, Senior Interior Designer, Senior Landscape Architect	\$155/hour
Class 5 Personnel	Architect, Construction Project Manger, Engineer, Project Manager, Senior Architectural Staff, Senior Engineering Technician	\$130/hour
Class 4 Personnel	Architectural Staff, Architectural Technician, Engineering Designer, Environmental Scientist II, Interior Designer II, Landscape Architect II, Planner II, Survey Technician	\$115/hour
Class 3 Personnel	Construction Observer, Construction Superintendent, Environmental Scientist, Interior Designer, Landscape Designer	\$100/hour
Class 2 Personnel	Engineering Technician, Field Scientist, Interior Design Staff, Planner, Project Assistant	\$85/hour
Class 1 Personnel	Intern	\$60/hour

### Reimbursable Expenses

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Building permit fees and plan review fees as required by the authorities having jurisdiction over projects at cost plus 10%.
3. Outside services, consultants, travel and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
5. CAD black/white plotting at 25¢ per square foot; CAD color plotting at 35¢ per square foot; CAD low density color images at 40¢ each; and CAD high density color images at 60¢ each. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 70¢ per mile). Lodging, meals, and airfare at cost. Machine rental GPS at \$250 per day. Traffic Counters at \$60 per count. Surveying supplies at 50¢ per stake.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

#### Notes:

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at a higher rate.
3. Hourly staff charges and expenses are subject to change annually.

STD RATE

January 10, 2025

---

---

## BOARD AGENDA ITEM

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

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

Action   X  

Item: Pine Grove Site Signage

Submitted by: Russell Bray

Date:   7/10/25  

Recommended by: Kevin Philipps *VP*

Board Meeting Date:   7/21/25  

---

---

### RECOMMENDATION:

It is recommended that the Kent ISD board approve the replacement of the Pine Grove exterior signage in the amount of \$41,166.40. This amount includes Valley City Sign's proposal totaling \$37,424.00 and a 10% contingency to cover unforeseen issues discovered during existing sign removal and installation.

### BACKGROUND:

Existing signage at Pine Grove is aged and still includes references to Grand Rapids Public Schools. Rebranding work over the past few years has developed a new signage standard that has been implemented at other Kent ISD locations, including Lincoln Campus and Empower U sites.

Valley City Sign was awarded the previous design/installation competitive bid for initial signage work at other locations. To maintain design consistency, it is recommended that the ISD honors the previous competitive bid process in the awarding of this contract.

Planning for this project has included consultation with the Communications Department.

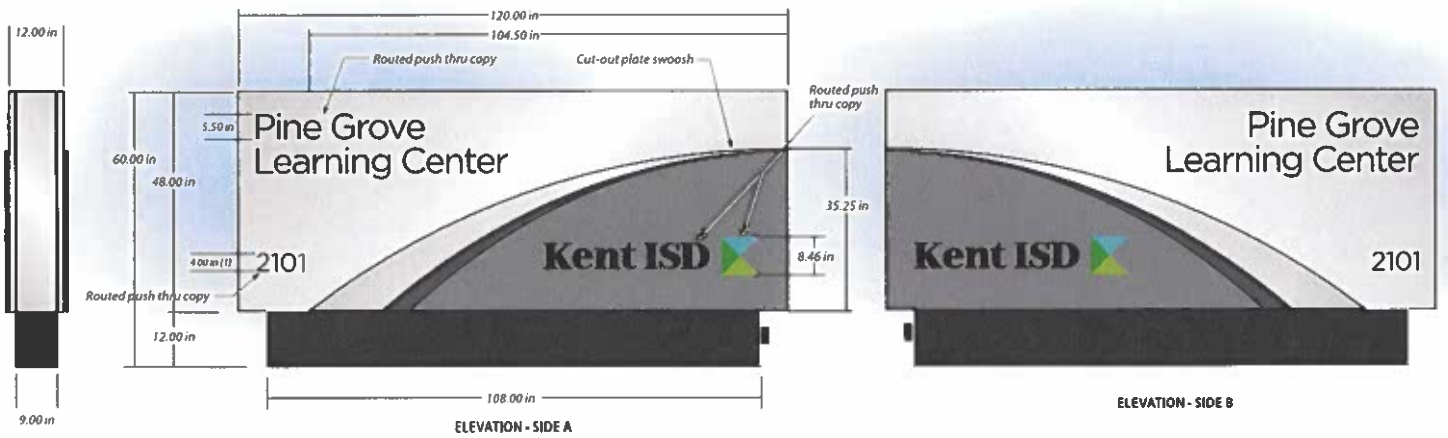
Attached:

- Valley City Sign proposal



VALLEY CITY  
**SIGN**





40 Sq. Ft.



NIGHT SIMULATION

Digital Print As required (by district)	Color match PMS 564C	Color match PMS 7737C	Color match PMS 7737C	Diffuser #1635-70	3M Backsheet Fibre Back Matrix #3635-22B	MAP MP 13915 Najipunkan Gray	MAP Brushed Aluminum #41-343	MAP 13915 Groykhant	MAP Black	Gotham Book Regular Font
---	-------------------------	--------------------------	--------------------------	----------------------	--	---------------------------------	------------------------------------	------------------------	-----------	--------------------------------



CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

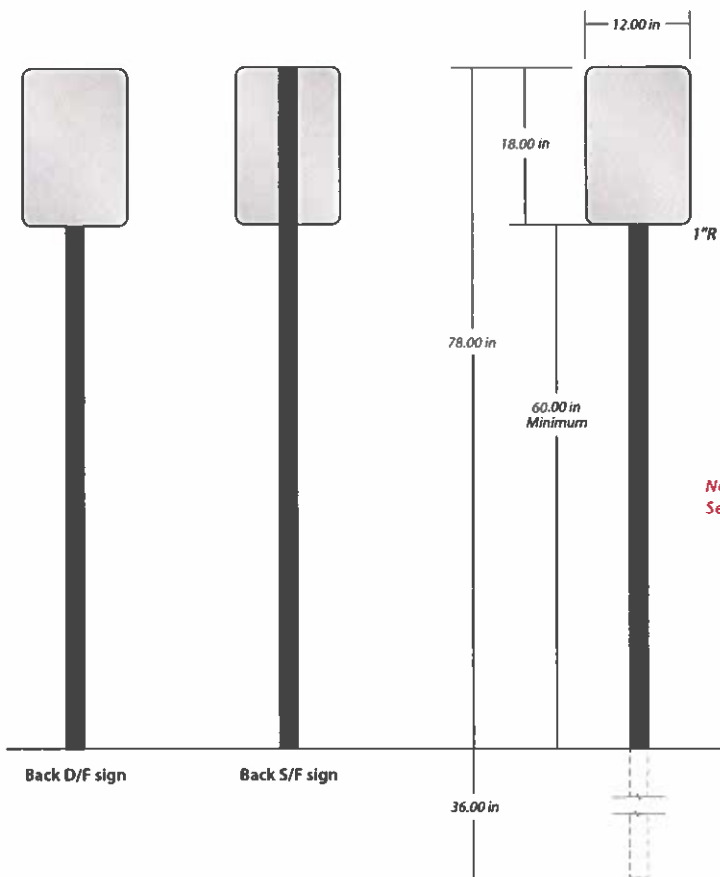
The designs, details and photos represented herein are the property of Valley City Sign, specifically developed for your personal use in connection with the project being planned for you by Valley City Sign. They are not to be shown to anyone outside of your organization, nor are they to be used, reproduced, exhibited or copied in any fashion whatsoever. All or any part of these designs, images, registered trademarks remain the property of Valley City Sign. Colors represented are being viewed by various web browsers, computer monitors and printers. Therefore an exact representation of colors cannot be guaranteed as these methods. For true color matching please request a material sample.

PROPERTY OF VALLEY CITY SIGN | 5076 State Street Dr. NE | Commerce A. Park, MN 55121 | Tel: 615.764.5711 | Fax: 615.764.4280 | www.valleycitysign.com

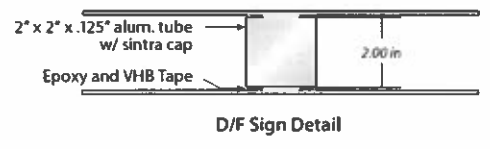
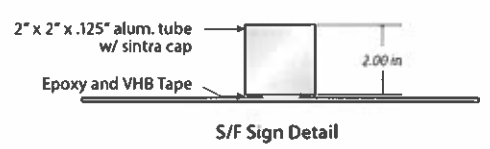
LOCATION: 2101 52nd St. SW Wyoming, MI 49519

**DRAWING #180,193A**  
ONE (1) D/F ILLUMINATED MONUMENT SIGN  
SCALE: 1/2" = 1'-0"

PROJECT: Kent ISD	DESIGNER: SV
PHOTOSCAN (S) No	SALES: JAI(KC)
DATE: 6-28-25	REVISIONS: JV
HOURS: 1.5+ .50	



Note: Blank panel shown.  
See page 2 for copy req'd.



QUANTITY	
	S/F SIGN(S)
QUANTITY	
	D/F SIGN(S)

PAGE 1 OF 2 - SEE PG. 2 FOR COPY SCHEDULE

**DRAWING #180,507D**  
**POST AND PANEL PARKING SIGNS**  
**TEMPLATE**

SCALE: 3/4" = 1'-0"

White Scotchlite #680-10	Light Blue Scotchlite #680-76	Black Scotchcal #7725-12	Tomato Red Scotchcal #7725-13	MAP to match PMS 106C	Posts MAP Black	MAP Brushed Aluminum #41-342	Gotham Book & Narrow Book Font (LAPO sign)	Gotham Narrow Book Font (ECO sign)	Gotham Book Font (all signs except these noted)
--------------------------------	-------------------------------------	--------------------------------	-------------------------------------	--------------------------	--------------------	------------------------------------	---	---	--















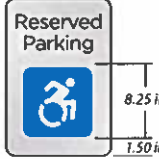
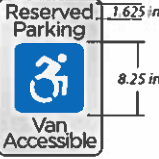





CUSTOMER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

The designs, details and plans represented herein are the property of Valley City Sign, specifically developed for your personal use in connection with the project being planned for you by Valley City Sign. They are not to be shown to anyone outside of your organization, nor are they to be used, reproduced, exhibited or copied in any fashion whatsoever. All or any part of these designs, except registered trademarks, remain the property of Valley City Sign. Colors represented are being viewed by various web browsers, computer monitors and printers, therefore an exact representation of colors shown cannot be guaranteed via these methods. For true color matching, please request a material sample.

PROJECT: Kent ISD	DESIGNER: JB
PHOTOCOPY(S): No	SALES: 34(KC)
DATE: 6.27.25	REVISIONS: JB, JV(3)
HOURS: .50+.50+.50+.75+.75	

<b>FVP-RA</b>	<b>FVP-R/LA</b>	<b>FVP-LA</b>	<b>SVP-RA</b>	<b>SVP-R/LA</b>	<b>SVP-LA</b>	<b>FTO</b>	<b>BPO</b>
							
Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>
<b>APO-RA</b>	<b>APO-LA</b>	<b>CPPO</b>	<b>ECO</b>	<b>SVPO</b>	<b>NP</b>	<b>RP</b>	<b>RPVA</b>
							
Qty <input type="text" value="1"/>	Qty <input type="text" value="1"/>	Qty <input type="text" value="2"/>	Qty <input type="text" value="1"/>	Qty <input type="text"/>	Qty <input type="text" value="5"/>	Qty <input type="text" value="5"/>	Qty <input type="text" value="1"/>
<b>DOBTP</b>	<b>BDO/PUO</b>	<b>AOL</b>					
							
Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>					

PAGE 2 OF 2 - COPY SCHEDULE

**DRAWING #180,507D**

**POST AND PANEL PARKING SIGNS**

**TEMPLATE**

SCALE: 3/4" = 1'-0"

PROJECT **Kent ISD**

PHOTOSCAN (S): **No**      DESIGNER: **JB**

DATE: **6.27.25**      SALES: **JA(KC)**

HOURS: **.50+.50+.50+.75+.75**      REVISIONS: **JB, JV(3)**

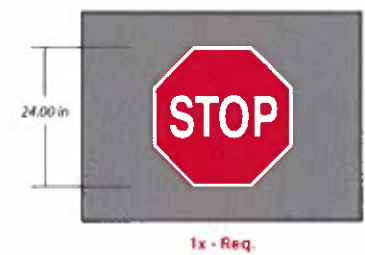


CUSTOMER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

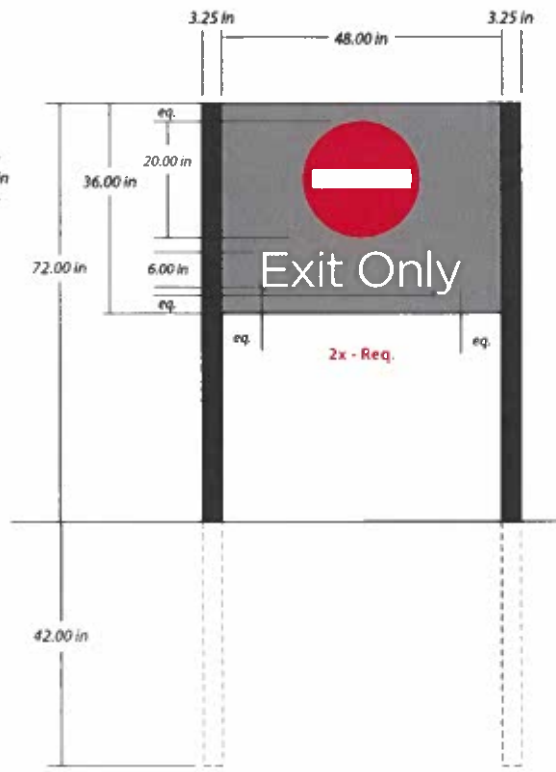
The designs, details and plans represented herein are the property of Valley City Sign, specifically developed for your personal use in connection with the project being planned for you by Valley City Sign. They are not to be shown to anyone outside of your organization, nor are they to be used, reproduced, exhibited or copied in any fashion whatsoever. All or any part of these designs (except registered trademarks) remain the property of Valley City Sign. Colors represented are being viewed by various web browsers, computer monitors and printers, therefore an exact representation of colors shown cannot be guaranteed via these methods. For true color matching, please request a material sample.

**PROPERTY OF VALLEY CITY SIGN**      5009 West River Drive | Cornsack Park, MI 49721 | Ph: 616.784.5711 | Fax: 616.784.8280 | www.valleycitysign.com



COPY SCHEDULE  
SCALE: 1/2" = 1'-0"

*Copy is centered as a group within panels (typical for all)*



- Series 3 - 3.25" Square Post (#1233)
- Series 3 - 3.25" Post Cap (#5407) - Trim tab
- Series 2/3/4 Reveal (#1200)
- Series 3 - 3.25" Bleed Body (#1270)
- .100" Alum. Panels

Red Scotch-lite #680-72	White Scotch-lite #680-10	Black Scotch-lite #725-12	MAP 13914 Greyshank	MAP Black	Gotham Book Regular Font

**DRAWING #180,505A**  
**FOUR (4) S/F POST AND PANEL SIGNS**  
SCALE: 1/2" = 1'-0"

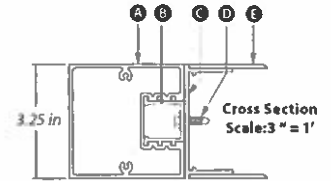
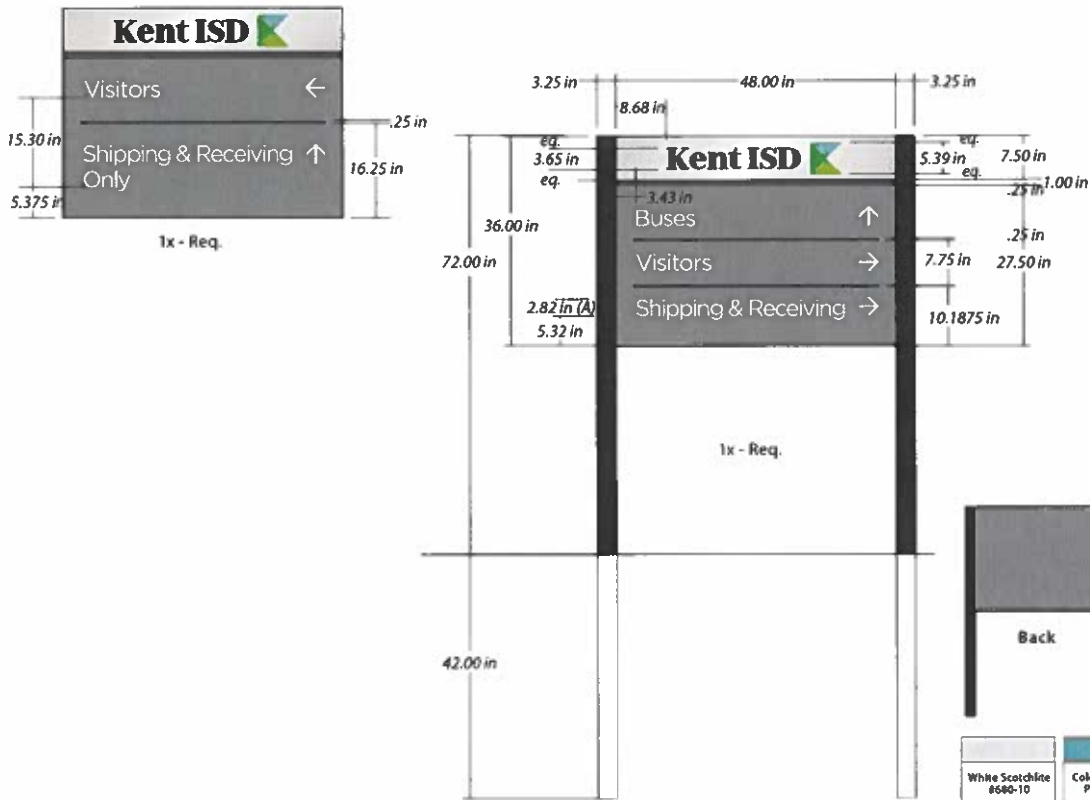


CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The designs, details and plans represented herein are the property of Valley City Sign, specifically developed for your personal use in connection with the project being planned for you by Valley City Sign. They are not to be shown to anyone outside of your organization, nor are they to be used, reproduced, exhibited or copied in any fashion whatsoever. All of any part of these designs (except registered trademarks) remain the property of Valley City Sign. Colors represented are being viewed by various web browsers, computer monitors and printers, therefore an exact representation of colors shown cannot be guaranteed via these methods. For true color matching, please request a material sample.

**PROPERTY OF VALLEY CITY SIGN** 5005 West River Drive | Conitstock Park, MI 49321 | Ph 616.764.9711 | Fx 616.764.8380 | www.valleycitysign.com

PROJECT: **Kent ISD**  
PHOTOSCAN(S): **No** DESIGNER: **JB**  
DATE: **6.26.25** SALES: **20**  
HOURS: **1.0+75** REVISIONS: **JV**



**SERIES 3 SIGN:**

- A** - Series 3 3.25" Square Post (#1233) w/Post Cap (#540/, cut tab off)
- B** - Series 2/3/4 Reveal (#1200) w/0" reveal setting
- C** - Series 3 3-1/4" Bleed Body (#1270)
- D** - Fasteners
- E** - 100" Aluminum Faces
  - 5.39" h digital print on opaque white w/matte overlamine
  - Painted rule line

**INSTALLATION:**

- Direct bury 42"

White Scotchlite 8660-10	Color Match to PMS 564C	Color Match to PMS 7737C	Color Match to PMS 7737C	Digital Print Required
MAP 13014 Greyhank	MAP MP 13015 Neptunian Grey	MAP Brushed Aluminum 841-342	Black Scotchlite 8772S-12	MAP Black



5009 West River Drive | Comstock Park, MI 49321 | Ph: 616.784.5711 | F: 616.784.8280 | www.valleycitysign.com

CUSTOMER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

The designs, details and plans represented herein are the property of Valley City Sign, specifically developed for your personal use in connection with the project being planned for you by Valley City Sign. They are not to be shown to anyone outside of your organization, nor are they to be used, reproduced, exhibited or copied in any fashion whatsoever. All or any part of these designs (except registered trademarks) remain the property of Valley City Sign. Colors represented are being viewed by various web browsers, computer monitors and printers, therefore an exact representation of colors shown cannot be guaranteed via these methods. For true color matching, please request a material sample.

PROPERTY OF VALLEY CITY SIGN

**DRAWING #180,506**

SCALE: 1/2" = 1'-0"

TWO (2) S/F SIGNS REQUIRED

PROJECT: **Kent ISD**

PHOTOSCAN (S): **No**

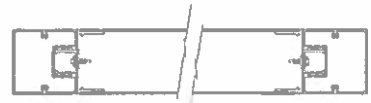
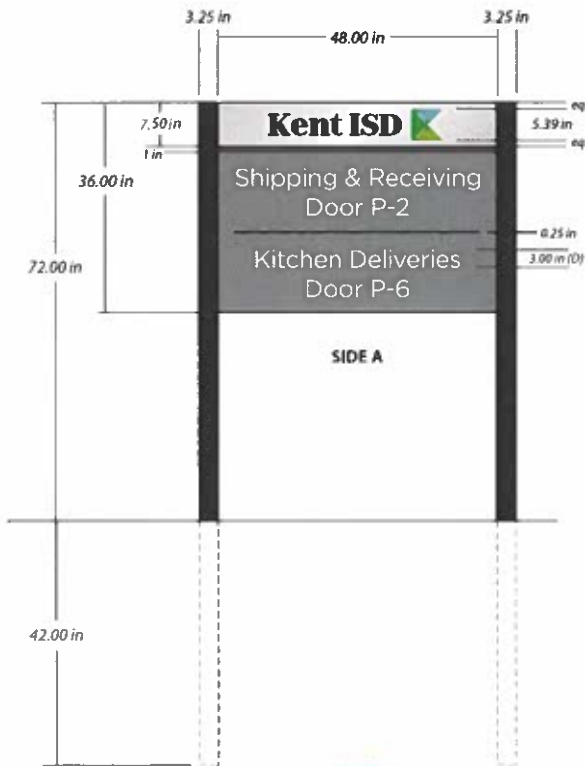
DESIGNER: **JB**

DATE: **11.14.23**

REVISIONS:

HOURS: **1**

SALES: **34(KC)**



Series 3 - 3.25" Square Post (#1233)  
 Series 3 - 3.25" Post Cap (#5407) - Trim tab  
 Series 2/3/4 Reveal (#1200)  
 Series 3 - 3.25" Bleed Body (#1270)  
 .100" Alum. Panels



Color match PMS 564C	Color match PMS 7737C	Color match PMS 7737C
----------------------	-----------------------	-----------------------

White Scotchlite #080-10	Black Scotchlite #7725-12	MAP MP 13915 Neptunian Gray	MAP Brushed Aluminum #41-342	MAP 13914 Greyshank	MAP Black	Gotham Book Regular Font
--------------------------	---------------------------	-----------------------------	------------------------------	---------------------	-----------	--------------------------

**DRAWING #183,073**

**ONE (1) D/F POST AND PANEL SIGN**

SCALE: 1/2" = 1'-0"

CUSTOMER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT: **Kent ISD**

PHOTOSCAN (S): **No**

DESIGNER: **JV**

DATE: **6.26.25**

SALES: **34(RC)**

HOURS: **.75**

REVISIONS:



The designs, details and plans represented herein are the property of Valley City Sign, specifically developed for your personal use in connection with the project being planned for you by Valley City Sign. They are not to be shown to anyone outside of your organization, nor are they to be used, reproduced, exhibited or copied in any fashion whatsoever. All or any part of these designs (except registered trademarks) remain the property of Valley City Sign. Colors represented are being viewed by various web browsers, computer monitors and printers, therefore an exact representation of colors shown cannot be guaranteed via these methods. For true color matching, please request a material sample.

PROPERTY OF VALLEY CITY SIGN 5009 West River Drive | Conestoga Park, PA 19321 | Ph 610.764.5711 | Fx 610.784.8280 | www.valleycitysign.com



- DETAIL:**
- Aluminum panels
- INSTALLATION:**
- Screw mount to brick wall

Digital Prints Req'd on opaque white w/ matte overlaminate

White Scotchlite #680-10	Black Scotchlite #7725-12	MAP MP 13915 Neptunian Gray	MAP Brushed Aluminum #41-342	MAP 13914 Greyshank	Gotham Book Regular Font
Color match PMS 564C	Color match PMS 7737C	Color match PMS 7737C			

**DRAWING #183,074**  
**TWO (2) S/F WALL PANELS**  
 SCALE: 1" = 1'-0"



**CUSTOMER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The designs, details and plans represented herein are the property of Valley City Sign, specifically developed for your personal use in connection with the project being planned for you by Valley City Sign. They are not to be shown to anyone outside of your organization, nor are they to be used, reproduced, exhibited or copied in any fashion whatsoever. All or any part of these designs (except registered trademarks) remain the property of Valley City Sign. Colors represented are being viewed by various web browsers, computer monitors and printers, therefore an exact representation of colors shown cannot be guaranteed via these methods. For true color matching, please request a material sample.

**PROPERTY OF VALLEY CITY SIGN** 5009 West River Drive | Conestock Park, MI 49321 | Ph 616.784.5711 | Fx 616.784.8280 | www.valleycitysign.com

**PROJECT:** Kent ISD  
**PHOTO/SCAN(S):** No **DESIGNER:** JV  
**DATE:** 6.26.25 **SALES:** 34(KC)  
**HOURS:** .25 **REVISIONS:**

Working Location: Kent Intermediate School Distr  
 2101 52nd Street SW  
 Wyoming MI 49509

Kent Intermediate School Distr  
 2930 Knapp St NE  
 Grand Rapids MI 49505

Contact: Aaron Stockeland  
 Salesperson: Kevin Carlson  
 Date: 7/3/2025

It is VALLEY CITY SIGN's pleasure to submit this quotation for the following:

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
1	LOW PROFILE SIGN - ILLUMINATED	180193A * 48"h x 120" w double faced monument sign with digital print * Direct buried in greenspace * Paint (5x) color, Vinyl (2x) color	10,149.00	\$10,149.00
16	POST & PANEL	180507C * L-APQ-RA, L-APQ-LA, L-C2PO, LL-ECO, NP, RP, RPVA * Sixteen (16x) 18"h x 12"w single face post and panel signs * Direct buried in greenspace * Paint (2x) colors, Vinyl (4x) colors	401.00	\$6,416.00
4	POST & PANEL	180505A * 36"h x 48"w single face post and panel signs * Direct buried in greenspace * Paint (2x) colors, Vinyl (3x) colors	1,498.00	\$5,992.00
2	POST & PANEL	180506 * 36"h x 48"w single face post and panel signs with digital print * Direct buried in greenspace * Paint (4x) colors, Vinyl (2x) colors	1,538.00	\$3,076.00
1	POST & PANEL	183073 * 36"h x 48"w double face post and panel signs with digital print	1,720.00	\$1,720.00

Working Location: Kent Intermediate School Distr  
2101 52nd Street SW

Quote QTE0004743f

Kent Intermediate School Distr  
2930 Knapp St NE

Wyoming MI 49509

Grand Rapids MI 49505

Contact: Aaron Stockeland  
Salesperson: Kevin Carlson  
Date: 7/9/2025

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
		* Direct buried in greenspace * Paint (4x) colors, Vinyl (2x) colors		
1	PANEL	183074 * 18"x 36" single face wall sign with digital print * Screw mounted to brick * Paint (3x) colors, Vinyl (2x) colors	592.00	\$592.00
1	INSTALLATION	Drawing not required	7,584.00	\$7,584.00
1	ADMIN FEE-PERMITS & SECS	Fees to research and obtain permits & SED's * Includes State of Michigan permits and SED * Actual cost to be adjusted on final invoice	200.00	\$200.00
TERMS	CREDIT LINE		Subtotal	\$35,729.00
Net 30	\$201,500.00		Permits	\$1,695.00
			Tax	\$0.00
			Total	\$37,424.00

NOTES

Permit costs and Sealed Engineer Drawings cost will be added if applicable.  
Installation costs based upon normal conditions.  
Primary 120 volt wiring/hock up by your electricians.

Pricing is valid for 30 days\* from date of quote, unless noted above.

\* Pricing based on transportation and tariff rates at the time of the quote subject to change

Message Systems pricing is valid for 30 days from date of quote.

I authorize Valley City Sign to fill out any application necessary to obtain a sign permit for this project.

Working Location: Kent Intermediate School Distr  
210 52nd Street SW  
Wyoming MI 49509

Quote QTE00047436

Kent Intermediate School Distr  
2330 Knapp St NE  
Grand Rapids MI 49505

Contact: Aaron Stockeland  
Salesperson: Kevin Carlson  
Date: 7/9/2025

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
-----	-------------	-------------------------	------------	----------------

By signing below, I agree to the attached terms and conditions, or as previously agreed to.

Name/Title	Signed By	Date
------------	-----------	------

Purchase Order # [If a purchase order is not required, please enter "N/A"]

Valley City Sign \_\_\_\_\_ 5009 West River Drive, Comstock Park, MI 49321 (616)784-5711 Fax (616)784-8280

## VALLEY CITY SIGN – TERMS AND CONDITIONS

---

This purchase agreement is between Valley City Sign (the "Company") and the original purchaser (the "Customer") of the work. When both parties sign the quote, all provisions contained in this 4 page contract comprise the entire agreement affecting this order, and no other agreement or understanding of any nature concerning it will be considered. If the Company utilizes, without objection, purchase orders, bid requests, or other documents preferred by the Customer containing recitations, notations or other expressions of terms that conflict with and add to, or modify these terms and conditions, it does so for the convenience of both parties, and it is understood that such recitations, notations or other expressions are ineffective.

The person signing the quote shall have full and proper authority to bind the Customer.

It is agreed that this contract shall be construed according to the laws of the state of Michigan.

### EXCLUSIVE WARRANTY

This is the exclusive warranty of the Company with respect to any and all of its products. This exclusive warranty is made to you, the original purchaser of the Company's products.

Warranty is in effect from date of installation. If the Company is not installing, warranty is in effect from date of shipment.

The Company warrants to you as the original Customer that the Company's products will be free from defects in materials and workmanship, under normal use and conditions, for one (1) year. This limited warranty excludes vandalism, misuse, or any act of God.

The Company warrants electronic message centers for one (1) year. In addition to the warranty provided by the Company, the Customer will be covered by any additional manufacturer's warranty. The manufacturer warranties vary and are limited in coverage by the individual manufacturer or supplier. If the

Customer elects to purchase an extended parts warranty on message centers, refer to manufacturer's warranty for specific warranty information. The Company will provide the Customer, on request by the Customer, the warranties of the message center manufacturer, and the Company will assist the Customer in dealing with the manufacturer, subject to the understanding that responsibilities for warranties for those items will be that only of the manufacturer.

The Company does not warrant vinyl placed on vehicle windows. The Company's professional recommendation is to have them placed on the door or other vehicle panel. In the event the Customer insists on vehicle window placement, the Company will comply with the Customer's wishes, and the Customer agrees that the product will not be included under the exclusive warranty.

This warranty does not cover damage resulting from vandalism, misuse, acts of God, or through the negligence or wrongdoing of the Customer, its employees, agents, or any persons. This warranty is void if the signage has been serviced or modified by any party other than an authorized representative of the Company.

There is no implied warranty of merchantability, and there is no warranty that extends beyond the period stated. The Company shall not be, under any circumstances, liable to the Customer for any indirect, incidental, consequential, or special damages or loss of profits, resulting from a breach of this contract, even if the Company has been advised of the possibility of such damages.

The Company hereby disclaims any and all other warranties, including, without limitation, implied warranties of merchantability and fitness for a particular purpose. The only warranty with respect to the Company's products is described on this exclusive warranty. No oral or written representations shall extend the Company's exclusive warranty beyond that described herein. In any event, the extent of the warranty shall not exceed the original contract amount.



## VALLEY CITY SIGN – TERMS AND CONDITIONS

---

The Company shall not be liable for any incidental or consequential damages if the Company's product is defective or does not conform to this exclusive warranty. In any event, the maximum amount for which the Company shall be liable to the Customer will be the price of the product.

Any claim for breach of this exclusive warranty shall be brought, if at all, no later than one year from the date of the Company's breach.

### WARRANTY PROCEDURES AND REMEDIES

The Customer must notify the Company of any warranty claim in order to initiate repairs on the defective product. The notice must include the date of the installation. Upon receipt of such notice, the Company will direct that an authorized representative inspect the product and, if necessary, correct the defect in accordance with this exclusive warranty. The Company shall be held harmless from any warranty related costs without prior written approval.

Provided that the warranty procedures are followed, the Company will repair and/or replace defective products during the applicable warranty period without charge for parts or labor, unless otherwise noted. Repair and/or replacement of defective products are the Customer's remedy under the Company's exclusive agreement.

After the Company's written approval, the Company may allow the Customer to arrange for necessary repairs covered by the warranty. The maximum hourly rate that will be paid by the Company is \$55.00 for warranty labor.

### EXCAVATION AND INSTALLATION

When excavation is required, typical equipment used by our installation crew includes heavy equipment such as crane trucks and augers. Unless specified on your quote, pricing does not include special methods of excavation, such as hydrovac or hand digging.

With this typical equipment, detection of lines or other items below the surface is not possible. Therefore the Company will arrange for Miss Dig to mark the surrounding area where signage is to be installed. Items not marked by Miss Dig, such as underground sprinkling, drainage pipes, fiber optic, or other underground objects, are the responsibility of the Customer to mark. The Company will accept a site plan or similar document stating the detailed location of underground lines.

The Customer agrees that the Company is not liable for any inaccurate markings or areas not covered by Miss Dig. In the unlikely event an unmarked or mis-marked utility or any other underground object is hit or damaged during the excavation process, the Customer agrees and understands to indemnify, defend and hold harmless the Company and their representatives from any damages made to the underground utilities, underground objects, and the surrounding area, that is in any way connected with the excavating, augering, or any method used for the installation of the signage, except where due to negligence on the part of the Company.

All costs incurred for repairs, additional hours needed for installation, and any miscellaneous costs involved in repairing damaged underground lines is the responsibility of the Customer, unless the damage is due to negligence on the part of the Company.

The Company will assist the Customer by pursuing a claim through Miss Dig on behalf of the Customer for the underground utilities Miss Dig is responsible for in order that the Customer is reimbursed for expenses incurred.

If the Company or their representatives hit and damage a clearly marked and identified underground utility or other underground object, then the Company will be responsible for making all necessary repairs to fix the damage. Liability is limited to the underground utility or object itself and the immediate surrounding area.

While the company is careful on lawns and around landscaping, there are times when damage is unavoidable, especially when the ground is soft. The Company



## VALLEY CITY SIGN – TERMS AND CONDITIONS

---

will take every precaution possible to avoid damage. In the event of unavoidable damage, the customer is responsible for all repairs to lawn, sidewalks and / or landscaping.

If other unseen difficulty arises during excavation, the Company will charge the Customer on a time and material basis for all necessary equipment and labor until excavation is complete.

The Customer is responsible for letting the Company know where to put the dirt from the base holes at the Customer's site.

### PRICING, PAYMENT, AND OTHER TERMS

The Customer hereby acknowledges that the work is for signage unique and limited to the Customer's needs and requirements and that the work has no salvage value to the Company. As a result, this contract when accepted is not subject to cancellation. Price quotes are subject to revision where unforeseeable building site or job conditions are encountered. Unless otherwise noted, quotes assume work is done during ordinary working hours, Monday through Friday. Disposal of existing signs is not included unless otherwise provided.

After fabrication is started, no changes will be made or allowed unless ordered in writing and the price therefore adjusted and agreed upon in writing before proceeding with the changes, if such changes affect the price. If the Company considers shop drawings necessary, it will submit said drawings to the Customer for approval.

Refurbish prices are determined based on information known at the time of quote. If after opening sign, it is determined that additional work is necessary, the Customer will be notified of the additional charge, and will be responsible for payment thereof.

Installation prices are based upon normal conditions. Quote is subject to revision

where unknown soil conditions are encountered, I.E. high water table or buried obstructions.

Pricing does not include permitting, licensure or procurement fees, which will be added. Sales or use tax or gross receipts tax, if any, payable under the laws of the State where the property is to be delivered or installed as mentioned herein, shall be added to the price quoted, unless such tax is paid directly by the Customer.

Fifty (50) percent deposit is required on all orders, unless prior approved credit. The balance is due per the customer terms.

The Company at its option may invoice each item called for in the proposal separately upon completion or, if for reasons beyond its control completion is delayed, it may invoice for that portion of work completed during any given month.

Title to all materials and property covered by this proposal shall remain with the Company and shall never be deemed to constitute a part of the realty to which it may be attached until the purchase price is paid in full. The Company is given as express chattel mortgage lien upon said materials and property shall be annexed or attached to the realty.

All payments under the terms herein are due and payable in U.S. funds at the office of the Company. In case payment is not made as agreed, the Customer agrees to pay interest on past due payments from the time they are due at the rate of 1.12% per month.

In the event the Customer (a) defaults in the prompt and timely payment of the price in accordance with the terms of this contract, (b) makes any general assignment for the benefit of creditors; (c) files any petition for or is the subject of an involuntary petition filed for any relief under any bankruptcy or insolvency laws; or (d) breaches any other covenant or representation contained herein, the Company may, at its option, immediately terminate this contract upon notice to the Customer. In such event, the Company's obligations and responsibilities



## VALLEY CITY SIGN – TERMS AND CONDITIONS

---

hereunder shall cease and the balance of the price shall be immediately due and payable. In addition, the Company shall have the right to pursue any and all other remedies available to it at law or in equity. The Company's waiver of any default on the part of the Customer shall not constitute a waiver of subsequent defaults.

In the event this contract is placed in the hands of an attorney for collection, or if collection is by suit, or through the Probate or Bankruptcy Court, in addition to the principal and interest owing thereon, attorney fees shall be added and paid for by the Customer.

The Company shall have all other rights and remedies as may be permitted under the Uniform Commercial Code adopted in Michigan, under other laws or this contract.

The Company assumes no responsibility for the plans, designs, specification or drawings furnished by the Customer and will not be responsible for errors found therein. The Customer hereby represents and warrants to the Company that the Customer owns or has the right to use any and all trade names, trademarks, insignia and/or other designs or logos included in the specifications for the sign and will indemnify, defend and hold the Company harmless from any alleged or actual infringement of any intellectual property rights of a third party (including without limitation, any claims, damages, attorneys fees and costs) with regard to the specifications provided by the Customer.

The Customer hereby covenants and agrees to refrain from using or permitting others to use the designs, drawings and specifications developed by Valley City Sign without the Company's prior written consent.

When it becomes necessary, due to a change in the Customer's plans, that completed or partially completed items are stored past the planned installation date, any and all extra costs for handling and storage will be charged to the Customer's account. In the event that size and weight of any item prohibits storage by the Company on its own property, the Customer must arrange for shipment immediately upon completion.

The Company will not be responsible for delays in shipments caused at rolling

mill or in transportation or by labor disputes or due to any and all circumstances beyond its reasonable control.

The Customer agrees to allow the Company to secure all necessary permits and variances from the building owner and/or others, whose permission is required for the installation of the sign. The Customer assumes all liability with regard to same and all liability, public and otherwise, for damages caused by the sign or due to it being on or attached to the premises. All costs related to permits, variances, and closing lanes incurred by the Company will be charged to the Customer.

All necessary electrical wiring, outlets and connections to the sign from the building meter and/or fuse panel will be properly fused and installed at the expense of the Customer.

The Company is not liable for any costs related to failure of the primary circuit from the distribution panel to the sign hook-up. Any damages relating from primary wiring problems, and the service call to determine such damages, are solely the responsibility of the Customer.

When quote is to remove old and re-install new signage, the Company will not be held liable for damage to existing structures, unless caused by its own negligence. Standard installation procedure is to caulk holes with silicone. Unless otherwise noted, installation does not include repairing or painting any wall or structure from which an existing sign is removed. Any other maintenance will be the responsibility of the Customer.

The rights and obligations hereunder may not be assigned by the parties without the other party's prior consent. This contract shall be binding on the parties hereto, their successors and permitted assigns. This contract constitutes the entire contract between the parties and may not be changed or modified, except in writing signed by both parties. This contract is entered into under and is to be construed in accordance with the laws of the state of Michigan. Any legal action or proceeding related to this contract shall be brought exclusively in a federal or state court of competent jurisdiction in Michigan and both parties agree to submit to the jurisdiction of such courts.





---

---

## BOARD AGENDA ITEM

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

Item: GSRP Classroom Supplies

Submitted by: Ashley Karsten

Date:   7/8/2025  

Recommended by: Jenny Fee <sup>JSF</sup>

Board Meeting Date:   7/21/2025  

---

---

### RECOMMENDATION:

It is recommended that the Kent ISD board approves the purchase of GSRP classroom furniture and supplies totaling \$305,189.23 from Lakeshore Learning using the GSRP start up grants awarded by MiLEAP.

### BACKGROUND

GSRP Start Up Grants, awarded by MiLEAP, provide \$40,000 for each new classrooms, and \$17,900 for each expanded classrooms to help offset the costs of opening new pre-K classrooms including training, facility improvements, outreach materials, and instructional materials such as curriculum and classroom furniture and supplies. Kent ISD anticipates adding 6 new classrooms (\$240,000), and 12 expanded classrooms (\$214,800) for the 2025-26 school year.

Each classroom will be receiving furniture (tables, chairs, shelves) and classroom learning materials (blocks, manipulatives, writing supplies, art supplies, science supplies, and dramatic play). Additional materials will be ordered as needed for individual needs of the classroom, teachers, and students.

The OMNIA cooperative purchasing program was utilized to satisfy state competitive bidding requirements.

# Kent ISD



Kent Intermediate School District  
Great Start Readiness Program  
864 Crahen Ave. NE  
Grand Rapids, MI 49525  
AshleyKarsten@kentisd.org

Date: 7/8/2025

To Whom It May Concern:

Kent ISD intends to purchase quotes from Lakeshore Learning in the amount of 305,189.23. We authorize Lakeshore to prepare the order without a purchase order (PO). The PO will be provided to Lakeshore by 7/23/25 in order to receive delivery by 8/31/2025.

Sincerely,  
Ashley Karsten  
Director of Early Childhood  
Kent ISD

---

---

## BOARD AGENDA ITEM

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

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

Action   X  

Item: Phase 2 Camera and Access Control

Submitted by: Russell Bray

Date:   7/11/25  

Recommended by: Kevin Philipps *KP*

Board Meeting Date:   7/21/25  

---

---

### RECOMMENDATION:

It is recommended that the Kent ISD board approve Phase 2 camera and access control installation and upgrades in the amount of \$945,839.22 to Lincoln School, Lincoln Collaborative Center, Empower U South, Educational Service Center, Pine Grove, and KEC Beltline. This work will be awarded to Motorola, using People Driven Technology as a subcontractor/installer. Material and labor for this project will be purchased using the MiDeal Extended Purchasing Program. The MiDeal program satisfies all of the bid requirements for the State of Michigan.

A 10% contingency on this project is recommended to accommodate material price changes, unforeseen circumstances during installation, and possible adds, if needed, as the project progresses.

People Driven Quote:	\$859,853.84
10% Contingency:	<u>\$85,985.38</u>
Total Approved:	\$945,839.22

### BACKGROUND:

Security, Facilities, and IT have been coordinating on upgrading all camera and access control systems across all Kent ISD Facilities. Phase 1 concluded this past year and included Empower U Central, KEC Beltline, KEC Oakleigh, Lincoln School, and overall server upgrades. Camera systems are non-existent at some locations and need upgrades at other locations, while access control is currently on two separate systems. We are moving all buildings off of the old system and on to one singular system.

Benefits of these adds and changes include the incorporation of all building access, camera, and radio systems, allowing us to better monitor and secure buildings moving forward.

Attached:

- People Driven Phase 2 Quote

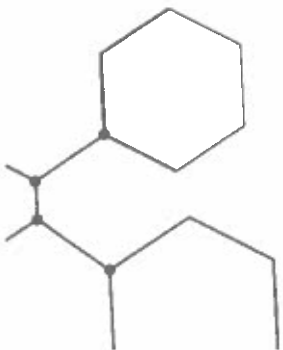


## **Kent ISD**

LNS PACS, Lincoln Collab, EUS, Pine Grove, ESC Ext VS,  
Beltline NVRs, and Unity Upgrade

Quote # 017530 v4

June 03, 2025





616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

LNS PACS, Lincoln Collab, EUS, Pine Grove, ESC Ext VS, Beltline NVRs, and Unity Upgrade

Prepared by:

West Michigan

Charlie Booth  
616-264-6721  
boothc@peopledriven.com  
Chris O'Keefe  
okeefec@peopledriven.com

Prepared for:

Kent ISD

Sean Burns  
seanburns@kentisd.org

Quote Information:

Quote #: 017530

Version: 4  
Delivery Date: 06/03/2025  
Expiration Date: 06/20/2025

Lincoln School - Access Control - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
<b>Access Control Base Conversion</b>						
2	FPO150/250 - 3D8P2M8NL 4E8M2	LifeSafety Power FPO150/250-3D8P2M8NL4E8M2	\$1,520.66	\$1,018.84	\$2,037.68	33.00%
1	FPO150- B150D8PM8 NL4E4M	FPO150-B150D8PM8NL4E4M	\$3,086.75	\$2,068.12	\$2,068.12	33.00%
3	AC-MER- CONT- MP1502	MERCURY MP1502 INTELLIGENT CONTROLLER (2 DOORS, 4 READERS, 8 INPUTS, 4 OUTPUTS)	\$1,697.00	\$1,136.99	\$3,410.97	33.00%
5	AC-MER- CON-MR52- S3	HID® Mercury™ MR52-S3B Controller Serial I/O Dual Card Reader Interface, 2-Reader Interface Module - (2 reader: mag, wiegand, 4 reader OSDP, 8 inputs, 6 relays) (Mercury MR52-S3B	\$880.89	\$590.20	\$2,951.00	33.00%
12	AC-HID- READER- SIGNO- 20TKS-00- 000000	Signo20, Mullion, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$389.35	\$260.86	\$3,130.32	33.00%
5	AC-HID- READER- SIGNO- 40TKS-00- 000000	Signo40, Wall mount, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$401.13	\$268.76	\$1,343.80	33.00%
1	AC-SW-LIC- 16RCU-6-P	Avigilon Access Control Manager v. 6.0 - Upgrade License - 16 Reader Count	\$2,550.00	\$1,708.50	\$1,708.50	33.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

## Lincoln School - Access Control - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
2	02907-001	2N IP Verso 2.0 Video Door Phone Sub Station - CMOS - 125° Horizontal - 105° Vertical 0.8 lux - Full-duplex - Access Control	\$1,629.00	\$1,140.30	\$2,280.60	30.00% REMC PRICING
2	01252-001	2N IP Verso Backlit infopanel Module	\$119.00	\$83.30	\$166.60	30.00%
2	01289-001	2N Faceplate - Surface Mount	\$85.00	\$59.50	\$119.00	30.00%
2	01386-001	2N Relay	\$169.00	\$118.30	\$236.60	30.00%
2	01940-001	2N Wall Mount for Intercom System	\$44.00	\$30.80	\$61.60	30.00%
2	02087-001	2N Indoor View Video Master Station - 7" Touchscreen Tempered Glass - Residential, Office	\$719.00	\$503.30	\$1,006.60	30.00%
2	02039-001	2N Indoor Desk Stand - Desk, Shelf - Black	\$59.00	\$41.30	\$82.60	30.00%
4	120T-12-W	3/4" RECESSED MAGNETIC CONTACT WHITE; EACH	NOT APPLICABLE	\$3.75	\$15.00	NOT APPLICABLE
1	MET-200	2 X .74 X .37 Surface Mount Aluminum Contact With Wire Leads	NOT APPLICABLE	\$8.11	\$8.11	NOT APPLICABLE
1	TS-2-2	Electric Switch, 1-Gang, DPDT, 12/24 Volt AC/DC, 2" Square Pushbutton, Stainless Steel Wallplate, Green	NOT APPLICABLE	\$64.00	\$64.00	NOT APPLICABLE
3	D126	Bosch Security Device Battery - For Security Device - Battery Rechargeable - 7000 mAh - 12 V DC	NOT APPLICABLE	\$30.00	\$90.00	NOT APPLICABLE
9	DS160	Bosch DS160 High Performance Request To Exit Motion Sensor Sounder, Light Gray	NOT APPLICABLE	\$81.25	\$731.25	NOT APPLICABLE
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$26,543.00	\$26,543.00	NOT APPLICABLE
1	PD-MATERIAL	Misc Material		\$1,450.00	\$1,450.00	
<b>Card Access Door Adds</b>						
3	AC-MER-CON-MR52-S3	HID® Mercury™ MR52-S3B Controller Serial I/O Dual Card Reader Interface, 2-Reader Interface Module - (2 reader: mag, wiegand, 4 reader OSDP, 8 inputs, 6 relays) (Mercury MR52-S3B	\$880.89	\$590.20	\$1,770.60	33.00%
4	AC-HID-READER-SIGNO-20TKS-00-000000	Signo20, Mullion, 13.56MHz & 125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$389.35	\$260.86	\$1,043.44	33.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

Lincoln School - Access Control - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
1	AC-HID-READER-SIGNO-40TKS-00-000000	Signo40, Wall mount, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$401.13	\$268.76	\$268.76	33.00%
1	AC-SW-LIC-16RCU-6-P	Avigilon Access Control Manager v. 6.0 - Upgrade License - 16 Reader Count	\$2,550.00	\$1,708.50	\$1,708.50	33.00%
1	LC IN100-82278 BIPS B OJ US26D RH	LC IN100-82278 BIPS B OJ US26D RH	\$2,184.05	\$1,463.31	\$1,463.31	33.00%
1	AC-AA-GEN5-AH40-HUB-AH40IN6-6144	"ASSA ABLOY Aperio® AH40 Gen 5 1 to 64 Communication Hub for connection to Access Control Manager system via IP/Ethernet connection."	\$700.35	\$469.23	\$469.23	33.00%
4	120T-12-W	3/4" RECESSED MAGNETIC CONTACTWHITE; EACH		\$3.75	\$15.00	
3	DS160	Bosch DS160 High Performance Request To Exit Motion Sensor Sounder, Light Gray	NOT APPLICABLE	\$80.00	\$240.00	NOT APPLICABLE
1	02907-001	2N IP Verso 2.0 Video Door Phone Sub Station - CMOS - 125° Horizontal - 105° Vertical0.8 lux - Full-duplex - Access Control	\$1,629.00	\$1,140.30	\$1,140.30	30.00%
1	01252-001	2N IP Verso Backlit infopanel Module	\$119.00	\$83.30	\$83.30	30.00%
1	01289-001	2N Faceplate - Surface Mount	\$85.00	\$59.50	\$59.50	30.00%
1	01386-001	2N Relay	\$169.00	\$118.30	\$118.30	30.00%
1	01940-001	2N Wall Mount for Intercom System	\$44.00	\$30.80	\$30.80	30.00%
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services		\$6,649.00	\$6,649.00	
1	PD-MATERIAL	Misc Material	NOT APPLICABLE	\$110.00	\$110.00	NOT APPLICABLE
<b>Monitored Door Adds</b>						
4	AC-MER-CON-MR16IN	16 Zone Input Monitor Module with 2 relays (Mercury Part Number: MR16in-S3)	\$1,379.25	\$924.10	\$3,696.40	33.00%
2	AC-SW-LIC-16RCU-6-P	Avigilon Access Control Manager v. 6.0 - Upgrade License - 16 Reader Count	\$2,550.00	\$1,708.50	\$3,417.00	33.00%
32	120T-12-W	3/4" RECESSED MAGNETIC CONTACTWHITE; EACH	NOT APPLICABLE	\$3.75	\$120.00	NOT APPLICABLE



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

## Lincoln School - Access Control - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
28	DS160	Bosch DS160 High Performance Request To Exit Motion Sensor Sounder, Light Gray		\$80.00	\$2,240.00	
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$14,843.00	\$14,843.00	NOT APPLICABLE
1	PD-MATERIAL	Misc Material		\$207.14	\$207.14	
<b>Access Control Adds Prior to Final Approval</b>						
4	AC-HID-READER-SIGNO-20TKS-00-000000	Signo20, Mullion, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$389.35	\$260.86	\$1,043.44	33.00%
1	STI SS2429LD-EN	Wall Mounted Lockdown Button		\$60.48	\$60.48	
1	DSKB-1G	1 GANG DESKTOP MOUNTING BRACKET W/ 2 1 SPACE IPS OPENINGS	NOT APPLICABLE	\$125.00	\$125.00	NOT APPLICABLE
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services		\$1,680.00	\$1,680.00	
1	PD-MATERIAL	Misc Material		\$42.86	\$42.86	

**Subtotal: \$92,150.71**

## Lincoln School - Subcontractor Services

Line	Qty	Part Number	Description	Price	Extended Price
<b>Access Control Base Conversion - Subcontractor Services</b>					
48	13	PD-SUB-SERVICE	Subcontracted Services - Cabling - Multiconductor	\$1,000.00	\$13,000.00
49	2	PD-SUB-SERVICE	Subcontracted Services - Cabling - DATA CABLE + 18/4	\$1,000.00	\$2,000.00
50	2	PD-SUB-SERVICE	Subcontracted Services - CABLING - MULTICONDUCTOR + 18/6	\$1,294.12	\$2,588.24
51	1	PD-SUB-SERVICE	Subcontracted Services - DOOR HARDWARE PROCURE/INSTALL	\$882.35	\$882.35
<b>Card Access Door Adds - Subcontractor Services</b>					
52	1	PD-SUB-SERVICE	Subcontracted Services - Cabling - CAT6 Cable Runs	\$529.41	\$529.41



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

### Lincoln School - Subcontractor Services

Line	Qty	Part Number	Description	Price	Extended Price
53	5	PD-SUB-SERVICE	Subcontracted Services - Cabling - Multiconductor	\$1,000.00	\$5,000.00
54	1	PD-SUB-SERVICE	Subcontracted Services - Cabling - DATA CABLE + 18/4	\$1,000.00	\$1,000.00
55	4	PD-SUB-SERVICE	Subcontracted Services - DOOR HARDWARE PROCURE/INSTALL	\$882.35	\$3,529.40
<b>Monitored Door Adds - Subcontractor Services</b>					
56	28	PD-SUB-SERVICE	Subcontracted Services - Cabling - 18/6	\$588.24	\$16,470.72
<b>Access Control Adds Prior to Final Approval - Subcontractor Services</b>					
57	1	PD-SUB-SERVICE	Subcontracted Services - Cabling - 18/6	\$588.24	\$588.24
				<b>Subtotal:</b>	<b>\$45,588.36</b>

### Lincoln Collab - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
<b>Video Conversion</b>						
4	12.0C-H6A-FE-360-DO1-IR	CAM, H6F, Outdoor, 12MP, 360, WDR/LL, IR	\$1,400.00	\$868.00	\$3,472.00	38.00%
1	16.0C-H6ADH-DO1-IR	2x 8MP H6A Dual Head Camera. Outdoor camera with built-in IR	\$2,150.00	\$1,333.00	\$1,333.00	38.00%
1	20C-H5A-4MH	Avigilon 5 Megapixel Indoor/Outdoor Network Camera - Color - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG, H.264 HDSM SmartCodec, H.265 HDSM SmartCodec - 10368 x 1944 - 3.30 mm- 5.70 mm Varifocal Lens - 1.7x Optical - 25 fps - CM	\$2,757.00	\$1,709.34	\$1,709.34	38.00%
1	24C-H5A-3MH	Avigilon 24 Megapixel Indoor/Outdoor 4K Network Camera - Color, Monochrome - White - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 3840 x 2160 - 3.30 mm- 5.70 mm Varifocal Lens - 1.7x Optical - 24 fps - CMOS - Gigabit Ethernet - USB - IK10	\$2,651.00	\$1,643.62	\$1,643.62	38.00%
1	3.0C-H6M-D1-IR	Motorola Solutions H6 3 Megapixel Indoor Network Camera - Color, Monochrome - Dome - Black - 32.81 ft Infrared Night Vision - H.265, H.264, Motion JPEG - 2048 x 1536 - 2.90 mm Fixed Lens - 30 fps - CMOS - Ceiling Mount, Recessed Mount	\$500.32	\$310.20	\$310.20	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

## Lincoln Collab - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
1	3.0C-H6SL-BO1-IR	Motorola Solutions 3 Megapixel Indoor/Outdoor Network Camera - Color, Monochrome - Bullet - White - 131.23 ft Infrared Night Vision - H.264, H.265, Motion JPEG, Smart H.264, Smart H.265 - 2048 x 1536 - 3.40 mm- 10.50 mm Varifocal Lens - 3	\$853.00	\$528.86	\$528.86	38.00%
2	32C-H5A-4MH	4X8MP, WDR, 360 degree max field of view, Lightcatcher, 3.3-5.7MM, Camera Only	\$3,166.00	\$1,962.92	\$3,925.84	38.00%
2	5.0C-H6SL-BO1-IR	5.0 MP; WDR; LightCatcher; Day/Night; Indoor/Outdoor Bullet Camera; 3.4-10.5mm f/1.6; Integrated IR	\$1,015.00	\$629.30	\$1,258.60	38.00%
2	5.0C-H6SL-D1-IR	Avigilon 5 Megapixel Indoor Network Camera - Color, Monochrome - Dome - White - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 2592 x 1944 - 3.40 mm- 10.50 mm Varifocal Lens - 3.1x Optical - 30 fps - CMOS - Fast Ethernet - IK	\$807.00	\$500.34	\$1,000.68	38.00%
1	6.0C-H6ADH-DO1-IR	2x 3MP H5A Dual Head Outdoor Camera	\$1,560.66	\$967.61	\$967.61	38.00%
1	9C-H5A-3MH	H5A Multisensor 9MP Camera Module 3.3-5.7mm	\$2,051.00	\$1,271.62	\$1,271.62	38.00%
4	AVO-FE-NPT-ADPT	NPT Adapter For Fisheye Dome	\$70.00	\$43.40	\$173.60	38.00%
1	CRNMT-1001	Pelco Corner Mount for Large Pendant Wall Mount WLMT-1001	\$145.00	\$89.90	\$89.90	38.00%
2	DCLPNL-1001	Metal ceiling panel for dome camera installations in suspended ceilings	\$112.11	\$69.51	\$139.02	38.00%
1	H6M-MT-DCIL1	Avigilon Mounting Adapter for Network Camera - Gray	\$40.87	\$25.34	\$25.34	38.00%
2	NPTA-1001	1.5 inch NPT Adapter for Large Pendant Mount Camera	\$65.67	\$40.72	\$81.44	38.00%
2	SLSPCIL-1001	Schneider Electric (SLSPCIL1001) Connector Cables	\$33.00	\$20.46	\$40.92	38.00%
2	WLMT-1001	Pelco Pendant Wall Arm Adapter for Sarix Multi Pro Cameras	\$121.32	\$75.22	\$150.44	38.00%
4	H5AMH-AD-PEND1	Outdoor pendant mount adapter	\$199.28	\$123.55	\$494.20	38.00%
3	H5AMH-AD-DOME1	Avigilon Mounting Adapter	\$199.28	\$123.55	\$370.65	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

## Lincoln Collab - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
5	H5AMH-DO-COVR1	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$199.28	\$123.55	\$617.75	38.00%
5	H4AMH-AD-IRIL1	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1.	\$389.40	\$241.43	\$1,207.15	38.00%
18	ACC7-ENT-BUNDLE-1YR	ACC7 Enterprise camera channel w/ Smart Plan, 1Yr	\$333.61	\$206.84	\$3,723.12	38.00%
4	10266080	ALTRONIX D24 24" SLOTTED DIN RAIL		\$10.81	\$43.24	
4	EMT-W-10FT	ALUMINUM TUBE 1.5"OD-WHITE	NOT APPLICABLE	\$66.25	\$265.00	NOT APPLICABLE
4	AIOK-W	Camera Starter Kit, White		\$92.12	\$368.48	
4	LTA	Large Threaded Adapter		\$23.62	\$94.48	
4	EBA	Electrical Box Adapter	NOT APPLICABLE	\$13.06	\$52.24	NOT APPLICABLE
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services		\$12,479.00	\$12,479.00	
1	PD-MATERIAL	Misc Material		\$2,825.71	\$2,825.71	
1	PD-Allowance	Allowance - Lift Renewal	NOT APPLICABLE	\$2,352.94	\$2,352.94	NOT APPLICABLE
<b>Access Control Base Conversion</b>						
1	FPO150-B150D8PM8NL4E4M	FPO150-B150D8PM8NL4E4M	\$3,086.75	\$2,068.12	\$2,068.12	33.00%
1	AC-MER-CONT-MP1502	MERCURY MP1502 INTELLIGENT CONTROLLER (2 DOORS, 4 READERS, 8 INPUTS, 4 OUTPUTS)	\$1,697.00	\$1,136.99	\$1,136.99	33.00%
1	AC-MER-CON-MR52-S3	HID® Mercury™ MR52-S3B Controller Serial I/O Dual Card Reader Interface, 2-Reader Interface Module - (2 reader: mag, wiegand, 4 reader OSDP, 8 inputs, 6 relays) (Mercury MR52-S3B	\$880.89	\$590.20	\$590.20	33.00%
1	AC-HID-READER-SIGNO-20TKS-00-000000	Signo20, Mullion, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$389.35	\$260.86	\$260.86	33.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

### Lincoln Collab - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
2	AC-HID-READER-SIGNO-40TKS-00-000000	Signo40, Wall mount, 13.56mHz & 125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$401.13	\$268.76	\$537.52	33.00%
1	AC-SW-LIC-16RCU-6-P	Avigilon Access Control Manager v. 6.0 - Upgrade License - 16 Reader Count	\$2,550.00	\$1,708.50	\$1,708.50	33.00%
4	120T-12-W	3/4" RECESSED MAGNETIC CONTACTWHITE; EACH		\$3.75	\$15.00	
3	D126	Bosch Security Device Battery - For Security Device - Battery Rechargeable - 7000 mAh - 12 V DC	NOT APPLICABLE	\$30.00	\$90.00	NOT APPLICABLE
3	DS160	Bosch DS160 High Performance Request To Exit Motion Sensor Sounder, Light Gray		\$81.25	\$243.75	
2	02907-001	2N IP Verso 2.0 Video Door Phone Sub Station - CMOS - 125° Horizontal - 105° Vertical0.8 lux - Full-duplex - Access Control	\$1,629.00	\$1,140.30	\$2,280.60	30.00%
2	01252-001	2N IP Verso Backlit infopanel Module	\$119.00	\$83.30	\$166.60	30.00%
2	01289-001	2N Faceplate - Surface Mount	\$85.00	\$59.50	\$119.00	30.00%
2	01386-001	2N Relay	\$169.00	\$118.30	\$236.60	30.00%
2	01940-001	2N Wall Mount for Intercom System	\$44.00	\$30.80	\$61.60	30.00%
2	02087-001	2N Indoor View Video Master Station - 7" TouchscreenTempered Glass - Residential, Office	\$719.00	\$503.30	\$1,006.60	30.00%
2	02039-001	2N Indoor Desk Stand - Desk, Shelf - Black		\$38.50	\$77.00	
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$11,505.00	\$11,505.00	NOT APPLICABLE
1	PD-MATERIAL	Misc Material		\$485.71	\$485.71	
<b>Monitored Door Adds</b>						
1	AC-MER-CON-MR16IN	16 Zone Input Monitor Module with 2 relays (Mercury Part Number: MR16in-S3)	\$1,379.25	\$924.10	\$924.10	33.00%
1	AC-SW-LIC-16RCU-6-P	Avigilon Access Control Manager v. 6.0 - Upgrade License - 16 Reader Count	\$2,550.00	\$1,708.50	\$1,708.50	33.00%
11	120T-12-W	3/4" RECESSED MAGNETIC CONTACTWHITE; EACH		\$3.75	\$41.25	
11	DS160	Bosch DS160 High Performance Request To Exit Motion Sensor Sounder, Light Gray	NOT APPLICABLE	\$81.25	\$893.75	NOT APPLICABLE



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

### Lincoln Collab - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$6,041.00	\$6,041.00	NOT APPLICABLE
1	PD-MATERIAL	Misc Material		\$78.57	\$78.57	NOT APPLICABLE
<b>Access Control Adds Prior to Final Approval</b>						
1	AC-MER-CON-MR52-S3	HID® Mercury™ MR52-S3B Controller Serial I/O Dual Card Reader Interface, 2-Reader Interface Module - (2 reader: mag, wiegand, 4 reader OSDP, 8 inputs, 6 relays) (Mercury MR52-S3B	\$880.89	\$590.20	\$590.20	33.00%
2	AC-HID-READER-SIGNO-20TKS-00-000000	Signo20, Mullion, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$389.35	\$260.86	\$521.72	33.00%
1	STI SS2429LD-EN	Wall Mounted Lockdown Button		\$60.48	\$60.48	
1	DSKB-1G	1 GANG DESKTOP MOUNTING BRACKET W/ 2 1 SPACE IPS OPENINGS		\$125.00	\$125.00	
2	120T-12-W	3/4" RECESSED MAGNETIC CONTACTWHITE; EACH	NOT APPLICABLE	\$3.75	\$7.50	NOT APPLICABLE
2	DS160	Bosch DS160 High Performance Request To Exit Motion Sensor Sounder, Light Gray		\$80.00	\$160.00	
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services		\$2,550.00	\$2,550.00	
1	PD-MATERIAL	Misc Material		\$42.86	\$42.86	

**Subtotal: \$79,350.57**

### Lincoln Collab - Subcontractor Services

Line	Qty	Part Number	Description	Price	Extended Price
<b>Video Conversion - Subcontractor Services</b>					
121	17	PD-SUB-SERVICE	Subcontracted Services - Cabling - CAT6 Cable Runs	\$529.41	\$8,999.97
<b>Access Control Base Conversion - Subcontractor Services</b>					
122	3	PD-SUB-SERVICE	Subcontracted Services - Cabling - Multiconductor	\$1,000.00	\$3,000.00
123	2	PD-SUB-SERVICE	Subcontracted Services - Cabling - DATA CABLE + 18/4	\$1,000.00	\$2,000.00



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

### Lincoln Collab - Subcontractor Services

Line	Qty	Part Number	Description	Price	Extended Price
<b>Monitored Door Adds - Subcontractor Services</b>					
124	1	PD-SUB-SERVICE	Subcontracted Services - Overhead Door Contact	\$588.24	\$588.24
125	12	PD-SUB-SERVICE	Subcontracted Services - Cabling - 18/6	\$588.24	\$7,058.88
<b>Access Control Adds Prior to Final Approval - Subcontractor Services</b>					
126	2	PD-SUB-SERVICE	Subcontracted Services - Cabling - Multiconductor	\$1,000.00	\$2,000.00
127	1	PD-SUB-SERVICE	Subcontracted Services - Cabling - 18/6	\$588.24	\$588.24
128	2	PD-SUB-SERVICE	Subcontracted Services - Door Hardware Procure/Install	\$882.35	\$1,764.70

**Subtotal: \$26,000.03**

### EUS - Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
<b>Video Conversion</b>						
1	AINVR2-PRM-FORM-D-72TB-NA	AI NVR 2 PRM FORM D 72TB 2U Rack Mnt, HardenedOS, 5Y Onsite 4HMC, NA	\$41,500.00	\$25,730.00	\$25,730.00	38.00%
1	AINVR2-PRM-FORM-D-ANK	Analytics Kit for AI NVR 2 Premium Form D	\$4,461.00	\$2,765.82	\$2,765.82	38.00%
2	NVR6-AINVR2-FORM-D-SFPPLUS-DA	KIT,10G SFP+ SR DA, NVR6/AINVR2 FORM D	\$240.00	\$148.80	\$297.60	38.00%
4	10.0C-H6ADH-DO1-IR	Avigilon 5 Megapixel Outdoor Network Camera - Color, Monochrome - White - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 2592 x 1944 - 3.35 mm- 7 mm Varifocal Lens - 2.1x Optical - 24 fps - CMOS - Surface Mount, Junction Bo	\$1,792.04	\$1,111.06	\$4,444.24	38.00%
2	12.0C-H6A-FE-360-DO1-IR	CAM, H6F, Outdoor, 12MP, 360, WDR/LL, IR	\$1,400.00	\$868.00	\$1,736.00	38.00%
2	15C-H5A-3MH	Avigilon 5 Megapixel Outdoor, Indoor/Outdoor Network Camera - Color - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 7776 x 1944 - 3.30 mm- 5.70 mm Varifocal Lens - 1.7x Optical - 40 fps - CMOS - Gigabit Ethernet - USB	\$2,304.00	\$1,428.48	\$2,856.96	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

### EUS - Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
2	16.0C-H6ADH-DO1-IR	2x 8MP H6A Dual Head Camera. Outdoor camera with built-in IR	\$2,150.00	\$1,333.00	\$2,666.00	38.00%
5	24C-H5A-3MH	Avigilon 24 Megapixel Indoor/Outdoor 4K Network Camera - Color, Monochrome - White - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 3840 x 2160 - 3.30 mm- 5.70 mm Varifocal Lens - 1.7x Optical - 24 fps - CMOS - Gigabit Ethernet - USB - IK10	\$2,651.00	\$1,643.62	\$8,218.10	38.00%
2	3.0C-H6SL-D1-IR	Avigilon 3 Megapixel Indoor Network Camera - Color, Monochrome - Dome - White - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 2048 x 1536 - 3.40 mm- 10.50 mm Varifocal Lens - 3.1x Optical - 30 fps - CMOS - Fast Ethernet - IK	\$648.00	\$401.76	\$803.52	38.00%
2	3.0C-H6SL-BO1-IR	Motorola Solutions 3 Megapixel Indoor/Outdoor Network Camera - Color, Monochrome - Bullet - White - 131.23 ft Infrared Night Vision - H.264, H.265, Motion JPEG, Smart H.264, Smart H.265 - 2048 x 1536 - 3.40 mm- 10.50 mm Varifocal Lens - 3	\$853.00	\$528.86	\$1,057.72	38.00%
3	32C-H5A-4MH	4X8MP, WDR, 360 degree max field of view, Lightcatcher, 3.3-5.7MM, Camera Only	\$3,166.00	\$1,962.92	\$5,888.76	38.00%
1	5.0C-H6SL-BO1-IR	5.0 MP; WDR; LightCatcher; Day/Night; Indoor/Outdoor Bullet Camera; 3.4-10.5mm f/1.6; Integrated IR	\$1,015.00	\$629.30	\$629.30	38.00%
3	5.0C-H6SL-D1-IR	Avigilon 5 Megapixel Indoor Network Camera - Color, Monochrome - Dome - White - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 2592 x 1944 - 3.40 mm- 10.50 mm Varifocal Lens - 3.1x Optical - 30 fps - CMOS - Fast Ethernet - IK	\$807.00	\$500.34	\$1,501.02	38.00%
1	6.0C-H6ADH-DO1-IR	2x 3MP H5A Dual Head Outdoor Camera	\$1,561.00	\$967.82	\$967.82	38.00%
5	CRNMT-1001	Pelco Corner Mount for Large Pendant Wall Mount WLMT-1001	\$145.00	\$89.90	\$449.50	38.00%
5	DCLPNL-1001	Metal ceiling panel for dome camera installations in suspended ceilings	\$112.11	\$69.51	\$347.55	38.00%
5	SLSPCIL-1001	Schneider Electric (SLSPCIL1001) Connector Cables	\$33.00	\$20.46	\$102.30	38.00%
10	WLMT-1001	Pelco Pendant Wall Arm Adapter for Sarix Multi Pro Cameras	\$121.32	\$75.22	\$752.20	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

## EUS - Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
2	WLMT-1021	MOUNT; PENDANT ARM; 20CM LONG	\$105.00	\$65.10	\$130.20	38.00%
2	NPTA-1201	Avigilon Mounting Adapter for Network Camera	\$70.00	\$43.40	\$86.80	38.00%
10	H5AMH-AD-PEND1	Outdoor pendant mount adapter	\$199.28	\$123.55	\$1,235.50	38.00%
10	H5AMH-DO-COVR1	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$199.28	\$123.55	\$1,235.50	38.00%
10	H4AMH-AD-IRIL1	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1.	\$389.40	\$241.43	\$2,414.30	38.00%
27	ACC7-ENT-BUNDLE-1YR	ACC7 Enterprise camera channel w/ Smart Plan, 1Yr	\$333.61	\$206.84	\$5,584.68	38.00%
14	10266080	ALTRONIX D24 24" SLOTTED DIN RAIL		\$10.81	\$151.34	
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$21,254.00	\$21,254.00	NOT APPLICABLE
1	PD-MATERIAL	Misc Material		\$1,362.86	\$1,362.86	

Subtotal: **\$94,669.59**

## EUS - Subcontractor Services

Line	Qty	Part Number	Description	Price	Extended Price
<b>Video Conversion - Subcontractor Services</b>					
156	25	PD-SUB-SERVICE	Subcontracted Services - Cabling - CAT6 Cable Runs	\$529.41	\$13,235.25
157	1	PD-SUB-SERVICE	Subcontracted Services - Parking Lot Security Post, underground raceway and cabling	\$29,411.76	\$29,411.76

Subtotal: **\$42,647.01**

## ESC - Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
<b>Video Conversion</b>						
3	16.0C-H6ADH-DO1-IR	16.0C-H6ADH-DO1-IR	\$2,150.00	\$1,333.00	\$3,999.00	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

ESC - Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
2	24C-H5A-3MH	Avigilon 24 Megapixel Indoor/Outdoor 4K Network Camera - Color, Monochrome - White - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 3840 x 2160 - 3.30 mm- 5.70 mm Varifocal Lens - 1.7x Optical - 24 fps - CMOS - Gigabit Ethernet - USB - IK10	\$2,651.00	\$1,643.62	\$3,287.24	38.00%
2	26C-H5PRO-B	6.25K (26 MP) H5 Pro Camera. Lens and housing not included.	\$10,620.19	\$6,584.52	\$13,169.04	38.00%
1	3.0C-H6SL-BO1-IR	Motorola Solutions 3 Megapixel Indoor/Outdoor Network Camera - Color, Monochrome - Bullet - White - 131.23 ft Infrared Night Vision - H.264, H.265, Motion JPEG, Smart H.264, Smart H.265 - 2048 x 1536 - 3.40 mm- 10.50 mm Varifocal Lens - 3	\$853.00	\$528.86	\$528.86	38.00%
1	3.0C-H6SL-DO1-IR	Avigilon 3 Megapixel Outdoor Network Camera - Dome - White - 131.23 ft Infrared Night Vision - H.264, H.265, Motion JPEG, Smart H.264, Smart H.265 - 2048 x 1536 - 3.40 mm- 10.50 mm Varifocal Lens - 3.1x Optical - 30 fps - CMOS - Fast Ethe	\$747.00	\$463.14	\$463.14	38.00%
2	32C-H5A-4MH	4X8MP, WDR, 360 degree max field of view, Lightcatcher, 3.3-5.7MM, Camera Only	\$3,166.00	\$1,962.92	\$3,925.84	38.00%
5	CRNMT-1001	Pelco Corner Mount for Large Pendant Wall Mount WLMT-1001	\$145.00	\$89.90	\$449.50	38.00%
2	ES-HD-HWS-LG	Avigilon Camera Enclosure - Outdoor - Gray White	\$480.11	\$297.67	\$595.34	38.00%
4	WLMT-1001	Pelco Pendant Wall Arm Adapter for Sarix Multi Pro Cameras	\$121.32	\$75.22	\$300.88	38.00%
2	WLMT-1021	MOUNT; PENDANT ARM; 20CM LONG	\$105.00	\$65.10	\$130.20	38.00%
2	LEF247028T A2	Tamron 24-70mm f/2.8 VC Lens for Pro Cameras	\$2,601.85	\$1,613.15	\$3,226.30	38.00%
2	NPTA-1201	Avigilon Mounting Adapter for Network Camera	\$70.00	\$43.40	\$86.80	38.00%
4	H5AMH-AD-PEND1	Outdoor pendant mount adapter	\$199.28	\$123.55	\$494.20	38.00%
4	H5AMH-DO-COVR1	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$199.28	\$123.55	\$494.20	38.00%
4	H4AMH-AD-IRIL1	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1.	\$389.40	\$241.43	\$965.72	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

ESC - Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
5	ACC7-ENT-BUNDLE-1YR	ACC7 Enterprise camera channel w/ Smart Plan, 1Yr	\$333.61	\$206.84	\$1,034.20	38.00%
1	ALTV244	Altronix Close Circuit TV Camera AC Power Supply - 115 V AC Input - 24 V AC, 28 V AC Output	NOT APPLICABLE	\$127.58	\$127.58	NOT APPLICABLE
2	Avigilon PTZSled	Avigilon PTZSled		\$436.25	\$872.50	
2	PTZSled Roof Mat	PTZSled Roof Mat		\$61.25	\$122.50	
2	PTZ-CVR	PTZsled Base Cover	NOT APPLICABLE	\$298.75	\$597.50	NOT APPLICABLE
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services		\$11,962.00	\$11,962.00	
1	PD-MATERIAL	Misc Material	NOT APPLICABLE	\$4,610.00	\$4,610.00	NOT APPLICABLE
1	PD-Allowance	Allowance - Lift Rental	NOT APPLICABLE	\$3,125.00	\$3,125.00	NOT APPLICABLE

Subtotal: \$54,567.54

ESC - Subcontractor Services

Line	Qty	Part Number	Description	Price	Extended Price
Video Conversion - Subcontractor Services					
181	5	PD-SUB-SERVICE	Subcontracted Services - Cabling - CAT6 Cable Runs	\$529.41	\$2,647.05
182	2	PD-SUB-SERVICE	Subcontracted Services - Cabling - CAT6+18/2 Runs	\$882.35	\$1,764.70

Subtotal: \$4,411.75

Pine Grove - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
Video Conversion						
1	AINVR2-PRM-FORM-D-96TB-NA	AI NVR 2 PRM FORM D 96TB 2U Rack Mnt, HardenedOS, 5Y Onsite 4HMC, NA	\$46,700.00	\$28,954.00	\$28,954.00	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

Pine Grove - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
1	AINVR2-PRM-FORM-D-ANK	Analytics Kit for AI NVR 2 Premium Form D	\$4,461.00	\$2,765.82	\$2,765.82	38.00%
2	NVR6-AINVR2-FORM-D-SFPPLUS-DA	KIT,10G SFP+ SR DA, NVR6/AINVR2 FORM D	\$240.00	\$148.80	\$297.60	38.00%
3	10.0C-H6ADH-DO1-IR	Avigilon 5 Megapixel Outdoor Network Camera - Color, Monochrome - White - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 2592 x 1944 - 3.35 mm- 7 mm Varifocal Lens - 2.1x Optical - 24 fps - CMOS - Surface Mount, Junction Bo	\$1,792.04	\$1,111.06	\$3,333.18	38.00%
2	12.0C-H6A-FE-360-DO1-IR	CAM, H6F, Outdoor, 12MP, 360, WDR/LL, IR	\$1,400.00	\$868.00	\$1,736.00	38.00%
3	15C-H5A-3MH	Avigilon 5 Megapixel Outdoor, Indoor/Outdoor Network Camera - Color - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 7776 x 1944 - 3.30 mm- 5.70 mm Varifocal Lens - 1.7x Optical - 40 fps - CMOS - Gigabit Ethernet - USB	\$2,304.00	\$1,428.48	\$4,285.44	38.00%
4	16.0C-H6ADH-DO1-IR	2x 8MP H6A Dual Head Camera. Outdoor camera with built-in IR	\$2,150.00	\$1,333.00	\$5,332.00	38.00%
1	2.0C-H6SL-D1-IR	2.0 MP; WDR; LightCatcher; Day/Night; Indoor Dome; 3.4-10.5mm f/1.6; Integrated IR	\$562.00	\$348.44	\$348.44	38.00%
1	20C-H5A-4MH	Avigilon 5 Megapixel Indoor/Outdoor Network Camera - Color - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG, H.264 HDSM SmartCodec, H.265 HDSM SmartCodec - 10368 x 1944 - 3.30 mm- 5.70 mm Varifocal Lens - 1.7x Optical - 25 fps - CM	\$2,757.00	\$1,709.34	\$1,709.34	38.00%
1	26C-H5PRO-B	6.25K (26 MP) H5 Pro Camera. Lens and housing not included.	\$10,620.19	\$6,584.52	\$6,584.52	38.00%
9	3.0C-H6SL-BO1-IR	Motorola Solutions 3 Megapixel Indoor/Outdoor Network Camera - Color, Monochrome - Bullet - White - 131.23 ft Infrared Night Vision - H.264, H.265, Motion JPEG, Smart H.264, Smart H.265 - 2048 x 1536 - 3.40 mm- 10.50 mm Varifocal Lens - 3	\$853.00	\$528.86	\$4,759.74	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

### Pine Grove - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
3	3.0C-H6SL-D1-IR	Avigilon 3 Megapixel Indoor Network Camera - Color, Monochrome - Dome - White - 98.43 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 2048 x 1536 - 3.40 mm- 10.50 mm Varifocal Lens - 3.1x Optical - 30 fps - CMOS - Fast Ethernet - IK	\$648.00	\$401.76	\$1,205.28	38.00%
4	3.0C-H6SL-DO1-IR	Avigilon 3 Megapixel Outdoor Network Camera - Dome - White - 131.23 ft Infrared Night Vision - H.264, H.265, Motion JPEG, Smart H.264, Smart H.265 - 2048 x 1536 - 3.40 mm- 10.50 mm Varifocal Lens - 3.1x Optical - 30 fps - CMOS - Fast Ethe	\$747.00	\$463.14	\$1,852.56	38.00%
5	32C-H5A-4MH	4X8MP, WDR, 360 degree max field of view, Lightcatcher, 3.3-5.7MM, Camera Only	\$3,166.00	\$1,962.92	\$9,814.60	38.00%
2	5.0C-H6SL-BO1-IR	5.0 MP; WDR; LightCatcher; Day/Night; Indoor/Outdoor Bullet Camera; 3.4-10.5mm f/1.6; Integrated IR	\$1,015.00	\$629.30	\$1,258.60	38.00%
8	6.0C-H6ADH-DO1-IR	2x 3MP H5A Dual Head Outdoor Camera	\$1,561.00	\$967.82	\$7,742.56	38.00%
2	8.0C-H6A-BO1-IR	Avigilon H6A 8 Megapixel Outdoor 4K Network Camera - Color, Monochrome - Bullet - Gray Powder Coat - 229.66 ft Infrared Night Vision - H.264, H.265, Motion JPEG - 3840 x 2160 - 4.40 mm- 9.30 mm Varifocal Lens - 2.1x Optical - 30 fps - CMOS	\$1,952.42	\$1,210.50	\$2,421.00	38.00%
2	8.0C-H6A-FE-180-DO2-IR	CAM, H6F, Outdoor, 8MP, 180, WDR/LL, IR	\$900.00	\$558.00	\$1,116.00	38.00%
2	180-FE-WG-MT	Wedge wall mount for 180 Fisheye	\$100.00	\$62.00	\$124.00	38.00%
2	CRNMT-1001	Pelco Corner Mount for Large Pendant Wall Mount WLMT-1001	\$145.00	\$89.90	\$179.80	38.00%
2	DCLPNL-1001	Metal ceiling panel for dome camera installations in suspended ceilings	\$112.11	\$69.51	\$139.02	38.00%
1	PPMNT-2001	Avigilon Mounting Arm for Camera	\$550.00	\$341.00	\$341.00	38.00%
1	ES-HD-HWS-LG	Avigilon Camera Enclosure - Outdoor - Gray White	\$480.11	\$297.67	\$297.67	38.00%
1	NPTA-1001	1.5 inch NPT Adapter for Large Pendant Mount Camera	\$65.67	\$40.72	\$40.72	38.00%
2	SLSPCIL-1001	In-ceiling mount for 6.1" (156mm) Dome camera	\$33.00	\$20.46	\$40.92	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

Pine Grove - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
4	WLMT-1001	Pelco Pendant Wall Arm Adapter for Sarix Multi Pro Cameras	\$121.32	\$75.22	\$300.88	38.00%
3	WLMT-1021	MOUNT; PENDANT ARM; 20CM LONG	\$105.00	\$65.10	\$195.30	38.00%
3	NPTA-1201	1.5 inch NPT Adapter for Dual Head Cameras	\$70.00	\$43.40	\$130.20	38.00%
4	H5AMH-AD-DOME1	Avigilon Mounting Adapter	\$199.28	\$123.55	\$494.20	38.00%
5	H5AMH-AD-PEND1	Outdoor pendant mount adapter	\$199.28	\$123.55	\$617.75	38.00%
9	H5AMH-DO-COVR1	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$199.28	\$123.55	\$1,111.95	38.00%
9	H4AMH-AD-IRIL1	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1.	\$389.40	\$241.43	\$2,172.87	38.00%
1	LEF247028T A2	Tamron 24-70mm f/2.8 VC Lens for Pro Cameras	\$2,601.85	\$1,613.15	\$1,613.15	38.00%
50	ACC7-ENT-BUNDLE-1YR	ACC7 Enterprise camera channel w/ Smart Plan, 1Yr	\$333.61	\$206.84	\$10,342.00	38.00%
2	Avigilon PTZSled	Avigilon PTZSled		\$436.25	\$872.50	
30	10266080	ALTRONIX D24 24" SLOTTED DIN RAIL	NOT APPLICABLE	\$10.81	\$324.30	NOT APPLICABLE
1	ALTV244	Altronix Close Circuit TV Camera AC Power Supply - 115 V AC Input - 24 V AC, 28 V AC Output		\$127.58	\$127.58	
1	LTA	Large Threaded Adapter	NOT APPLICABLE	\$23.62	\$23.62	NOT APPLICABLE
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$28,547.00	\$28,547.00	NOT APPLICABLE
1	PD-MATERIAL	Misc Material	NOT APPLICABLE	\$2,157.14	\$2,157.14	NOT APPLICABLE
1	PD-Allowance	Allowance - Lift Renewal	NOT APPLICABLE	\$3,529.41	\$3,529.41	NOT APPLICABLE
<b>Access Control Base Conversion</b>						
2	FPO150/250 - 3D8P2M8NL 4E8M2	LifeSafety Power FPO150/250-3D8P2M8NL4E8M2	\$1,520.66	\$1,018.84	\$2,037.68	33.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

Pine Grove - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
1	FPO150-B150D8PM8NL4E4M	FPO150-B150D8PM8NL4E4M	\$3,086.75	\$2,068.12	\$2,068.12	33.00%
3	AC-MER-CONT-MP1502	MERCURY MP1502 INTELLIGENT CONTROLLER (2 DOORS, 4 READERS, 8 INPUTS, 4 OUTPUTS)	\$1,697.00	\$1,136.99	\$3,410.97	33.00%
4	AC-MER-CON-MR52-S3	HID® Mercury™ MR52-S3B Controller Serial I/O Dual Card Reader Interface, 2-Reader Interface Module - (2 reader: mag, wiegand, 4 reader OSDP, 8 inputs, 6 relays) (Mercury MR52-S3B	\$880.89	\$590.20	\$2,360.80	33.00%
15	AC-HID-READER-SIGNO-20TKS-00-000000	Signo20, Mullion, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$389.35	\$260.86	\$3,912.90	33.00%
5	AC-HID-READER-SIGNO-40TKS-00-000000	Signo40, Wall mount, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$401.13	\$268.76	\$1,343.80	33.00%
2	AC-SW-LIC-16RCU-6-P	Avigilon Access Control Manager v. 6.0 - Upgrade License - 16 Reader Count	\$2,550.00	\$1,708.50	\$3,417.00	33.00%
2	ACC7-ENT-BUNDLE-1YR	ACC7 Enterprise camera channel w/ Smart Plan, 1Yr	\$333.61	\$206.84	\$413.68	38.00%
5	120T-12-W	3/4" RECESSED MAGNETIC CONTACTWHITE; EACH		\$3.75	\$18.75	
4	DS160	Bosch DS160 High Performance Request To Exit Motion Sensor Sounder, Light Gray	NOT APPLICABLE	\$80.00	\$320.00	NOT APPLICABLE
9	D126	Bosch Security Device Battery - For Security Device - Battery Rechargeable - 7000 mAh - 12 V DC		\$31.25	\$281.25	
2	02907-001	2N IP Verso 2.0 Video Door Phone Sub Station - CMOS - 125° Horizontal - 105° Vertical0.8 lux - Full-duplex - Access Control	NOT APPLICABLE	\$1,140.30	\$2,280.60	NOT APPLICABLE
2	01252-001	2N IP Verso Backlit infopanel Module	\$119.00	\$83.30	\$166.60	30.00%
2	01289-001	2N Faceplate - Surface Mount	\$85.00	\$59.50	\$119.00	30.00%
2	01386-001	2N Relay	\$169.00	\$118.30	\$236.60	30.00%
2	01940-001	2N Wall Mount for Intercom System	\$44.00	\$30.80	\$61.60	30.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

## Pine Grove - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
2	02087-001	2N Indoor View Video Master Station - 7" Touchscreen Tempered Glass - Residential, Office	\$719.00	\$503.30	\$1,006.60	30.00%
2	02039-001	2N Indoor Desk Stand - Desk, Shelf - Black	\$59.00	\$41.30	\$82.60	30.00%
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$24,944.00	\$24,944.00	NOT APPLICABLE
1	PD-MATERIAL	Misc Material	NOT APPLICABLE	\$1,321.43	\$1,321.43	NOT APPLICABLE
<b>Card Access Door Adds</b>						
1	AC-MER-CON-MR52-S3	HID® Mercury™ MR52-S3B Controller Serial I/O Dual Card Reader Interface, 2-Reader Interface Module - (2 reader: mag, wiegand, 4 reader OSDP, 8 inputs, 6 relays) (Mercury MR52-S3B	\$880.89	\$590.20	\$590.20	33.00%
4	AC-HID-READER-SIGNO-20TKS-00-000000	Signo20, Mullion, 13.56mHz & 125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$389.35	\$260.86	\$1,043.44	33.00%
2	LC IN100-82278 BIPS B OJ US26D RH	LC IN100-82278 BIPS B OJ US26D RH	\$2,184.05	\$1,463.31	\$2,926.62	33.00%
2	AC-AA-GEN5-AH40-HUB-AH40IN6-6144	"ASSA ABLOY Aperio® AH40 Gen 5 1 to 64 Communication Hub for connection to Access Control Manager system via IP/Ethernet connection."	\$700.35	\$469.23	\$938.46	33.00%
2	120T-12-W	3/4" RECESSED MAGNETIC CONTACT WHITE; EACH		\$3.75	\$7.50	
2	DS160	Bosch DS160 High Performance Request To Exit Motion Sensor Sounder, Light Gray	NOT APPLICABLE	\$80.00	\$160.00	NOT APPLICABLE
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$4,122.00	\$4,122.00	NOT APPLICABLE
1	PD-MATERIAL	Misc Material	NOT APPLICABLE	\$91.43	\$91.43	NOT APPLICABLE
<b>Monitored Door Adds</b>						
2	AC-MER-CON-MR16IN	16 Zone Input Monitor Module with 2 relays (Mercury Part Number: MR16in-S3)	\$1,379.25	\$924.10	\$1,848.20	33.00%
23	120T-12-W	3/4" RECESSED MAGNETIC CONTACT WHITE; EACH	NOT APPLICABLE	\$3.75	\$86.25	NOT APPLICABLE



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

### Pine Grove - Access Control & Video - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
22	DS160	Bosch DS160 High Performance Request To Exit Motion Sensor Sounder, Light Gray		\$80.00	\$1,760.00	
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$11,089.00	\$11,089.00	NOT APPLICABLE
1	PD-MATERIAL	Misc Material		\$157.14	\$157.14	
<b>Access Control Adds Prior to Final Approval</b>						
4	AC-MER-CON-MR52-S3	HID® Mercury™ MR52-S3B Controller Serial I/O Dual Card Reader Interface, 2-Reader Interface Module - (2 reader: mag, wiegand, 4 reader OSDP, 8 inputs, 6 relays) (Mercury MR52-S3B	\$880.89	\$590.20	\$2,360.80	33.00%
2	AC-HID-READER-SIGNO-20TKS-00-000000	Signo20, Mullion, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$389.35	\$260.86	\$521.72	33.00%
14	AC-HID-READER-SIGNO-40TKS-00-000000	Signo40, Wall mount, 13.56mHz &125kHz, OSDP/Wiegand, Terminal, Mobile Ready, BLE	\$401.13	\$268.76	\$3,762.64	33.00%
1	AC-SW-LIC-16RCU-6-P	Avigilon Access Control Manager v. 6.0 - Upgrade License - 16 Reader Count	\$2,550.00	\$1,708.50	\$1,708.50	33.00%
1	STI SS2429LD-EN	Wall Mounted Lockdown Button		\$60.48	\$60.48	
1	DSKB-1G	1 GANG DESKTOP MOUNTING BRACKET W/ 2 1 SPACE IPS OPENINGS	NOT APPLICABLE	\$125.00	\$125.00	NOT APPLICABLE
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services		\$5,750.00	\$5,750.00	

**Subtotal: \$228,153.02**

### Pine Grove - Subcontractor Services

Line	Qty	Part Number	Description	Price	Extended Price
<b>Video Conversion - Subcontractor Services</b>					
264	49	PD-SUB-SERVICE	Subcontracted Services - Cabling - CAT6 Runs	\$529.41	\$25,941.09



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

## Pine Grove - Subcontractor Services

Line	Qty	Part Number	Description	Price	Extended Price
265	1	PD-SUB-SERVICE	Subcontracted Services - Cabling - CAT6 + 18/2 Runs	\$882.35	\$882.35
<b>Access Control Base Conversion - Subcontractor Services</b>					
266	12	PD-SUB-SERVICE	Subcontracted Services - Cabling - Multiconductor	\$1,000.00	\$12,000.00
267	2	PD-SUB-SERVICE	Subcontracted Services - Cabling - DATA CABLE + 18/4	\$1,000.00	\$2,000.00
<b>Card Access Door Adds - Subcontractor Services</b>					
268	2	PD-SUB-SERVICE	Subcontracted Services - Cabling - CAT6 Runs	\$529.41	\$1,058.82
269	2	PD-SUB-SERVICE	Subcontracted Services - Cabling - Multiconductor	\$1,000.00	\$2,000.00
270	4	PD-SUB-SERVICE	Subcontracted Services - Door Hardware Procure/Install	\$882.35	\$3,529.40
<b>Monitored Door Adds - Subcontractor Services</b>					
271	22	PD-SUB-SERVICE	Subcontracted Services - Cabling - 18/6	\$588.24	\$12,941.28
<b>Access Control Adds Prior to Final Approval - Subcontractor Services</b>					
272	8	PD-SUB-SERVICE	Subcontracted Services - Cabling - Multiconductor	\$1,000.00	\$8,000.00
273	1	PD-SUB-SERVICE	Subcontracted Services - Cabling - 18/6	\$588.24	\$588.24
274	8	PD-SUB-SERVICE	Subcontracted Services - Door Hardware Procure/Install	\$2,941.18	\$23,529.44

**Subtotal: \$92,470.62**

## Beltline NVRs and Unity Upgrade - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
2	AINVR2-PRM-FORM-D-160TB-NA	AI NVR 2 PRM FORM D 160TB 2U Rack Mnt, HardenedOS, 5Y Onsite 4HMC, NA	\$67,485.00	\$41,840.70	\$83,681.40	38.00%
2	AINVR2-PRM-FORM-D-ANK	Analytics Kit for AI NVR 2 Premium Form D	\$4,461.00	\$2,765.82	\$5,531.64	38.00%
4	NVR6-AINVR2-FORM-D-SFPPLUS-DA	KIT,10G SFP+ SR DA, NVR6/AINVR2 FORM D	\$240.00	\$148.80	\$595.20	38.00%
236	ACC-ENT-SMART-1YR	Avigilon Control Center Enterprise Smart Assurance Plan - License - 1 Year	\$32.10	\$19.90	\$4,696.40	38.00%



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

## Beltline NVRs and Unity Upgrade - Hardware & Services

Qty	Part Number	Description	List Price	Price	Extended Price	Discount
1	PS-PhySec-FF	People Driven Physical Security Fixed Fee Services	NOT APPLICABLE	\$5,340.00	\$5,340.00	NOT APPLICABLE

**Subtotal:** **\$99,844.64**



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

## LNS PACS, Lincoln Collab, EUS, Pine Grove, ESC Ext VS, Beltline NVRs, and Unity Upgrade

### Ship To:

**Kent ISD**  
2930 Knapp St NE  
Grand Rapids, MI 49525  
Sean Burns  
(616) 365-2261  
seanburns@kentisd.org

### Bill To:

**Kent ISD**  
2930 Knapp St NE  
Grand Rapids, MI 49525  
Sean Burns  
(616) 365-2261  
seanburns@kentisd.org

### Quote Information:

**Quote #: 017530**  
Version: 4  
Delivery Date: 06/03/2025  
Expiration Date: 06/20/2025

## Quote Summary

Description	Amount
Lincoln School - Access Control - Hardware & Services	\$92,150.71
Lincoln School - Subcontractor Services	\$45,588.36
Lincoln Collab - Access Control & Video - Hardware & Services	\$79,350.57
Lincoln Collab - Subcontractor Services	\$26,000.03
EUS - Video - Hardware & Services	\$94,669.59
EUS - Subcontractor Services	\$42,647.01
ESC - Video - Hardware & Services	\$54,567.54
ESC - Subcontractor Services	\$4,411.75
Pine Grove - Access Control & Video - Hardware & Services	\$228,153.02
Pine Grove - Subcontractor Services	\$92,470.62
Beltline NVRs and Unity Upgrade - Hardware & Services	\$99,844.64
<b>Total:</b>	<b>\$859,853.84</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## People Driven Technology

## Kent ISD

Signature: \_\_\_\_\_  
Name: Charlie Booth  
Title: Account Executive  
Date: 06/03/2025

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_



## **P** ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS

1. **AGREEMENT:** PEOPLE DRIVEN TECHNOLOGY, INC. ("PEOPLE DRIVEN") DOES NOT ACCEPT AND EXPRESSLY OBJECTS TO ANY TERMS AND CONDITIONS OR OTHER WRITING ON ANY PURCHASE ORDER, STATEMENT OF WORK, OR ACKNOWLEDGEMENT WHICH IS DIFFERENT FROM OR ADDITIONAL TO THOSE TERMS AND CONDITIONS CONTAINED HEREIN, EXPRESSLY INCLUDING, WITHOUT LIMITATION, ANY EFFORT TO NEGATE THE TERMS AND CONDITIONS SET FORTH HEREIN. NO MODIFICATION OR WAIVER OF THESE TERMS WILL BE EFFECTIVE AGAINST PEOPLE DRIVEN UNLESS SPECIFIED IN WRITING AND SIGNED BY PEOPLE DRIVEN. THE RECEIPT OF THE QUOTE OR PAYMENT FOR THE PRODUCTS AND/OR SERVICES PROVIDED THEREUNDER SHALL CONSTITUTE CUSTOMER'S ACCEPTANCE OF THE TERMS HEREOF.
2. **PRICING:** Prices for any Products and/or Services are valid for 30 days therefrom unless otherwise stated. Customer is responsible for (i) all applicable federal, state or local sales, use or other taxes (except taxes on People Driven Technology, Inc.'s net income), (ii) shipping or packing charges, (iii) insurance, and (iv) any other expenses associated with the sale and transportation, or storage of the Products or tariffs and any similar charges imposed upon or in connection with the Products and/or Services. The parties agree that all charges included in the price of the Products and/or Services set forth in the Price Quote are based upon detailed specifications supplied by Customer and any deviation requested by the Customer from such specifications may result in additional charges. All prices quoted shall be exclusive of sales tax or other applicable taxes, tariffs, duties or charges which are payable by Customer. Any tax, tariff, duty or charge which People Driven may be required to pay or collect, now or hereafter imposed by any governmental authority or agency, foreign or domestic, with respect to the sale, purchase, production, processing, storage, delivery, transportation, use, or consumption of any of the Products and/or Services covered hereby, including all taxes upon or measured by receipts from sales or services, shall be for the account of Customer, and any such charges may be added by People Driven as a separate item to People Driven's invoices.
3. **PAYMENT:** Unless otherwise specified in the Price Quote, payment for Products and/or Services is due net 30 days from the date of invoice. Any requests to satisfy the invoiced payment via a credit card or a prepaid card vendor program will be limited to \$5,000 per invoice.
4. **DELIVERY:** Unless otherwise agreed in writing, the Products shall be shipped and delivered F.O.B. Customer's ship to location set forth in the Price Quote. Unless Customer instructs People Driven to use a particular carrier on customer's order letter, the Products shall be shipped via a common carrier chosen by People Driven.
5. **SHORTAGE: CLAIMS AND INSPECTION:** Customer shall have the right to inspect the Products and/or Services within 48 hours of receipt. Any shortages or other claims in connection with an order must be made in writing and delivered to People Driven within such 48-hour period or shall be waived.
6. **RETURNS:** Customer acknowledges that People Driven shall have no obligation to accept returns of any Products ordered by and sold to Customer. People Driven at its sole discretion, may authorize the return of unused Products. Such returns cannot be made without a return authorization in writing issued by People Driven.
7. **TITLE AND RISK OF LOSS:** Unless otherwise specified in the Price Quote, title and risk of loss shall pass to Customer at the time the Products are tendered by each carrier at Customer's facilities, and any loss or damage thereafter shall not relieve Customer from any obligation hereunder. People Driven reserves, and Customer hereby grants to People Driven, a purchase money security interest in the Products, and all proceeds from the sale thereof, until full payment is received for all amounts due and payable by Customer.
8. **WARRANTIES AND REMEDIES:**

**Product Warranty:** People Driven does not warrant any Product. All Products are provided to Customer by People Driven "AS IS." People Driven will, to the extent allowable, pass through any warranties and indemnifications provided by the manufacturer of the Product. Customer, recognizing that People Driven is not the manufacturer of any Product, expressly waives any claim that Customer may have against People Driven based upon any product liability or infringement or alleged infringement of any patent, copyright, trade secret or other intellectual property right (each a "Claim") with respect to any Product and also waives any right to indemnification from People Driven against any such Claim made against Customer by another. Customer acknowledges that no employee of People Driven or any other party is authorized to make any representation or warranty on behalf of People Driven that is not expressly set forth in this Agreement.

**Service Warranty:** People Driven represents, warrants and covenants that (i) People Driven shall perform all Services, if any, in accordance with the material specifications set forth in the quote and (ii) the functions and features of the Services and related deliverables shall operate in the manner described in the applicable quote for ninety (90) days from the completion thereof. Notwithstanding anything contained herein to the contrary, to the extent a manufacturer requires Products to be installed by People Driven or such manufacturer in order for a warranty to be valid, neither People Driven nor the product manufacturer shall provide a warranty for any Products which are not installed, as applicable, by People Driven or the product manufacturer. EXCEPT AS SET FORTH HEREIN, PEOPLE DRIVEN MAKES NO OTHER WARRANTIES, WRITTEN OR ORAL. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE HEREBY SPECIFICALLY DISCLAIMED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, AND ANY WARRANTY ARISING BY STATUTE, OPERATION OF LAW, COURSE OF DEALING OR PERFORMANCE, OR USAGE OF TRADE.
9. **EXPORT RESTRICTIONS:** Products may be subject to export or resale restriction or regulation, and Customer acknowledges that it will comply with such restrictions and regulations. Any statement as to product country of origin, Export Control Classification Number, or compliance with applicable law (including, without limitation, that products are lead-free or RoHS compliant) is as provided to People Driven by its suppliers, and People Driven does not warrant its accuracy and will not be liable for any error with regard to same.
10. **ORDER CANCELLATION:** Product cancellation and/or return is subject to manufacturer restrictions. People Driven will abide by its



616-264-6700  
orders@peopledriven.com

6300 Venture Hills Blvd SW  
Byron Center, MI 49315

**P ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS**

suppliers' current restrictions for all cancellation and return requests up to and including a No Cancellation or Return policy.

11. **SPECIAL NOTICE:** Please note that VMware pricing, part numbers, and quote expiration dates may be subject to change at any time as a result of the Broadcom acquisition.

---

---

## BOARD AGENDA ITEM

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

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

Action   X  

Item: ESC Renovation Contingency Increase

Submitted by: Russell Bray

Date:   7/10/2025  

Recommended by: Kevin Philipps *KP*

Board Meeting Date:   7/21/2025  

---

---

### RECOMMENDATION:

It is recommended that the Kent ISD board approve an increase in the contingency budget for the ESC renovation project in the amount of \$186,467.00.

### BACKGROUND:

During renovations at the ESC, changes in design and wall finishes increased the cost of the project. While our original contingency was enough to cover those changes in Phase 1, we will need to increase contingency to cover expected changes in Phase 2.

Changes in Phase 1 included changing flooring material to better accommodate IT workstations, minor changes in site work, additional demolition of bad ceiling grid, additional demolition of overhead cabling, the reworking of some doors, and the removal of wallpaper and addition of paint on corridor walls.

Changes in Phase 2 include the addition of walls/storefront to secure the Business Office also resulting in some HVAC and electrical changes, wallpaper removal, paint in corridors.

Attached:

- Prime Contract Change Order #004

Owen-Ames-Kimball Co.  
 126 Ottawa Ave NW, Suite 600  
 Grand Rapids, Michigan 49503  
 United States

Printed on: 07/10/2025 01:08 PM EDT



**Prime Contract Change Order #004: Change Order 004**

Created on: 06/20/2025  
 Project Name: KISD - Educational Service Center  
 Project Number: 14379

**TO:**

Kent Intermediate School District  
 2930 Knapp Street NE  
 Grand Rapids, Michigan 49525

**PROJECT:**

KISD - Educational Service Center  
 2930 Knapp St NE  
 Grand Rapids, Michigan 49525  
 United States

**CONTRACT FOR:**

14379: KISD - ESC Prime Contract

**CREATED BY:**

Daniel Rathburn

**STATUS:**

Approved

**DUE DATE:**

06/20/2025

**PAID DATE:**

**SCHEDULE IMPACT:**

**FROM:**

Owen-Ames-Kimball Co.  
 126 Ottawa Ave NW, Suite 600  
 Grand Rapids, Michigan 49503

**PRIME CONTRACT CHANGE ORDER NUMBER / REVISION:**

004 / 0

**ASSIGNED TO:**

Russell Bray (Kent Intermediate School District)

**REVIEWED BY:**

**REVIEW DATE:**

06/20/2025

**INVOICED DATE:**

**EXECUTED:**

No

**TOTAL AMOUNT:**

\$186,467.00

**CHANGE ORDER TITLE:** Change Order 004

**CHANGE ORDER DESCRIPTION:**

Change Order 004

**REFERENCES / ATTACHMENTS**

None

**CHANGE ORDER LINE ITEMS:**

**PCO # 023 - Contingency Supplementation**

#	Cost Code	Description	Type	Amount
1		CM Fee	Commitment	\$7,172.00
2		Contingnecy	Commitment	\$179,295.00
			<b>Grand Total:</b>	<b>\$186,467.00</b>

The original (Contract Sum)	\$4,482,397.00
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$4,482,397.00
The contract sum will be increased by this Change Order in the amount of	\$186,467.00
The new contract sum including this Change Order will be	\$4,668,864.00

Owen-Ames-Kimball Co.  
126 Ottawa Ave NW, Suite 600  
Grand Rapids, Michigan 49503  
United States

Printed on 07/10/2025 01:08 PM EDT



**Prime Contract Change Order #004: Change Order 004**

Created on: 06/20/2025  
Project Name: KISD - Educational Service Center  
Project Number: 14379

Owen-Ames-Kimball Co. 126 Ottawa Ave NW, Suite 600 Grand Rapids, Michigan 49503	Kent Intermediate School District 2930 Knapp Street NE Grand Rapids, Michigan 49525	Tom Frey 1811 4 Mile Road, NE Grand Rapids, Michigan 49525
_____ BY	_____ BY	_____ BY
_____ DATE	_____ DATE	_____ DATE



# Kent ISD Strategic Plan 2025-2028

## Goals and Objectives

### **Goal 1: Position Kent ISD as a leader for student-centered programming and regional educational services**

- Objective 1.1: Expand Career and Technical Education (CTE) program offerings
- Objective 1.2: Support inclusive practices through enhanced access to the Least Restrictive Environment (LRE)

### **Goal 2: Build an organizational culture of transparency and accountability**

- Objective 2.1: Develop and implement comprehensive internal and external communication and support systems that enable transparency and accountability
- Objective 2.2: Provide comprehensive environmental scanning and advocacy services to support Kent ISD and LEA programs
- Objective 2.3: Create a program development process that ensures all educational service teams collaborate from initial idea through completion

### **Goal 3: Recruit and retain a thriving workforce invested in success for all**

- Objective 3.1: Continued development and refinement of high-quality HR protocols that support program and staff needs
- Objective 3.2: Develop and implement comprehensive onboarding-mentoring framework for instructional staff
- Objective 3.3: Develop and implement updated tools and processes for staff performance feedback that foster professional growth and development

### **Goal 4: Develop and enhance community partnerships to maximize positive impact**

- Objective 4.1: Create comprehensive partnership management system
- Objective 4.2: Increase awareness of Kent ISD services and partnerships
- Objective 4.3: Develop community partner advisory structure

### **Goal 5: Proactively address the evolving needs of the work environment**

- Objective 5.1: Modernize core business operations through intentional digital workflow transformation
- Objective 5.2: Create a long-term facilities plan that supports staff, students, and future growth
- Objective 5.3: Build technology skills that enhance staff effectiveness and prepare students for their future

---

---

## BOARD AGENDA ITEM

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

Item: Regional Enhancement Millage Renewal Proposal

Submitted by: Dr. Ron Gorman

Date: 7/14/2025

Recommended by: Dr. Ron Gorman

Board Meeting Date: 7/21/2025

---

---

### RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the attached resolution, which proposes a regional enhancement millage renewal and restoration for the November 4, 2025, election ballot. The proposal is for .9 mill for 10 years.

### BACKGROUND:

The constituent school districts of Kent ISD have adopted resolutions requesting that a regional enhancement millage renewal proposal be placed on the ballot at an election on Tuesday, November 4, 2025. Under Section 705 of the Revised School Code, when one or more boards of constituent school districts representing a majority of the combined enrollment of the ISD adopt such resolutions, the intermediate school board is authorized and directed to place the question of levying a regional enhancement millage on the ballot.

This proposal is a renewal of the previously approved enhancement millage, passed by Kent County voters in 2017. The original amount has slightly decreased over the years due to the Headlee Rollback (1979), a mechanism that reduces a local government millage when property values increase faster than inflation. This underscores the importance of restoring the millage to its originally approved amount.

This funding has enabled school districts across Kent County to address student mental health needs, maintain staffing levels, expand academic and career readiness programs, and preserve essential student services.

Kent Intermediate School District, Michigan (the "Intermediate School District")

A \_\_\_\_\_ meeting of the Board of Education (the "Board") of the Intermediate School District was held in the \_\_\_\_\_, within the boundaries of the Intermediate School District, on the 21st day of July, 2025, at \_\_\_\_ o'clock in the \_\_.m. (the "Meeting")

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_

**WHEREAS:**

1. Section 705 of the Revised School Code authorizes and directs intermediate school boards to place the question of levying a regional property tax on the ballot by the intermediate school district at a regular or special school election, if a resolution requesting the question is adopted by one or more boards of local constituent school districts and public school academies representing a majority of the combined membership of the constituent school districts as of the most recent pupil membership count day and if all resolutions contain an identical specified number of mills and number of years for which the tax shall be levied; and

2. The Intermediate School District has received certified copies of resolutions adopted by the boards of education of the local school districts and/or the boards of directors of the local public school academies listed on Exhibit A, attached hereto, representing a majority of the combined pupil membership of the constituent districts as of the most recent pupil membership count day, requiring the Intermediate School District to place a regional enhancement millage renewal question before the voters at a special election.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board hereby determines that a sufficient number of constituent school districts and/or public school academies, representing a majority of the combined membership pursuant to Section 705 of the Revised School Code have adopted resolutions requesting a regional enhancement millage renewal proposal be placed on the ballot at an election to be held in each of the local constituent school districts on Tuesday, November 4, 2025.

2. A regional enhancement millage proposal shall be submitted to the vote of the school electors at an election held within the local constituent school districts on Tuesday, November 4, 2025.

3. The proposition to be voted on at the election shall be stated on the ballots in substantially the form as set forth in Exhibit B, attached hereto.

4. The Election Coordinator is hereby directed to:

- a. Utilize \_\_\_\_\_, a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.
- b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in the form as set forth in Exhibit C attached hereto.
- c. Provide a proof copy of the ballot to the Intermediate School District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Kent Intermediate School District, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, Public Acts of Michigan, 1976, as amended).

\_\_\_\_\_  
Secretary, Board of Education

IFK/baf

## EXHIBIT A

### School Districts:

Byron Center Public Schools  
Caledonia Community Schools  
Cedar Springs Public Schools  
Comstock Park Public Schools  
East Grand Rapids Public Schools  
Forest Hills Public Schools  
Godfrey-Lee Public Schools  
Godwin Heights Public Schools  
Grand Rapids Public Schools  
Grandville Public Schools  
Kelloggsville Public School District  
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 School  
Wyoming Public Schools

### Public School Academies:

Byron Center Charter School  
Chandler Woods Charter Academy  
Covenant High School Grand Rapids  
Creative Technologies Academy  
Cross Creek Charter Academy  
Excel Charter Academy  
Gerald Dawkins Academy  
Grand Rapids Child Discovery Center  
Grand River Preparatory High School  
Hope Academy of West Michigan  
Knapp Charter Academy  
Lighthouse Academy  
New Branches Charter Academy  
NexTech High School of Grand Rapids  
PrepNet Virtual Academy  
Ridge Park Charter Academy  
River City Scholars Academy  
Vanguard Charter Academy  
Vista Charter Academy  
Walker Charter Academy  
Wellspring Preparatory High School  
West MI Academy of Environmental Science  
West Michigan Aviation Academy  
William C. Abney Academy

## EXHIBIT B

### KENT INTERMEDIATE SCHOOL DISTRICT REGIONAL ENHANCEMENT MILLAGE PROPOSAL

This proposal renews regional enhancement millage previously approved by the electors that will expire with the 2026 levy and restores millage lost as a result of the reduction required by the Michigan Constitution of 1963. Pursuant to state law, the revenue raised by the proposed millage will be collected by the intermediate school district and distributed to constituent districts based on pupil membership count.

Shall the limitation on the amount of taxes which may be assessed against all property in Kent Intermediate School District, Michigan, be renewed by .8498 mill (\$.8498 on each \$1,000 of taxable valuation) and also be increased by .0502 mill (\$.0502 on each \$1,000 of taxable valuation) for a total of .9 mill, for a period of 10 years, 2027 to 2036, inclusive, to provide operating funds to enhance other state and local funding for constituent district operating purposes; the estimate of the revenue the intermediate school district will collect if the millage is approved and levied in 2027 is approximately \$35,606,388, which funds will be disbursed as required by statute to the following constituent districts: Byron Center Public Schools, Caledonia Community Schools, Cedar Springs Public Schools, Comstock Park Public Schools, East Grand Rapids Public Schools, Forest Hills Public Schools, Godfrey-Lee Public Schools, Godwin Heights Public Schools, Grand Rapids Public Schools, Grandville Public Schools, Kelloggville Public School District, 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 School, and Wyoming Public Schools, Byron Center Charter School, Chandler Woods Charter Academy, Covenant High School Grand Rapids, Creative Technologies Academy, Cross Creek Charter Academy, Excel Charter Academy, Gerald Dawkins Academy, Grand Rapids Child Discovery Center, Grand River Preparatory High School, Hope Academy of West Michigan, Knapp Charter Academy, Lighthouse Academy, New Branches Charter Academy, NexTech High School of Grand Rapids, PrepNet Virtual Academy, Ridge Park Charter Academy, River City Scholars Academy, Vanguard Charter Academy, Vista Charter Academy, Walker Charter Academy, Wellspring Preparatory High School, West MI Academy of Environmental Science, West Michigan Aviation Academy, and William C. Abney Academy, and to Kent Intermediate School District (.8498 mill of the above is a renewal of millage that will expire with the 2026 tax levy and .0502 mill is a restoration of millage lost as a result of the reduction required by the "Headlee" amendment to the Michigan Constitution of 1963)?

**EXHIBIT C**

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE  
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

**KENT INTERMEDIATE SCHOOL DISTRICT  
REGIONAL ENHANCEMENT MILLAGE PROPOSAL  
.8498 MILL (\$.8498 ON EACH \$1,000 OF TAXABLE VALUATION) FOR 10 YEARS AND  
.0502 MILL (\$0.0502 ON EACH \$1,000 OF TAXABLE VALUATION) FOR 10 YEARS  
TO RESTORE HEADLEE REDUCTION**

Full text of the ballot proposal may be obtained at the administrative offices of Kent Intermediate School District, 2930 Knapp Street, N.E., Grand Rapids, Michigan 49525-4518, telephone: (616) 364-1333.