

Kent ISD Regular School Board Meeting

Monday, August 17, 2026 4:00 PM

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

A. Call to Order

B. Welcome Visitors and Roll Call

C. Approve the Kent ISD School Board meeting agenda as presented.

D. Presentation

D.1. Progressive AE-CTE South Satellite Location

D.2. Leading Learning Awards

E. Information Items:

E.1. Partnership agreement between Life EMS and Kent Career Tech Center for the 2026-2027 school year.

E.2. Geotech Inc. will perform an emergency relocation of fiber optic cable along West River Drive.

E.3. Approve KCTC's Auto Collision Department to purchase supplies from Painters Supply and Equipment Co.

F. 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.

F.1. Approve the minutes from the regular school board meeting on July 20, 2026.

F.2. Approve the Financial Report allowing bills from July 1, 2026, through July 31, 2026.

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

F.4. Approve hiring a Career Technical Education Specialist (CTES) for the HVACR and Health Careers programs.

F.5. Approve an increase from 200 workdays per year to 215 per year for the Security Supervisor position.

F.6. Approve the purchase of Connect4Learning curriculum kits from Kaplan Early Learning Company for the Great Start Readiness Program.

F.7. Approve the GSRP Family Handbook for the 2026-2027 school year.

F.8. Approve the purchase of Edmentum for MySchool@Kent's course offerings for the 2026-27 school year.

F.9. Approve Kent ISD to issue payments to MDHHS for the annual share of the bill-back for Medicaid services.

F.10. Approve the annual renewal of TeamDynamix software licenses.

F.11. Approve the contract with McAlvey Merchant & Associates to provide governmental representation and advocacy on behalf of Kent, Muskegon, and Ottawa counties.

F.12. Approve the purchase of thirty computers for the 3D Game Design Lab at KCTC.

F.13. Approve the renewal purchase of UKG Kronos Timekeeping Software for the 2026-2027 school year.

F.14. Approve the resolution to appoint Kevin Philipps as Trustee and Dave Rodgers as Alternate Trustee to represent Kent ISD interests within the West Michigan Health Insurance Pool (WMHIP).

F.15. Approve the purchase of a 2027 Chrysler Pacifica from Lafontaine Chrysler, Dodge and Jeep.

F.16. Approve the purchase of Unique Learning System and News2you from Everway LLC for Center Programs.

F.17. Approve the rental agreement between Kent ISD Adult Education and Grand Rapids Community College for the 2026-2027 school year.

G. **Approve GMB Ecosystem of Teams to provide engineering services for the replacement of HVAC and associated equipment for KCTC East A Wing.**

H. **Approve the annual renewal for Qualtrics software.**

I. **Approve the agreement between Kent ISD and Owen Ames Kimball for construction management services for the KCTC satellite campus.**

J. **Public Comment**

K. **Items from Board Members**

L. **Superintendent's Report**

M. **Adjournment**

Leading Learning Award

August 2026



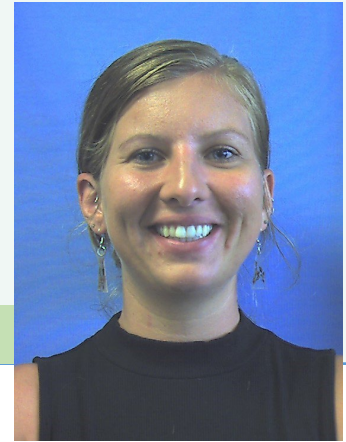
Amanda Kettel, Secondary Programs

I am honored to nominate Amanda Kettel for the Leading Learning Award. Amanda exemplifies servant leadership through her unwavering dedication to supporting both staff and students, and she is an essential part of what makes our organization successful.

Amanda has the challenging responsibility of managing purchases and budgets, ensuring that resources are allocated responsibly while meeting the needs of our staff. This is no small task, yet she consistently handles it with professionalism, accuracy, and a solutions-focused mindset. She understands that every purchasing decision directly impacts teaching and learning, and she works tirelessly to maximize every dollar while keeping projects and daily operations moving forward.

What truly sets Amanda apart is her commitment to the people around her. No matter how busy her day is, she always greets everyone with a warm smile and a positive attitude. She is approachable, compassionate, and genuinely invested in helping others succeed. Amanda's behind-the-scenes work often goes unnoticed, but its impact is felt throughout the entire organization. She is the steady force that helps keep everything running smoothly and efficiently.

Amanda embodies the values of collaboration, service, and excellence. Her leadership is demonstrated not through recognition or praise, but through the countless ways she lifts up those around her and ensures the success of our staff and students every day. Our school is stronger because of her dedication, and I cannot think of anyone more deserving of the Leading Learning Award than Amanda Kettel.



Sarah Misiak, Student Services

"It is my honor to nominate Sarah Misiak for the Kent ISD Leader of Learning Award.

Sarah exemplifies what it means to be a leader of learning. Over the past year, she has served as a primary contributor and leader in the development of two significant initiatives: the Alternate Standards Curriculum Guide 2.0 and the Empower U Curriculum Guide. Together, these projects represent hours of thinking, planning, collaboration, and innovation that will positively impact educators and students across Kent ISD for years to come.

The scope and complexity of this work cannot be overstated. The Alternate Standards Curriculum Guide 2.0 is far more than a curriculum document. It provides educators with a clear, coherent framework for supporting students with significant cognitive disabilities through meaningful, standards-aligned instruction. The Empower U Curriculum Guide establishes a comprehensive roadmap for transition-aged students, helping our staff intentionally prepare learners for employment, independent living, and post-secondary success. Both projects required extensive research, curriculum development, collaboration with stakeholders, and countless hours of revision and refinement.

What makes Sarah's contributions especially remarkable is her ability to bridge vision and implementation. She is a forward thinker who can see possibilities and anticipate future needs, while also attending to the details necessary to bring ideas to life. Sarah consistently asks not only, "What should this be?" but also, "How will teachers use this?" Her commitment to creating practical, meaningful resources has been instrumental to the success of both projects.

Beyond the quality of her work, Sarah's leadership throughout these projects has been extraordinary. She approaches challenges with professionalism, optimism, and a solutions-oriented mindset. She welcomes feedback, values the expertise of others, and works tirelessly to strengthen the final product. Her collaborative nature creates an environment where people feel heard, respected, and motivated to contribute.

Sarah is an exceptional leader, collaborator, and advocate for high-quality learning. I can think of no one more deserving of recognition as a Kent ISD Leader of Learning."

BOARD AGENDA ITEM

Information/Discussion X

Future Action

Action

Item: Purchased Services – Life EMS Contract

Submitted by: Craig Weigel



Date: 08/10/26

Recommended by: Sue Gardner

Board Meeting Date: 08/17/26

RECOMMENDATION:

The purpose of this memo is to inform the Board of partnership between Life EMS and Kent Career Tech Center. Life EMS will provide an instructor for the 26-27 SY for the contracted amount of \$93,631.40.

BACKGROUND:

In order to fulfill the program certification requirements a state approved EMT instructor must be in the class room. By partnering with Life EMS KCTC is able to fulfill all the course instructional requirements as well as receiving additional MERT (Medical Emergency Response Team) support.

BOARD AGENDA ITEM

Information/Discussion: X

Future Action:

Action:

Item: Wide Area Relocation at West River Drive

Submitted by: Glen Finkel

Date: 8.05.2026

Recommended by: Glen Finkel

Board Meeting Date: 8.17.2026

RECOMMENDATION:

Kent ISD is bringing to the School Board's attention that it contracted with Geotech Inc. to perform an emergency relocation of fiber-optic cable along West River Drive at a cost of \$46,300.

BACKGROUND:

Due to MDOT's expansion of US-131, Kent ISD is required to relocate buried fiber-optic cable along West River Drive. This branch of Kent ISD's wide area network provides connectivity to school districts located in the northern portion of the county.

Given the critical importance of maintaining network connectivity, particularly at the start of the school year, and the need to meet MDOT's required timeline, this work was classified as an emergency repair. Therefore, the contract is being presented to the School Board as an informational item.

BOARD AGENDA ITEM

Information/Discussion X

Future Action

Action

Item: Painters Supply Auto Collision Order

Submitted by: David Dublis

Date: 7/22/26

Recommended by: Craig Weigel 

Board Meeting Date: 08/17/26

RECOMMENDATION:

The purpose of this memo is to inform the Board of the KCTC Auto Collision Department's decision to make a supply purchase from Painters Supply & Equipment Co, totaling \$31,923.24. This purchase will cover all the necessary teaching supplies from this vendor for the 2026-2027 school year.

BACKGROUND:

In years past this program had made several purchases throughout the year to support the program's teaching needs. By making a onetime purchase with this vendor the program hopes to have better inventory control as well as maintaining a more efficient ordering process. Last year the program had spent \$33,581.65 in similar purchases, pricing remains consistent with this year.

The Kent ISD School Board held a regular meeting at the Kent Conference Center on Monday, July 20, 2026. President Haidle called the meeting to order at 4:00 p.m.

Members Present: Hamming, Schottke, Featherston, Haidle.

Member Absent: Drake

Kent ISD Staff Present: Superintendent Gorman, Assistant Superintendents Finkel, Fee, Philipps, Rodgers, Myers; Directors Arnold, Baine, Behm, Graham, Hendry, Hissong, Hofstee, Houtman, Karsten, Larkin, Lienesch, McClintic, Verwey; Recording Secretary Lovell;

Staff Members: Aaron Stockland, Dr. Karl Nelson

Guests: John Kozal

President Haidle welcomed staff and visitors and requested approval of the Board agenda.

Upon Motion by Member Schottke, supported by Member Featherston, the Board approved removing agenda item F.19 from the consent agenda and placing it as item N on the agenda.

Ayes: Hamming, Featherston, Schottke, Haidle

Nays: None

Motion declared to have carried.

President Haidle turned the meeting over to Superintendent Gorman. Dr. Gorman requested nominations for the Kent ISD School Board for the 2026-2027 school year.

Upon motion by member Featherston, supported by Member Schottke, it was resolved to nominate the following slate for the Kent ISD School Board of Officers

President: Hamming

Vice President: Schottke

Secretary: Featherston

Treasurer: Haidle

Trustee: Drake

Ayes: Featherston, Schottke, Haidle, Hamming

Nays: None

Motion declared to have carried.

Upon motion of Member Schottke, supported by Member Featherston, it was resolved to authorize the former Treasurer to continue to sign checks until the necessary documents can be processed and the equipment modified, not to exceed ninety (90) days from this date.

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

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Schottke, it was resolved to approve the resolution to designate bank depositories.

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

Motion declared to have carried.

Upon motion of Member Schottke, supported by Member Featherston, it was resolved to approve the resolution authorizing accounts through JPMorgan Chase Bank, NA.

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

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Schottke, it was resolved to 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.

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

Motion declared to have carried.

Upon motion of Member Haidle, supported by Member Schottke, it was resolved to approve the School Board meeting dates for the 2026-2027 school year.

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

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Schottke, it was resolved to approve the procedures to call special meetings of the Board.

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

Motion declared to have carried.

Upon motion of Member Schottke, supported by Member Haidle, it was resolved to approve the resolution to appoint Legal Counsel to represent Kent ISD.

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

Motion declared to have carried.

Upon motion of Member Haidle, supported by Member Featherston, it was resolved to approve the resolution for Kent ISD staff members to use Kent ISD credit cards for district business.

Ayes: Haidle, Featherston, Schottke, Hamming

Nays: None

Motion declared to have carried.

Upon motion of Member Schottke, supported by Member Haidle, it was resolved to approve the resolution authorizing electronic transactions and designating an Electronic Transfer Officer.

Ayes: Featherston, Schottke, Haidle, Hamming

Nays: None

Motion declared to have carried.

Career and Talent Development Directors Joe Lienesch, Ryan Graham, Dr. Karl Nelson, and Gerry Verwey shared a presentation on the opportunities available to students in our region and the growth of Career pathways. Board Members had the opportunity to ask questions.

Upon motion of Member Schottke, supported by Member Featherston, it was resolved to combine and approve the consent agenda items F.1-F.18.

Ayes: Schottke, Featherston, Haidle, Hamming

Nays: None

Motion declared to have carried.

Upon motion by Member Featherston, supported by Member Haidle, it was resolved to approve the interoffice courier services agreement with Professional Courier Services.

Ayes: Haidle, Featherston, Schottke, Hamming

Nays: None

Motion declared to have carried.

Upon motion of Member Haidle, supported by Member Schottke, it was resolved to approve the purchase of Goalbook Toolkit Subscriptions for Center Programs and local districts' special education teachers and staff.

Ayes: Featherston, Schottke, Haidle, Hamming

Nays: None

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Schottke, it was resolved to approve the purchase agreements with TECHnista for the MEERA lab equipment package and the subscription services.

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

Motion declared to have carried.

Upon motion of Member Schottke, supported by Member Featherston, it was resolved to approve Owen Ames Kimball's demolition package to demolish and excavate the former Dutton Elementary Site.

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

Motion declared to have carried.

Upon motion of Member Featherston, supported by Schottke, it was resolved to approve the purchase and installation of new boilers at Pine Grove Learning Center.

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

Motion declared to have carried.

Upon motion of Member Haidle, supported by Member Featherston, it was resolved to approve the capital outlay for secondary programs technology.

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

Motion declared to have carried.

Upon motion of Member Haidle, supported by Member Schottke, it was resolved to approve annual board policy updates provided by Thrun Law.

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

Motion declared to have carried.

Upon motion of Member Featherston, supported by Member Haidle, it was resolved to approve the memo of understanding between Kent ISD and local districts to grow CTE pathway programs.

Ayes: Haidle, Featherston, Hamming
Nays: None
Abstained: Schottke

Motion declared to have carried.

President Hamming offered the opportunity for public comment. Mr. John Kozal spoke on behalf of Howard Christensen Nature Center and thanked Dr. Gorman for coordinating a process to disperse the surplus items from the nature center.

Superintendent Gorman expressed his appreciation to the Career and Talent Development team for their presentation, commending their continued focus on data, performance metrics, and identifying new opportunities to expand student access and success through career and technical education.

Superintendent Gorman congratulated Anne Hamming on assuming the role of Board President and thanked Andrea Haidle for her years of dedicated leadership and service as Board President.

President Hamming adjourned the meeting at 5:13 p.m.

Minutes approved on August 17, 2026

Anne Hamming, President

Laura Featherston, Secretary

CHECKS (DISBURSEMENTS) WRITTEN BY FUND
07/01/26 - 07/31/26

11. GENERAL EDUCATION	\$	11,304,836.41
21. SPECIAL EDUCATION-CENTER PROGRAMS	\$	394,812.57
22. SPECIAL EDUCATION	\$	5,875,954.90
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)	\$	2,012.61
26. CAREER TECHNICAL EDUCATION	\$	940,181.47
27. COOPERATIVE EDUCATION **	\$	7,993.48
29. STUDENT/SCHOOL ACTIVITY FUND	\$	23,320.82
CAPITAL PROJECTS	\$	-
41. GENERAL EDUCATION	\$	3,419.63
42. SPECIAL EDUCATION	\$	1,478,192.44
46. CAREER TECHNICAL EDUCATION	\$	397,554.55
81. INTERNAL SERVICE FUND	\$	-
TOTAL	\$	20,428,278.88
Total Transfers Out to LEAs (K-12 and Charter Schools)	\$	6,772,492.04

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

Kent ISD Check Register 7/1/2026 to 7/31/2026

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300036128	DEAN TRANSPORTATION INC	22	2,846,815.19		
			Check Total	2,846,815.19	MAY 26 REG 1/2 TRANSPORT
607092601	MICH PUBLIC SCHOOL EMPLOYEES	11	1,112,751.42		
			Check Total	1,112,751.42	ORS 06.26.26
607092602	MICH PUBLIC SCHOOL EMPLOYEES	11	1,078,255.45		
			Check Total	1,078,255.45	UAAL RATE STABILIZATION
607222601	MICH PUBLIC SCHOOL EMPLOYEES	11	1,045,419.86		
			Check Total	1,045,419.86	07.10.26 ORS PAYMENT
300036084	GRAND VALLEY STATE UNIVERSITY	11	934,882.75		
			Check Total	934,882.75	WMTC TEXTBOOKS
607242602	NEXT GENERATION ENROLLMENT INC	11	1,028,343.92		
	NEXT GENERATION ENROLLMENT INC	21	-35,229.32		
	NEXT GENERATION ENROLLMENT INC	22	-43,097.06		
	NEXT GENERATION ENROLLMENT INC	26	-96,099.33		
	NEXT GENERATION ENROLLMENT INC	27	-28,272.62		
	NEXT GENERATION ENROLLMENT INC	28	-2,664.75		
			Check Total	822,980.84	AUG PREMIUMS
607102620	UNITED STATES TREASURY	11	660,624.69		
			Check Total	660,624.69	PAYROLL TAXES
67345	MICH EDUC SPECIAL SERVICES	11	609,102.82		
			Check Total	609,102.82	Insurance Premiums - July 2026
67493	MICH EDUC SPECIAL SERVICES	11	598,775.78		
			Check Total	598,775.78	Insurance Premiums - Aug 2026

607242622	UNITED STATES TREASURY	11	589,544.21	
			Check Total	589,544.21 PAYROLL TAXES
67448	KATERBERG VERHAGE INC	42	575,908.43	
			Check Total	575,908.43 LNS PAVING AND SITEWORK
300036143	GRAND RAPIDS PUBLIC SCHOOLS	22	510,825.94	
			Check Total	510,825.94 JUL26 SA SECT 51A SPED
67349	SET INC	11	198,805.92	
	SET INC	21	96,181.60	
	SET INC	22	14,436.21	
	SET INC	26	126,877.27	
			Check Total	436,301.00 FY27 WC QTR1
300036108	PROGRESSIVE ARCHITECTURAL ENGINEERS	26	9,775.00	
	PROGRESSIVE ARCHITECTURAL ENGINEERS	46	384,013.10	
			Check Total	393,788.10 FACILITIES PLANNING-PROF SERV
300036154	KENTWOOD PUBLIC SCHOOLS	22	391,893.00	
			Check Total	391,893.00 IDEA Thru June 2026 - Current
67452	OWEN-AMES-KIMBALL CO	41	1,327.28	
	OWEN-AMES-KIMBALL CO	42	361,738.42	
			Check Total	363,065.70 ESC RENOVATION - FISCAL YEAR 2
300036205	GRAND RAPIDS PUBLIC SCHOOLS	11	340,241.00	
			Check Total	340,241.00 GSRP Thru June 2026 - Current
300036211	LEARNING CARE GROUP	11	335,890.00	
			Check Total	335,890.00 GSRP Thru June 2026 - Current
300036225	CUSTER OFFICE ENVIRONMENTS INC	42	293,655.10	
			Check Total	293,655.10 KEC OAKLEIGH - FURNITURE
300036132	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	293,067.00	
			Check Total	293,067.00 IDEA Thru June 2026 - Current

300036153	KENTWOOD PUBLIC SCHOOLS	22	225,906.82	
			Check Total	225,906.82 JUL26 SA SECT 51A SPED
300036221	WEST MICHIGAN ACADEMY OF ENVIRONMENTAL SCIENCE	11	216,841.00	
			Check Total	216,841.00 GSRP Thru June 2026 - Current
67512	KUEHG CORP	11	216,015.00	
			Check Total	216,015.00 GSRP Thru June 2026 - Current
300036213	MICH FAMILY RESOURCES	11	202,287.00	
			Check Total	202,287.00 GSRP Thru June 2026 - Current
67382	PEOPLE DRIVEN TECHNOLOGY INC	26	163,419.22	
			Check Total	163,419.22 RUBRIK RENEWALS
300036106	MICH FAMILY RESOURCES	11	146,591.00	
			Check Total	146,591.00 FY26 GSRP TRANSPORTATION
80715261	JPMORGAN CHASE BANK NA	11	50,919.68	
	JPMORGAN CHASE BANK NA	21	19,649.63	
	JPMORGAN CHASE BANK NA	22	15,591.12	
	JPMORGAN CHASE BANK NA	26	40,728.55	
	JPMORGAN CHASE BANK NA	27	1,020.39	
	JPMORGAN CHASE BANK NA	29	1,665.74	
			Check Total	129,575.11 AMAZON MKTPL*RS8S90O83
300036078	CUSTER OFFICE ENVIRONMENTS INC	11	183.54	
	CUSTER OFFICE ENVIRONMENTS INC	42	107,079.97	
			Check Total	107,263.51 ESC - CART
607102622	STATE OF MICHIGAN	11	100,540.76	
			Check Total	100,540.76 PAYROLL TAXES
300036167	ROCKFORD PUBLIC SCHOOLS	11	10,681.56	
	ROCKFORD PUBLIC SCHOOLS	22	88,476.09	
			Check Total	99,157.65 JUL26 SA SECT 51A SPED

300036131	FOREST HILLS PUBLIC SCHOOLS ADMINISTRATION	22	97,488.38	
			Check Total	97,488.38 JUL26 SA SECT 51A SPED
300036120	BYRON CENTER PUBLIC SCHOOLS	22	94,654.00	
			Check Total	94,654.00 IDEA Thru June 2026 - Current
300036141	GODFREY LEE PUBLIC SCHOOLS	22	93,103.00	
			Check Total	93,103.00 IDEA Thru June 2026 - Current
300036145	GRANDVILLE PUBLIC SCHOOLS	22	92,707.00	
			Check Total	92,707.00 IDEA Thru June 2026 - Current
300036169	SPARTA AREA SCHOOLS	11	59,505.37	
	SPARTA AREA SCHOOLS	22	32,738.04	
			Check Total	92,243.41 JUL26 SA SECT 51A SPED
607242624	STATE OF MICHIGAN	11	90,316.83	
			Check Total	90,316.83 PAYROLL TAXES
300036174	WYOMING PUBLIC SCHOOLS	22	89,761.00	
			Check Total	89,761.00 IDEA Thru June 2026 - Current
300036198	BYRON CENTER PUBLIC SCHOOLS	11	87,980.00	
			Check Total	87,980.00 GSRP Thru June 2026 - Current
67548	ESCAPE VELOCITY HOLDINGS INC	26	87,700.80	
			Check Total	87,700.80 VSPERE RENEWAL YEAR 1 OF 3: 7/
300036219	NEW BRANCHES SCHOOL	11	83,665.00	
			Check Total	83,665.00 GSRP Thru June 2026 - Current
300036173	WYOMING PUBLIC SCHOOLS	22	80,641.04	
			Check Total	80,641.04 JUL26 SA SECT 51A SPED
300036144	GRANDVILLE PUBLIC SCHOOLS	22	80,602.31	
			Check Total	80,602.31 JUL26 SA SECT 51A SPED
300036176	ZEELAND PUBLIC SCHOOLS	11	74,325.44	
			Check Total	74,325.44 JUL26 SA ADULT ED SPEC PROG
67417	VK ENDEAVOURS LLC	42	58,066.92	

67417	VK ENDEAVOURS LLC	46	13,020.00	
			Check Total	71,086.92 MAIN CAMPUS PAVING PROJECT-DRA
300036122	CEDAR SPRINGS PUBLIC SCHOOLS	22	65,915.67	
			Check Total	65,915.67 JUL26 SA SECT 51A SPED
67503	VIRTUAL TECHNOLOGIES	26	63,000.00	
			Check Total	63,000.00 FIREWALL 1 YR 7/20/26-7/20/27
67336	OWEN-AMES-KIMBALL CO	42	62,533.45	
			Check Total	62,533.45 EU-SOUTH PROJ #1275 SECURED VE
300036119	BYRON CENTER PUBLIC SCHOOLS	22	62,464.88	
			Check Total	62,464.88 JUL26 SA SECT 51A SPED
300036159	LOWELL AREA SCHOOLS	22	59,972.00	
			Check Total	59,972.00 IDEA Thru June 2026 - Current
300036088	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	5,470.97	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	19,936.28	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	33,691.73	
			Check Total	59,098.98 ACCT# 41000 - ELECTRIC 05/01
300036172	WEST MICHIGAN ACADEMY OF ENVIRONMENTAL SCIENCE	22	57,442.00	
			Check Total	57,442.00 IDEA Thru June 2026 - Current
300036142	GODWIN HEIGHTS PUBLIC SCHOOLS	22	57,218.59	
			Check Total	57,218.59 JUL26 SA SECT 51A SPED
67383	POWERSCHOOL CORPORATION	26	56,449.84	
			Check Total	56,449.84 PS SIS & ECOLLECT FOR MAIN CAM
300036178	CEDAR SPRINGS PUBLIC SCHOOLS	11	55,860.00	
			Check Total	55,860.00 GSRP FY26 FACILITY COST REIMBU
300036130	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	55,153.00	
			Check Total	55,153.00 IDEA Thru June 2026 - Current
300036150	KENOWA HILLS PUBLIC SCHOOLS	22	53,973.16	
			Check Total	53,973.16 JUL26 SA SECT 51A SPED

67447	INGHAM ISD	21	52,959.00	
			Check Total	52,959.00 INGHAM SHARED AUDIOLOGIST AGRE
300036102	GODWIN HEIGHTS PUBLIC SCHOOLS	11	36,011.50	
	GODWIN HEIGHTS PUBLIC SCHOOLS	21	16,901.50	
			Check Total	52,913.00 GSRP - SITE/FACILITY COSTS 202
300036094	ADN ADMINISTRATORS INC	11	51,131.10	
			Check Total	51,131.10 DENTAL CLAIMS
300036149	KELLOGGSVILLE PUBLIC SCHOOLS	22	50,999.73	
			Check Total	50,999.73 JUL26 SA SECT 51A SPED
300036204	GR COMMUNITY COLLEGE	11	47,947.00	
			Check Total	47,947.00 GSRP Thru June 2026 - Current
300036220	UNITED METHODIST COMMUNITY HOUSE	11	46,175.00	
			Check Total	46,175.00 GSRP Thru June 2026 - Current
607102624	CITY OF GRAND RAPIDS	11	45,239.87	
			Check Total	45,239.87 GRAND RAPIDS CITY TAX
300036124	COMSTOCK PARK PUBLIC SCHOOLS	22	43,425.66	
			Check Total	43,425.66 JUL26 SA SECT 51A SPED
67440	COREWELL HEALTH	11	41,555.52	
			Check Total	41,555.52 PALS 32P4 FY25 CARRYOVER AWARD
300036125	COMSTOCK PARK PUBLIC SCHOOLS	22	39,910.00	
			Check Total	39,910.00 IDEA Thru June 2026 - Current
300036163	NORTHVIEW PUBLIC SCHOOLS	22	38,924.45	
			Check Total	38,924.45 JUL26 SA SECT 51A SPED
300036177	AREA COMM SERVICES EMPLOYMT & TRAINING COUNCIL	11	38,672.10	
			Check Total	38,672.10 CURRICULUM DEVELOPMENT & MARKE
300036079	DEAN TRANSPORTATION INC	21	29,987.63	
	DEAN TRANSPORTATION INC	26	8,547.55	
			Check Total	38,535.18 TRANSPORTATION-APR26 -MULTIPLE

67364	PEOPLE DRIVEN TECHNOLOGY INC	26	37,500.00	
			Check Total	37,500.00 DESCOPE SUBSCRIPTION YR 1/3
300036083	GRAND RAPIDS PUBLIC SCHOOLS	11	35,600.00	
			Check Total	35,600.00 WMTC STIPENDS REIMBURSEMENT
67339	TNTP INC	11	33,818.00	
			Check Total	33,818.00 TNTP CONSULTING
300036158	LOWELL AREA SCHOOLS	22	32,099.68	
			Check Total	32,099.68 JUL26 SA SECT 51A SPED
300036087	KENT CITY COMMUNITY SCHOOLS	11	31,228.00	
			Check Total	31,228.00 REIMBURSE GSRP COSTS
300036095	BARE BULB COMPANIES LLC	26	30,000.00	
			Check Total	30,000.00 OSD ANNUAL MAINTENANCE 7/1/26-
300036164	ORCHARD VIEW SCHOOLS	11	28,846.14	
			Check Total	28,846.14 JUL26 SA SECT 107 ADULT ED
300036156	LIGHTHOUSE ACADEMY	22	28,304.00	
			Check Total	28,304.00 IDEA Thru June 2026 - Current
300036068	LAKESHORE LEARNING MATERIALS	11	28,167.20	
			Check Total	28,167.20 GSRP start-up funds supplies &
300036196	BAXTER COMMUNITY CENTER	11	26,797.00	
			Check Total	26,797.00 GSRP Thru June 2026 - Current
300036194	UNITED COMMERCIAL SERVICES INC	21	24,788.24	
			Check Total	24,788.24 LINCOLN CAMPUS CLEANING SERVIC
67498	SENTINEL TECHNOLOGIES INC	26	24,771.76	
			Check Total	24,771.76 EQUIPMENT SUPPORT 9/10/26-9/30
300036202	EVERDAY BLOOMS MONTESSORI	11	24,745.00	
			Check Total	24,745.00 GSRP Thru June 2026 - Current
67418	ADA TOWNSHIP	22	23,306.40	
			Check Total	23,306.40 2026 SUMMER TAX COLLECTION

300036189	MADISON NATIONAL LIFE INS CO INC	11	22,641.60	
			Check Total	22,641.60 AUG PREMIUMS
67526	YMCA OF GREATER GR	11	22,549.00	
			Check Total	22,549.00 GSRP Thru June 2026 - Current
67491	LITE LOAD SERVICES LLC	26	22,000.00	
			Check Total	22,000.00 FAC POLE BARN ASPHALT DRIVE AN
67443	POSTMA CORPORATION	26	21,508.28	
			Check Total	21,508.28 WAN MAINTENANCE
300036071	MADISON NATIONAL LIFE INS CO INC	11	21,429.95	
			Check Total	21,429.95 JULY PREMIUMS
67519	ST MARK LUTHERAN CHURCH OF GRAND RAPIDS MI	11	20,310.00	
			Check Total	20,310.00 GSRP Thru June 2026 - Current
67506	RACHLAN 26 INC	21	20,173.31	
			Check Total	20,173.31 KEC-B PAINTING
67516	THE REFUGEE EDUCATION CENTER	11	20,103.00	
			Check Total	20,103.00 GSRP Thru June 2026 - Current
300036115	UNITED COMMERCIAL SERVICES INC	21	16,365.91	
	UNITED COMMERCIAL SERVICES INC	26	3,471.75	
			Check Total	19,837.66 DISTRICT-WIDE CUSTODIAL SERVIC
300036126	COMSTOCK PARK PUBLIC SCHOOLS	22	19,732.00	
			Check Total	19,732.00 IDEA Thru June 2026 - Current
67510	HISPANIC CENTER OF WESTERN MICHIGAN	11	19,552.00	
			Check Total	19,552.00 GSRP Thru June 2026 - Carryove
300036195	ALDERGATE UNITED METHODIST CHURCH	11	18,631.00	
			Check Total	18,631.00 GSRP Thru June 2026 - Current
67490	LAB COMPUTERS INC	22	18,597.00	
			Check Total	18,597.00 Three BrailleNote Evolve Devic

67353	TREECE HOME CARE INC	22	18,423.00	
			Check Total	18,423.00 COMMUNITY CARE GIVERS BUS NURS
67380	MOSS AUDIO CORP	26	18,131.85	
			Check Total	18,131.85 MITEL SUPPORT 07/28/26-07/27/2
300036111	CALEDONIA TOWNSHIP	22	17,496.00	
			Check Total	17,496.00 2026 SUMMER TAX COLLECTION
67376	BRIGHTARROW TECHNOLOGIES INC	26	17,002.00	
			Check Total	17,002.00 BRIGHTARROW RENEWAL YR1/3 7/1/
607102619	GLP & ASSOCIATES	11	16,944.12	
			Check Total	16,944.12 ANNUITY
67344	KUYPER COLLEGE	21	16,909.00	
			Check Total	16,909.00 KUYPER -EU NORTH LEASE AGREEME
300036107	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	576.32	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	6,131.32	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	10,015.32	
			Check Total	16,722.96 ACCT# 41000 NATURAL GAS 04/29
300036208	GRAND RAPIDS EARLY DISCOVERY CENTER	11	16,645.00	
			Check Total	16,645.00 GSRP Thru June 2026 - Current
300036135	FREMONT PUBLIC SCHOOLS	11	15,941.55	
			Check Total	15,941.55 JUL26 SA SECT 107 ADULT ED
300036077	COMSTOCK PARK PUBLIC SCHOOLS	11	15,680.00	
			Check Total	15,680.00 GSRP - INDIRECT FACILITY COSTS
300036109	ROCKFORD PUBLIC SCHOOLS	11	15,680.00	
			Check Total	15,680.00 GSRP SITE/FACILITY REIMBURSE F
607242621	GLP & ASSOCIATES	11	15,549.74	
			Check Total	15,549.74 ANNUITY
300036117	BELDING AREA SCHOOLS	11	15,224.91	
			Check Total	15,224.91 JUL26 SA SECT 107 ADULT ED

300036188	KENT COUNTY TREASURER	11	236.52	
	KENT COUNTY TREASURER	22	11,917.22	
	KENT COUNTY TREASURER	26	2,334.99	
	KENT COUNTY TREASURER	42	284.61	
	KENT COUNTY TREASURER	46	284.61	
			Check Total	15,057.95 SHORT TERM TAX BOND PREMIUM -
67509	HISPANIC CENTER OF WESTERN MICHIGAN	11	14,871.00	
			Check Total	14,871.00 GSRP Thru June 2026 - Current
300036212	LOWELL AREA SCHOOLS	11	14,288.31	
			Check Total	14,288.31 GSRP Thru June 2026 - Current
300036123	CENTRAL MONTCALM PUB SCH	11	13,972.73	
			Check Total	13,972.73 JUL26 SA SECT 107 ADULT ED
67489	JUMPROPE INC	26	13,960.00	
			Check Total	13,960.00 JumpRope Grade Book Subscripti
67332	HOEKSTRA TRUCK EQUIPMENT	26	13,951.40	
			Check Total	13,951.40 FAC LADDER RACK & OUTFITTING F
300036179	GRAND RAPIDS PUBLIC SCHOOLS	11	13,670.65	
			Check Total	13,670.65 WMTC RESIDENT STIPEND-BENEFITS
67355	FIFTH ASSET INC	11	13,650.00	
			Check Total	13,650.00 DEBT BOOK LEASE MGMT SOFTWARE
300036229	LOGISOFT COMPUTER PRODUCTS LLC	26	13,613.92	
			Check Total	13,613.92 ADOBE RENEWALS 8/20/26-8/19/27
300036210	KENT COUNTY TREASURER	11	199.18	
	KENT COUNTY TREASURER	22	8,020.65	
	KENT COUNTY TREASURER	23	2,012.61	
	KENT COUNTY TREASURER	26	1,968.10	
	KENT COUNTY TREASURER	42	236.84	
	KENT COUNTY TREASURER	46	236.84	

300036210			Check Total	12,674.22	REFUND 2025 TAXES - CALEDONIA
300036199	CALEDONIA COMMUNITY SCHOOLS	11	12,465.00		
			Check Total	12,465.00	FY26 GSRP OPERATIONAL COSTS
67385	RED ROVER TECHNOLOGIES LLC	11	12,396.96		
			Check Total	12,396.96	Red Rover Subscription Annual
67410	STATE OF MICHIGAN	22	12,370.70		
			Check Total	12,370.70	Medicaid School Based Services
300036206	OCTAVIA PACE	11	12,320.00		
			Check Total	12,320.00	GSRP Thru June 2026 - Current
300036214	MILESTONES CDC LLC	11	12,097.00		
			Check Total	12,097.00	GSRP Thru June 2026 - Current
300036207	GRAND RAPIDS EARLY DISCOVERY CENTER	11	12,081.00		
			Check Total	12,081.00	GSRP Thru June 2026 - Current
67337	SUPERPRO GOLF LLC	29	12,052.34		
			Check Total	12,052.34	SWMFOD EVENT - 06/25/26
607242623	PARADIGM EQUITIES INC	11	11,914.20		
			Check Total	11,914.20	ANNUITY
300036081	ENVIRO-CLEAN	21	11,720.47		
			Check Total	11,720.47	CUSTODIAL SERVICES AT PGLC
607102621	PARADIGM EQUITIES INC	11	11,589.20		
			Check Total	11,589.20	ANNUITY
67478	JAMES H BENSON	11	11,500.00		
			Check Total	11,500.00	Pivot 5D renewal
67363	MATHISON ARCHITECTS LLC	42	11,280.70		
			Check Total	11,280.70	EU SOUTH RENO - SERVICES 05/01
67508	GR CHRISTIAN SCHOOLS	11	11,052.00		
			Check Total	11,052.00	GSRP Thru June 2026 - Current

300036200	CREATIVE TECHNOLOGIES ACADEMY	11	10,895.00	
			Check Total	10,895.00 GSRP Thru June 2026 - Current
67551	XEROX CORPORATION	26	10,766.01	
			Check Total	10,766.01 CLEO STREEM FAXBLADE SOFTWARE
300036201	DEAN TRANSPORTATION INC	21	10,342.59	
	DEAN TRANSPORTATION INC	26	332.96	
			Check Total	10,675.55 PINE GROVE TRANSPORTATION - AP
67375	XEROX BUSINESS SOLUTIONS LLC	26	10,660.72	
			Check Total	10,660.72 ESTIMATED PRINT OVERAGES INVOI
300036140	GODFREY LEE PUBLIC SCHOOLS	22	10,501.34	
			Check Total	10,501.34 JUL26 SA SECT 51A SPED
300036165	PLAINWELL COMMUNITY SCHOOLS	11	10,456.46	
			Check Total	10,456.46 JUL26 SA ADULT ED SPEC PROG
300036151	KENT CITY COMMUNITY SCHOOLS	22	10,424.91	
			Check Total	10,424.91 JUL26 SA SECT 51A SPED
300036215	MILESTONES CDC LLC	11	10,243.00	
			Check Total	10,243.00 GSRP Thru June 2026 - Current
300036227	TYCO TECHNOLOGY GMBH	26	10,226.21	
			Check Total	10,226.21 KCTC EAST - HVAC SERVICE
67395	EDMENTUM INC	28	10,000.00	
			Check Total	10,000.00 SUMMER SCHOOL APEX COURSE
67330	GRAND VALLEY AUTOMATION INC	21	9,956.00	
			Check Total	9,956.00 LDC DHW CONTROLLER REPLACEMENT
67341	ENVIROSAFE INC	11	673.71	
	ENVIROSAFE INC	21	4,669.66	
	ENVIROSAFE INC	26	4,586.63	
			Check Total	9,930.00 DISTRICT-WIDE PEST CONTROL

67449	KENT COUNTY TREASURER	26	9,901.98	
			Check Total	9,901.98 25-26 SRO OFFICER (JULY 2025 -
300036216	MILESTONES CDC LLC	11	9,839.00	
			Check Total	9,839.00 GSRP Thru June 2026 - Current
607102612	PARADIGM EQUITIES-ROTH	11	9,826.60	
			Check Total	9,826.60 ANNUITY
67343	SUG HOLDINGS INC	11	9,690.33	
			Check Total	9,690.33 LEARNING STREAM LICENSE RENEWA
67429	MICH ASSN OF SCHOOL BOARDS	11	9,635.67	
			Check Total	9,635.67 26-27 MASB MEMBERSHIP
300036118	BYRON CENTER CHARTER	22	9,490.00	
			Check Total	9,490.00 IDEA Thru Jun 2026 - Current Y
67393	CONSUMERS ENERGY CO	21	9,478.54	
			Check Total	9,478.54 100039595051 (2101 52ND ST SW)
67404	HOPE GARDENS	11	9,358.49	
			Check Total	9,358.49 FARM TO SCHOOL - MAY 2026
67463	XEROX CORPORATION	26	9,232.01	
			Check Total	9,232.01 XEROX MONTHLY LEASE PAYMENTS F
67415	VIBRANT FUTURES	11	9,194.51	
			Check Total	9,194.51 RB5 Sub contract for financial
300036217	MILESTONES CDC LLC	11	9,186.00	
			Check Total	9,186.00 GSRP Thru June 2026 - Current
300036226	FOXBRIGHT SOLUTIONS LLC	11	9,017.00	
			Check Total	9,017.00 INTERNET HOSTING
300036067	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	26	9,000.00	
			Check Total	9,000.00 REIMBURSE SCHOOLINKS IMPLEMENT
67485	THE HENEVELD INDUSTRIAL GROUP LLC	26	8,950.00	
			Check Total	8,950.00 CTC-E WELDING ROBOVENT UNITS M

67428	MICH ASSN OF INTERMEDIATE SCHOOL ADMINISTRATORS	11	8,768.19	
			Check Total	8,768.19 MAISA MEMBERSHIP DUES
67517	SAN JUAN DIEGO ACADEMY	11	8,702.00	
			Check Total	8,702.00 GSRP Thru June 2026 - Current
607102613	GLP & ASSOCIATES - 457	11	8,555.80	
			Check Total	8,555.80 ANNUITY
67455	REPCOLITE PAINTS INC	21	8,426.27	
	REPCOLITE PAINTS INC	26	81.55	
			Check Total	8,507.82 KCTC EAST - PAINTING SUPPLIES
300036148	HOPE ACADEMY OF WEST MICHIGAN	22	8,426.00	
			Check Total	8,426.00 IDEA Thru June 2026 - Current
300036074	SUN LIFE ASSURANCE COMPANY	11	8,143.78	
			Check Total	8,143.78 JULY PREMIUMS
300036162	MASON COUNTY CENTRAL SCHOOLS	11	7,975.90	
			Check Total	7,975.90 JUL26 SA SECT 107 ADULT ED
67430	PATHFUL INC	26	7,800.00	
			Check Total	7,800.00 JOBREADY360 - WBL SUBSCRIPTION
607102618	ASR CORP	11	7,710.98	
			Check Total	7,710.98 KENT ISD FLEX
607242620	ASR CORP	11	7,710.98	
			Check Total	7,710.98 KENT ISD FLEX
607242615	GLP & ASSOCIATES - 457	11	7,695.80	
			Check Total	7,695.80 ANNUITY
300036192	SUN LIFE ASSURANCE COMPANY	11	7,608.27	
			Check Total	7,608.27 AUG PREMIUMS
67377	CONSUMERS ENERGY CO	27	7,566.02	
			Check Total	7,566.02 POLE ATTACH ANNUAL RENTAL FEE
67523	VERIZON WIRELESS SERVICES LLC	11	1,496.80	

67523	VERIZON WIRELESS SERVICES LLC	21	2,601.81	
	VERIZON WIRELESS SERVICES LLC	22	822.78	
	VERIZON WIRELESS SERVICES LLC	26	571.86	
	VERIZON WIRELESS SERVICES LLC	28	1,884.05	
			Check Total	7,377.30 587269487-00001 06/11/26-07/1
300036147	GRANT PUBLIC SCHOOLS	11	7,301.10	
			Check Total	7,301.10 JUL26 SA SECT 107 ADULT ED
300036070	EYEMED	11	7,247.25	
			Check Total	7,247.25 JULY PREMIUMS
67391	CITY OF GRAND RAPIDS	21	4,973.20	
	CITY OF GRAND RAPIDS	26	2,244.50	
			Check Total	7,217.70 WS2081091 (1655 E BELTLINE NE)
300036146	GRANDVILLE PUBLIC SCHOOLS	22	7,097.00	
			Check Total	7,097.00 IDEA Thru June 2026 - Current
300036127	CREATIVE TECHNOLOGIES ACADEMY	22	6,978.00	
			Check Total	6,978.00 IDEA Thru June 2026 - Current
67366	COURIERED LLC	11	6,885.36	
			Check Total	6,885.36 Inter and Intra District Couri
67325	CODE RED ROBOTICS	11	6,869.00	
			Check Total	6,869.00 25-26 FIRST ROBOTICS - FRC 277
300036222	AMAZON.COM LLC	11	4,307.71	
	AMAZON.COM LLC	26	2,472.25	
			Check Total	6,779.96 Drone for Video Shoots
67340	TOTAL FIRE PROTECTION INC	26	6,595.19	
			Check Total	6,595.19 KCC REPAIRS TO DRY FIRE SUPPRE
67454	READ MUSKEGON	11	6,588.57	
			Check Total	6,588.57 CURRICULUM DEVELOPMENT THRU 6/
67369	REPUBLIC SERVICES INC	11	328.60	

67369	REPUBLIC SERVICES INC	21	4,086.74	
	REPUBLIC SERVICES INC	26	2,131.13	
			Check Total	6,546.47 ACCT 302400360530
67520	STEEPLETOWN NEIGHBORHOOD SERVICES	11	6,171.00	
			Check Total	6,171.00 GSRP Thru June 2026 - Current
67483	GRACKLEDOCS INC	26	6,000.00	
			Check Total	6,000.00 ADA COMPLIANCE DOC SCANNING NE
67372	TOTAL FIRE PROTECTION INC	26	5,995.85	
			Check Total	5,995.85 KCC-FIRE SUPPRESSION SYSTEM TR
67472	CONSUMERS ENERGY CO	26	2,935.36	
	CONSUMERS ENERGY CO	27	2,828.04	
			Check Total	5,763.40 100038620934 (1633 E BELTLINE)
67436	WHITEHALL DISTRICT SCHOOLS	11	5,746.14	
			Check Total	5,746.14 JUL26 SA SECT 107 ADULT ED
67468	BAY CORP INC	22	5,734.61	
			Check Total	5,734.61 KSE Director Retreat
67518	SIEMENS INDUSTRY INC	26	5,684.00	
			Check Total	5,684.00 KCTC WEST-INSTALL FIRE ALARM S
300036161	LOWELL AREA SCHOOLS	11	5,637.00	
			Check Total	5,637.00 Title III Thru June 2026 - Cur
607102603	MG TRUST COMPANY-MIDWEST	11	5,440.22	
			Check Total	5,440.22 ANNUITY
67397	POSTMA CORPORATION	27	5,435.00	
			Check Total	5,435.00 WAN MAINTENANCE
607242605	MG TRUST COMPANY-MIDWEST	11	5,364.62	
			Check Total	5,364.62 ANNUITY
67388	WEST MICH HORTICULTURAL SOCIETY INC	26	4,929.00	
	WEST MICH HORTICULTURAL SOCIETY INC	28	371.00	

67388			Check Total	5,300.00	STAFF KICK OFF SY26-27
607242614	PARADIGM EQUITIES-ROTH	11	5,296.60		
			Check Total	5,296.60	ANNUITY
67320	ADVANTAGE MECHANICAL-REFRIGERATION INC	11	665.50		
	ADVANTAGE MECHANICAL-REFRIGERATION INC	26	4,606.25		
			Check Total	5,271.75	CTC-E AUTO TECH EXHAUST FAN MO
67547	TEAMDYNAMIX HOLDINGS INC	26	5,224.84		
			Check Total	5,224.84	ITAM SUBSCRIPTION ADD ON PRORA
300036175	WYOMING PUBLIC SCHOOLS	22	5,135.00		
			Check Total	5,135.00	IDEA Thru June 2026 - Current
67459	ST ANTHONY OF PADUA SCHOOL	11	5,000.00		
			Check Total	5,000.00	WMTC RESIDENT STIPEND-J.VOSS
67502	VANDERHYDE MECHANICAL INC	26	4,914.00		
			Check Total	4,914.00	CTC-E REPLACEMENT DOOR SEALS F
67432	SCRIPPS NATIONAL SPELLING BEE	29	4,750.00		
			Check Total	4,750.00	SPELLING BEE INVOICE 2027
300036133	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	4,677.00		
			Check Total	4,677.00	IDEA Thru June 2026 - Current
67444	GORDON M BUITENDORP ASSOCIATES INC	42	4,672.00		
			Check Total	4,672.00	PLC ENGINEERING FOR BOILER REP
300036136	FRUITPORT COMMUNITY SCHOOLS	11	4,649.86		
			Check Total	4,649.86	JUL26 SA ADULT ED SPEC PROG
67445	KATERBERG CO INC	26	4,604.20		
			Check Total	4,604.20	ESC IRRIGATION REPAIRS AND MOD
300036171	THORNAPPLE KELLOGG SCHOOLS	11	4,595.88		
			Check Total	4,595.88	MV Thru June 2026 - Current Ye

67381	MOSYLE CORPORATION	26	4,488.46	
			Check Total	4,488.46 MOSYLE RENEWAL 7/1/26-7/15/27
607102610	PLANMEMBER-ER	11	4,405.05	
			Check Total	4,405.05 ANNUITY
607242612	PLANMEMBER-ER	11	4,405.05	
			Check Total	4,405.05 ANNUITY
67426	KATERBERG CO INC	11	862.36	
	KATERBERG CO INC	26	3,529.44	
			Check Total	4,391.80 ESC - REPAIR IRRIGATION SYSTEM
67424	DJ'S LANDSCAPE MANAGEMENT	21	4,366.88	
			Check Total	4,366.88 EUN LAWN CARE
300036166	PORTLAND PUBLIC SCHOOLS	11	4,326.19	
			Check Total	4,326.19 JUL26 SA SECT 107 ADULT ED
300036197	BAXTER COMMUNITY CENTER	11	4,300.00	
			Check Total	4,300.00 GSRP Thru June 2026 - Carryove
300036105	UKG KRONOS SYSTEMS LLC	11	605.61	
	UKG KRONOS SYSTEMS LLC	21	2,789.90	
	UKG KRONOS SYSTEMS LLC	22	455.72	
	UKG KRONOS SYSTEMS LLC	26	447.83	
			Check Total	4,299.06 KRONOS WORKFORCE SOFTWARE FY 2
300036069	SEHI COMPUTER PRODUCTS INC	26	4,270.00	
			Check Total	4,270.00 FAC AARON STOCKELAND PC
300036168	ROCKFORD PUBLIC SCHOOLS	11	4,263.00	
			Check Total	4,263.00 MV Thru June 2026 - Current Ye
300036137	GERALD DAWKINS ACADEMY	22	4,256.00	
			Check Total	4,256.00 IDEA Thru June 2026 - Current
300036155	KENTWOOD PUBLIC SCHOOLS	11	3,872.00	
			Check Total	3,872.00 Title I Thru June 2026 - Curre

67420	JEFFREY JAMES GROVE	26	3,800.00	
			Check Total	3,800.00 CTC-W C126A DRYWALL AND COUNT
67505	AAA LEAD INSPECTIONS INC	11	3,800.00	
			Check Total	3,800.00 GSRP - LEAD INSPECTIONS
300036066	FORESIGHT CAPITAL MANAGEMENT ADVISORS INC	29	3,745.00	
			Check Total	3,745.00 MRIC - MAY 2026
300036116	ALLEGAN PUBLIC SCHOOLS	11	3,586.63	
			Check Total	3,586.63 JUL26 SA ADULT ED SPEC PROG
607102602	PLANMEMBER SECURITIES CORP	11	3,559.81	
			Check Total	3,559.81 ANNUITY
607242604	PLANMEMBER SECURITIES CORP	11	3,559.81	
			Check Total	3,559.81 ANNUITY
67434	STRAIGHT LINE FENCE LLC	26	3,520.00	
			Check Total	3,520.00 FAC CHAIN LINK FENCING WORK AT
67457	SEYFERTH & ASSOCIATES INC	11	3,500.00	
			Check Total	3,500.00 Weighted Funding Formula Coali
67456	SAWYER ENGINEERING INC	26	3,438.14	
			Check Total	3,438.14 MAIN CAMPUS PREVENTATIVE MAINT
300036089	RELAYHUB LLC	22	3,433.33	
			Check Total	3,433.33 RelayHub Monthly Licensing Fee
300036073	SET INC	11	3,398.55	
			Check Total	3,398.55 JULY PREMIUMS
300036191	SET INC	11	3,370.75	
			Check Total	3,370.75 AUG PREMIUMS
67513	LANGLEY CHILD CARE	11	3,325.00	
			Check Total	3,325.00 GSRP Thru June 2026 - Current
67471	COMCAST HOLDINGS CORPORATION	11	1,155.00	
	COMCAST HOLDINGS CORPORATION	21	2,093.34	

67471			Check Total	3,248.34	ACCT 900014322 07/01/26-07/3
300036129	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	3,116.38		
			Check Total	3,116.38	JUL26 SA SECT 51A SPED
300036099	JON MICHAEL WASHBURN	11	3,000.00		
			Check Total	3,000.00	CONSULTING SERVICES
67514	OTTAWA AREA ISD	11	2,896.39		
			Check Total	2,896.39	GRANT CONSULTANT
67379	MISDU	11	2,830.34		
			Check Total	2,830.34	GARNISHMENT
67515	THOMAS SKILLING	11	2,766.00		
			Check Total	2,766.00	GSRP Thru June 2026 - Current
67540	MICHIGAN ASSOCIATION FOR EDUCATIONAL DATA SYSTEMS	26	1,625.00		
	MICHIGAN ASSOCIATION FOR EDUCATIONAL DATA SYSTEMS	27	1,125.00		
			Check Total	2,750.00	MAEDS FALL 2026CONFERENCE ATTE
67487	IMPERIAL DADE	21	997.62		
	IMPERIAL DADE	26	1,749.58		
			Check Total	2,747.20	MAIN CAMPUS - CUSTODIAL SUPPLI
67354	CONSUMERS ENERGY CO	21	2,362.31		
	CONSUMERS ENERGY CO	26	367.22		
			Check Total	2,729.53	100013175532 (4958 VAN LAAR #H
67486	HERITAGE-CRYSTAL CLEAN INC	26	2,707.47		
			Check Total	2,707.47	KCTC MONTHLY DISPOSAL SERVICE
300036183	SEHI COMPUTER PRODUCTS INC	26	2,675.00		
			Check Total	2,675.00	FAC ZBOOK FOR CHRIS GARCIA
300036185	AMAZON.COM LLC	26	2,662.29		
			Check Total	2,662.29	OFFICE & MAINTENANCE SUPPLIES-

67422	K2SHARE LLC	26	2,625.00	
			Check Total	2,625.00 OSHA 10 HOUR CONSTRUCTION SY26
67545	SYSCLOUD INC	11	2,550.00	
			Check Total	2,550.00 GODFREY-LEE PS - 07/01/26-06/3
67326	TREECE HOME CARE INC	22	2,544.00	
			Check Total	2,544.00 COMMUNITY CARE GIVERS BUS NURS
67492	MICHIGAN ASSOCIATION OF ADMINISTRATORS OF	22	2,540.00	
			Check Total	2,540.00 VOTING MEMBERSHIP-ABBEEY MIX
300036091	THRUN MAATSCH AND NORDBERG PC	11	840.00	
	THRUN MAATSCH AND NORDBERG PC	22	840.00	
	THRUN MAATSCH AND NORDBERG PC	26	840.00	
			Check Total	2,520.00 CLIENT 0720 MATTER 00001 - LEG
67347	NATL SCHOOL BOARD ASSN	11	2,500.00	
			Check Total	2,500.00 MEMBERSHIP DUES 7/1/26-7/1/27
607102623	VALIC	11	2,444.57	
			Check Total	2,444.57 ANNUITY
607242625	VALIC	11	2,444.57	
			Check Total	2,444.57 ANNUITY
67425	E3 DIAGNOSTICS INC	21	2,325.00	
			Check Total	2,325.00 OAE Calibration
67399	POSTMA CORPORATION	27	2,311.00	
			Check Total	2,311.00 WAN MAINTENANCE
67494	MISDU	11	2,310.11	
			Check Total	2,310.11 GARNISHMENT
300036090	SPARTA AREA SCHOOLS	21	2,304.80	
			Check Total	2,304.80 EU NORTH - FUEL APRIL/MAY/JUNE
607102605	PARADIGM - 457	11	2,250.00	
			Check Total	2,250.00 ANNUITY

607242607	PARADIGM - 457	11	2,250.00	
			Check Total	2,250.00 ANNUITY
300036065	ENVIRO-CLEAN	21	2,208.07	
			Check Total	2,208.07 EU-N CUSTODIAL SERVICES
300036063	CDW LLC	26	74.92	
	CDW LLC	41	2,092.35	
			Check Total	2,167.27 MICROSOFT AZURE - 5/1/26-5/31/
300036184	CONTINENTAL AMERICAN INSURANCE COMPANY	11	2,146.56	
			Check Total	2,146.56 JUL PREMIUMS
607102607	PARADIGM ER	11	2,140.69	
			Check Total	2,140.69 ANNUITY
607242609	PARADIGM ER	11	2,140.69	
			Check Total	2,140.69 ANNUITY
67437	ALL SEASON LAWN CARE	26	2,106.00	
			Check Total	2,106.00 MAIN CAMPUS CRABAPPLE TREE TRE
67532	CONSUMERS ENERGY CO	21	2,101.03	
			Check Total	2,101.03 103009405624 (225 MAYFIELD NE)
67407	OTTAWA AREA ISD	11	2,092.48	
			Check Total	2,092.48 GRANT CONSULTANT
67352	CITY OF GRAND RAPIDS	11	778.23	
	CITY OF GRAND RAPIDS	21	710.12	
	CITY OF GRAND RAPIDS	26	521.02	
			Check Total	2,009.37 WS2081155 (1800 LEFFINGWELL-IR
300036076	BROADMOOR PRODUCTS INC	26	2,002.89	
			Check Total	2,002.89 KCTC - MAINTENANCE SUPPLIES
607102616	GLP ASSOCIATES EE ROTH	11	1,997.00	
			Check Total	1,997.00 ANNUITY

300036157	LIGHTHOUSE ACADEMY	11	1,969.00	
			Check Total	1,969.00 Title I Thru June 2026 - Curre
607242618	GLP ASSOCIATES EE ROTH	11	1,947.00	
			Check Total	1,947.00 ANNUITY
67361	HOLLAND PUBLIC SCHOOLS	11	1,936.15	
			Check Total	1,936.15 WMTC SUB REIMBURSE-PANSE/HERNA
607102601	LEGEND GROUP/ADSERV	11	1,918.00	
			Check Total	1,918.00 ANNUITY
607242603	LEGEND GROUP/ADSERV	11	1,918.00	
			Check Total	1,918.00 ANNUITY
300036062	BRETT ATWOOD	26	600.00	
	BRETT ATWOOD	27	1,233.33	
			Check Total	1,833.33 LAUNCH U - PROMO VIDEOS
67531	CINTAS CORP NO. 2	11	94.79	
	CINTAS CORP NO. 2	26	1,733.62	
			Check Total	1,828.41 ESC - FIRST AID CABINET SUPPLI
67427	HOLWERDA INTERIOR PLANTSCAPING INC	11	1,827.00	
			Check Total	1,827.00 ESC - WEEKLY PLANT SERVICE ANN
67435	WRIGHT TOWNSHIP	22	1,790.25	
			Check Total	1,790.25 2026 SUMMER TAX COLLECTION
67328	POSTMA CORPORATION	27	1,788.00	
			Check Total	1,788.00 WAN MAINTENANCE
67525	NEXSTAR BROADCASTING INC	11	1,750.00	
			Check Total	1,750.00 WMTC - ADVERTISING - JUNE 2026
67406	MR SERVICES AND HANDLING LLC	42	1,746.00	
			Check Total	1,746.00 S GODWIN OFFICE REMODEL MOVING
67322	AG EDUCATIONAL SOLUTIONS LLC	26	1,712.18	
			Check Total	1,712.18 KCTC-W WELDING QUENCH TANK

67392	CITY OF WYOMING	21	1,645.53	
			Check Total	1,645.53 523549001 (2101 52ND SW) 3/3/2
300036160	LOWELL AREA SCHOOLS	22	1,645.00	
			Check Total	1,645.00 IDEA Thru June 2026 - Current
67550	VOS GLASS LLC	21	1,643.55	
			Check Total	1,643.55 LINCOLN - INSTALL WINDOWS
67398	POSTMA CORPORATION	27	1,619.94	
			Check Total	1,619.94 WAN MAINTENANCE
300036113	GRANITE TELECOMMUNICATIONS LLC	11	1,587.03	
			Check Total	1,587.03 EPIK MONTHLY INVOICES FY27
67421	CAMINSTRUCTOR INCORPORATED	26	1,575.00	
			Check Total	1,575.00 CAMINSTRUCTOR STUDENT REGISTRA
607102608	GLP & ASSOC-ER	11	1,535.32	
			Check Total	1,535.32 ANNUITY
607242610	GLP & ASSOC-ER	11	1,535.32	
			Check Total	1,535.32 ANNUITY
67469	BOOKS BY THE BUSHEL LLC	11	1,507.61	
			Check Total	1,507.61 BRIGHT BEGINNINGS-CLASSROOM BO
67334	MODERNISTIC II LLC	21	1,488.95	
			Check Total	1,488.95 S GODWIN CLEANING SERVICE
67360	HAUL AWAY DISPOSAL LLC	21	495.00	
	HAUL AWAY DISPOSAL LLC	42	990.00	
			Check Total	1,485.00 KEC BELTINE/OAKLEIGH-DUMPSTER
67371	TONY BETTEN & SONS FORD INC	21	388.89	
	TONY BETTEN & SONS FORD INC	26	1,084.47	
			Check Total	1,473.36 EU NORTH-2013 FORD ECONOLINE-S
67446	FRED WARREN HAYWARD JR	11	1,451.34	
			Check Total	1,451.34 BLDG AUTOMATION SERVICE AND CO

67342	IDENTIFIX INC	26	1,428.00	
			Check Total	1,428.00 IDENTIFIX EDU SUBSCRIPTION FOR
300036134	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	11	1,421.23	
			Check Total	1,421.23 MV Thru June 2026 - Current Ye
300036121	CALEDONIA COMMUNITY SCHOOLS	22	1,393.99	
			Check Total	1,393.99 JUL26 SA SECT 51A SPED
607102611	MG TRUST-ROTH 403B	11	1,385.00	
			Check Total	1,385.00 ANNUITY
607242613	MG TRUST-ROTH 403B	11	1,385.00	
			Check Total	1,385.00 ANNUITY
67522	TENDER LAWN CARE	11	184.95	
	TENDER LAWN CARE	21	268.74	
	TENDER LAWN CARE	26	900.38	
			Check Total	1,354.07 MAIN CAMPUS LAWN AND LANDSCAPE
67350	AUTOMATIC EQUIPMENT SALES & SERVICE INC	21	1,353.60	
			Check Total	1,353.60 LINCOLN - REPLACE ELECTRIC EXT
67389	AUTOMATIC EQUIPMENT SALES & SERVICE INC	21	1,353.60	
			Check Total	1,353.60 LINCOLN - REPLACE ELECTRIC EXT
271571026	EDUSTAFF LLC	11	667.61	
	EDUSTAFF LLC	21	504.05	
	EDUSTAFF LLC	22	155.86	
			Check Total	1,327.52 EDUSTAFF 07/10/2026
67438	CITY OF WYOMING	21	1,278.75	
			Check Total	1,278.75 000053412 (3600 BYRON CTR SW)
67504	ONE TIME PYMTS	11	1,277.22	
			Check Total	1,277.22 PR ACH RETURNED
300036110	BROADMOOR PRODUCTS INC	26	1,272.00	
			Check Total	1,272.00 KCTC WEST - HVAC SERVICE/TESTI

67351	CINTAS CORP NO. 2	21	140.00	
	CINTAS CORP NO. 2	26	1,050.00	
			Check Total	1,190.00 KCTC EAST - EYEWASH SERVICE AG
300036080	EAST GRAND RAPIDS PUBLIC SCHOOLS	11	1,153.99	
			Check Total	1,153.99 WMTC SUB REIMBURSE-PALADINO/GU
67329	POSTMA CORPORATION	27	1,144.18	
			Check Total	1,144.18 WAN MAINTENANCE
67327	CONSUMERS ENERGY CO	26	1,134.63	
			Check Total	1,134.63 100013175326 (4958 VAN LAAR #A
110760723	STATE OF MICHIGAN	26	1,131.58	
			Check Total	1,131.58 JUNE 2026 SALES TAX
271572326	EDUSTAFF LLC	11	689.29	
	EDUSTAFF LLC	22	418.34	
			Check Total	1,107.63 EDUSTAFF 07/24/2026
67542	ROCKFORD COMMUNITY SERVICE CENTER	21	1,100.00	
			Check Total	1,100.00 NORTH KENT CONNECT-LEASE FOR 2
67535	FOLLETT SOFTWARE LLC	26	1,036.15	
			Check Total	1,036.15 DESTINY RENEWAL
67479	FOLLETT SOFTWARE LLC	21	1,032.01	
			Check Total	1,032.01 DESTINY RENEWAL (CENTER PROGRA
67453	PROPIO LS LLC	11	140.65	
	PROPIO LS LLC	21	589.93	
	PROPIO LS LLC	22	281.82	
	PROPIO LS LLC	26	3.15	
			Check Total	1,015.55 TRANSLATING SERVICES - 05/01/2
8/3/2026 7:15 AM		Grand Total	20,375,591.02	

Analysis of Banking Institutions
07/31/26

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds	
Chase	Checking	AA-	Yes	\$ -	\$ -	\$ 4,286,272	\$ 4,286,272	***
Chase	Savings	AA-	Yes	250,000	-	5,269	\$ 255,269	
MILAF	Local Gov't Invest Pool	AAAam	No	-	-	94,044,290	\$ 94,044,290	
MILAF	US Treasury Bonds/Notes	AA+	No	-	-	14,750,000	\$ 14,750,000	****
MILAF	US Treasury Bills	A1+	No	-	-	-	\$ -	****
MILAF	Federal Agency Commercial Mortgage Backed Security	AA+	No	-	-	530,639	\$ 530,639	****
MILAF	Commercial Paper	A1 - A1+	No	-	-	-	\$ -	****
Totals:				\$ 250,000	\$ -	\$ 113,616,470	\$ 113,866,470	

Balances as of 07/31/2026 (unless noted)

*Bank ratings updated June 2026. 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 07/31/26

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	\$ 255,269	250,000	5,269	0.95%	n/a	AA-	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	3,516,874	-	3,516,874	0.00%	n/a	AA-	Sweep
Chase Bank	Checking	81	729,398	-	729,398	0.00%	n/a	AA-	
Chase Bank	Checking	11	40,000	-	40,000	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

MILAF Managed Account:

MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	1,496	-	1,496	3.53%	n/a	AAAm	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	82,121,238	-	82,121,238	3.67%	n/a	AAAm	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	-	-	-	0.00%	n/a	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	11,882,531	-	11,882,531	3.67%	n/a	AAAm	MAX Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	18,901	-	18,901	3.53%	n/a	AAAm	Cash Management Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	20,123	-	20,123	3.67%	n/a	AAAm	MAX Class
MILAF-Extended Core	US Treasury Bonds/Notes	11-22-26	14,750,000	-	14,750,000	3.375%-4.625%	09/15/26-10/15/27	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	530,639	-	530,639	3.117%-3.430%	01/01/27-06/01/27	AA+	Mortgage Backed Security (Par Value)
MILAF-Extended Core	Commercial Paper	11-22-26	-	-	-			A1 - A1+	Commercial Paper (Par Value)

\$	113,866,470	\$	250,000	\$	113,616,470
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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 8/10/2026
FOR BOARD MEETING OF 8/17/2026**

RESIGNATIONS AND TERMINATIONS

1. Hannah Alvarez, Physical Therapist, Student Services, Special Education, resignation, effective 5/29/2026.
2. Brian Cassell, Social Worker, Student Services, Special Education Center Programs, Lincoln School, retirement, effective 5/29/2026.
3. Sandra Curran, Teacher, Student Services, Special Education Center Programs, Empower U Central, retirement, effective 5/29/2026.
4. Amiya Haywood, Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, resignation, effective 5/26/2026.
5. Ellen Hildebrand, Early Interventionist, Student Services, Early Childhood & Integrated Supports, Early On, resignation, effective 8/5/2026.
6. Julie Love, Early Interventionist, Student Services, Early Childhood & Integrated Supports, Early On, retirement, effective 9/30/2026.
7. Rebecca Mayle, Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, resignation, effective 5/26/2026.
8. Kendra Moreno, Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, resignation, effective 5/26/2026.
9. Richard Murley, Instructor - Welding, Instructional Services, Secondary Programs, Kent Career Tech Center, resignation, effective 5/29/2026.
10. Kayla Ricker, Interpreter, Student Services, Early Childhood Special Education & Integrated Supports, resignation, effective 7/8/2026.
11. Lisa Schantz, Counselor, Career and Talent Development, Secondary Programs, MySchool@Kent, resignation, effective 5/29/2026.

APPOINTMENTS

1. Courtney Buck, CI MTSS Consultant, Instructional Services, Continuous Improvement & Research Development, Non-Union Professional, 1.0 FTE, 215 days per year, 8 hours per day, Grade 7 Step 5, \$92,200 per year, effective 8/18/2026.
2. Reganne Diener, Instructor, Student Services, Special Education Center Programs, Lincoln School, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 6, \$76,564 per year, effective 8/18/2026.
3. Tara Forton, Specially Designed Instructional Coach, Student Services, Special Education, Non-Union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 7 Step 2, \$80,822 per year, effective 8/17/2026.
4. Thomas Fox, Curriculum Coordinator, Career and Talent Development, Secondary Programs, Kent Career Tech Center, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA30 Step 11, \$100,412 per year, effective 8/24/2026.
5. Sarh Lydon, Early Intervention Specialist, Student Services, Early Childhood & Integrated Supports, Early On, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA30 Step 6, \$82,664 per year, effective 8/3/2026.
6. Alison Koning, Physical Therapist, Student Services, Special Education Center Programs, Lincoln Developmental Center, KIEA, .6 FTE, 109 days per year, 7 hours per day, MA30 Step 5, \$47,603.40 per year, effective 8/18/2026.
7. Kylee LaDuke, Program Coordinator, Student Services, Special Education Center Programs, Pine Grove School, Non-Union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 8 Step 4, \$92,495 per year, effective 8/12/2026.
8. Ashley Nowland, 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 2, \$88,902 per year, effective 8/18/2026.
9. Caleb Przybylski, Instructor, Student Services, Special Education Center Programs, Lincoln Developmental Center, KIEA, 1.0 FTE, 200 days per year, 7 hours per day, MA Step 1, \$68,346 per year, effective 8/18/2026.
10. Hunter Welch, Instructor, Student Services, Special Education Center Programs, KEC Oakleigh, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 3, \$59,917 per year, effective 8/18/2026.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

1. None.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____

Item: Request for New KCTC Positions

Submitted by: Laura Motush

Date: 8/3/26



Recommended by: Sue Gardner



Board Meeting Date: 8/17/26

RECOMMENDATION:

Kent Career Tech Center (KCTC) is recommending hiring the new positions listed below, for the 26-27 school year. This will be funded by the CTE budget.

One (1) FTE - **(CTES)- (HVACR)**, Kent Career Tech Center

One (1) FTE - **(CTES)- (HCF)**, Kent Career Tech Center

BACKGROUND:

(CTES)- (HVACR) -

(CTES)- (HCF) -

Due to continued enrollment growth and the need to maintain lab safety, additional Career Technical Education Specialist (CTES) support is needed in the **HVACR** and **Health Careers**. Specifically, this request would increase CTES staffing from 0.0 FTE to 1.0 FTE in HVACR and 3.0 FTE to 4.0 FTE in Health Career Foundations.

Job Description

Job Title:	<u>Health Career Foundations - CTES (1.0 FTE)</u> Kent Career Tech Center
Reports To:	Principal - KCTC/KTC or Designee (Immediate Supervisor)
Classification:	Union - KIEA CTE Specialist
Terms of Employment:	Governed by KIEA Master Agreement

Summary: To assist in providing a well-organized and smoothly functioning class environment that reflects the actual work environment in which students can take full advantage of the adapted instructional program and the available resource material.

Job Qualifications:

1. Must have graduated from high school (Associate's Degree preferred).
2. Must have had a minimum of two (2) years (4,000 hours) of recent work experience in the occupational area of instruction.
3. Prefer to be a Registered or Licensed Practical Nurse.
4. Possess or able to obtain a CDL license.
5. Must have demonstrated ability to work with culturally diverse student populations including special population students (economic and academic disadvantaged, special education, and Limited English Proficient students).
6. Must possess excellent organizational skills, technology skills, be detail and team-oriented, and have excellent communication skills.
7. Prefer to meet State and Federal certification requirements and be BLS CPR certified, or the ability to obtain certification.

Specific Duties and Responsibilities:

1. Assists instructors by maintaining and organizing classroom and lab supplies and equipment necessary for student learning.
2. Demonstrates specific health care skills for students when individual instruction is required.
3. Transports Health Careers students, when necessary, by bus on field trips or to work sites.

4. Provides remedial and tutorial instruction, under the direction of the instructor, to students identified as needing additional help with the program's content.
5. Consults and meets with the instructional staff, Student Support Services Team, and the Language Support Team to ensure that the students receive appropriate support services.
6. Monitors the special population students' skill obtainment, work habits, and attendance and shares the student information with the Student Support Services Team.
7. Supplements the instructor's demonstration of the safe and proper use of the program's tools, equipment, and machinery with students needing additional assistance.
8. Assists the instructor in maintaining a safe learning environment and monitors student behavior to maximize learning in the lab, on the work site, and during field trips.
9. Provides supplementary services to at-risk students such as reading tests and assignments, notetaking, and the preparation of study guides.
10. Participates in staff meetings and professional in-service opportunities as provided by the Kent Career/Technical Center.
11. Acts as a substitute instructor, when necessary, in programs where they have Annual Authorization.
12. Assists other Student Support Services members and the instructors with the student visitation program including tours, cluster visits, and internships.
13. Accepts additional tasks and responsibilities as assigned by the Assistant Director - Instruction/Principal or instructor.

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



POSITION DESCRIPTION

Job Title:	CTES-Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Kent Career Tech Center
Reports To:	Principal - KCTC or Designee (Immediate Supervisor)
Classification:	Union – KIEA CTE Specialist 7 Hours Daily (FT) / 182 Days (Full School Year)
Terms of Employment:	Governed by KIEA Master Agreement

Broad Statement of Responsibilities

The Career and Technical Education Specialist (CTES) provides direct and indirect support to students through instruction, remediation, accommodations, and other services that promote access to the Career and Technical Education (CTE) curriculum and foster student independence. In support of this mission, the CTES assists in maintaining a well-organized, safe, and smoothly functioning classroom and laboratory environment that reflects industry standards, enabling students to fully benefit from instructional programs, hands-on learning experiences, and industry-standard equipment.

Minimum Qualifications

- Must have graduated from high school (Associate's or Bachelor's Degree in HVACR, Skilled Trades, or related field preferred).
- Minimum of two (2) years (4,000 hours) of recent and relevant work experience in the Heating, Ventilation, Air Conditioning, and Refrigeration industry.
- Demonstrated knowledge of residential and commercial HVACR systems, tools, equipment, and industry safety practices.
- Strong communication and interpersonal skills to effectively interact with students, staff, parents, and industry partners.
- Experience working with a team to collect, interpret, and use data to inform instructional decisions.
- Demonstrated ability to work with culturally diverse student populations, including economically disadvantaged, special education, and English Learner students.
- Ability to organize, prioritize, work independently, and maintain confidentiality.
- Ability to be flexible and demonstrate initiative and self-direction.

- Valid driver's license required.

Preferred Qualifications

- Experience working with high school students in classroom, lab, or hands-on learning environments
- Experience supporting diverse learners and varying ability levels
- Experience using data to support student success
- CPR/First Aid certification preferred

Duties and Responsibilities

- Assists in providing accommodated instruction in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) and related CTE content areas, including assisting in evaluation of student knowledge.
- Provide instructional supports and accommodations for students with diverse learning needs, including implementation of IEPs, 504 Plans, and Student Success Plans.
- Assists students on a one-to-one or small group basis as directed by the lead instructor and based on assessment data to develop industry-standard HVAC installation, troubleshooting, maintenance, and diagnostic skills.
- Uses remediation and tutoring techniques, as directed, to assist students in attainment of academic content, credentials, and course completion.
- Documents all supports provided through logging remediation of all students as well as IEP and Section 504 accommodations in Powerschool.
- Supplements the instructor's demonstration of the safe and proper use of HVACR tools and equipment with students needing additional assistance, including specialized instruction to reinforce OSHA and MIOSHA safety standards, proper use of PPE, lockout/tagout procedures, electrical safety, refrigerant handling, and safe
- Assists the instructor in maintaining a safe learning environment and monitors student behavior to maximize learning in the lab, on the work site, and during field trips.
- Assists students with work assignments that may require physical activity.
- Assists in maintaining discipline, aiding individual students, and assisting the lead instructor to have a greater impact on the learning process.
- Assists in the setup, operation, operation, and safe use of HVACR tools, equipment, and training used in the teaching process.
- Support preparation for industry-recognized certifications, including EPA Section 608 Certification.
- Shares the student progress data with the teacher at the time of Special Education and MTSS data review cycles.
- Assists other Student Support Services members and instructors with student visits - including tours, program visits, and internships.

- Participates in staff meetings and professional development opportunities as provided by the Kent Career Technical Center.
- Assist with student visits, program tours, work-based learning experiences, and industry partner activities.
- May assist with transporting students to and from job sites and field trips.
- Accepts additional tasks and responsibilities as assigned by the Principal or designee.

Salary Information

Step 1	Step 2	Step 3
\$22.66	\$23.74	\$24.94

Placement on the salary scale will be commensurate with an applicant's academic degree and the number of years' experience in a particular specialization, or in an approved related field, per Master Agreement

Benefit Information

Robust benefit package includes full medical, dental, and vision insurance; paid sick and personal days; State of Michigan School Employment retirement program; Kent ISD is a participating employer for the Public Service Loan Forgiveness program for eligible Federal student loans.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: Approval of Increase in work days for Security Supervisor

Submitted by: Sean Burns

Date: 8.10.2026

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 8.17.2026

RECOMMENDATION

It is recommended that the Kent ISD School Board approve an increase from 200 workdays per year to 215 workdays for the Security Supervisor position.

BACKGROUND

Eric Van Dyke, who serves as a Security Supervisor in the district's Safety and Security department, has assumed additional responsibilities within the department recently, specifically as the point person for all security system installations and updates as well as direct supervision of school security officers. Due to increase in duties and responsibilities, administration recommends increasing the annual workdays of the position from 200 to 215.

Please do not hesitate to ask any questions you may have in advance of the meeting.

BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action __X__

Item: GSRP Curriculum Kits

Submitted by: Ashley Karsten

Date: ____8/7/2026_____

Recommended by: Jenny Fee

Board Meeting Date: ____8/17/2026_____

RECOMMENDATION:

It is recommended that the Kent ISD board approves the purchase of Connect4Learning curriculum kits totaling \$59,900.00 from Kaplan Early Learning Company using the GSRP curriculum grant awarded by MiLEAP.

BACKGROUND:

GSRP Curriculum Grants, awarded by MiLEAP, provide funding for curriculum kits for new classrooms to help offset the costs of opening new pre-K classrooms. We would like to purchase Connect4Learning curriculum for 20 new sub-recipient classrooms. Each new classroom will be receiving Connect4Learning curriculum kits, consumable supplies and poster sets.

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



QUOTE #611777

Connie Gorius
Kaplan Early Learning Company
1310 Lewisville-Clemmons Road
Lewisville, NC 27023-0609
Toll Free: 1-800-334-2014 ext. 3470
Direct: (336) 712-3470
Email: cgorius@kaplanco.com

**CONTACT INFORMATION:**

kathryn O'Hara-Wallis
616.447.5692
KathrynOHaraWallis@kentisd.org

BILL TO:

94168068-1
KENT ISD GSRP @GRAND RAPIDS CHILD D
409 LAFAYETTE AVE SE
GRAND RAPIDS, MI 49503-5329
Phone: 16165589137

SHIP TO:

94168068-1
KENT ISD GSRP @GRAND RAPIDS CHILD D
409 LAFAYETTE AVE SE
GRAND RAPIDS, MI 49503-5329
Phone: 16165589137

Product	Description	Qty	List Price	Price	Extended
Mark For:	Attn: Kathryn O'Hara-Wallis				
29800	Connect4Learning® Curriculum Kit 1st Edition	20	\$2,995.00	\$2,995.00	\$59,900.00

Mark For Totals**\$59,900.00**

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

SubTotal **\$59,900.00****Estimated Tax** **\$0.00****Freight** **\$0.00****Grand Total** **\$59,900.00**

Quote valid for 60 days. Prices are subject to change after this period. This quote includes estimated sales tax. Applicable sales tax will be added to your invoice when this quote is approved for order processing. Please reference quote number 611777 when placing this order.

BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action X

Item: GSRP Student/Family Handbook

Submitted by: Jenny Fee

Date: July 21, 2026

Recommended by: Ashley Karsten

Board Meeting Date: August 17, 2026

Summary of Great Start Readiness Program Student/ Family Handbook

This summary highlights the minor updates made to the 2026 - 2027 GSRP Family Handbook. Overall, the changes focus on updating language for consistency with the naming conventions within MiLEAP. No significant edits were made for the 2026-2027 school year.

Summary of Edits:

Change #1- LARA (Licensing and Regulatory Affairs) was changed to MiLEAP – Child Care Licensing Bureau (CCLB) throughout the handbook.

Change #2- Added “PreK for All” logo following MiLEAP guidance for GSRP administration on cover page.

Kent ISD

Great Start Readiness Program

Family Handbook

Revised July 2026



Early Childhood
Kent ISD



Hello families,

Kent ISD's Great Start Readiness Program (GSRP) would like to welcome you and your child! The GSRP Family Handbook offers valuable information about your child's learning and growth, the philosophy within the program, GSRP policies, and general information about the Great Start Readiness Program through Kent Intermediate School program (Kent ISD). GSRP in Kent County is a collaborative effort between Kent ISD local school programs and local subrecipients located in a variety of community locations. GSRP is licensed by MiLEAP – Child Care Licensing Bureau (CCLB). All our facilities are licensed by the State of Michigan and meet all state guidelines. Licensing information is available for review on the Statewide Search for Licensed Child Care Centers and Homes website <https://cclb.my.site.com/micchirp/s/statewide-facility-search>.

Kent ISD GSRP receives grant funding from Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) and is designed to benefit four-year-old children. GSRP is guided by developmentally appropriate practices through individualized instruction for all children. Each classroom uses intentional teaching practices intended to meet the needs of all children and families by using child data to provide focused instruction. The GSRP guidelines are formed from joining high standards established by MiLEAP.

The goal of GSRP is to help make sure your child is ready for kindergarten and beyond. Children enrolled in GSRP attend school for a full day of school either Monday through Thursday or Monday through Friday. The ratio for all GSRP classrooms is 1 teacher to every 10 children.

We believe in the importance of partnering with families, and welcome your feedback throughout the course of the school year. We encourage you to attend family events. Opportunities will be communicated through newsletters shared by your child's teacher.

Thank you for being an important part of your child's school experience. We at GSRP believe that you, as your child's family, are their first and best teachers. We look forward to partnering with you!

This handbook is intended for use by students, families, and staff as a guide to the rules, procedures, and general information about the Program. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Families are responsible for familiarizing themselves with this handbook, and families 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 program and families, 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.

Best wishes,
The GSRP Team

Ashley Karsten
Director of Early Childhood
AshleyKarsten@kentisd.org

GSRP Supervisors:

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JulieGuenther@kentisd.org

Kathryn O'Hara-Wallis
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rachelpond@kentisd.org

GSRP Main Office Address: 864 Crahen Ave NE Grand Rapids MI 49525
GSRP Office Phone: 616.447.5670
GSRP Office Fax: 616.365.2314

Program website:



Board policies:



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Our Vision, Mission, and Educational Philosophy

Kent ISD GSRP Vision

Our vision is to create a caring, welcoming, and culturally sensitive learning space to help children explore, grow, and succeed.

Kent ISD GSRP Mission

Our mission is to provide a high-quality learning environment by setting high expectations, offering strong teaching, and building warm supportive relationships with children, families and staff. By fostering high expectations and delivering rigorous culturally sustaining instruction, we aim to cultivate a love of learning and personal growth in every child and teacher. We believe in the power of strong family partnerships and strive to engage families as active participants in their children's educational experience.

Kent ISD GSRP Philosophy

Our philosophy is to provide a holistic and inclusive approach to early childhood education, in which every child and teacher is empowered to reach their fullest potential, and every family is valued as a member of our learning community.

2025-2026 GSRP School Dates

First day of school	September 8, 2025
Fall Family Conferences	November 6-7, 2025
Thanksgiving break	November 26-28, 2025
Winter holiday break	December 19- January 2, 2026
No School	January 19, 2026
Mid-winter break	February 16-17, 2026
Spring break	April 6-10, 2026
Spring conferences	February 5-6, 2026
Last day of school	May 19, 2026

Your child's teacher will provide a copy of the school calendar. An additional copy can be found on the parent board at your child's site.

2025-2026 Daily schedule

Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

Dropping off and picking up on time is important for programming. For safety reasons when dropping off and picking up children, a parent/guardian must accompany the child to the designated arrival/dismissal area.

- Each child must be signed in and out on the attendance log with initials and indicated time by a responsible adult who is listed on the Child Information Record. (Per Licensing)
- Children will only be released to persons listed on the Child Information Record, unless the school is notified by a legal guardian, in writing, of a change.
- Staff may request photo identification of anyone picking up a child. (Per Licensing)
- If the teacher or principal/director has any doubts about the documentation provided, a decision to not release the child will be made.
- No children are permitted to walk home without proper supervision.
- Children who enter/leave the program via the school bus/day care will be signed in/out by a staff member.
- If a child is still not picked up after one hour of school time ending, and teachers have made an attempt to call all contacts on the Child Information Record, CPS will be called.

Your child's teacher will give you their accurate daily schedule. Below is a sample GSRP routine.

- 8:35 Arrival: Children enter the classroom at their own pace. Parents/guardians stay until children are ready for them to leave.
- 8:40-9:00 Welcome and Read Aloud (C4L): Children are welcomed to the whole group with a song. Teachers introduce, read, and engage children in a book with carefully planned lessons.
- 9:00-9:20 Breakfast: Children have choices about what to eat of the food available. Teachers and children interact.
- 9:25-9:55 Outdoor Time (SEEDS Transition): Children have many choices about how they play in the outdoor learning environment. Teachers supervise children for safety and join in their active outdoor play, supporting their initiatives and problem solving. Teachers use the transition times as a learning time.
- 10:00-11:00 Planning, Learning Centers, and Sign-In: Children tell their play plans to teachers followed by time to initiate activities and carry out their plans. Teachers support children in name writing during this time with SEEDS sign-in.
- 11:00 Cleanup Time and Recall 11:10: Children and adults clean up together. Children make many choices during clean up. Teachers use this time to reflect (or recall) with four or five children each day.

- 11:15-11:30 Connect: Whole group Connect lessons introduce new or review concepts and games that will be taught in Small Group. Connect lessons follow Welcome and Read-Aloud after children have hands-on play. After the first weeks of the school year, there are two Connect lessons back-to-back.
- 11:30-11:50 Small Group Time: Three to five children meet with a teacher for direct instruction. Small Group lessons include games and fun activities. Teachers engage with children as well as assess children at this time.
- 11:50-12:15 Lunch: Family-Style meals support children doing things for themselves. Children choose what to eat and how much to eat of the food available. Teachers have meaningful conversations with the children. Children are encouraged to clean their own meal space including disposal of leftovers, wiping of tables, and pushing in their own chairs.
- 12:15-1:00 Quiet/Rest Time: Resting is a time for sleeping or quiet, solitary, on-your-own-cot play. Rest Time plans are individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine motor toys.
- 1:00-2:10 Planning, Learning Centers, and Focus Groups: Learning Centers are a vital part of the curriculum. Centers are designed to provide particular kinds of learning opportunities. Exploring topics, fostering independence, opportunities for social interaction, and cooperation are aspects of this time. Teachers run Focus Groups at this time, working on targeted objectives with individual or small groups of children.
- 2:10 Cleanup and Recall 2:15: Children and adults clean up together. Children make many choices during clean up. Teachers use recall time to reflect (or recall) with four or five children each day.
- 2:20-2:50 Outdoor Time (SEEDS Transition): Children have many choices about how they play in the outdoor learning environment. Teachers supervise children for safety and join in their active outdoor play, supporting their initiatives and problem solving. Teachers use transition times as learning times.
- 2:55-3:15 Fast Focus is a short lesson that supports learning of the day.
- 3:20 Prepare for Dismissal: Children pack backpacks and dress for leaving school.
- 3:30 Dismissal

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 program will notify students, families, and the general public about the closure in the following manner:

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

If poor weather or other issues cause a program to close a school or sites, GSRP classrooms follow the instructions of the local program where your child's classroom is located. Morning half-day sessions will be canceled if there is a 2 hour delay.

Notice on Non-Discrimination

The program 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 program'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:

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 Personnel

Early Childhood & Secondary Programs

2930 Knapp St. NE, Grand Rapids MI 49525

616-447-5664

bryndanarnold@kentisd.org

Additional Title IX Coordinator:

Danielle Hendry

Director of Personnel

Center Programs & Adult. Ed.

2930 Knapp St. NE, Grand Rapids MI 49525

616-365-2288

daniellehendry@kentisd.org

Designated Section 504 Coordinator:

Dave Rodgers

Asst. Superintendent of Human Resources & Legal Services

2930 Knapp St. NE, Grand Rapids MI 49525

616-365-2214

daverodgers@kentisd.org

Designated Civil Rights Coordinator/Employment Compliance Officer:

Dave Rodgers

Asst. Superintendent of Human Resources & Legal Services

2930 Knapp St. NE, Grand Rapids MI 49525

616-365-2214

daverodgers@kentisd.org

The program's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at 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.

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Dave Rodgers

Kent Intermediate School program

2930 Knapp St., Grand Rapids, MI 49525

616-365-2214

daverodgers@kentisd.org

If you or someone you know has been subjected to any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Dave Rodgers

Kent Intermediate School program

2930 Knapp St., Grand Rapids, MI 49525

616-365-2214

daverodgers@kentisd.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Achievement, and Potential.

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 1: Policies and Procedures

Attendance

Students are expected to stay from the start of the school day to the end. If a student is unable to attend school, the student or parent must report that absence to their teacher.

GSRP programs must document absences to comply with program regulations. If your child will be absent or late; inform the school as soon as possible. Children who are absent from class for 21 calendar school days may be dropped from the program.

Absences due to illness

The school will contact families if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Families who know in advance that a student will be absent must contact the teacher at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Families should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to be signed out of school at the office if leaving school during the school day.

We know that there are times when your child is not able to attend preschool. Young children get sick, especially when they first start school. Other absences occur because families face real barriers, whether it's a serious health problem, a sudden move to a new home or a problem with transportation. We understand that "life happens". Let your teacher know if you are experiencing anything that is preventing your child from attending preschool. As partners in your child's learning, we want to support you and your family in addressing challenging situations and help to create strong attendance habits for your child's success! We ask families to "Strive for Less than Five!", meaning that we try to help children not miss more than five days of preschool in one school year. This goal helps to maintain high levels of learning and development for your child and still leaves room for circumstances that cannot be avoided.

Children who attend preschool more often are more likely to:

- develop early reading and math skills
- be ready for kindergarten
- develop good attendance patterns for school and future employment
- finish elementary school without repeating a grade

Books and Supplies

The program will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and families may purchase additional supplies at their own expense.

Students must take care of books and other supplies provided by the program.

Bulletin Boards

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 program's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cell Phone Use

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The program is not responsible for theft, loss, or damage of any cell phone or other electronic device. We strongly discourage students bringing in personal electronic devices.

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.

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

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 administrator or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Children's Protective Services Investigations

The program 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.

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. GSRP staff members are mandated reporters. GSRP staff members are not required to discuss their suspicions with families before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

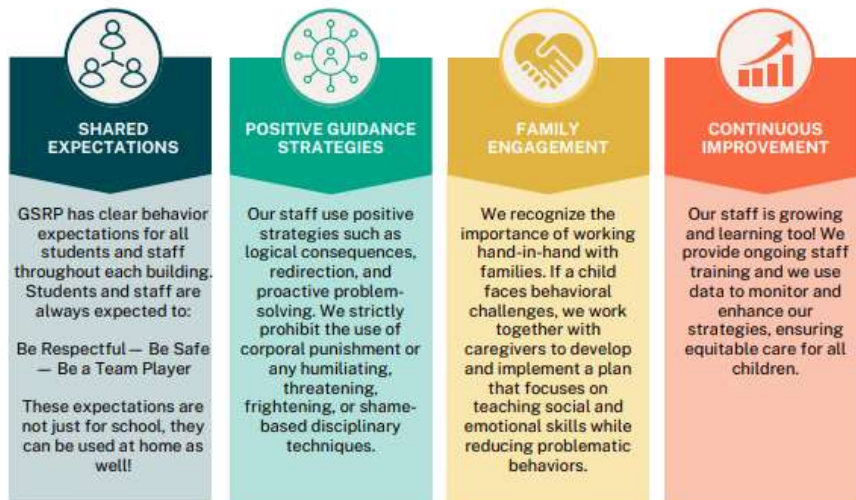
Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.) •
Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

Classroom Behavior

CHILD GUIDANCE AND DISCIPLINE STATEMENT

In GSRP, we celebrate our commitment to fostering positive and supportive environments for your child's social and emotional development. Our approach is proactive, centered on building positive relationships, and guided by the Pyramid Model — a program-wide framework designed to ensure effective teaching practices that nurture social and emotional development in all children.



In GSRP, we prioritize creating an inclusive and supportive community for all children. This reflects our dedication to accessibility, collaboration, and continuous improvement.

These materials were created under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential.



Communicable Diseases

The program, 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 of 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.

Our Child Illness Policy is based on guidelines stated by the Kent County Health Department. We attempt to limit the spread of communicable disease in our classrooms and are committed to applying policies that balance and respect the needs of children, families, and staff in these situations. It is the policy of Kent ISD GSRP to temporarily exclude children, staff, and volunteers

from care who may be infectious. If staff become aware that a person has a communicable disease, symptoms will be posted or sent home in note form.

Reasons for GSRP programs to exclude children include (but are not limited to) the following:

- Fever or oral temperature greater than 101 F
- Rash with a fever
- Diarrhea- if it is causing "accidents," and/or not associated with changes in diet or medication
- Vomiting
- Breathing difficulties, constant coughing, or constant runny nose
- Skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours
- An illness that poses a risk of spread of harmful disease to others.

Damage to School Property

If a student damages school property, intentionally or unintentionally, the student may be subject to discipline; and the student's parent/guardian may be 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, families will be called to bring appropriate clothing, students can use extra clothing provided by the program, 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 program 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.

Clothing that is comfortable and suitable for indoor and/or outdoor play and messy activities is best for a GSRP preschool classroom. During cold weather, please send children to school wearing hats, mittens, gloves, snow pants and boots.

- Label clothing with first and last name.
- Please provide an extra change of clothes that matches the season (socks, underwear, pants, short or long sleeve shirts, jacket etc.).
- Please do not send children in their best clothes, play clothing that is comfortable is best. During the winter, please send extra shoes so your child can change out of their boots.
- A backpack or large bag is recommended to carry belongings to and from school.

Emergency Contact Information

Families must provide emergency information for each student enrolled in the program. The information should include the family physician's name, contact information for parents/guardians or a responsible adult, and any necessary emergency instructions. Families must promptly inform the school if this contact information changes.

Food Services

GSRP works in cooperation with the local school programs to offer meals and snacks at no cost to families. Menus are provided in advance and will be posted in each room for parents to view. Preschool nutrition is extremely important to your child's healthy physical and mental development. All meals follow the Child and Adult Care Food Program (CACFP). Meals include the 5 food groups: dairy, protein, grains, fruit, and vegetables. Full day students receive two meals and one snack. Half-day students receive a minimum of a snack, but also may include one meal.

Meals and snacks are provided to all children family-style. Family-style serving provides an ideal time to model table manners. It also encourages children to be independent in passing, scooping and pouring their own food. Mealtime is a time for meaningful conversations to take place between adults and children.

Food Allergies

Please report dietary and/or allergy requirements to your child's teacher. The teacher will provide you with a Food/Medical Allergy Form. Your child's doctor will use the form to provide details about their needs and outline an action plan and sign it. Meals/snacks can be provided according to the child's needs outlined by a doctor on the form.

Donating Food and Treats, Birthday items

Due to licensing regulations, store-bought pre-packaged food is the only food that may be brought into the classroom. Teachers will never ask families to donate foods.

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.

If a field trip or event is planned it will be announced in writing before the event. Trips and events are connected to children's learning and may include visiting local businesses or community parks within walking distance from the site.

Families will never be charged any amount of money for field trips. All family members who would like to attend must seek permission to attend the event by completing and submitting a Volunteer Background Check Form and a Volunteer Child/Neglect Statement form 2 weeks prior to the event.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building program administrator determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the program will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building administrator 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 program may require a statement from a licensed physician or local health official before allowing the student to return to school.

Minor accidents, incidents and/or injuries are common in young children as they are developing balance and movement skills. Depending on the incident, families may be notified in conversation or in writing on the same day as the occurrence of a minor accident or injury (some examples include: surface cuts, scrapes, bruising of the skin, or bloody noses). If the injury is of a more serious nature (some examples include: significant blood loss, cuts, head trauma), parents will be contacted immediately by phone and in some cases, they will be requested to pick their child up from school. All serious injuries requiring medical attention are required to be reported to the Michigan Department of Health and Human Services (DHHS). If necessary, in the event of an emergency, teachers will follow policy to call 911 and then contact parents/guardians. If a child needs to go to the hospital, a staff member will be present if a family member is not present. To ensure every family can be reached in an emergency, please update any phone number changes on your Child Information Record. Child Information Records will be given to you to fill out before the beginning of the school year. To ensure family members can be reached in an emergency, Child Information Records must be updated whenever there is a change in contact information.

Children Experiencing Homelessness

The program will provide a free public education to homeless children and youth who are in the program 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 family in a homeless situation who requires assistance should contact the program's homeless liaison:

Stacey Bright
864 Crahen Ave NE, Grand Rapids, MI 49525
616.447.2409
staceybright@kentisd.org

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the program for the first time or entering 7th grade, a parent/guardian must provide the building administrator 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/guardian must provide the certificate or documentation at the time of registration. A parent/guardian of a student who has not received all doses of any required immunizing agent must provide the program an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The program will not permit a student to attend school unless the parent/guardian 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/guardian notice or consent, consistent with the program's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the program'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 program.

Locker Use

Pursuant to Policy 5102, lockers are program property and may be made available for student use. Lockers are assigned to students on a temporary basis, and program administration may revoke a student's locker assignment at any time. The program retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building administrator or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building administrator 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.

Lost and Found

All lost and found items are to be taken to the designated spot in the school building. 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.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name.

Medication

Whenever possible, families 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/guardian must annually submit a written request and consent form as required by the program.
- A building administrator or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
- The building administrator or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Staff may not give or apply medication without prior written permission from a physician and a parent/guardian. All medication must be in the original container and clearly labeled with the child's name. Prescription medication must have the pharmacy label and be given according to the directions on the original container unless accompanied by a written order from the child's physician. Non-prescription medication, including sunscreen and insect repellent, requires prior written family permission. Your child's teacher will keep a written log of use of the medication.

Asthma Inhalers and 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 family. The required documentation must be submitted to the building administrator. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building administrator 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/guardian. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent/guardian 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.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the program does not provide supervision of its playgrounds, equipment, or surrounding areas.

Being physically active helps your preschooler learn healthy daily habits. Outdoor play and fresh air are important for the healthy growth of children. Preschoolers who participate in active play

can get the physical activity they need to maintain a healthy weight, develop muscles and strong bones, and reduce their risk of developing some chronic diseases. GSRP is required by the State of Michigan to provide 30 minutes minimum of daily outside time. Your child's teacher will follow the program's policy when it comes to indoor vs. outdoor recess.

- Dress your child for the season's temperature.
- Label your child's clothing with first and last name.
- If your child is well enough to attend school, he/she will be expected to participate in all classroom activities, including outdoor time. (Per Licensing and MiLEAP)

Protection of Pupil Rights

The program respects the rights of parents/guardians and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the program's website or upon request from the program's administrative office. Families 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. Families 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 program's annual notice to families regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Rights of Custodial and Non-Custodial Parents

Unless a parent/guardian has provided the building administrator or designee with a court order that provides otherwise, program personnel will treat each parent/guardian, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with program personnel, visiting a child at school, and transporting a child to or from school. program personnel are not responsible for enforcing visitation or parenting time orders.

Families, regardless of custodial status, will be provided information about conference times so families may attend a single conference. The program is not required to schedule separate conferences if both families have been previously informed of scheduled conference times.

If either or both parents/families' 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 program'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 program may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the program's collection, retention, use, and disclosure of student records.

Families 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.

GSRP maintains confidentiality and does not reveal information regarding your child except as required by law or when there is a threat to the health and safety of individuals and families we serve.

Kent ISD GSRP may be selected to participate in data collection efforts based on programming. If selected, participants may need to make classrooms available, complete surveys, provide requested information like student's Unique Identification Code (UIC), Michigan Student Data System (MSDS), site documents, parent contacts, participate in webinars, phone calls, and meetings, securing, distributing appropriate parent consent forms and other relevant information. Data may be shared with your local program and Kent ISD for important academic and on-going decisions.

Kent ISD GSRP is required to work with the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) to measure the effect of the state wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MiLEAP might:

- Ask parents/guardians questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact Kent ISD GSRP at 616-447-5679 or MiLEAP Office of Great Start, Early Childhood Education and Family Services, at MiLEAP-CCLB-Help@michigan.gov or 517-373-8483.

Right to Request Explanation or Interpretation

A parent/guardian 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/guardian or eligible student may request that a student's education record be amended if the parent/guardian or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The program 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:

- A. student names, addresses, and telephone numbers;
- B. photographs, including 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., 2013-2017);
- H. degrees, honors, and awards received; and
- I. the most recent educational agency or institution attended.

The Board further designates program-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 program email address books.

School officials may disclose “directory information” without the prior written consent of a parent/guardian or eligible student unless the parent/guardian or eligible student specifically notifies the program that the parent/guardian 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 program would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent/guardian 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.

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.

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.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building administrator for discipline. If students are riding a program/program bus that program/program rules will apply.

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 administrator and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The program may monitor any program 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 program 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 program; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a program employee.

Photos of children will sometimes be taken to display in the classroom. Legal guardians can choose whether they permit photos and/or videos to be taken of their child while joining in

school activities to be used for publication in local newspapers, classroom newsletters, etc. You may specify whether or not you will allow photos and videos to be taken of your child on the Photo Release Form. It is a strict policy of Kent ISD GSRP that teachers will not post identifying photos or videos of children enrolled in our program to their personal social media accounts. Through permission using the Photo Release Form, however, teachers may post to closed groups of people on social media.

Section 2: Academics

To encourage students and families to stay apprised of student academic information, grades, attendance, and other information can be accessed through the teacher.

Progress Reports

Progress reports will be issued three times each year..

Upon placement, Family Futures will provide each family with a link to complete the ASQ-3 and ASQ-SE2 online. Family Futures will share ASQ-3 and ASQ-SE2 results with families and teachers. Teachers will review the results for each student and provide academic follow up as needed.

Teachers continue to document student progress through ongoing child assessments that are aligned to the curriculum. Teachers will share student progress with families at least three times per school year. When teachers share student progress, they will also discuss their goals for the child, learn about your goals for your child and discuss strategies for helping to achieve the goals.

Placement

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

Children eligible for GSRP must be four years old on or before September 1st of the current school year. Children who turn four between September 2nd and December 1st of the current school year can apply with an age waiver with completed paperwork if slots are available after September 1st. Children must be identified as eligible for GSRP as designated by MiLEAP's eligibility requirements. Qualifying information is kept on file and remains confidential.

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 program will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent/guardian who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the resident program special education office.

Section 3: Discipline and Code of Conduct

Behavior management is the combined responsibility of students, families, and other school staff. When children are given meaningful choices, understand adult expectations, and have helpful and caring supervision in an enriching environment; the need for discipline lessens.

A child's environment, daily routine, and an adults' approach during interactions have a direct impact on each child. In the event that there is a need for additional behavioral support, family meetings resulting in an individualized action plan may result in order to help a child be successful in the classroom. Part of GSRP is learning how to appropriately interact with others. Conflicts are a normal part of this process. Teachers in GSRP focus on teaching children how to work through strong emotions and conflicts in order for children to learn how to solve problems on their own.

In GSRP classrooms, children are not excluded or expelled based on the need for medical or behavioral support, assistance with toileting or teacher attitudes and/or apprehensions per grant request. GSRP also follows all state daycare licensing guidelines in reference to discipline. In accordance with State of Michigan [Licensing Rules for Child Care Centers](#), positive methods of discipline that encourage self-control, self-esteem, and cooperation shall be used. All of the following are prohibited: hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. Other prohibited forms of punishment include; restricting a child's movement by binding or tying, inflicting mental or emotional punishment (such as humiliating, shaming, or threatening), depriving children of meals, snacks, rest or necessary toilet use, excluding a child from outdoor play and other gross motor activities, and excluding a child from daily learning experiences.

In addition to GSRP guidelines, [Michigan law](#) strictly limits the use of seclusion and physical restraint in schools, including all state-funded preschool programs (i.e. GSRP). Physical restraint may only be used in emergency situations when a child's behavior poses an imminent risk to their

safety or the safety of others, and no less restrictive options are effective. Every incident involving restraint must be documented and reported immediately to the administration (i.e GSRP Supervisor) and the student's parent or guardian. A written report must be provided within 1 school day or 7 calendar days, whichever is sooner.

To teach and maintain appropriate behavioral expectations, GSRP teachers:

- implement the curriculum with fidelity to teach effective social emotional skills
- establish predictable daily routines
- set up developmentally appropriate expectations
- encourage children to do things for themselves throughout the day
- create quiet spaces where children can choose to be alone and calm down
- serve children through individualized purposeful teaching and individualized activities
- develop a plan for children who develop patterns of inappropriate behavior
- GSRP uses a specific conflict resolution process:
- treat conflict situations with children matter-of-factly
- approach children calmly and stop any hurtful actions
- acknowledge children's feelings
- involve children in identifying the problem by gathering information and restating the problem
- ask children for solutions and encourage them to choose one together
- give follow-up support when children act on their decision

Parent Code of Conduct:

We expect parents to observe a certain standard of conduct as a part of our school community. The following items are not acceptable while on our campus or in communication with staff:

- Physical or verbal punishment of their own children or any other children
- Threatening, harassing or otherwise disrespecting staff, other parents, or children
- Swearing, cursing, or foul language
- Threatening or obscene gestures
- Quarreling with other parents or staff
- Making disparaging comments regarding the school to staff, parents, or anyone other than Administration (including outside of school)
- Using contact information of GSRP families for commercial or any other improper purpose

Not following policies designated to protect the safety and security of everyone at the school Any violation of this policy will result in the immediate withdrawal of the family.

Section 4: Program Specific Rules and Procedures

GSRP Placement

To secure enrollment and placement in a Kent ISD GSRP classroom, each family must meet the enrollment requirements and return all completed forms. GSRP never requires an enrollment fee.

- Copy of Birth Certificate/Government Document: Stating the child's age
- Immunization Record or Waiver: Documenting a minimum of 1 dose of each immunizing agent specified by the Department of Community Health; or a waiver if your child is not immunized for religious or other reasons that only parents can obtain by scheduling an appointment with the county Health Department.
- Income Verification: Income of those adults supporting the child for the last 12 months. Documentation may include: income tax form, W-2, year to date pay stub, unemployment documents, a written statement from employer, proof of receipt of public assistance/food stamps/WIC/childcare assistance, SSI proof of receipt, child support, alimony, or pensions.
- Proof of Residency: Driver's license, current utility bill, rent receipt, tax bill or land contract (If you are currently homeless, provide a letter from the shelter or homeowner where you are living.)

Additional Documents (if applicable):

- Individualized Education Plan- IEP: Used only when a Special Education plan is in place as a GSRP qualifier. Prior to attending school, additional forms must be completed and submitted
- Health Appraisal: Form that families take to the doctor's office showing that a physical was performed within the preceding year, SIGNED by a licensed physician (or his/her designee) with restrictions noted. Physical due within 30 days of initial classroom attendance (Per Licensing Regulation).
- Medication Permission and Instructions: Used when a child has an allergy or medical action plan
- Child Information Record: Must be filled out and signed by parent/guardian with current and complete information, including phone numbers of ALL individuals authorized to pick up your child and permission to seek emergency medical care. [Due at the time of initial classroom attendance].
- Volunteer Background Check Acknowledgement Form
- Kent ISD GSRP Volunteer Abuse/Neglect Statement: Required for all who regularly enter preschool buildings including daily child drop-off & pick-up.
- Permission to Photograph/Videotape Form
- Application for Free and Reduced-Price School Meals
- Food/Medical Allergy Form: Emergency allergy information provided so that it can be posted large enough to be visible to all adults in the classroom. Some programs have required allergy forms that are available in the school office.

- Written Information Packet Documentation Form: Confirmation of Family Handbook and Licensing Notebook information was received.

Curriculum

Kent ISD GSRP uses Connect4Learning in all classrooms. This research-led curriculum aligns with Michigan's Early Childhood Standards for Quality for Prekindergarten (ECSQ-PK). Children's progress is reported in the areas of social emotional development, math, and literacy.

Rest Time

Per licensing, teachers must provide a quiet space and rest materials for children who attend full day programming. GSRP rest time lasts 45 minutes. Quiet activities will be provided for children who do not wish to sleep during rest time. Consider providing a reasonably small size blanket for your child to use while they rest. Labeling personal items with a first and last name is a great way to ensure to get them back.

Children will help with setting up and cleaning up to promote independence. Mats/cots will be sanitized following licensing guidance. Your child's teacher will let you know more information about bedding and a washing schedule.

Toileting

If a student is not fully toilet trained, a two-way plan will be made between the classroom teachers and the child's parents/guardians. If your child is not yet fully potty-trained, please notify the child's teachers before the first day of school.

Toys From Home

Contact your child's teacher if you have questions about bringing toys or comfort items from home to school, as well as the procedure for storing them.

Communication

Your child's teachers will have frequent and informal interactions with you to strengthen the partnership between home and school. Aside from checking in with you at arrival or pick-up, teachers will also provide you with specified communication methods. Staff will contact families using the information provided on your Child Information Record. Please inform teachers of any changes (address, phone numbers, emergency and pick up contacts) on the Child Information

Record in writing and initial the updates throughout the school year. Families, caregivers, and teachers are always expected to handle themselves in a professional and respectful manner.

Translators are available to aid in the communication between teachers and families whose primary language is not English. Teachers are responsible for securing these translators.

Family Involvement

We want our GSRP students to be successful! Studies have shown that children who are successful in school have strong and positive interconnections between family, school, and community. Please consider becoming involved in the following ways, and if you have any questions, contact your child's teacher or the GSRP Office at 616-447-5679.

Volunteering in the Classroom

- Caregivers or guardians are always welcome in the classroom, given that they have been cleared by the program's Volunteer Background Check Form and the Reporting Abuse/Neglect Form in advance of the visit. Volunteers may wish to bring an activity for the children, read a story, share a talent, or participate in activities underway, or attend a field trip. Please coordinate any special activities in advance with the staff. Contact your child's teacher about participating in classroom activities.

Great Start Collaborative Advisory Board Meetings

- The Great Start Collaborative Advisory Board is an opportunity for families to work together with local professionals to help ensure all children have a great start in being ready for kindergarten. Meeting dates can be found on the school calendar.

Conferences

Family/Teacher conferences are scheduled in both the fall and spring. A scheduled conference allows for more confidentiality and detail than daily conversations permit. Conferences are planned to last a minimum of 30 minutes. During the conference, teachers will share child progress data across developmental areas, set goals for continuous progress, and assist with any additional support which may be necessary. A parent/guardian or teacher may request additional conferences.

Home Visits

Teaching teams will coordinate two home visits during the school year as part of the GSRP requirements. The first visit will take place at the beginning of the school year and another visit will be in the spring. Home visits will be planned for 45 minutes. During home visits teachers and families discuss and complete required paperwork, discuss parent involvement and various opportunities, discuss goals you have for your child for the year and discuss family interests and needs. The first home visit is an opportunity for the teacher to get to know each child before the first day, allow the child to feel more comfortable around the teacher, and for families to ask any questions they might have about GSRP. The second home visit will be scheduled at the end of the year and teachers will give many resources for extending learning opportunities throughout the summer.

Referrals

Staff will provide families with information about services for food, housing, childcare, behavior support, etc. Referrals for children that may have special needs will always be discussed with the family first. Whether the program staff or the family is bringing the concern, the process of referral will be explained. Staff will develop a plan and try many strategies and concerns will be documented. If needed, an observation will be requested. Staff may do additional screenings and evaluations, have meetings with families and report results and make plans for future action. Referral procedures to meet child and family needs are always kept confidential.

Teacher Credentials

All GSRP lead teachers and associate teachers are highly qualified and meet qualification requirements set forth by the State of Michigan.

Lead Teachers must have one of the following qualifications:

- A valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood General and Special Education (ZS) endorsement
- A bachelor's degree in early childhood education or child development with a specialization in preschool teaching. The transcript will document a major, rather than a minor, in child development or early childhood education.
- Documented Compliance Plan

Associate or Assistant Teachers must have one of the following qualifications:

- Associate's degree (AA) in early childhood education or child development or the equivalent
- A valid classroom CDA credential
- 120-hour approval (in 2012)
- Documented Compliance Plan

Program Evaluation

Each classroom may be rated using the CLASS Assessment tool to provide feedback on areas of strengths and areas for improvement. Results will be used to plan staff trainings, change management practices and seek added resources. Each classroom teaching team will be observed and given feedback by an evaluator.

Feedback from the observation will be used to discuss strengths and improve the quality of the program. GSRP also uses a self-assessment and receives a score from the Great Start to Quality program. A level of quality is awarded to the center and is available for viewing on the Great Start Connect website: www.greatstartforkids.org.

Safety and Emergency Policies

Procedures and evacuation plan for severe situations are posted in each classroom and include detailed instructions for specific emergency procedures. Per licensing, phone numbers for emergency personnel and the building address are posted in each classroom.

Building Evacuation Plan

In the event of a building evacuation, a relocation site has been predetermined to ensure that all children and adults are effectively and safely moved to an alternate clean and secure site. Children with special needs will be accommodated in accordance with the special health care plans on file. For questions, please refer to your location's Building Evacuation Plan.

Lockdown Procedure

Lockdown procedures have been created to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with their special health care plan on file. The severity of the threat will define how lockdown procedures are enforced. In a 'Lockdown Code', family members will not have access to the building until law enforcement has issued an 'all clear'. For questions, please refer to your site's Lockdown Procedure.

Hazardous Exposure Policy

A plan for responding to a situation of hazardous exposure has been put in place to ensure the safety of all children and adults in the building. Children with special needs will be accommodated

in accordance with the special health care plans on file. In this situation, family members will not have access to the building until law enforcement has issued an 'all clear'.

Pest Management

Per licensing regulations, liquid spray or aerosol insecticide applications will not be performed in any classroom unless the room will be unoccupied for at least 4 hours or longer if required by the pesticide label use directions. Families will be notified in advance of pesticide use through these two methods; letters sent home with students and notices posted at the center entrance and on Family Information Boards.

Pick Up After a School Emergency

In the event of an all school or site-wide emergency, program or site protocol will be followed, including how families will be contacted. Once law enforcement has determined that an emergency has been resolved, family members will be contacted. Next, adults will be provided details on how, when, and where to pick up their child.

Withdrawal

If you wish to withdraw your child from the program, please tell your child's teacher at least one week prior to your child's last date in attendance. Kent ISD requests a forwarding address or school contact if the child will be enrolled in another school program.

Appendix A: Title IX Sexual Harassment

3118 Title IX Sexual Harassment

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

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) that cannot be reasonably separated into distinct complaints should be investigated under this Policy. Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance

Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

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

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

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

A. Definitions

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

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

a. a District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

b. unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

c. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It

includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, 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
- g. if the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

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

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

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

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

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

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

4. Investigation

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

a. Investigation Process

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

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

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

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

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

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

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

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

b. Investigation Report

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

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

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

5. Determination of Responsibility

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

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

- a. afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and

b. provide each party with the answers, and allow for additional, limited follow-up questions from each party.

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

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

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

- a. identification of the sexual harassment allegations;
- b. description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. notification to the parties;
 - ii. party and witness interviews;
 - iii. site visits;
 - iv. methods used to collect evidence; and
 - v. hearings held.
- c. factual findings that support the determination;
- d. conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. a statement of, and rationale for, the result as to each allegation, including:
 - i. a determination of responsibility;
 - ii. any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

iii. whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. appeal rights.

6. Appeals

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

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

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

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

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

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

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

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

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

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

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

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

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

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

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

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

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

1. providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. offering the parties school-based counseling services, as necessary;
3. providing the parties with academic support services, such as tutoring, as necessary;
4. rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. moving the Complainant's or the Respondent's locker or work space;
6. issuing a "no contact" directive between the Complainant and Respondent;
7. providing counseling memoranda with directives or recommendations.

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

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

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

1. assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. additional staff training;
3. a climate survey; or
4. letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

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

J. False Statements

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

K. Confidentiality

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

L. Retaliation

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

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

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

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

M. Training

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

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

1. the definition of sexual harassment;
2. the scope of the District's education programs or activities;
3. how to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and

4. how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

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

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

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

N. Record Keeping

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

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

O. Office for Civil Rights

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

U.S. Department of Education Office for Civil Rights

Cesar E. Chavez Memorial Building

1244 Speer Boulevard, Suite 310

Denver, CO 80204-3582

Telephone: 303-844-5695

FAX: 303-844-4303; TDD: 800-877-8339

Email: OCR.Denver@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint

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

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

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Date Revised: August 18, 2025

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

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

Title IX sexual harassment is covered by Policy 3118.

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

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

A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.

B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.

C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.

D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.

E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.

F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.

G. Reserved

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

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

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date Revised: February 17, 2025

Date Revised: August 18, 2025

Appendix B: Anti-Bullying

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

- Prohibited Conduct
 - Bullying, including cyberbullying, by 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:

- substantially interfering with a student's educational opportunities, benefits, or programs;
- adversely affecting a student's ability to participate in or benefit from the program's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health; or
- causing substantial disruption in, or substantial interference with, the program's orderly operations.
- 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.
- 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 administrator 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 administrator, designee, or a Responsible School Official, the staff member must promptly report the incident to the building administrator, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building administrator, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the program's ability to investigate anonymous reports may be limited.

Complaints that the building administrator 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.

- Investigation

All bullying complaints will be promptly investigated. The building administrator or designee will conduct the investigation, unless the building administrator or Superintendent is the subject of the investigation. If the building administrator 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.

- Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the program will promptly notify the victim's and perpetrator's parent/guardian in writing.

- Annual Reports

At least annually, the building administrator 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 program will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

- 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 administrator or designee as described in this Policy.

- Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the program'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.

- Definitions

- "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 program.
- "Telecommunications access device" means any of the following:
 - 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
 - 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.

- “Telecommunications service provider” means any of the following:
 - 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;
 - 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
 - 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: August 2022

Appendix C: Protection of Pupil Rights

5308 Protection of Pupil Rights

- Surveys, Analyses, and Evaluations

Families/guardians 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 administrator before the survey’s scheduled administration date.

The program must obtain written consent from a student’s parent/guardian 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 program will provide prior notice to the student’s parent/guardian and an opportunity for the parent/guardian 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/guardian; • 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/guardian; or
 - income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).
- Invasive Physical Examinations
Families/guardians 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 program, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

- any medical examination that involves the exposure of private body parts; or
 - any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.
- 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:

- student’s and families’/guardians’ first and last name;
- home or other physical address;
- telephone number; or
- 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:

- post-secondary education recruitment;
- military recruitment;
- tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
- student recognition programs.

- Inspection of Instructional Material

Families/guardians may inspect instructional material consistent with Policy 5401.

- Notification of Rights and Procedures

The Superintendent or designee will notify families/guardians of:

- this Policy and its availability upon request;
- how to opt their child out of participation in activities as provided for in this Policy;
- the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
- the approximate date(s) when the program 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
- how to inspect any survey or other material described in this Policy.

This notification will be given to Families/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Families/guardians 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

Appendix D: Directory Opt Out Form

[Insert Form 5309-F-2 Directory Information and Opt Out Form here]

BOARD AGENDA ITEM

Information/Discussion X

Future Action

Action

Item: MySchool@Kent Course Offering and Purchase

Submitted by: Amanda Kettel

Date: 8/10/26

Recommended by: Karl Nelson

Board Meeting Date: 8/17/26

RECOMMENDATION:

It is recommended that the Kent ISD School board approve the purchase of the MySchool@Kent course offerings through Edmentum for the 2026-2027 school year. The cost for the Core Courses, Library, and setup Consulting services will be \$51,377.50.

BACKGROUND:

The attached lists include courses offered by Edmentum, which we seek to be approved by the board as course offerings for the 2026-2027 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.



Michigan Courseware Courses

Math

AP® Calculus A/B
 AP® Calculus AB A/B (Apex)
 AP® Statistics A/B (Apex)
 Accelerate to Algebra 1
 Accelerate to Algebra 2
 Accelerate to Geometry
 Accelerate to Michigan Algebra I
 Accelerate to Michigan Algebra II
 Accelerate to Michigan Geometry
 Algebra I A/B
 Algebra I A/B (Apex)
 Algebra I-A
 Algebra I-A A/B
 Algebra I-B
 Algebra I-B A/B
 Algebra II A/B 
 Algebra II A/B (Apex)
 Bridge Math A/B (Apex)
 Consumer Mathematics
 Financial Mathematics A/B 
 Fundamental Math A/B (Apex)
 Geometry A/B
 Geometry A/B (Apex) 
 Introductory Algebra A/B (Apex)
 Liberal Arts Mathematics 1 A/B (Apex)
 Liberal Arts Mathematics 2 A/B (Apex)
 Math 6 A/B (Apex)
 Math 7 A/B (Apex)
 Math 8 A/B (Apex)
 Math Foundations 1 A/B (Apex)
 Math Foundations 2 A/B (Apex)
 Mathematics I A/B
 Mathematics I A/B (Apex)
 Mathematics II A/B
 Mathematics II A/B (Apex)
 Mathematics III A/B
 Mathematics III A/B (Apex)
 Mathematics of Personal Finance A/B (Apex)
 Michigan Algebra I A/B
 Michigan Algebra II A/B
 Michigan Geometry A/B
 Michigan Integrated Math I A/B 

Michigan Integrated Math II A/B 
 Michigan Integrated Math III A/B 
 Precalculus A/B
 Precalculus A/B (Apex)
 Probability and Statistics 
 Probability and Statistics A/B (Apex) 

English Language Arts

AP® English Language and Composition A/B (Apex)
 AP® English Literature and Composition A/B
 AP® English Literature and Composition A/B (Apex)
 Accelerate to English 10
 Accelerate to English 11
 Accelerate to English 12
 Accelerate to English 9
 Accelerate to Michigan English 10
 Accelerate to Michigan English 11
 Accelerate to Michigan English 12
 Accelerate to Michigan English 9
 Business English A/B
 English 10 A/B
 English 10 A/B (Apex)
 English 11 A/B
 English 11 A/B (Apex)
 English 12 A/B 
 English 12 A/B (Apex) 
 English 6 A/B (Apex)
 English 7 A/B (Apex)
 English 8 A/B (Apex)
 English 9 A/B
 English 9 A/B (Apex)
 English Foundations I A/B (Apex)
 English Foundations II A/B (Apex)
 Expository Writing (Apex)
 Media Literacy (Apex)
 Michigan English 10 A/B
 Michigan English 11 A/B
 Michigan English 12 A/B
 Michigan English 9 A/B

Science

AP® Biology A/B
 AP® Biology A/B (Apex)



AP® Chemistry A/B
 AP® Chemistry A/B (Apex)
 AP® Environmental Science A/B (Apex)
 Biology A/B 
 Biology A/B (Apex)
 Biology with Virtual Labs A/B
 Chemistry A/B 
 Chemistry A/B (Apex)
 Chemistry in the Earth System A/B (Apex)
 Earth Science A/B (Apex)
 Earth and Space Science A/B 
 Environmental Science A/B (Apex) 
 Integrated Physics and Chemistry A/B
 MS Earth and Space Science A/B (Apex)
 MS Life Science A/B (Apex) 
 MS Physical Science A/B (Apex)
 Physical Science A/B 
 Physical Science A/B (Apex)
 Physics A/B
 Physics A/B (Apex)
 Physics of the Universe A/B (Apex)
 Science 6 A/B (Apex)
 Science 6 with Virtual Labs A/B
 Science 7 A/B (Apex)
 Science 7 with Virtual Labs A/B
 Science 8 A/B (Apex)
 Science 8 with Virtual Labs A/B
 Science Foundations A/B (Apex)
 The Living Earth A/B (Apex)

Social Studies

AP® Macroeconomics (Apex)
 AP® Microeconomics (Apex)
 AP® Psychology (Apex)
 AP® U.S. History A/B
 AP® US Government and Politics (Apex)
 AP® US History A/B (Apex)
 Civics 
 Contemporary World A/B
 Economics 
 Economics (Apex)
 Economics and Personal Finance A/B (Apex)
 Ethnic Studies
 Geography and World Cultures (Apex)
 MS Civics A/B (Apex)

MS Contemporary World A/B (Apex)
 MS U.S. History A/B (Apex)
 MS World History A/B (Apex)
 Michigan United States History A/B
 Michigan World History and Geography A/B
 Modern World History from 1450 A/B (Apex)
 Modern World History from 1600 A/B (Apex)
 Personal Financial Literacy (Apex)
 US Government 
 US Government and Politics (Apex)
 US History A/B
 US History A/B (Apex)
 US History Since the Civil War A/B (Apex)
 World Geography A/B
 World History A/B
 World History A/B (Apex)
 World History Survey A/B
 World History to the Renaissance A/B (Apex)

World Languages

AP® Spanish Language and Culture A/B (Apex)
 French 1 A/B 
 French 2 A/B
 German 1 A/B
 German 2 A/B
 Spanish 1 A/B
 Spanish 2 A/B
 Spanish 3 A/B

Electives

AP® Computer Science A 
 Academic Success
 Art Appreciation (Apex)
 Art History and Appreciation
 Artificial Intelligence 
 Creative Writing
 Creative Writing (Apex)
 Environmental Science 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 A/B (Apex) 



Mythology and Folklore
 Personal Communication (Apex)
 Psychology (Apex)
 Sociology (Apex)
 Structure of Writing
 Women's Studies

Health, Fitness & Physical Education

Adaptive Physical Education
 Advanced Physical Education 1
 Advanced Physical Education 2
 Anatomy
 Comprehensive Physical Education
 Credit Recovery Health
 Credit Recovery Physical Education 1
 Credit Recovery Physical Education 2
 Drugs & Alcohol
 Exercise Science
 Family & Consumer Science
 Family Living & Healthy Relationships
 First Aid & Safety
 Fitness Basics 1
 Fitness Basics 2
 Fitness Fundamentals 1
 Fitness Fundamentals 2
 Flexibility Training
 Group Sports
 HOPE (Health Opportunities through Physical Education) 1
 HOPE (Health Opportunities through Physical Education) 2
 Health
 Health & Personal Wellness
 Health (Apex)
 Health Careers
 Individual Sports
 Intro to Coaching
 Intro to Group Sports 1
 Intro to Group Sports 2
 Intro to Individual Sports 1
 Intro to Individual Sports 2
 Intro to Nursing 1
 Intro to Nursing 2
 Life Skills
 Lifetime & Leisure Sports
 Medical Terminology
 Middle School Health
 Nutrition
 Outdoor Sports

Personal Health & Fitness
 Personal Training Career Prep
 Personal Training Concepts
 Physical Education
 Physical Education (Apex)
 Physiology
 Running
 Sports Officiating
 Strength Training
 Walking Fitness

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 
 Trade Prep: Appliances
 Trade Prep: Clean Energy



Trade Prep: Electrical
Trade Prep: Facilities Maintenance
Trade Prep: HVAC
Trade Prep: Multifamily Maintenance
Trade Prep: Plumbing
Trade Prep: Residential Construction
Trade Prep: Solar

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 A/B (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

Instructional Practices for Teaching and Learning A/B
Principles of Education and Training A/B 

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

General

Business and Information Technology A/B
Career Capstone: 21st-Century Life and Careers A/B
Career Explorations
College and Career Preparation I (Apex)
College and Career Preparation II (Apex) 
Computing for College and Careers A/B
Digital Citizenship A/B
Engineering and Technology A/B
Essential Career Skills
Exploring Agriculture and Business A/B
Exploring College and Careers A/B
Exploring Health Sciences A/B
Introduction to Astronomy
Revolutionary Ideas in Science

Healthcare and Human Services

Advanced Social and Community Services A/B
Allied Health Careers A/B
Anatomy and Physiology A/B
Applied Medical Terminology A/B 
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
Counseling and Mental Health A/B
Emergency Medical Responder
Emergency Medical Technician A/B
Exercise Science A/B
Fundamentals of Human Services A/B
Health Information Management A/B
Health Science 1 A/B
Health Science 2 A/B
Human Growth and Development 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 A/B
Principles of Health Science A/B (Apex)
Principles of Human Services A/B 



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 A/B (Apex)
Information Technology Applications (Apex)
International Business
Introduction to Business and Technology (Apex)
Legal Environment of Business A/B (Apex)
Management Fundamentals A/B (Apex)
Principles of Business Management A/B (Apex)
Principles of Business, Marketing, and Finance A/B
Principles of Business, Marketing, and Finance A/B (Apex)

 Professional Communications
Project Management Ready Certification

Marketing and Sales
Advertising and Public Relations A/B
Digital Marketing
Introduction to Social Media
Marketing Fundamentals A/B

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

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



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



College & Career Readiness

ACT® English
ACT® Mathematics
ACT® Reading 
ACT® Science Reasoning
ACT® WORKKEYS
ASVAB Mathematics
ASVAB Technology & General Science, Part 1
ASVAB Technology & General Science, Part 2
ASVAB Word Knowledge & Paragraph Comprehension
Accuplacer® Mathematics
Accuplacer® Reading
Accuplacer® Writing
HiSET® Preparation - Language Arts - Reading Part 1
HiSET® Preparation - Language Arts - Reading Part 2
HiSET® Preparation - Language Arts - Writing Part 1
HiSET® Preparation - Language Arts - Writing Part 2
HiSET® Preparation - Mathematics Part 1
HiSET® Preparation - Mathematics Part 2
HiSET® Preparation - Science Part 1
HiSET® Preparation - Science Part 2
HiSET® Preparation - Social Studies Part 1
HiSET® Preparation - Social Studies Part 2
Preparation for the GED® Test - Math
Preparation for the GED® Test - Reading Language Arts (RLA)
Preparation for the GED® Test - Science
Preparation for the GED® Test - Social Studies
SAT® Mathematics
SAT® Reading
SAT® Writing and Language
TABE® Language Level A
TABE® Language Level D
TABE® Language Level E
TABE® Language Level L
TABE® Language Level M
TABE® Mathematics Level A, Part 1
TABE® Mathematics Level A, Part 2
TABE® Mathematics Level D
TABE® Mathematics Level E
TABE® Mathematics Level L
TABE® Mathematics Level M
TABE® Reading Level A



TABE® Reading Level D
TABE® Reading Level E
TABE® Reading Level L
TABE® Reading Level M
TASC Preparation - Language-Arts Reading Part 1
TASC Preparation - Language-Arts Reading Part 2
TASC Preparation - Language-Arts Writing Part 1
TASC Preparation - Language-Arts Writing Part 2
TASC Preparation - Mathematics Part 1
TASC Preparation - Mathematics Part 2
TASC Preparation - Science Part 1

TASC Preparation - Science Part 2
TASC Preparation - Social Studies Part 1
TASC Preparation - Social Studies Part 2
TEAS - Test of Essential Academic Skills: English
TEAS - Test of Essential Academic Skills: Math
TEAS - Test of Essential Academic Skills: Reading
TEAS - Test of Essential Academic Skills: Science

English Language Acquisition

ELL Foundations: Level 1
ELL Foundations: Newcomer

BOARD AGENDA ITEM

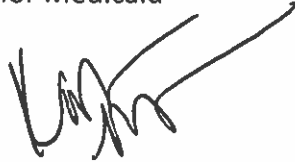
Information/Discussion _____

Future Action _____

Action x

Item: MDHHS Contract Bill-back for Medicaid

Submitted by: Kirsten Myers



Date: August 7, 2026

Recommended by: Kevin Phillips

Board Meeting Date: August 17, 2026

RECOMMENDATION:

Issue payments to MDHHS according to the MDCH Medicaid Bulletin SBS 03-04 Attachment II. Kent ISD annual share of this bill-back is approximately \$50,596.16 in quarterly payments of \$12,370.70.

BACKGROUND:

This is a contract bill-back for State Fiscal Year 2026 related to the statewide Michigan Random Moment Time Study (RMTS) and claim calculation process, based on information obtained from Public Consulting Group (PCG). PCG is the vendor responsible for all aspects of staff pool lists, time study process, RMTS statewide results calculation, compliance and financial reporting, financial data collection, training, customer service toll-free assistance, and other customer support services. Michigan Department of Health and Human Services (MDHHS) and School Services Program (SSP) providers share in the cost of the contract with PCG. Included in the SSP provider group are all 56 Michigan Intermediate School Districts (ISD), Michigan School for the Deaf, and Detroit Public Schools Community District.

The account number to be used: 22-1-213-3190-000-8180-00000-2308-8180

April 7, 2026

«Entity_Business_Name»
«Address_Line_1»
«CityTown» «State» «Zip»

NPI: «NPI»

Dear School Services Program Provider:

The purpose of this letter is to provide contract bill-back information for State Fiscal Year 2026 related to the statewide Michigan Random Moment Time Study (RMTS) and claim calculation process, based on information obtained from Public Consulting Group (PCG). PCG is the vendor responsible for all aspects of staff pool lists, time study process, RMTS statewide results calculation, compliance and financial reporting, financial data collection, training, customer service toll-free assistance, and other customer support services.

Michigan Department of Health and Human Services (MDHHS) and School Services Program (SSP) providers share in the cost of the contract with PCG. Included in the SSP provider group are all 56 Michigan Intermediate School Districts (ISD), Michigan School for the Deaf, and Detroit Public Schools Community District. The amount listed in the column titled "Quarterly ISD Cost" is your ISD's share of the contract cost that will appear on the quarterly invoice from MDHHS.

If you have questions or concerns, please contact Kevin T. Bauer, School Services Program Policy Specialist, by email at bauerk2@Michigan.gov.

Sincerely,



Keith Edmund White
Director, Bureau of Actuarial Services
Medicaid Operations

attachment

cc: Intermediate School District Financial Manager

Per Student Cost for FY2025		
Annual Fee/Student		\$0.85622
Quarterly Fee/Student		\$0.21405
Supplemental Cost/Student		\$0.13612
Quarterly Supp Cost/Student		\$0.03403

ISD/DPS/CD	2024-25 MISchoolData Student Enrollment Count	Contractor Cost	Contractor Cost after FFP	Annual Supplemental Cost	Annual Supplemental Cost after FFP	Total Estimated Cost ISD Share	Quarterly ISD Cost
Alligan Area ESA	13,301	\$11,388.56	\$5,694.28	\$1,810.49	\$905.25	\$8,599.53	\$1,649.88
Alpena-Montmorency-Alcona ESD	4,970	\$4,255.41	\$2,127.70	\$678.50	\$338.25	\$2,489.95	\$497.99
Barry ISD	3,644	\$3,120.06	\$1,560.03	\$496.01	\$248.01	\$1,808.04	\$361.61
Bay-Arenac ISD	14,422	\$12,348.38	\$6,174.19	\$1,983.08	\$991.54	\$7,155.73	\$1,431.15
Berrien ISD	24,802	\$21,084.69	\$10,532.35	\$3,348.75	\$1,674.38	\$12,208.72	\$2,441.74
Branch ISD	5,846	\$4,834.21	\$2,417.11	\$766.52	\$383.26	\$2,801.36	\$560.27
C.O.O.R. ISD	7,063	\$6,047.47	\$3,023.74	\$961.39	\$480.70	\$3,504.43	\$698.88
Calhoun ISD	20,806	\$17,843.24	\$8,921.62	\$2,804.83	\$1,402.41	\$10,224.03	\$2,044.81
Charlevoix-Emmet ISD	7,683	\$6,576.33	\$3,289.16	\$1,045.79	\$522.89	\$3,812.06	\$762.41
Ches-Ontonagon-Presque Isle ESD	7,275	\$6,228.99	\$3,114.50	\$990.25	\$495.13	\$3,609.62	\$721.92
Clare-Gladwin RESD	6,323	\$5,413.87	\$2,706.94	\$860.67	\$430.33	\$3,137.27	\$627.45
Clinton County RESA	10,765	\$9,217.19	\$4,608.60	\$1,465.30	\$732.65	\$5,341.25	\$1,068.25
Copper Country ISD	6,178	\$5,289.72	\$2,644.86	\$840.93	\$420.47	\$3,069.32	\$613.86
Delta-Schoolcraft ISD	5,989	\$5,110.77	\$2,555.38	\$812.48	\$406.24	\$2,961.63	\$592.33
Detroit Public Schools Community District	49,038	\$41,987.25	\$20,993.62	\$6,674.91	\$3,337.45	\$24,331.08	\$4,866.22
Dickinson-Iron ISD	4,874	\$4,173.21	\$2,086.60	\$683.43	\$331.72	\$2,418.32	\$483.66
Eastern Upper Peninsula ISD	6,042	\$5,173.27	\$2,586.64	\$822.42	\$411.21	\$2,997.85	\$599.57
Easton RESA	12,853	\$11,004.98	\$5,502.49	\$1,749.51	\$874.76	\$6,377.25	\$1,275.45
Genesee ISD	57,345	\$49,099.66	\$24,549.93	\$7,805.83	\$3,902.82	\$28,452.74	\$5,690.55
Gogebic-Ontonagon ISD	2,019	\$1,728.71	\$864.35	\$274.82	\$137.41	\$1,001.76	\$200.35
Grafton-Isabella RESD	11,509	\$9,954.22	\$4,927.11	\$1,566.57	\$783.29	\$5,710.40	\$1,142.08
Heritage Southwest ISD	5,912	\$5,061.96	\$2,530.98	\$804.72	\$402.36	\$2,933.34	\$586.67
Hillsdale ISD	5,077	\$4,347.02	\$2,173.51	\$691.07	\$345.53	\$2,519.04	\$503.81
Huron ISD	3,627	\$3,105.50	\$1,552.75	\$493.70	\$246.85	\$1,799.60	\$359.92
Ingham ISD	41,536	\$35,563.90	\$17,781.95	\$5,653.76	\$2,826.88	\$20,608.83	\$4,121.77
Ionia ISD	8,857	\$7,583.53	\$3,791.76	\$1,205.59	\$602.79	\$4,394.56	\$878.91
Iosco RESA	3,496	\$2,995.05	\$1,497.53	\$476.14	\$238.07	\$1,735.60	\$347.12
Jackson ISD	21,706	\$18,585.08	\$9,292.54	\$2,954.58	\$1,477.29	\$10,768.82	\$2,153.76
Kalamazoo RESA	34,061	\$29,163.66	\$14,581.83	\$4,636.26	\$2,318.14	\$16,899.97	\$3,379.99
Kent ISD	99,730	\$85,390.68	\$42,695.34	\$13,574.95	\$6,787.48	\$49,482.82	\$9,896.56
Lapeer ISD	10,645	\$9,114.45	\$4,557.22	\$1,448.97	\$724.48	\$5,261.71	\$1,052.34
Lenawee ISD	13,949	\$11,943.39	\$5,971.70	\$1,896.70	\$948.35	\$6,921.04	\$1,384.21
Livingston ESA	24,283	\$20,791.56	\$10,395.78	\$3,305.33	\$1,652.66	\$12,048.44	\$2,409.69
Macomb ISD	117,598	\$100,689.60	\$50,344.80	\$16,007.09	\$8,003.55	\$58,348.34	\$11,669.67
Manistee ISD	6,400	\$5,479.80	\$2,739.90	\$871.15	\$435.57	\$3,175.47	\$635.09
Marquette-Alger RESA	8,804	\$7,366.90	\$3,683.45	\$1,171.15	\$585.58	\$4,269.03	\$853.81
Mecosta-Osceola ISD	7,770	\$6,652.62	\$3,326.41	\$1,057.63	\$528.81	\$3,855.22	\$771.04
Menominee ISD	2,644	\$2,263.84	\$1,131.92	\$359.89	\$179.95	\$1,311.87	\$262.37
Michigan School for the Deaf	109	\$93.33	\$46.66	\$14.84	\$7.42	\$54.06	\$10.81
Midland County ESA	11,369	\$9,734.35	\$4,867.17	\$1,547.51	\$773.76	\$5,649.93	\$1,129.99
Monroe ISD	19,404	\$16,614.07	\$8,307.03	\$2,641.21	\$1,320.61	\$9,627.64	\$1,925.53
Montcalm Area ISD	11,848	\$9,973.23	\$4,986.62	\$1,585.49	\$792.75	\$5,779.36	\$1,155.87
Muskegon Area ISD	25,215	\$21,589.55	\$10,794.78	\$3,432.19	\$1,716.10	\$12,510.87	\$2,502.17
Newaygo County RESA	6,793	\$5,816.29	\$2,908.15	\$924.84	\$462.32	\$3,370.47	\$674.09
Northwest Education Services	19,889	\$17,029.33	\$8,514.67	\$2,707.23	\$1,353.62	\$9,868.28	\$1,973.66
Oakland Schools	169,384	\$145,029.73	\$72,514.87	\$23,056.05	\$11,528.02	\$84,042.89	\$16,808.58
Ottawa Area ISD	46,307	\$39,648.92	\$19,824.46	\$6,303.17	\$3,151.59	\$22,976.04	\$4,595.21
Saginaw ISD	25,444	\$21,785.63	\$10,892.81	\$3,463.36	\$1,731.68	\$12,624.49	\$2,524.90
Sanilac ISD	5,387	\$4,612.45	\$2,306.22	\$733.26	\$366.63	\$2,872.86	\$574.57
Shiawassee RESD	9,816	\$8,406.35	\$4,203.18	\$1,336.40	\$668.20	\$4,871.38	\$974.28
St. Clair County RESA	18,884	\$16,168.63	\$8,084.42	\$2,570.43	\$1,285.22	\$9,399.63	\$1,879.93
St. Joseph County ISD	9,537	\$8,165.76	\$4,082.88	\$1,298.15	\$649.07	\$4,731.95	\$946.39
Tuscola ISD	7,112	\$6,089.43	\$3,044.71	\$968.06	\$484.03	\$3,528.75	\$705.75
Van Buren ISD	15,506	\$13,278.24	\$6,639.12	\$2,110.90	\$1,055.45	\$7,894.57	\$1,578.91
Washtenaw ISD	43,232	\$37,018.04	\$18,508.02	\$5,884.61	\$2,942.31	\$21,450.33	\$4,290.07
Wayne RESA (excluding DPSCD)	211,816	\$181,392.51	\$90,696.26	\$28,832.04	\$14,416.02	\$105,007.28	\$21,001.46
West Shore ESD	7,025	\$6,014.94	\$3,007.47	\$956.22	\$478.11	\$3,485.58	\$697.12
Wexford-Missaukee ISD	11,574	\$9,909.67	\$4,954.84	\$1,575.42	\$787.71	\$5,742.65	\$1,148.53
TOTAL	1,373,481	\$1,176,000.00	\$588,000.00	\$188,954.15	\$93,477.68	\$681,477.08	\$136,295.22

Contractor Fees 4 Cost Pools (AOP+RMTS)	\$1,960,000.00	\$980,000.00	\$245,000.00
ISD Contractor Cost (60%)	\$1,176,000.00	\$588,000.00	\$147,000.00
Supplemental Cost (3-Partnership 40% ISD Funds)	\$180,954.15	\$90,477.08	\$22,369.27
TOTAL ISD Cost	\$1,356,954.15	\$678,477.08	\$169,369.27
State Contractor Cost (40%)	\$784,000.00	\$392,000.00	\$98,000.00
PCG Invoice Amount	\$1,960,000.00		\$490,000.00

Staff 1	annual
Staff 2	\$172,277.55
Staff 3	\$153,405.14
Staff 3	\$141,702.69
TOTAL	\$467,385.38

BOARD AGENDA ITEM

Information/Discussion: _____

Future Action: _____

Action: X

Item: TeamDynamix ITSM and ITAM software renewal

Submitted by: Tim Lillis

Recommended by: Glen Finkel

Date: 8.05.2026

Board Meeting Date: 8.17.2026

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the year 2 renewal of TeamDynamix software licenses in the amount of \$79,969.76.

BACKGROUND:

In November 2026, Kent ISD entered into a five-year agreement with TeamDynamix for its IT Service Management (ITSM) software. In addition to the ITSM platform, Kent ISD also licenses the TeamDynamix IT Asset Management platform (ITAM).

This renewal includes licensing for both ITSM and ITAM with an effective date of 11/21/2026 – 11/20/2027.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____ x _____

Item: McAlvey Merchant & Associates

Submitted by: Dan Behm

Date: August 11, 2026

Recommended by: Dr. Ron Gorman

Board Meeting Date: August 17, 2026

RECOMMENDATION:

It is recommended that the Kent ISD Board of Education approve a contract with McAlvey Merchant & Associates for the 2026–2027 school year to provide governmental representation and advocacy services on behalf of Kent, Muskegon, and Ottawa counties.

BACKGROUND:

McAlvey Merchant & Associates provides governmental representation and advocacy services focused on legislative and policy issues impacting public education. These services help ensure that the interests and priorities of West Michigan school districts are effectively represented with state policymakers and other key stakeholders.

For the 2026–2027 school year, Kent ISD will serve as the contracting entity for governmental representation and advocacy services benefiting Kent, Muskegon, and Ottawa counties. Through this collaborative approach, the three counties will continue to have a coordinated voice on legislative, budgetary, regulatory, and policy matters affecting public education across the region.

Kent ISD will initially contract and pay for the services provided by McAlvey Merchant & Associates. Muskegon and Ottawa counties will be billed quarterly for their respective portions of the services provided.

BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action __X__

Item: Game Design Computer Replacement

Submitted by: Russell Bray

Date: __08/11/26_____

Recommended by: Kevin Philipps

Board Meeting Date: __08/17/26_____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of thirty computers to replace the end-of-life units in the 3D Game Design lab in the amount of \$33,600.

BACKGROUND:

This request was brought to the Facilities Department in January for consideration in the Capital Outlay process. Through a process error in the Facilities Department, these were ordered without board approval earlier this year. Facilities is reviewing this process with the Business Office and requesting programs to prevent this error in the future.

REMC pricing is provided for these units. Secondary Capital Outlay account will be used to fund this purchase.

Attached:

Sehi Quote #Q00301648

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action x _____

Item: UKG Kronos Systems, Kronos Software

Submitted by: Dennis Baine

Date: August 6, 2026

Recommended by: Kevin Philipps

Board Meeting Date: August 17, 2026

RECOMMENDATION:

It is recommended that the Kent ISD Board approve the renewal purchase of the UKG Kronos Timekeeping Software for the period of July 1, 2026, through June 30, 2027, at a total cost not to exceed \$62,000.

BACKGROUND:

Kent ISD currently uses the UKG Kronos Timekeeping System as the organization-wide platform for recording employee time and attendance. The system is used across all departments and employee groups to support time entry, time-off requests, and approval workflows.

Kronos is integrated into established payroll and administrative processes, making continued access essential to the timely and accurate processing of employee payroll. Replacing the system would require a significant investment of staff time and resources for system selection, implementation, configuration, data conversion, testing, training, and change management. Transitioning to a different platform could also introduce operational and payroll risks during implementation.

Renewing the current software will provide continuity for employees, supervisors, payroll staff, and administrators while avoiding the disruption and additional costs associated with an immediate system replacement.

The monthly cost is based on \$2.95 per employee and \$0.60 per manager/timesheet approver. The renewal will cover the period of July 1, 2026, through June 30, 2027, at a total cost not to exceed \$62,000.

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: Approval of Resolution for WMHIP Trustee and Alternate Trustee

Submitted by: Kevin Philipps

Date: 8-3-26

Recommended by: Kevin Philipps *KL*

Board Meeting Date: 8-17-26

RECOMMENDATION:

Administration recommends approving a resolution to appoint Kevin Philipps as Trustee and Dave Rodgers as Alternate Trustee to represent Kent ISD interests within the West Michigan Health Insurance Pool (WMHIP).

BACKGROUND:

Kent ISD is a member of the West Michigan Health Insurance Pool with many of its employees participating in their medical insurance programs. As a member of the pool, the bylaws require each organization to identify a Trustee and an Alternate Trustee. Trustee and Alternate Trustee would be responsible for representing the interests of Kent ISD and voting on official pool business.

If there are any questions in advance of the meeting, please feel free to contact me.

Attachment(s)

GOVERNING BODY OF

(the “Member Group”)

RESOLUTION NAMING TRUSTEE AND ALTERNATE TRUSTEE

PREMISES

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

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

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

[Insert Trustee’s Name]

[Insert Alternate Trustee's Name]

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

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

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

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

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the
Governing Body of the _____,
_____ Counties, State of Michigan, at a
_____ meeting held on _____, 2014~~7~~, and that this meeting was conducted
and public notice of this meeting was given pursuant to and in full compliance with the Open Meetings
Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of this meeting were kept and
will be or have been made available as required by this Act.

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

_____ and that the following
Members were absent _____.

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

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

Secretary

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action ____ x ____

Item: Capital Outlay Equipment – Minivan

Submitted by: Russell Bray

Date: ____ 7/27/26 ____

Recommended by: Kevin Philipps

Board Meeting Date: ____ 8/17/26 ____

RECOMMENDATION:

It is recommended that the Kent ISD Board approve the purchase of a 2027 Chrysler Pacifica Select from Lafontaine Chrysler, Dodge, Jeep for \$42,080.00. This vehicle will be purchased using the MiDeal Extended Purchasing Program. The MiDeal program satisfies all of the bid requirements for the State of Michigan and allows us to purchase this equipment without doing our own bid process.

BACKGROUND

This pool vehicle will replace a leased vehicle and will be used for transporting of Empower U North students. This purchase utilizes center-based capital outlay funds.

LaFontaine CDJR-Lansing

6131 S. Pennsylvania Ave.

Lansing, MI 48911

517-394-1022-Direct

517-394-1205-Fax

mdeacon@lafontaine.com

Name: Kent ISD

Address: _____

City: _____ State: _____ Zip: _____

Contact: Aaron Stockeland

Phone: _____

Email: aaronstockeland@kentisd.org

Date: 7/16/2026

Quote 071626

State of Michigan Contract 240000001206		
RUCH53	2027 Chrysler Pacifica Select	\$42,080.00
27L	3.6L V6	
PXJ	Diamond Black	
SJX3	Black Caprice Leatherette Bucket Seats	
Per contract delivery is \$2.00 a mile one way mileage.		
By signing the purchase agreement you agree to purchase of the vehicle or		
vehicles X _____		
Total Cost:		\$42,080.00

Signed Michelle Deacon

Please note payment is due within 30 days of delivery. Any invoices paid after 30 days may be subject to a 1.5% late fee

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action x

Item: News 2 You for Center Programs

Submitted by: Kirsten Myers

Date: August 10, 2026

Kirsten Myers

E5DD6C93035CE3A1FDEFDAA335B1A115

readyalign

Recommended by: Kevin Phillips

Board Meeting Date: August 17, 2026

RECOMMENDATION:

The purchase of Unique Learning System and News2you from Everway LLC (formerly n2y LLC) for Center Programs at a total cost for 2026-27 of \$53,054.10.

The cost breakdown is as follows:

3	KEC Beltline	\$3,536.94
1	KEC Oakleigh	\$1,178.98
14	Lincoln School	\$16,505.72
8	Lincoln Developmental Center	\$9,431.84
8	Pine Grove Learning Center	\$9,431.84
3	Empower U North	\$3,536.94
4	Empower U Central	\$4,715.92
4	Empower U South	\$4,715.92

BACKGROUND:

Unique Learning System is a curriculum resource with monthly unit themes. Each unit contains 20-30 lessons and activities within the four main subject areas. Each lesson can be differentiated for individual students.

N2Y is the overarching company but also a weekly current event lesson. Each week highlights a new current event with 10-15 activities to complete. Each activity can be differentiated for students.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action x _____

Item: Adult Education Rental Agreement w/ GRCC

Submitted by: Gerry Verwey

Date: 7/27/26

Recommended by: Kevin Philipps

Board Meeting Date: 8/17/26

RECOMMENDATION:

It is recommended that the Board approve the continuation of the Rental Agreement between Kent ISD Adult Education and Grand Rapids Community College for the 2026-2027 school year for the base fee of \$58,100 annually, with the first of two payments for a total of \$29,950 to be paid at the start of the school year.

BACKGROUND:

Kent ISD Adult Education is entering the second of a three year facilities rental agreement with Grand Rapids Community College for the use of classroom and office spaces on the 3rd floor of Sneden Hall on Fulton St., as well as for staff and student parking. This rental agreement represents a rental rate of \$15 per square foot per year, as well as a total of \$1,800 annually for employee parking and \$30,000 annually to support student parking. The total of \$30,000 for student parking is reconciled at the end of the contract year based on actual usage at the current GRCC student parking rate. As a result, you may note that the first payment for the 2026-27 school year reflects a credit in student parking that is carrying over from the 2025-26 school year.

GRCC will invoice Kent ISD once in August for the first half of the total payment, and then again in January for the second half.

**GRAND RAPIDS COMMUNITY COLLEGE
GRAND RAPIDS, MI
FACILITIES RENTAL AGREEMENT**

This Rental Agreement ("Agreement") is made and entered into for the period of July 1, 2025 through June 30, 2028 by and between Grand Rapids Community College ("College" or "GRCC"), 143 Bostwick Avenue NE, Grand Rapids, MI 49503 and the Kent Intermediate School District ("KISD" or "RENTER") (collectively, the "Parties").

Recitals:

- A. GRCC is a Michigan community college district located in Grand Rapids, Michigan.
- B. KISD is a Michigan intermediate school district located in Kent County, Michigan (the "County") and serving students in the County.
- C. KISD operates and maintains an Adult Basic Education ("ABE") Program which includes a full range of educational services to adults who are residents of the County.
- D. The College is an open access institution that prepares individuals to attain their goals and contribute to the community.
- E. KISD wishes to utilize GRCC's Sneden Hall facility for the purpose of operating the ABE Program, which will also serve to provide opportunities for students to integrate into a college degree or certificate granting programs.

NOW, THEREFORE, in consideration of the promises set forth herein, the Parties mutually agree as follows:

- 1. GRCC agrees to rent to KISD six (6) rooms within Sneden Hall, specifically rooms 302, 304, 306, 308, 310 and 312, for the explicit purpose of offering ABE Program instructional services and related testing. GRCC further agrees to make available space for a KISD staff person in the Welcome Center area on the first floor of Sneden Hall to support wayfinding for KISD students.
- 2. GRCC further agrees that KISD ABE Program staff and students will have access to other amenities within Sneden Hall, including common spaces, restrooms, and the Sneden Café.
- 3. This Agreement shall commence on July 1, 2025, and shall remain in effect through June 30, 2028. KISD will have access to the facility spaces referenced in Paragraph 1, above, during the College's standard operating hours on days when the College is open for normal operations. The Parties agree to meet regularly to review programming calendars and related operating hours to help to ensure appropriate access to meet ABE Program needs.
- 4. RENT - KISD agrees to pay a fixed base rental fee of **\$ 58,100 annually** to GRCC for the period of July 1 – June 30 for the length of this Agreement, with said payment being due as specified below in Paragraph 6 of this Agreement. This amount represents a rental rate of \$15 per square foot per year. In addition to the base rental rate, KISD agrees to pay a total of \$1,800 annually for employee parking and \$30,000 annually to support student parking. The total of \$30,000 will be reconciled at the end of the contract year based on actual usage at the current GRCC student parking rate. Any necessary financial adjustments will be incorporated into subsequent year's rental fees.
- 5. STAFFING, OPERATIONS AND MAINTENANCE
 - 5.1. Unless otherwise agreed in writing, KISD shall be solely responsible for providing staffing relating to the ABE Program, and no KISD employee, agent, volunteer or staff member shall be considered an employee of the College.

5.2 GRCC shall ensure that the premises identified in Paragraph 1, above, are accessible and operational during the time periods referenced in Paragraph 3, above, and the College shall provide standard custodial and maintenance services relating to the premises.

5.3 GRCC shall provide campus police services relating to the premises identified in Paragraph 1, above, by and through its Campus Police.

5.4 KISD employees on GRCC's campus in connection with the ABE Program shall be provided with building access in accordance with the College's Building Access Policy.

5.5 GRCC will work with KISD to permit signage necessary to assist KISD students with wayfinding. All such signage must be approved in writing by GRCC prior to installation.

5.6 KISD employees and students shall have access to the same catering and food services available to GRCC employees and students, based upon the same terms and conditions.

5.7 KISD shall maintain accurate and current records pertaining to ABE Program participants, their location(s) during ABE Program activities, staff members and volunteers, and such other records as might reasonably be required by GRCC. KISD agrees and acknowledges that it is solely responsible for the operation and conduct of ABE Program staff, volunteers, employees and agents.

5.8 GRCC Information Technology and the KISD will work together to ensure that the planning and deployment of telecommunications and data networks are industry standard and provide the needed functionality for both GRCC and the KISD. This includes the ability to connect to primary campuses and the use of telephone services in designated areas. Appropriate personnel from each institution will be granted necessary access to support critical network infrastructure.

5.9 The KISD ABE Program participants and KISD staff will have access to GRCC parking in the Sneden Parking Ramp or adjacent lot. Costs will be included in payments regarding use and occupancy, which shall be due as specified in Paragraph 6, below.

5.10 The approved academic calendars for each institution will be reviewed annually by representatives of GRCC and the KISD to identify differences and, to the extent practicable, coordinate building, facility and security coverage.

5.11 KISD shall conduct all ABE Program activities, or any other activity relating to, or arising out of this Agreement, in full compliance with all applicable GRCC policies, rules, regulations and practices, and in full compliance with all applicable federal, state and local laws, rules and regulations. KISD acknowledges, understands and agrees that its employees, guests and ABE Program participants on GRCC's campus for any purpose relating to, or arising out of this Agreement, shall be subject to, and comply with, all of the aforementioned standards. KISD further acknowledges, understands and agrees that it shall be solely responsible for the conduct of all of its employees, guests and ABE Program participants.

6. INSURANCE

Each Party shall maintain commercial general liability ("CGL"), or similar insurance, self-insurance, or pooled insurance reasonably acceptable to the other partner and commercial umbrella insurance with a limit of not less than \$1,000,000 per occurrence and/or \$3,000,000 aggregate. Insurance shall be written on an occurrence form and shall cover liability arising from operations, occupancy of

premises, property damage, bodily injury, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract.

7. **PAYMENT-** GRCC will invoice KISD once every six (6) months relating to the rental fees, parking fees and operational costs identified above. Invoices shall be paid within sixty days (60) after receipt.
8. **RELEASE OF LIABILITY -**GRCC assumes no responsibility for and KISD property brought onto the premises, and GRCC is expressly released and discharged from any and all liability for loss, injury or damages to any person or property that may relating to or arising out of the use of the FACILITY by KISD under this Agreement.
9. **DAMAGE -** KISD shall be liable for all damage to buildings, fields, grounds and equipment relating to or arising out of its use of any GRCC facility or premises under this Agreement. KISD agrees to pay the reasonable replacement or repair cost relating to all damages to any GRCC property, premises or facility (other than normal wear and tear) arising out of their use of any GRCC property, premises or facility under this Agreement. KISD will be invoiced separately for any costs associated with any damages contemplated by this Paragraph.
10. **MODIFICATIONS -** KISD shall make no temporary or permanent modifications to Sneden Hall or any GRCC property, premises or facility without the express written permission of GRCC.
11. **RELEASE AND INDEMNIFICATION -** KISD agrees to indemnify and hold GRCC harmless from any damage, claim, cause of action, liability, cost or expense, including harm to any person or property, caused by any breach of this Agreement by KISD, or by any act, omission, or neglect of KISD and any of its employees, agents, customers, or visitors. This clause shall survive the termination of this Agreement.
12. **SECURITY -** Except in cases of emergency necessitating the involvement of other local law enforcement, all security and law enforcement services related to the facility shall be provided by the Grand Rapids Community College Police Department.
13. **MANAGEMENT RIGHTS -** It is understood and agreed that GRCC hereby reserves the right to control and manage all of its property, premises and facilities, including any premises or facility contemplated by this Agreement, and to enforce all necessary and proper rules for the management and operation of the same. GRCC employees shall have free access at all times to all space occupied KISD, although unless deemed an emergency, GRCC will endeavor to avoid disruption of the ABE Program or any other delivery of KISD's services contemplated by this Agreement.
14. **TERMINATION -**This Agreement may be terminated by either Party upon one hundred and twenty (120) days' written notice.
15. **FORCE MAJEURE.** If the premises or facilities contemplated by this Agreement are rendered unsuitable for the purposes contemplated by this Agreement, or if the ABE Program can no longer be effected by reason of fire, tornado, earthquake, hurricane, flood, act of God, work stoppages or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental authority or agency, or any other cause which is beyond the control of GRCC or KISD, the Parties shall be released and forever discharged from their future obligations under this Agreement, except with respect to those obligations identified in Paragraph 10, above.
16. **OTHER PROVISIONS**

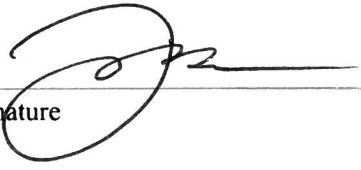
A. This Agreement and any documents incorporated by reference represent the entire Agreement

between the Parties and shall supersede all prior oral or written statements or agreements between the Parties in any way relating to Sneden Hall or the subject matter of this Agreement.

- B. This Agreement may only be amended by written agreement of the Parties, duly executed by GRCC and KISD.
- C. This Agreement shall be construed in accordance with the laws of the State of Michigan.
- D. Should any provision(s) of this Agreement be declared illegal, void or unenforceable, the Agreement shall remain in full force and binding upon the Parties as though said provision(s) had never been included in this Agreement.
- E. KISD has had an opportunity to examine the space and premises that are the subject of this Agreement. KISD is generally aware of the conditions anticipated to be present during the time period contemplated by this Agreement. All reasonable care will be taken to preserve the subject premises and facilities in their present condition.

IN WITNESS WHEREOF, the parties hereby execute this Agreement through the undersigned duly authorized representatives, this the 7 day of July, 2025.

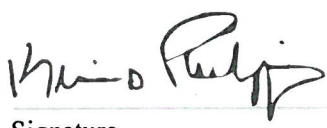
GRCC


Signature

John Globoker

Printed Name

RENTER


Signature

KEVIN PHILLIPS

Printed Name



Invoice No. #0000019940GENERALGRCC1
7/22/2026

Kent Intermediate School District
2930 Knapp NE

Grand Rapids, MI 49525

Account No: 0235811

EMPLOYEE PARKING 26/27	900.00
SNEDEN CLASSROOM RENTAL 26/27	29,050.00

Total Due: \$ 29,950.00

Terms: Net 30 Days

Due Date: 8/21/2026

Thank you for your business!

Detach and mail lower portion with payment. To ensure proper credit, include account number with payment.

Invoice No: #0000019940GENERALGRCC1	Invoice Due Date: 8/21/2026
Kent Intermediate School District	Remit To:
Total Due: \$29,950.00	GRCC Student Financial Service Office
Account No: 0235811	Attn: Head Cashier
Amount Enclosed: \$	143 Bostwick Ave. NE
	Grand Rapids, MI 49503
To pay by credit card, please call the GRCC Student Financial Service Office at 616-234-4194. If you have questions regarding this invoice, please call 616-234-4053	

BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: GMB Engineering services – KCTC East A wing HVAC

Submitted by: Russell Bray

Date: 7/13/26

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 7/20/26

RECOMMENDATION:

It is recommended that the Kent ISD board approve GMB Ecosystem of Teams to provide engineering services for the replacement and improvement of HVAC and associated equipment and components for KCTC East A wing in the amount of \$145,900.

BACKGROUND:

School Districts are required to have all plans and specifications for building or remodeling be prepared by a licensed Michigan architect or professional engineer for any project exceeding \$15,000 under Public Act 306. GMB is a quality architectural/engineering firm that works with many districts throughout West Michigan. Administration feels GMB will be an excellent partner for this project.

Under Michigan law, only construction services (MCL 380.1267) and supplies (MCL 380.1274) are required to be bid out. Construction Management, engineering, and design services are exempt from formal bid processes.

Attachment:

- GMB Proposal for KCTC East “A” Wing HVAC Improvements



May 28, 2026

Aaron Stockeland
Kent Intermediate School District
1655 E Beltline Ave NE
Grand Rapids, MI 49525

**RE: Proposal for Professional Services
KCTC East "A" Wing HVAC Improvements**

Dear Mr. Stockeland:

GMB Ecosystem of Teams (GMB) is pleased to be considered for the East "A" Wing HVAC Improvements for Kent Intermediate School District (Kent ISD) (Owner). Please find following our proposal for professional services (Proposal).

At GMB, education is at the center of everything we do. We are an education-focused partner committed to helping schools and communities navigate whatever challenges stand between them and the learning experiences they want to create. Whether you need support with financial planning, enrollment and demographic projections, communications strategy, branding, marketing, community engagement, building performance, or architecture and engineering services—our team brings the full breadth of our capabilities to help you move your mission forward.

GMB's Ecosystem of Teams

Instead of approaching each service in isolation, our teams collaborate across disciplines from the start, aligning data, planning, design, strategy, and communication into a unified process. This interconnected approach streamlines your workload, reduces complexity, and ensures every recommendation we make is grounded in what's best for your students, staff, and community.

Above all, we show up as a committed partner. Schools deserve support that adapts to their needs, responds to real-world conditions, and helps them make confident, informed decisions. Our goal is to provide that clarity and partnership through every phase of your project.

SCOPE OF WORK

GMB will provide architectural and engineering services in coordination with the selected Construction Manager, Owen-Ames-Kimball Co., for the project noted below. Services will include evaluation of existing conditions, development of design documents, coordination with the CM for budgeting and constructability, and support through bidding and construction. For the initial phase of this project, we will work with Kent ISD leadership to develop a scope of work and opinion of probable cost for these projects. Once approved, GMB will submit a follow-up proposal to complete the design work and construction documents.



KCTC East – “A” Wing Improvements

GMB will provide professional services for HVAC and associated interior improvements within KCTC East “A” wing. The scope includes evaluation and design for replacement of existing terminal units with Variable Air Volume (VAV) boxes with hot water reheat coils serving approximately ten zones, including a mix of offices and classrooms. The project includes replacement of the existing air handling unit and associated condenser serving this wing (approximately 10,000 CFM and 25 tons), as well as replacement of the make-up air unit located adjacent to the AHU that serves the Auto Technology space (approximately 5,000 CFM). The project also includes adding supplemental heat to the automotive repair bays, replacement of (4) vehicle exhaust fans, replacement of destratification fans, and adding cabinet heaters to bathrooms and new vestibule.

Architectural and electrical scope includes replacement of ceiling grid systems, ceiling pads, lighting and lighting controls in rooms impacted by the work. All systems will be coordinated to integrate with existing building infrastructure.

Additional architecture scope includes the addition of vestibule at the central entrance in the “A” Wing, clerestory replacement along the western portion of “A” wing, and the addition of a screening element along the road-side roof edge to block the view of mechanical equipment on the roof.

Design will be coordinated with the Construction Manager and OAK for constructability, phasing, and cost validation. Construction is anticipated to occur during Summer 2027, with bidding targeted for late 2026 through early 2027.

General Coordination and Support

Across all projects, GMB will provide coordination with OAK, the Construction Manager, and Owner stakeholders; participate in design review and cost-estimating milestones; prepare construction documents suitable for competitive bidding; support the bidding process; and provide construction phase services as defined in the final agreement.

Clarifications & Exclusions

Not applicable

TEAM & CONSULTANTS

The core leadership team will be as follows and will be with the project throughout the duration:

Jeff Hoag, AIA, NCARB, LEED AP	Client Leadership
Jorge Benitez, PE	Project Leadership
Jeff Twiest, PE	Mechanical Engineering

GMB does not anticipate the need for any consultants, but will assist the owner in determining additional consulting services required for the Project, as the scope is developed and finalized.

FEE

GMB proposes a fee of **\$145,900** (One Hundred Forty-Five Thousand Nine Hundred Dollars) to provide the scope of services as outlined above, based on an estimated \$2,130,000 project cost. If the scope of work changes after acceptance of this Proposal and additional services are required, the parties may negotiate an additional lump sum fee or GMB may perform on an hourly basis.



For services that are performed on an hourly basis, the following rates apply:

STANDARD HOURLY RATES

Executive	\$285.00
Principals / Practice Leaders	\$250.00
Senior Professional	\$250.00
Registered Professionals	\$205.00
Professionals	\$180.00
Construction Administration	\$180.00
Design Technicians	\$135.00
Administrative / Clerical / Intern	\$110.00

Hourly staff charges and expenses subject to change annually.

REIMBURSABLE COSTS

Expenses incurred by GMB in the performance of the work described in this Proposal are reimbursable and in addition to GMB's fee. Typical reimbursable costs include travel expenses beyond the project area, surveys, scanning of existing drawings, services of special consultants, models, laser scans, printing of over-sized documents, printing of full-sized drawings, 3D printing, CADD file conversions, color prints of documents, renderings and photographs, display boards, out-sourced audio-visual work, special computer programs specific to the project, plan review fees, and similar expenses required to perform the scope of services described in this Proposal. Reimbursable expenses are invoiced at cost, with no-mark up.

GMB will advise you in advance of any reimbursable expenses over \$500.00.

PAYMENT TERMS

Invoices submitted by GMB monthly are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice.

OWNERS RESPONSIBILITIES, TERMS & CONDITIONS

The current version of GMB's Standard Terms & Conditions for Architectural and Engineering Services are fully incorporated herein and are hereby made part of this Proposal.

Thank you for the opportunity and we look forward to partnering with the Kent Intermediate School District on this project.

Sincerely,

GMB

A handwritten signature in black ink, appearing to read 'Jeff Hoag'.

Jeff Hoag, AIA, NCARB, LEED AP
Client Leadership

A handwritten signature in black ink, appearing to read 'Jorge Benitez'.

Jorge Benitez, PE
Project Leadership



PROPOSAL ACCEPTANCE: To accept this proposal, please sign, date, and return to Jeff Hoag at jeffh@gmb.com.

Name: _____

Signature: _____

Title: _____

Date: _____

Proposal: Kent ISD – KCTC East “A” Wing HVAC Improvements

This agreement made between the **Kent Intermediate School District** hereinafter called the OWNER and GMB Ecosystem of Teams (GMB) agree the **Main Building "A" HVAC Improvements** hereinafter called the PROJECT follows:

SCOPE OF AGREEMENT

The services provided by GMB are limited to those described in the proposal. If any terms set forth in the proposal are expressly in conflict with the terms of this agreement, the terms of the proposal shall govern.

ARCHITECT'S RESPONSIBILITIES

Standard of Care. GMB Ecosystem of Teams will perform its services consistent with the professional skill and care ordinarily provided by licensed architects and engineers practicing in the same or similar locality under the same or similar circumstances. GMB Ecosystem of Teams shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. GMB Ecosystem of Teams shall assist the Owner in determining consulting services required for the Project.

Changed Conditions. If GMB Ecosystem of Teams becomes aware of any circumstances that were not originally known, per this agreement, that affect the scope of services, compensations, schedule or other terms of this Agreement, GMB Ecosystem of Teams may request for re-negotiation of appropriate portions of the Agreement. GMB Ecosystem of Teams will notify the OWNER of the changed circumstances necessitating re-negotiation. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

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.

Opinions of Probable Cost. If GMB Ecosystem of Teams is contracted to provide opinions of probable cost, the OWNER understands that GMB Ecosystem of Teams 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 GMB Ecosystem of Teams' opinions of probable costs are made on the basis of GMB Ecosystem of Teams' professional judgment and experience. GMB makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from GMB Ecosystem of Teams' opinion of probable cost.

OWNER'S RESPONSIBILITIES

Owner Provided Information. The OWNER shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The OWNER shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. GMB Ecosystem of Teams shall be entitled to rely on the accuracy and completeness of the Owner's information.

The OWNER shall furnish consulting services not provided by GMB Ecosystem of Teams but required for the Project, such as surveying, which could include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services.

Changes. The OWNER agrees to pay GMB Ecosystem of Teams for any changes or additions to the Scope of Services not specifically identified in this proposal. Such additional services may include, but not be limited to, providing or coordinating services of consultants, revisions due to changes in the Project scope, quality or budget, or due to OWNER requested changes in the approved design; Contractor requests for substitutions of materials or systems and providing services necessitated by the Contractor's failure to perform. GMB Ecosystem of Teams will prepare a quote for this additional work which will only be undertaken following Owner's written approval for such additional work.

USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

INSURANCE, INDEMNITY AND LIMITATIONS

GMB Ecosystem of Teams maintains General Liability and Professional Liability insurance policies as part of normal business practice. Certificates of insurance are available on request. The OWNER agrees to limit GMB's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to GMB Ecosystem of Teams' negligent acts, errors, or omissions, such that the total aggregate liability of GMB Ecosystem of Teams to all those named shall not exceed the amount of the fees actually paid by the Owner for the particular service which forms the basis of the claimed liability.

Indemnity. Subject to the Liability limitation in the paragraph above, GMB Ecosystem of Teams agrees to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of GMB Ecosystem of Teams in the performance of professional services under this Agreement, to the extent that GMB Ecosystem of Teams is responsible for such damages, liabilities and costs. GMB Ecosystem of Teams shall not be obligated to indemnify the OWNER for the OWNER's own negligence.

Mutual Waiver of Consequential Damages. Notwithstanding any other provisions of this Agreement, OWNER and GMB Ecosystem of Teams waive claims against each other for consequential damages arising out of or relating 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.

Hazardous Material. GMB Ecosystem of Teams shall have no responsibility for the discovery, documentation, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

DISPUTE RESOLUTION

If the Parties cannot reach resolution on a matter relating to or arising out of this Agreement, the Parties shall endeavor to reach resolution through good faith direct discussions between the Parties' representatives, who shall possess the necessary authority to resolve such matter. If the Parties' representatives are not able to resolve such matter, the Parties shall submit such matter to non-binding mediation by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. The cost of mediation shall be shared equally by the parties.

If mediation fails to resolve the claim or dispute, the Parties may then pursue 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.

OTHER PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Nothing contained in the Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or GMB Ecosystem of Teams.

BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action: X

Item: Qualtrics Renewal

Submitted by: Mark Maynard

Recommended by: Kevin Philipps

Date: 08.04.2026

Board Meeting Date: 08.17.2026

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the 1-year renewal for Qualtrics software for \$114,240.

BACKGROUND:

Kent ISD originally purchased Qualtrics in 2022 to provide survey administration capabilities to pilot the MI Student Voice surveys. Since then, the use of Qualtrics has expanded with the growth of the MI Student Voice survey and the addition of the staff and parent/guardian surveys. Additionally, our organization uses Qualtrics to support smaller survey projects for our local districts, Title IX data collection, as well as to support Kent ISD's strategic planning process.

BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____

Item: Approval of Construction Management Agreement

Submitted by: Kevin Philipps

Date: 8.10.2026

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 8.17.2026

RECOMMENDATION

It is recommended that the Kent ISD School Board approve the proposed agreement between Kent ISD and Owen Ames Kimball for construction management services for the KCTC satellite campus. The proposed fee is 4% of the cost of work (i.e. cost of construction) plus reimbursable expenses.

BACKGROUND

Owen Ames Kimball has been Kent ISD's lead construction manager for large construction projects for the last 10+ years and administration believes they are perfectly positioned to provide the best construction management services for the new satellite campus at the Dutton Elementary site.

CTE Capital Projects funds will be used to pay for the construction management services.

Attachment(s)

AIA® Document C132® – 2019

Standard Form of Agreement Between Owner and Construction Manager as Adviser

AGREEMENT made as of the « » day of « » in the year « 2026 »
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Kent Intermediate School District
402930 Knapp Street NE
Grand Rapids, MI 49525

and the Construction Manager:
(Name, legal status, address, and other information)

Owen-Ames-Kimball Co
Suite 600
126 Ottawa Ave NW
Grand Rapids, MI 49503

for the following Project:
(Name, location, and detailed description)

Kent Intermediate School District South Campus as directed by administration
.

The Architect:
(Name, legal status, address, and other information)

Progressive Companies
1811 4 Mile Road, NE
Grand Rapids, MI 49525

The Owner and Construction Manager agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition.

AIA Document A232™–2019 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	CONSTRUCTION MANAGER'S RESPONSIBILITIES
3	SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Kent Intermediate School District South Campus as direct by administration

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

« »

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

« A fixed sum to be established by the Owner as a condition of this Agreement, in accordance with the relevant election ballot language. »

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

To be determined»

.2 Construction commencement date:

«To be determined»

.3 Substantial Completion date or dates:

«To be determined »

.4 Other milestone dates:

«To be determined »

§ 1.1.5 The Owner intends the following procurement method for the Project:
(Identify method such as competitive bid or negotiated contract.)

«Multiple Prime Contractors, competitively bid in accordance with the Revised School Code and other applicable laws.
»

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction are set forth below:
(Identify any requirements for fast-track scheduling or phased construction and, if applicable, list number and type of bid/procurement packages.)

« Not applicable »

§ 1.1.7 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

« Not applicable »

§ 1.1.7.1

§ 1.1.8 Other Project information:
(Identify special characteristics or needs of the Project not provided elsewhere.)

« »

§ 1.1.9 The Owner identifies the following representative in accordance with Section 5.5:
(List name, address, and other contact information.)

« Russell Bray »
« Director of Facilities t »
« Kent Intermediate School District
2930 Knapp Street NE
Grand Rapids, MI 49525

»
« »

§ 1.1.10 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:
(List name, address, and other contact information.)

« As the Board of Education directs, the State of Michigan, and as otherwise required by law. »

§ 1.1.11 The Owner shall retain the following consultants and Contractors:
(List name, legal status, address, and other contact information.)

.1 Land Surveyor:

«To be determined »« »

« »
« »
« »
« »

.2 Geotechnical Engineer:

«To be determined »« »
« »
« »
« »
« »

.3 Civil Engineer:

«To be provided by Architect »« »
« »
« »
« »
« »

.4 Contractors, as defined in Section 1.4:

«To be determined by the Owner in accordance with competitive bidding requirements under law, including, as applicable MCL 380.1267, MCL 380.1274, and MCL 380.1274a »

.5 Separate Contractors, as defined in Section 1.4:

«To be determined »

.6 Other, if any:

(List any other consultants retained by the Owner.)

«To be determined »

§ 1.1.12 The Construction Manager identifies the following representative in accordance with Section 2.5:
(List name, address, and other contact information.)

« Jeremy Amshey, Chief Operating Officer »
« Owen-Ames-Kimball Co. »
« 126 Ottawa Ave NW »
« Grand Rapids, MI 49503 »
« »
« »

§ 1.1.13 The Construction Manager's staffing plan as required under Section 3.3.3 shall include:
(List any specific requirements and personnel to be included in the staffing plan, if known.)

« To be determined »

§ 1.1.14 The Construction Manager's consultants retained under Basic Services, if any:
(List name, legal status, address, and other contact information of any consultants.)

«To be determined »

§ 1.1.15 The Construction Manager's consultants retained under Supplemental Services:

«Not Applicable »

§ 1.1.16 Other Initial Information on which this Agreement is based:

«To be determined »

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Construction Manager may mutually agree to a written adjustment in the schedule for the Construction Manager's services, and the Construction Manager's compensation, as applicable. The Owner may adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties may agree upon protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.3.1

§ 1.4 The term "Contractors" refers to persons or entities who perform Work under contracts with the Owner that are administered by the Construction Manager and Architect. The term "Contractors" is used to refer to such persons or entities, whether singular or plural. The term does not include the Owner's own forces, or Separate Contractors, which are persons or entities who perform construction under separate contracts with the Owner not administered by the Construction Manager and Architect.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

§ 2.1 The Construction Manager shall provide the services as set forth in this Agreement.

§ 2.2 The Construction Manager shall perform its services consistent with the skill and care ordinarily provided by construction managers practicing in the same or similar locality under the same or similar circumstances and familiar with the school construction industry in Michigan. The Construction Manager shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.

§ 2.3 The Construction Manager shall provide its services in conjunction with the services of an Architect as described in the Agreement Between Owner and Architect. The Construction Manager shall not be responsible for actions taken by the Architect.

§ 2.4 The Construction Manager shall coordinate its services with those services provided by the Owner, the Architect, the Contractors, the Owner's Separate Contractors, and consultants of the Architect, Construction Manager, and Owner. Subject to the Construction Manager's professional judgement, experience, and expertise, the Construction Manager shall be entitled to rely on, and shall not be responsible for, the accuracy and completeness of services and information furnished by the Owner, the Architect, and the Owner's other consultants and Separate Contractors. The Construction Manager shall provide prompt written notice to the Owner if the Construction Manager becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.5 The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 2.6 The Construction Manager, as soon as practicable after execution of the Agreement, shall notify the Owner in writing of the names and qualifications of its proposed key staff members. The Owner may reply to the Construction Manager in writing, stating (1) whether the Owner has reasonable objection to a proposed key staff member or (2) that the Owner requires additional time to review. The Construction Manager shall not staff any employees on the Project to whom the Owner has made reasonable objection. The Construction Manager shall not change its key staff members without the Owner's consent, which shall not be unreasonably withheld or delayed. See also Section 12.4.

§ 2.7 Except with the Owner's knowledge and consent, the Construction Manager shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Construction Manager's judgment with respect to this Project.

§ 2.8 The Construction Manager shall maintain insurance of types and amounts set forth below, as required by law, or as set forth in any Certificate of Insurance provided by the Construction Manager, whichever is greater.

§ 2.8.1 Commercial General Liability with policy limits of not less than « One Million Dollars » (\$ « 1,000,000.00 ») for each occurrence and Two Million Dollars (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.8.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager with policy limits of not less than « One Million Dollars » (\$ « 1,000,000 ») per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.8.3 The Construction Manager may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.8.1 and 2.8.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers. The Construction Manager shall provide excess or umbrella coverage with a policy limit of not less than Five Million Dollars (\$5,000,000).

§ 2.8.4 Workers' Compensation at statutory limits and Employers Liability with policy limits not less than «Five Hundred Thousand Dollars » (\$ «500,000 ») each accident, « Five Hundred Thousand Dollars » (\$ « 500,000 ») each employee, and Five Hundred Thousand Dollars (\$ 500,000) policy limit.

The Construction Manager hereby agrees to waive rights of subrogation. The Construction Manager agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

§ 2.8.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than « One Million Dollars » (\$ « 1,000,000.00 ») per claim and «Three Million » (\$ «3,000,000 ») in the aggregate.

§ 2.8.6 **Additional Insured Obligations.** The Construction Manager shall cause all general liability insurance policies, including the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured.. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations using the 2013 version of ISO forms CG 2010 07 04 and CG 2037 07 04 or their equivalent.

§ 2.8.7 Insurances required or otherwise provided by the Construction Manager shall either be (i) occurrence-based and maintained in force during the life of each individually permitted Project and for a period of no less than twelve (12) months after the relevant date of Substantial Completion of the Project, or (ii) claims-made and maintained in force during the life of the Project and for a period of no less than seven (7) years after the relevant date of Substantial Completion of the Project.

§ 2.8.8 At or before execution of this Agreement, the Construction Manager shall provide certificates of insurance to the Owner that evidence the Construction Manager's insurances (i) comply with the requirements in this Section 2.8, (ii) are primary and non-contributory, and (iii) may not be, non-renewed, or eliminated without at least thirty (30) days' prior written notice to the Owner.

§ 2.8.9 The Construction Manager shall require each Contractor to provide the insurance it is required to procure and maintain under the General Conditions. The Construction Manager will also maintain records detailing the Contractor's insurance coverages and provide such records to the Owner.

§ 2.9 The Construction Manager shall assist the Owner, Architect, and other Project participants in establishing building information modeling and digital protocols for the Project..

§ 2.10 A centralized electronic document management system will be used on the Project, and the Construction Manager shall be responsible for managing and maintaining the centralized electronic document management system at no additional cost to the Owner, except as specifically identified and agreed in Article 11.

§ 2.11 The Construction Manager shall retain all Project related documents and information it receives for a period of at least six (6) years following final completion of the Project, during which period the Owner and Architect shall have access to the documents and information. The Construction Manager shall notify the Owner in writing at least ninety (90) days before disposing of any referenced records for any reason and at any time, to afford the Owner sufficient notice to

take possession of such records if required or desired. The Construction Manager shall transmit the documents and information to the Owner upon the Owner's request.

§ 2.12 The Construction Manager, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, statutes, acts, ordinances, rules, regulations, applicable licensing requirements and lawful orders of public authorities (collective, "Laws") in connection with the performance of the services under this Agreement. The Construction Manager shall also comply with the applicable Board of Education policies and procedures of the Owner, which may be found on the Owner's website or obtained upon request.

ARTICLE 3 SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES

§ 3.1 Definition

§ 3.1.1 The Construction Manager's Basic Services consist of those described in this Agreement, AIA Document A232-2019, as modified, and any other Contract Document, unless such services are expressly designated as Additional Services. Basic Services shall include, but are not limited to, usual and customary construction coordination, scheduling, constructability review, cost estimating, and allocation and supervision of construction activities among the Contractors.

§ 3.2 Preconstruction Phase

§ 3.2.1 The Construction Manager shall review, analyze and assist in the development of the program furnished by the Owner and any evaluation of the Owner's program provided by the Architect, to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner and Architect.

§ 3.2.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other. The Construction Manager shall maintain a current budget statement for this Project.

§ 3.2.3 The Construction Manager shall prepare, and deliver to the Owner, for the Owner's approval, a written Construction Management Plan that includes, at a minimum, the following: (1) preliminary evaluations required in Section 3.2.2, (2) a Project schedule, (3) cost estimates, (4) recommendations for Project delivery method, and (5) Contractors' scopes of Work. The Construction Manager shall update the Construction Management Plan monthly, or as otherwise appropriate, for the Owner's approval, over the course of the Project. The Construction Manager acknowledges that the Owner is not a construction professional and that approval by the Owner is for general concepts only.

§ 3.2.4 The Construction Manager shall prepare and periodically update in writing, at least monthly or as otherwise agreed by the Owner and Construction Manager, the Project schedule included in the Construction Management Plan for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities and highlight items that could affect the Project's timely completion. The anticipated construction schedule, including critical and long-time items, should be taken into account.

§ 3.2.5 The Construction Manager shall update the Project schedule to include the components of the Work, including but not limited to phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products, materials and equipment, including but not limited to those that must be ordered in advance of construction, obtaining the required reviews and approvals of authorities having jurisdiction over the Project, and the occupancy requirements of the Owner. The Construction Manager shall provide the current Project construction schedule for each set of bidding documents.

§ 3.2.6 Based on the preliminary design, design criteria, and other information prepared or provided by the Architect and other Owner consultants, the Construction Manager shall prepare, for the Architect's review and Owner's approval, preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques, including but not limited to the establishment of sufficient contingency to reasonably anticipate the development of the Project's design documents. If the Architect suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of these alternative materials and systems and may also provide its own suggestions.

§ 3.2.7 The Construction Manager shall expeditiously review design documents during their development and advise the Owner and Architect on proposed site use and improvements, selection of materials, building systems, and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect, consistent with the Project requirements, on constructability; availability of materials and labor; sequencing for phased construction; time

requirements for procurement, installation and construction; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions. Such reviews do not alter the Architects responsibility for its design.

§ 3.2.8 The Construction Manager shall review recommendations for systems, materials, or equipment for the impact upon cost, schedule, sequencing, constructability, and coordination among the Contractors. The Construction Manager shall discuss its findings with the Owner and the Architect, and, with the Owner's approval and as necessary, coordinate resolution, of any such impacts.

§ 3.2.9 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, in writing, at least monthly or as otherwise agreed by the Owner and Construction Manager, an estimate of the Cost of the Work with increasing detail and refinement. The Construction Manager shall include in the estimate those costs to allow for further development of the design, bidding or negotiating, price escalation, and market conditions. The Construction Manager will review and verify that all Project contingency funds are of reasonable type and amount prior to providing and proposing cost estimates. The estimate shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall inform the Owner and Architect in the event that the estimate of Cost of the Work exceeds the latest approved Project budget, and shall make recommendations for corrective action.

§ 3.2.10 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations whenever reasonably determinable that the design, or details, adversely affect cost, scope, schedule, constructability, or quality of the Project.

§ 3.2.11 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding the assignment of responsibilities for temporary Project facilities and equipment, materials and services for common use of the Contractors. The Construction Manager shall verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.

§ 3.2.12 The Construction Manager shall provide recommendations and information to the Owner regarding the allocation of responsibilities for safety programs among the Contractors.

§ 3.2.13 The Construction Manager shall provide recommendations to the Owner on the division of the Project into individual contracts for the construction of various categories of Work, including the method to be used for selecting Contractors and awarding Contracts for Construction. The Construction Manager shall review the Drawings and Specifications and make recommendations as required to provide that (1) the Work of the Contractors is coordinated, (2) all requirements for the Project are assigned to the appropriate Contract, (3) the likelihood of jurisdictional disputes is minimized, and (4) proper coordination is provided for phased construction.

§ 3.2.14 The Construction Manager shall make recommendations about, expedite, and coordinate the ordering and delivery of, products, materials, and equipment, in support of the schedule, including those that must be ordered in advance of construction.

§ 3.2.15 The Construction Manager shall assist the Owner in selecting, retaining, and coordinating the professional services of surveyors, geotechnical engineers, special consultants, and construction materials testing required for the Project.

§ 3.2.16 The Construction Manager shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations for actions designed to minimize adverse effects of labor shortages.

§ 3.2.17 The Construction Manager shall assist the Owner in obtaining information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental authorities for inclusion in the Contract Documents.

§ 3.2.18 Following the Owner's approval of the Drawings and Specifications, the Construction Manager shall update and submit the latest estimate of the Cost of the Work and the Project schedule for the Architect's review and the Owner's approval.

§ 3.2.19 The Construction Manager, in consultation with the Owner, shall develop bidders' interest in the Project and establish bidding schedules. The Construction Manager shall develop the Bidding Documents in compliance with applicable laws, which consist of bidding requirements and proposed Contract Documents. The Construction Manager, with the assistance of the Architect, shall issue Bidding Documents to bidders, prepare and publish necessary bid notices and advertisements, and conduct pre-bid conferences with prospective bidders. The Construction Manager shall issue the current Project schedule with each set of Bidding Documents. The Construction Manager shall assist the Architect with regard to questions from bidders and with the issuance of addenda. Bid documents shall acknowledge that modified forms of the Owner/Contractor Agreement and General Conditions shall be used.

§ 3.2.20 The Construction Manager shall develop and submit a list of prospective bidders to whom copies of the invitation to bid are to be sent for the Architect's review and the Owner's approval. Additionally, the Construction Manager acknowledges that its Basic Services include assisting and advising the Owner with respect to compliance with the competitive bidding requirements of MCL 380.1267 and MCL 380.1274.

§ 3.2.21 After the Owner receives bids, the Construction Manager, with the assistance of the Architect, shall review bids, and prepare bid analyses, conduct post-bid interviews with apparent low bidders, and make recommendations to the Owner for the Owner's award of Contracts for Construction or rejection of bids.

§ 3.2.22 The Construction Manager, with the assistance of the Architect, shall assist the Owner in preparing Contracts for Construction. The Construction Manager shall advise the Owner on the acceptability of Subcontractors and material suppliers proposed by Contractors. As part of its assistance, the Construction Manager shall verify that the Contracts for Construction have been modified to conform with this Agreement and the Agreement between the Owner and the Architect, including but not limited to with respect to dispute resolution procedures, permit requirements, bond requirements, insurance requirements (including naming the Owner as an "additional insured"), indemnification, and an acknowledgement of the supremacy of Michigan law. The Construction Manager shall ensure that the Contracts for Construction and the General Conditions (premised on AIA Document A232-2019) have either been reviewed by, or drafted by, the Owner's legal counsel. The Construction Manager should include modified drafts of the Contract for Construction and General Conditions in the Bidding Documents.

§ 3.2.23 The Construction Manager shall advise the Owner as to all building and special permits required for the Project and shall assist the Owner in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the Contractors. The Construction Manager shall verify that the Owner has paid applicable fees and assessments. The Construction Manager shall assist the Owner and Architect in connection with the Owner's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

§ 3.2.24 The Construction Manager shall keep the Architect and the Owner informed of any changes in requirements, general market conditions or in construction materials, systems or equipment as the Drawings and Specifications are developed.

§ 3.2.25 In the event that the lowest bid(s) relative to any portion of the Work exceeds the estimate of Construction Costs provided by the Construction Manager as approved by the Owner, the Construction Manager shall assist the Architect in consultation with and at the direction of the Owner and shall proceed in accordance with Section 6.5.3 hereof, as part of the Construction Manager's Basic Services with no additional cost to the Owner.

§ 3.3 Construction Phase

§ 3.3.1 The Construction Manager shall provide on-site administration of the Contracts for Construction in cooperation with the Architect as set forth below and in AIA Document A232™-2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition, as modified for the Project.

§ 3.3.2 The Construction Manager's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates on the later of the date the Architect issues the final Certificate for Payment or 30 days after final payment to all Contractors is due. Nothing herein shall be deemed to eliminate or reduce the Construction Manager's obligations following the Construction Phase, which shall extend to the end of the Contractor's warranty periods or, if longer, as set forth in Article 12.

§ 3.3.3 The Construction Manager shall provide a staffing plan to include one or more representatives who shall be in attendance at the Project site whenever the Work is being performed. See also Section 12.4 and Section 12.18

§ 3.3.4 The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Contractors with each other and with those of the Construction Manager, the Owner and the Architect. The Construction Manager shall coordinate the activities of the Contractors in accordance with the latest approved Project schedule, Project cost estimates and the Contract Documents. The Construction Manager shall verify that each Multiple Prime Contractor has provided performance and payment bonds in compliance with the Contract Documents and applicable laws before that Contractor begins Work.

§ 3.3.5 The Construction Manager shall review and analyze the construction schedules provided by the Contractors to update the Project schedule, incorporating the activities of the Owner, Architect, and Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery and procurement of products, including those that must be ordered in advance of construction. The Project schedule shall include the Owner's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project schedule in writing, monthly or as otherwise agreed by the Owner and Construction Manager as required to show current conditions. If an update indicates that the previously approved Project schedule may not be met, the Construction Manager shall recommend corrective action to the Owner and Architect, including measures to restore the Project schedule.

§ 3.3.6 The Construction Manager shall schedule and conduct progress and construction meetings at least monthly, and as otherwise reasonably requested by the Owner, to discuss matters such as procedures, progress, coordination, and scheduling of the Work, and to develop solutions to issues identified. The Construction Manager shall prepare and promptly distribute minutes to the Owner, Architect and Contractors.

§ 3.3.7 In accordance with the Contract Documents and the latest approved Project schedule, and utilizing information from the Contractors, the Construction Manager shall review, analyze, schedule and coordinate the overall sequence of construction and assignment of space in areas where the Contractors are performing Work.

§ 3.3.8 The Construction Manager shall coordinate and schedule all tests and inspections required by the Contract Documents or governmental authorities, observe the on-site testing and inspections, and arrange for the delivery of test and inspection reports to the Owner and Architect.

§ 3.3.9 The Construction Manager shall use its best efforts to obtain satisfactory performance from each of the Contractors. The Construction Manager shall recommend courses of action to the Owner when requirements of a Contract are not being fulfilled.

§ 3.3.10 The Construction Manager shall monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner and Architect, in writing, monthly or as otherwise agreed by the Owner and Construction Manager, as to variances between actual costs and budgeted or estimated costs and the anticipated satisfaction of the Owner's fixed limit of construction cost. If a Contractor is required to submit a Control Estimate, the Construction Manager shall meet with the Owner and Contractor to review the Control Estimate. The Construction Manager shall promptly notify the Contractor if there are any inconsistencies or inaccuracies in the information presented. The Construction Manager shall also report the Contractor's cost control information to the Owner.

§ 3.3.11 On a monthly basis or as otherwise expressly agreed by the parties in writing, the Construction Manager shall develop and deliver to the Owner cash flow reports and forecasts for the Project and include them in the Construction Manager's progress reports, and shall advise the Owner and Architect as to variances between actual costs and budgeted or estimated costs.

§ 3.3.12 The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records, all of which shall be updated on at least a monthly basis.

§ 3.3.12.1 The Construction Manager shall develop and implement procedures for the review and processing of Applications for Payment by Contractors for progress and final payments.

§ 3.3.12.2 Not more frequently than monthly or as otherwise provided in the relevant Contracts for Construction, the Construction Manager shall review and certify the amounts due the respective Contractors as follows:

- .1 Where there is only one Contractor responsible for performing the Work, the Construction Manager shall, within seven days after the Construction Manager receives the Contractor's Application for Payment,

- review the Application, certify the amount the Construction Manager determines is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Architect.
- .2 Where there is more than one Contractor responsible for performing different portions of the Project, the Construction Manager shall, within seven days after the Construction Manager receives each Contractor's Application for Payment: (1) review the Applications and certify the amount the Construction Manager determines is due each Contractor; (2) prepare a Summary of Contractors' Applications for Payment by summarizing information from each Contractor's Application for Payment; (3) prepare a Project Application and Certificate for Payment; (4) certify the total amount the Construction Manager determines is due all Contractors collectively; and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Architect.

§ 3.3.12.3 The Construction Manager's certification for payment shall constitute a representation to the Owner, based on the Construction Manager's evaluations of the Work and on the data comprising the Contractors' Applications for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated, the quality and quantity of the Work is in accordance with the Contract Documents and has been performed in a good and workmanlike manner, and the Contractors are entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion; (2) results of subsequent tests and inspections; (3) correction of minor deviations from the Contract Documents prior to completion; and (4) specific qualifications expressed by the Construction Manager, identified in writing along with the relevant certification. The issuance of a Certificate for Payment shall further constitute a recommendation to the Architect and Owner that the Contractor be paid the amount certified.

§ 3.3.12.4 The certification of an Application for Payment or a Project Application for Payment by the Construction Manager shall not be a representation that the Construction Manager has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, procedures, or sequences for a Contractor's own Work; (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate each Contractor's right to payment; or (4) ascertained how or for what purpose that Contractor has used money previously paid on account of the Contract Sum. Nothing in this Section 3.3.12.4 shall be interpreted to reduce or eliminate the Construction Manager's duties set forth in Section 12.18.

§ 3.3.13 The Construction Manager shall obtain and review the safety programs developed by each Contractor solely and exclusively for purposes of coordinating the safety programs with those of the other Contractors and for making recommendations to the Owner for any additional safety measures to be considered in the Work of the Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractors, Subcontractors, agents or employees of the Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager. The Construction Manager shall advise the Contractor of safety violations and shall verify the correction of such violations if observed by the Construction Manager in light of its experience and expertise in Michigan school construction. The Construction Manager will report safety violations to the Owner if not reasonably, timely, and properly corrected in the field. Such duties and responsibilities of the Construction Manager shall in no way waive, limit or excuse the Contractor's full duty and liability with regard to safety.

§ 3.3.14 The Construction Manager shall determine that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents using the best efforts consistent with the standards of the construction industry for a construction manager-advisor and notify the Owner, Contractor and Architect of defects and deficiencies in the Work. Subject to the authority of the Owner, the Construction Manager shall reject Work that does not conform to the Contract Documents and shall notify the Architect about the rejection. The failure of the Construction Manager to reject Work shall not constitute acceptance of the Work. The Construction Manager shall record any rejection of Work in its daily log and include information regarding the rejected Work in its progress reports to the Architect and Owner pursuant to Section 3.3.22.1. Upon written authorization from the Owner, the Construction Manager may require and make arrangements for additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed, and the Construction Manager shall give timely notice to the Architect of when and where the tests and inspections are to be made so that the Architect may be present for such procedures. See Section 12.2.

§ 3.3.15 The Construction Manager shall advise and consult with the Owner and Architect during the performance of its Construction Phase Services. The Construction Manager shall have authority to act on behalf of the Owner only to the extent authorized by law and provided in this Agreement. The Construction Manager shall not have control over, charge

of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work of each of the Contractors, since these are solely the Contractor's rights and responsibilities under the Contract Documents. Except as otherwise provided in this Agreement, the Construction Manager shall not be responsible for a Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall be responsible for the Construction Manager's negligent acts or omissions, and others performing at the Construction Manager's direction or control, including but not limited to the failure to reject nonconforming Work.

§ 3.3.16 The Construction Manager shall transmit to the Architect and Owner requests for interpretations, and requests for information of the meaning and intent of the Drawings and Specifications, and provide its written recommendation. The Construction Manager shall assist in the resolution of questions that may arise.

§ 3.3.17 The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, and, if the proposed changes are accepted and approved by the Owner, prepare Change Orders and/or Construction Change Directives that incorporate the Architect's modifications to the Contract Documents. The Construction Manager shall contemporaneously review all changes and potential changes in the Work with the Owner and Architect for reason, cost, cause, and responsibility.

§ 3.3.18 The Construction Manager shall assist the Initial Decision Maker in the review, evaluation and documentation of Claims.

§ 3.3.19 Utilizing the submittal schedules provided by each Contractor, the Construction Manager shall prepare, and revise as necessary, a Project submittal schedule incorporating information from the Owner, Owner's consultants, Owner's Separate Contractors and vendors, governmental agencies, and all other participants in the Project under the management of the Construction Manager. The Project submittal schedule and any revisions shall be submitted to the Architect for approval.

§ 3.3.20 The Construction Manager shall promptly review all Shop Drawings, Product Data, Samples, and other submittals from the Contractors for compliance with the submittal requirements of the Contract, coordinate submittals with information contained in related documents, and transmit to the Architect those that the Construction Manager recommends for approval. The Construction Manager's actions shall be taken in accordance with the Project submittal schedule approved by the Architect, or in the absence of an approved Project submittal schedule, with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractors, the Owner, or the Architect. When transmitting submittals to the Architect, the Construction Manager shall indicate that it has reviewed such submittals for completeness.

§ 3.3.20.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractors by the Contract Documents, the Construction Manager shall review those submittals for sequencing, constructability, and coordination impacts on the other Contractors. The Construction Manager shall discuss its findings with the Owner and the Architect, and, with the Owner's approval as necessary, coordinate resolution, of any such impacts.

§ 3.3.21 The Construction Manager shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, delays, and other similar relevant data as the Owner may require. The log shall be available to the Owner.

§ 3.3.21.1

§ 3.3.21.2 The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information identified below:

- .1 Work completed for the period;
- .2 Project schedule status;
- .3 Submittal schedule and status report, including a summary of remaining and outstanding submittals;
- .4 Request for information, Change Order, and Construction Change Directive status reports;
- .5 Tests and inspection reports;
- .6 Status report of nonconforming and rejected Work;
- .7 Daily logs;
- .8 Summary of all Contractors' Applications for Payment;

- .9 Cumulative total of the Cost of the Work to date including the Construction Manager's compensation and reimbursable expenses at the job site, if any;
- .10 Cash-flow and forecast reports;
- .11 Photographs to document the progress of the Project;
- .12 Status reports on permits and approvals of authorities having jurisdiction; and
- .13 Any other items the Owner may require:

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§ 3.3.21.3 In addition, for Projects constructed on the basis of the Cost of the Work, the Construction Manager shall include the following additional information in its progress reports:

- .1 Contractors' work force reports;
- .2 Equipment utilization report;
- .3 Cost summary, comparing actual costs to updated cost estimates; and
- .4 Any other items as the Owner may require:

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§ 3.3.22 The Construction Manager shall make available, at the Project site, the Contract Documents, including Drawings, Specifications, addenda, Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. The Construction Manager shall make available all such records in electronic form or paper copy, available to the Owner, Architect, and Contractors. Upon completion of the Project, the Construction Manager shall deliver them to the Owner in reasonable condition and in good order.

§ 3.3.23 The Construction Manager shall arrange for the delivery, storage, protection and security of Owner-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Work.

§ 3.3.24 With the Architect and Owner's maintenance personnel, the Construction Manager shall observe, coordinate, arrange, and facilitate the Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.

§ 3.3.25 When the Construction Manager considers each Contractor's Work or a designated portion thereof substantially complete, the Construction Manager shall, jointly with that Contractor, prepare for the Architect and Owner a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.

§ 3.3.26 When the Work of all of the Contractors, or designated portion thereof, is substantially complete, the Construction Manager shall prepare, and the Construction Manager and Architect shall execute, a Certificate of Substantial Completion, dated current. The Construction Manager shall submit the executed Certificate to the Owner and Contractors. The Construction Manager shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall perform an inspection to confirm the completion of the Work of the Contractors and make recommendations to the Architect when the Work of all of the Contractors is ready for final inspection. The Construction Manager shall assist the Architect in conducting any final inspections.

§ 3.3.27 The Construction Manager shall forward to the Owner, with a copy to the Architect, the following information received from the Contractors: (1) certificates of insurance ; (2) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (3) affidavits, receipts,; and (4) any other documentation required of the Contractors under the Contract Documents, including warranties, record drawings, and similar submittals.

§ 3.3.28 The Construction Manager shall coordinate receipt, and delivery to the Owner, of other items provided by the Contractors, such as keys, manuals, record drawings, and maintenance stocks. The Construction Manager shall forward to the Architect a final Project Application for Payment and Project Certificate for Payment, or a final Application for Payment and final Certificate for Payment, upon the Contractors' compliance with the requirements of the Contract Documents.

§ 3.3.29 Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner. Consent shall not be unreasonably withheld.

§ 3.3.30 Prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner and Architect to review the facility operations and performance.

§ 3.3.31 As part of Basic Services, the Construction Manager shall be prepared to serve, and shall serve when requested by the Owner, as a witness in connection with any public hearing, arbitration proceeding, mediation, legal proceeding or administrative law proceeding.

§ 3.3.32 To the extent permitted by law or as required by the Owner, the Construction Manager shall require each Contractor for each separately bid portion of the Work to obtain and maintain a performance bond and payment bond in an amount covering the Contractor in a form and with a surety acceptable to the Owner in connection with its obligations thereunder, unless said portion of work is below the legally required threshold for bonding and Owner expressly waives bond requirement in writing. The amount of each bond shall be equal to one hundred percent (100%) of the Contract Sum. The Construction Manager shall deliver the required bonds to the Owner at least three (3) days before the commencement of any work at the Project site.

§ 3.3.33 The Construction Manager shall assist the Owner and the Architect in the planning and sequencing of construction activities in order to accommodate necessary Work during occupancy of the Project area in a manner acceptable to the Owner. The Construction Manager acknowledges and agrees that the Owner needs and will be using the Project area or portions thereof for its educational purposes during construction. The Construction Manager will perform its work and will coordinate and manage the work of the Contractors so as not to interfere with the Owner's use of the Project area for educational purposes, including but not limited to controlling and managing noise levels, safety, dirt, dust, debris, convenient access, etc.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1

Supplemental Services or Additional Service may be provided by the Construction Manager and compensated by the Owner as a Supplemental Service or Additional Service if: (a) required for the Project, (b) the Owner authorizes the performance of same in writing prior to the Construction Manager's provision of any such service, and (c) the Construction Manager provides a good faith estimate of the cost of same prior to the Owner's authorization. The Owner shall not be obligated to pay for any Supplemental Service or Additional Service in the absence of the foregoing. For a properly authorized Supplemental Service or Additional Service, the Owner shall compensate the Construction Manager as provided in Sections 11.2 through 11.4. Supplemental Services or Additional Services do not include those items listed below that are identified as Basic Services, which shall be provided as Basic Services.

Supplemental Services	Responsibility (Construction Manager, Owner or not provided)
§ 4.1.1.1 Measured drawings	
§ 4.1.1.2 Tenant-related services	
§ 4.1.1.3 Commissioning	Basic Service to the extent set forth in Section 3.3.24
§ 4.1.1.4 Development of a commissioning plan	Basic Service
§ 4.1.1.5 Sustainable Project Services pursuant to Section 4.1.3	
§ 4.1.1.6 Furniture, furnishings and equipment delivery, and installation coordination	Basic Service
§ 4.1.1.7 Furniture, furnishings and equipment procurement assistance	
§ 4.1.1.8 Assistance with site selection	
§ 4.1.1.9 Assistance with selection of the Architect	
§ 4.1.1.10 Furnish land survey	
§ 4.1.1.11 Furnish geotechnical engineering services	

§ 4.1.1.12	Provide insurance advice	
§ 4.1.1.13	Provide supplemental Project risk analysis and mitigation strategies	Basic Service
§ 4.1.1.14	Stakeholder relationships management	Basic Service, if requested by Owner
§ 4.1.1.15	Owner moving coordination	
§ 4.1.1.16	Coordination of Owner's Separate Contractors	Basic Service
§ 4.1.1.17	Other Supplemental Services	

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1

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§ 4.1.2.2

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§ 4.1.3

§ 4.2 Construction Manager's Additional Services

§ 4.2.1 The Construction Manager may provide Additional Services after execution of this Agreement if done so in compliance with the first paragraph of Section 4.1.1, without invalidating this Agreement. Except for services required due to the fault of the Construction Manager, any properly authorized Additional Services provided in accordance with this Section 4.2 shall entitle the Construction Manager to compensation pursuant to Section 11.3.

§ 4.2.2 The following Additional Services shall be provided if there has been compliance with the first paragraph of Section 4.1.1:

- .1 Services necessitated by a significant change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6. Services necessitated by sections 6.4 and 6.6 shall not be considered Additional Services;
- .2 Services necessitated by the enactment or revision of codes, laws, regulations or official interpretations after the date of this Agreement;
- .3 Services necessitated by decisions of the Owner not rendered in a timely manner, acknowledging the Owner's obligations under the Open Meetings Act;
- .4 ;
- .5 ;
- .6 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Construction Manager is party thereto, or Construction Manager's services are at issue;
- .7 Consultation concerning replacement of Work resulting from fire or other cause during construction and furnishing services required in connection with the replacement of such Work; or
- .8

§ 4.2.3 The Construction Manager shall provide the following Additional Services, if there is compliance with the first paragraph of Section 4.1.1:

- .1 Providing assistance to the Initial Decision Maker in evaluating an extensive number of Claims submitted by a Contractor or others in connection with the Work except those claims required for the timely completion of construction.
- .2 Services required in an emergency to coordinate the activities of a Contractor or Contractors in the event of risk of personal injury or serious property damage, consistent with Section 3.3.15.

§ 4.2.4 Except for services required under Section 3.3.30, Construction Phase Services provided more than 60 days after the timeframe established in Section 3.3.2, may be compensated as Additional Services to the extent the Construction Manager's services are affected, the Construction Manager incurs additional cost in providing those Construction Phase

Services and there has been compliance with the first paragraph of Section 4.1.1.

§ 4.2.5

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information as specifically requested by the Construction Manager in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria; special equipment; systems; and site requirements, subject to the Owner's status as a public body and acknowledging that the Owner is not a construction professional.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and (3) reasonable contingencies related to all of these costs. The parties acknowledge the Owner's fixed limit of construction cost for this project.

§ 5.3 The Owner acknowledges that accelerated, or phased design and construction provides a benefit, but also carries with it the risk of additional costs. If the Owner selects accelerated, phased or fast-track scheduling, the Construction Manager agrees to discuss any such costs with the Owner and to include in its cost estimates for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall retain an Architect to provide services, duties and responsibilities as described in the Agreement Between Owner and Architect. The Owner shall provide the Construction Manager with a copy of the agreement executed between the Owner and Architect, if requested, and any further modifications to the Architect's scope of services in the agreement.

§ 5.5 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project, subject to the parameters of authority set by the Owner. The Owner shall render decisions pertaining to documents the Construction Manager submits in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Construction Manager's services, subject to the Owner's status as a public body. The Construction Manager shall timely prepare and submit to the Owner all recommendations, documents, or other matters for which Owner's approval is required.

§ 5.6 As necessary for the Project, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark. Upon Owner's request, the Construction Manager will assist the Owner in identifying an entity or entities to provide such services and information.

§ 5.7 As necessary for the Project, the Owner shall furnish services of geotechnical engineers, which may include, but are not limited to, test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations. Upon request, the Construction Manager will assist the Owner in identifying an entity or entities to provide such services and information.

§ 5.8

§ 5.9

§ 5.10 The Construction Manager shall coordinate the services of the Owner's consultants with those services provided by, or on behalf of, the Construction Manager. Upon the Construction Manager's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants when not designated as the responsibility of others, including as the responsibility of the Construction Manager in this Agreement, or authorize the Construction Manager to furnish them as an Additional Service, when the Construction Manager timely requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.11 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. Upon request, the Construction Manager will assist the Owner in identifying an entity or entities to provide such services or information.

§ 5.12 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests, beyond those required of the Basic Services of the Construction Manager.

§ 5.13 The Owner shall provide prompt notice to the Construction Manager and Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service or any fault or defect in the Construction Manager's services. Should said fault or defect remain unresolved after a reasonable amount of time, the Owner shall give to the Construction Manager written notice of those unresolved issues. Failure of the Owner to provide notice shall not relieve the Construction Manager of its responsibilities. Further, the Owner does not assume any duty of inspection by the inclusion of this section. The Construction Manager shall provide the Architect and the Owner prompt written notice if it becomes aware of any fault or defect in the Project, the Contract Documents, including errors, omissions, or inconsistencies in the Architect's Instruments of Service, or any fault or defect in the Construction Manager's services.

§ 5.14 The Owner reserves the right to perform construction and operations related to the Project with the Owner's own forces, and to award contracts in connection with the Project which are not part of the Construction Manager's responsibilities under this Agreement. The Construction Manager shall notify the Owner if any such independent action will interfere with the Construction Manager's ability to perform the Construction Manager's responsibilities under this Agreement. The Construction Manager shall coordinate and integrate the work of the Owner's own forces or Separate Contractors with the overall Project Schedule and the Work.

§ 5.15 The Owner may communicate with the Contractors and the Construction Manager's consultants through the Construction Manager about matters arising out of or relating to the Contract Documents. The Construction Manager shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Construction Manager of the substance of any direct communications with the Contractors and the Construction Manager's consultants that may affect the Construction Manager's services.

§ 5.16 Before executing the Contracts for Construction, the Construction Manager shall assist the Owner in coordinating the Construction Manager's duties and responsibilities set forth in the Contracts for Construction with the Construction Manager's services set forth in this Agreement. The Owner shall provide the Construction Manager a copy of the executed agreements between the Owner and Contractors, including the General Conditions of the Contracts for Construction. See also Section 3.2.22.

§ 5.17 The Owner shall provide the Construction Manager access to the Project site prior to commencement of the Work and the Contract Documents shall obligate the Contractors to provide the Construction Manager access to the Work wherever it is in preparation or progress.

§ 5.18

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of cost estimating or budget tracking under this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the Contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's Consultants; compensation of the Architect and the Architect's consultants, and compensation of any other Owner-hired consultants, including respective compensation for reimbursable expenses at the job site, if any.

For purposes of calculating fees or other costs determined on a percentage of the Cost of the Work, the Cost of the Work does not include the compensation of the Architect or the Architect's consultants, compensation of the Construction Manager or the Construction Manager's consultants, compensation of other Owner-hired consultants, work for which the Construction Manager is not providing services (for example, technology improvements, bus purchases, plan/review fees, Owner-purchased equipment); the costs of the land, rights-of-way, financing,; unused or unauthorized use of Project

contingency funds; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is referenced in Initial Information and has been, or must be, established as a fixed limit of construction cost as a condition of this Agreement. Evaluations of the Owner's budget for the Cost of the Work, and the detailed estimates of the Cost of the Work prepared by the Construction Manager, represent the Construction Manager's judgment as a person or entity familiar with the construction industry. It is recognized, however, that neither the Construction Manager nor the Owner has control over the cost of labor, materials; or equipment; the Contractors' methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Construction Manager cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's proposed, established, or approved budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Construction Manager. The foregoing statement does not waive the fixed limit of construction cost.

§ 6.3 If a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Construction Manager and the Architect shall work together to reconcile the cost estimates.

§ 6.4 If, at any time, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Construction Manager, in consultation with the Architect, shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Construction Manager and Architect in making such adjustments.

§ 6.5 If the fixed limit of the Cost of the Work identified in Owner's budget is exceeded by the sum of the lowest bona fide bid(s) or negotiated proposal(s) plus the Construction Manager's estimate of other elements of cost for the Project, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 terminate in accordance with Section 9.5;
- .3 in consultation with the Construction Manager and Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .4 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to revise the Project program, scope, or quality to reduce the Cost of the Work pursuant to Section 6.5.3, or otherwise, the Construction Manager shall cooperate with the Owner and Architect to develop the necessary revisions, update the cost estimate, obtain additional bids, and take other necessary steps and provide related services that are necessary to bring the Cost of Work within the Owner's established fixed limits. The Construction Manager will perform the services described in Sections 6.4 and 6.6 without additional compensation.

ARTICLE 7 COPYRIGHTS AND LICENSES

The Construction Manager and the Construction Manager's consultants, if any, shall not own or claim a copyright in the Instruments of Service. The Construction Manager, and the Construction Manager's consultants, if any warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Construction Manager shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by Michigan law, but in no case shall a claim or cause of action by the Owner be deemed untimely if filed within six (6) years of Substantial Completion of the individually permitted Project. The Owner and Construction Manager waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 The parties agree that the Owner is not waiving any rights its insurer(s) may have to subrogation. To the extent any term in this Agreement or any other Contract Document is contrary to this provision, such term is void and unenforceable.

§ 8.1.3 The Construction Manager shall indemnify and hold the Owner and the Owner's board members and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Construction Manager, its employees and its consultants in the performance of professional services

under this Agreement or the Construction Manager's breach of this Agreement.

§ 8.1.4 To the extent permitted by law, which the Owner represents is limited, he Construction Manager and Owner 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 due to either party's termination of this Agreement.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to non-binding mediation as a condition precedent to litigation.

§ 8.2.2 The Owner and Construction Manager shall initially endeavor to resolve claims, disputes and other matters in question between them by non-binding mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement, except that either party may, if in good faith, declare a mediation impasse and proceed with litigation after one full business day of mediation that fails to resolve the dispute at issue. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings. During the pendency of any mediation, the parties agree that the applicable claims that are subject to the mediation process or that are related to claims subject to that process, shall be tolled.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

- ☒ [X] Arbitration pursuant to Section 8.3 of this Agreement
- ☒ [X] Litigation in a court of competent jurisdiction
- ☒ [X] Other: (Specify)

« »

If the Owner and Construction Manager do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3

§ 8.3.1

§ 8.3.1.1

§ 8.3.2

§ 8.3.3

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1

§ 8.3.4.2

§ 8.3.4.3

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make undisputed payments to the Construction Manager in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Construction Manager's option, cause for suspension of performance of services under this Agreement. If the Construction Manager elects to suspend services for this reason, the Construction Manager shall give seven days' written notice to the Owner before suspending services. In the event of such a suspension of services, the Construction Manager shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Construction Manager all undisputed sums due prior to suspension. The Construction Manager's fees for the remaining services and the time schedules shall be subject to negotiation by the parties.

§ 9.2 If the Owner voluntarily suspends the Project for more than 30 consecutive days, other than a scheduled suspension, the Construction Manager shall be compensated for services performed prior to notice of such suspension. The Construction Manager's fees for the remaining services and the time schedules shall be subject to negotiation by the parties.

§ 9.3 If the Owner voluntarily suspends the Project for more than 90 consecutive days for reasons other than a scheduled suspension or the fault of the Construction Manager, the Construction Manager may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Construction Manager terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Construction Manager for services timely and properly performed prior to termination, including any Reimbursable Expenses then due in accordance with Article 11.

§ 9.7

§ 9.8

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the State of Michigan.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232-2019, General Conditions of the Contract for Construction as modified.

§ 10.3 The Owner and Construction Manager, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Construction Manager shall assign this Agreement without the written consent of the other.

§ 10.4 If the Owner requests the Construction Manager to execute certificates, the proposed language of such certificates shall be submitted to the Construction Manager for review at least 14 days prior to the requested dates of execution unless circumstances require a shorter time frame. The Construction Manager shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Construction Manager.

§ 10.6 Unless otherwise required in this Agreement, the Construction Manager 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. Notwithstanding the foregoing, the Construction Manager acknowledges the availability of Owner's environmental reports and Asbestos Management Plan in accordance with law.

§ 10.7 The Construction Manager shall have the right to include photographic or artistic representations of the design of the Project among the Construction Manager's promotional and professional materials. The Construction Manager shall provide professional credit for the Architect and the Contractors in the Construction Manager's promotional materials for the Project. The Construction Manager shall be given reasonable access to the completed Project to make such representations. However, the Construction Manager's materials shall not include the Owner's confidential or proprietary information. The Owner shall provide professional credit for the Construction Manager in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement. The Construction Manager shall obtain the Owner's approval prior to disclosures of information for the purpose of verifying that such information disclosures contain no confidential information (including, for example, information protected by FERPA).

§ 10.8 If the Construction Manager receives information of the Owner that is "confidential" or "business proprietary," the Construction Manager shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The Construction Manager may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the Construction Manager to defend itself in any dispute and the Owner has consented to such disclosure. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect. The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 Waiver and Severability

§ 10.10.1 Any waivers hereunder must be in writing. No waiver or right or remedy in the event of default hereunder shall constitute a waiver of such right or remedy in the event of any such default. A waiver of any term, condition, or covenant by a party shall not constitute a waiver of any other term, condition, or covenant.

§ 10.11 The Construction Manager agrees to retain permanent records relating to the services performed for a period of at least six (6) years following submission of the construction documents, during which period the records will be made available to the Owner upon request.

ARTICLE 11 COMPENSATION

§ 11.1 For the Construction Manager's timely and proper performance of Basic Services, the Owner shall compensate the Construction Manager as follows:

§ 11.1.1 For Preconstruction Phase Services in Section 3.2:

(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

« Included in Construction Phase Services 11.1.2 »

§ 11.1.2 For Construction Phase Services and Post-Construction Phase Services, as set forth in this Agreement:

(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

« 4% of the Cost of the Work as defined in Section 6.1 »

§ 11.2 For the Construction Manager's properly authorized Supplemental Services and Additional Services, the Owner shall compensate the Construction Manager as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

«To be negotiated and agreed upon in writing prior to performance, taking into consideration any hourly rates schedule in Section 11.5 »

§ 11.3

§ 11.4 Compensation for Supplemental and Additional Services of the Construction Manager's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Construction Manager plus « zero » percent (« 0 » %) markup

§ 11.5 The hourly billing rates for Supplemental and Additional services of the Construction Manager and the Construction Manager's consultants are set forth below.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

« »

Employee or Category

Rate (\$0.00)

§ 11.6 Compensation for Reimbursable Expenses

§ 11.6.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Construction Manager and the Construction Manager's consultants directly related to the Project, as follows:

- .1 Owner-approved Project web sites, and extranets
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Professional photography, and presentation materials requested by the Owner;
- .8 If required by the Owner, and with the Owner's prior written approval, the Construction Manager's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Construction Manager's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.
- .12 Liability Insurance shall be billed at a rate of 0.43% of Cost of the Work
- .13 Web based Project Management Software (centralized document management system – see Article 2.10) shall be billed at a rate of 0.15% of Cost of the Work
- .14 Field Supervision shall be billed at \$4,800 / week

§ 11.6.2 Reimbursable expenses will include general conditions/construction support items and on-site labor/supervisory costs. For Reimbursable Expenses the compensation shall be the expenses actually incurred by the Construction Manager and the Construction Manager's consultants at cost and without markup. The Construction Manager will provide a budget for reimbursable expenses for each phase of construction and obtain the Owner's approval of that budget before commencing work on that phase. The Construction Manager will provide detailed backup for expenditures with every invoice. Once established, that approved amount shall not be exceeded without the Owner's prior written consent. -

§ 11.6.3 After bids have been awarded for the Project (or each distinct portion thereof), the Construction Manager will provide a formal updated budget for the Construction Manager's Fee and General Conditions/Construction Support items for the Owner's review and approval.

§ 11.7

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§ 11.8 Payments to the Construction Manager

§ 11.8.1 Initial Payment

§ 11.8.1.1

§ 11.8.2 Progress Payments

§ 11.8.2.1 Payments for services shall be made monthly in proportion to services performed. Payments are due and payable thirty (3) days of the Owner's receipt of the Construction Manager's invoice unless to the extent reasonably disputed by the Owner in good faith. Undisputed amounts unpaid « thirty » (« 30 ») days after the invoice date shall bear interest at the rate entered below.

(Insert rate of monthly or annual interest agreed upon.)

« Five percent (5%) per annum » « See MCL 438.31 »

§ 11.8.2.2 The Owner shall not withhold amounts from the Construction Manager's compensation to offset sums requested by or paid to Contractors for the cost of changes in the Work, unless permitted in the Contract Document, or the Construction Manager agrees or the Construction Manager is otherwise responsible. Notwithstanding the foregoing, it is expressly understood and agreed that the Owner's obligation to make payment to the Construction Manager is dependent upon the Construction Manager's complete and timely performance of services at least to the standard required by this Agreement. The Owner may withhold sums if and to the extent the Construction Manager's performance fails to satisfy the foregoing requirements, to protect the Owner from increased costs, damages, and the reasonably likelihood of same.

§ 11.8.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be forwarded to the Owner with each applicable invoice.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

§ 12.1 The Construction Manager shall perform its responsibilities and provide services in a prompt manner and with the degree of care and skill normally exercised by a Construction Manager of recognized experience and expertise that specializes in providing construction management services for the construction of public school facilities.

§ 12.2 On the basis of its regular on-site observations, Construction Manager will report to the Owner any construction means, methods, techniques, sequences, or procedures observed by it that do not appear to conform with industry standards and shall also report to Owner any work that appears not to be in conformance with the contract documents.

§ 12.3 The Construction Manager shall timely inform both the Owner and the Architect of any observed defects or deficiencies in the quality of workmanship of the various contractors.

§ 12.4 The Construction Manager shall provide daily, on-site field supervision during the entire construction phase. The Owner reserves the right to approve the identity of the Construction Manager's field supervisor and other Project representatives, and to require the replacement of any of them upon two (2) weeks' written notice. Once dedicated to this Project, the Construction Manager shall not remove or change any of the above-referenced individuals without the Owner's prior written consent, as long as referenced individuals remain employed by the Construction Manager. The Construction Manager shall not change dedicated personnel, regardless of whether such change is approved by Owner, without promptly providing Owner a qualification and experience resume of the person(s) proposed as replacement(s).

§ 12.5 The Construction Manager shall, upon completion of the project, deliver to the Owner all records and files of the project, which shall have been organized in a reasonable manner by the Construction Manager, including all field marked copies of the Drawings and Specifications.

§ 12.6 The Construction Manager shall observe, inspect, and supervise the work of the trade contractors on the project as it is being performed until final completion and acceptance of the project by the Owner to assure that the work is being performed and the materials furnished are in accordance with the contract documents and that the work on the project is progressing on schedule using its best efforts consistent with the standards of the construction industry for an Agency

Construction Manager. In the event that the quality control testing should indicate that the work, as installed, does not meet the requirements of this project, the Architect and Construction Manager shall determine the extent of the work that does not meet the requirements and the Construction Manager shall direct the trade contractor(s) to take appropriate corrective action and advise the Owner of the corrective action.

§ 12.7 As part of Basic Services, the Construction Manager shall provide conduct a post-occupancy inspection at eleven (11) months following the Date of Substantial Completion and thereafter provide callback services for a period through the warranty period. The warranty period shall be twelve (12) months from Substantial Completion of each individually permitted project.

§ 12.8 The performance of work made necessary by defects or deficiencies in the work of a Contractor shall not be an additional service if they are of such a nature that they should have been observed by the Construction Manager so that the work would not be necessary. No portion of this section is intended to in any way limit any claim the Construction Manager may have against the Contractor in question.

§ 12.9 The Construction Manager shall act as the Owner's agent at the site of the work to the extent so designated in writing and mutually agreed to by the parties to the Agreement. This shall include, but is not limited to, the arranging for construction support and general conditions items benefiting multiple contractors, performing work on the site, such as the field office, phones, and service, fax, equipment, copy machine, computer(s), 2-way radios, furniture, supplies, sanitary facilities, utilities, access road, parking areas, enclosed warehouse facilities, site security, temporary lighting and power, temporary heat, temporary enclosures, crane service, housekeeping, and final clean-up.

§ 12.10 The Owner agrees to provide and pay for construction support items or general condition items and the items listed in Paragraph 12.9 not included under this Agreement and not included as part of any contractor's contract. Such items shall be designated by the Construction Manager and approved by the Owner before they are provided and shall be the property of the Owner and shall be competitively bid as required by law.

§ 12.11 The Construction Manager shall be accessible to the Owner, either on-site or via communication media, as is necessary to address issues that arise during the Project.

§ 12.12 The Construction Manager shall provide the following as Basic Services: (i) preparing documentation for alternate bid or proposal requests proposed by the Owner, (ii) preparing for, and attendance at, a public presentation, meeting, or hearing, and (iii) assisting the Initial Decision Maker.

§ 12.13 The Construction Manager shall not utilize photographs of this Project for any advertising or promotional purpose that include the image of any student of the Owner with the express written permission of the parent or guardian of that student if that student is a minor and Owner. If the student is of age of majority or is an emancipated minor, the Construction Manager must obtain express written permission from that student and Owner. Such express written permission shall acknowledge the Construction Manager's intent for use of those images. The Owner, in its discretion, may assist the Construction Manager in securing such permission.

§ 12.14 The Construction Manager will include in all agreements with independent contractors and consultants retained for the project dispute resolution language similar to that contained in Section 8.2, thereby providing for mediation as the primary method for dispute resolution between parties to those agreements. The Construction Manager shall also be responsible for ensuring the inclusion of this language in pertinent bid documents and contract forms that the Construction Manager has responsibility to provide or assist in providing.

§ 12.15 The Owner reserves the right in its discretion to require consolidation or joinder of any mediation Owner in connection with the Project in the event the Owner believes such consolidation or joinder is necessary in order to resolve a dispute or avoid duplication of time, expense or effort.

§ 12.16 In the event the Owner is involved in a dispute which is not subject to mediation involving a person or entity not party to this Agreement, the mediation provision of this Article shall be deemed to be void and nonexistent in the event the Owner, in its discretion, determines the Construction Manager shall become a party to that dispute by joinder or otherwise.

§ 12.17 The Owner reserves the right to require any mediation to be held near the Owner's principal place of business.

§ 12.18 The Construction Manager shall be responsible for supervision of construction under 1937 PA 306 MCL 388.851. et seq.

§ 12.19 The Construction Manager shall timely inform both the Owner and the Architect of any observed defects or deficiencies in the quality of workmanship of various Contractors.

§ 12.20 The Construction Manager will not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, conditions or privilege of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

§ 12.21 The Construction Manager shall immediately notify the Owner, in writing, of the presence of any hazardous material in connection with this Project of which the Construction Manager is aware. Except and to the extent knowingly caused or exacerbated by the Construction Manager, the Owner at its cost, shall be responsible for analysis, design, removal, remediation, or other action related to any asbestos or hazardous substances.

§ 12.22 The Construction Manager shall perform its responsibilities and provide services in a prompt manner and with that degree of care and skill normally exercised by a Construction Manager of recognized experience and expertise that specializes in providing construction management services for the construction of public school facilities in Michigan.

§ 12.23 The Owner shall be identified as an "additional insured" on all general liability insurance policies held by the Construction Manager which are applicable to the Project. The Construction Manager shall also ensure that the Contract Documents applicable to contractors and subcontractors require that contractors and subcontractors include the Owner as an "additional insured" on all general liability insurance policies applicable to the Project held by contractors and subcontractors. The Construction Manager shall provide (and acquire as necessary) certificates of insurance evidencing the Owner's status as "additional insured" on all required policies, as well as a provision that insurance coverage cannot be reduced or eliminated without 30 days' notice to the Owner.

§ 12.24 The Construction Manager, without additional cost to the Owner, shall maintain in force insurance coverage as set forth in Section 2.8. Insurance shall be occurrence-based and maintained in force during the life of the Project and for a period of no less than twelve (12) months after the relevant date of Substantial Completion of the Project and/or claims-made and maintained in force during the life of the Project and for a period of no less than seven (7) years after the relevant date of Substantial Completion of the Project. The Construction Manager shall notify the Owner thirty (30) days in advance if the coverage becomes unavailable or if the coverage amount is substantially changed. The Construction Manager's applicable insurance shall be primary.

§ 12.25 The Construction Manager shall not be entitled to additional compensation in the event it is necessary to extend the completion date because the Project is delayed due to conditions beyond the control of the Owner, such as strikes, weather, material shortages, disease outbreak, etc., unless such delay negatively impacts the critical path of construction, for which the Construction Manager may seek additional compensation in accordance with the first paragraph of Section 4.1.1.

§ 12.26 The Construction Manager will, as part of Basic Services, attend the Owner's Board of Education meetings and staff meetings (in person or via communication media) as reasonably requested by the Owner.

§ 12.27 The Construction Manager shall actively enforce all applicable policies of the Owner, including but not limited to those related to alcohol and tobacco.

§ 12.28 The Construction Manager shall indemnify and hold harmless the Owner, its Board of Education, its board members in their official and individual capacities, administration, and employees ("Indemnitees"), from and against any and all claims, costs, expenses, damages, and liabilities, including reasonable attorneys' fees, to the extent caused in whole or in part by or asserted to arise from (i) the negligent acts or omissions of the Construction Manager, its officers, directors and employees, agents of subcontractors, (ii) any breach of the terms of this Agreement by the Construction Manager; or (iii) any breach of any representation or warranty by the Construction Manager under this Agreement. The Construction Manager shall notify the Owner by certified mail, return receipt requested, immediately upon knowledge of any claim, suite, action, or proceeding for which the Owner or one or more of the Indemnitees may be entitled to indemnification under this Agreement. The Construction Manager shall not be responsible for indemnifying an Indemnitee for the Indemnitee's negligence, but shall remain responsible to the fullest degree of the Construction

Manager's fault.

§ 12.29 The Construction Manager may have provided services related to the Project prior to the date of this Agreement. The parties expressly acknowledge and agree that any such services shall be deemed governed by the terms of this Agreement regardless of when performed.

§ 12.28 « Builder's Risk Insurance to be carried by Owner as set forth in the General Conditions. »

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Construction Manager.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document C132™-2019, Standard Form Agreement Between Owner and Construction Manager as Adviser as modified.

.2

« »

- .3 Exhibits:

(Check the appropriate box for any exhibits incorporated into this Agreement.)

[X] AIA Document E235™-2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, dated as indicated below:

(Insert the date of the E235-2019 incorporated into this agreement.)

« »

[X] Other Exhibits incorporated into this Agreement:

(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.2.)

« »

- .4 Other documents:

(List other documents, if any, forming part of the Agreement.)

«AIA Document A232-2019 General Conditions of the Contract for Construction, as modified

In the event of any inconsistency or ambiguity within, between, or among the various Contract Documents, the terms most beneficial to the Owner (as determined in the Owner's sole discretion) shall control. »

This Agreement is entered into as of the day and year first written above.

KENT INTERNEDIATE SCHOOL DISTRICT,

OWEN-AMES-KIMBALL, CO.

OWNER (Signature)

CONSTRUCTION MANAGER (Signature)

(Printed name and title)

(Printed name and title)

Modified: 7/27/26; 8:10 am