# Kent ISD Regular School Board Meeting

Monday, September 21, 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. Leading Learning Awards

D.2. Strategic Plan Update

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

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

E.2. Approve the Financial Report allowing bills from August 1, 2026, through August 31, 2026.

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

E.4. Approve the three-year renewal of SolarWinds Observability licensing through CDW Government LLC.

E.5. Approve 20 students and three teachers from the KCTC Agriscience for Plants and Animals program to attend the 2026 National FFA Convention & Expo in Indianapolis, IN, from October 21-23, 2026.

E.6. Approve the field trip for four students from the Deaf and Hard of Hearing Program to participate in the regional National Technical Institute for the Deaf Math Competition in Madison, Wisconsin, from February 19-21, 2027.

E.7. Approve the purchase of textbooks for Launch U's first semester from Grand Rapids Community College Bookstore.

E.8. Approve the purchase of a 2026 Chevrolet Silverado from Berger Chevrolet.

E.9. Approve the proposal for consulting services from Progressive Companies to complete Phase 2 of the Facilities Master Plan.

E.10. Approve the adoption of the revised Emergency Response Plan.

E.11. Approve the travel requests for Anne Hamming and Andrea Haidle to attend the NSBA Advocacy Institute.

F. **Approve the distribution of Act 18 in the amount of $25 million to our local districts.**

G. **Approve the Memo of Understanding between Kent ISD and Grand Valley State University for the**

**tuition payments associated with the West Michigan Teacher Collaborative.**

H. **Approve the bid from Veneklasen Construction for the pre-engineered metal building package for the KCTC's south satellite campus project at the Dutton Elementary Site.**

I. **Approve Kent ISD Administration to phase out the Great Start to Quality program by reducing 7.0 FTE of the program's 8.0 FTE positions via layoffs, with employment ending on October 30, 2026.**

J. **Approve the Memo of Understanding established between Kent ISD and local colleges and universities to grow Early Middle College and CTE Dual Enrollment offerings for students throughout Kent County.**

K. **Approve the partnerships in CTE regional programming with the educational institutions listed in the board packet.**

L. **Public Comment**

M. **Items from Board Members**

N. **Superintendent's Report**

O. **Adjournment**

# Leading Learning Award
# September 2026



This summer, the Technology Services department transitioned its service management platform from SolarWinds Help Desk to TeamDynamix (TDX). The service management platform is the lifeblood of the IT department, centralizing, automating, and standardizing how we deliver support to the staff and students we serve.

To say Bill played a major role in this project's success would be an understatement. From the project's inception, Bill helped the team conduct a product search, select a vendor, and co-lead the development of our new Knowledge Base. In addition, Bill took a lead role in setting up and configuring the new system. Through these efforts, Bill's leadership, technical expertise, and commitment to the project's success truly stood out to the rest of the team.

Among Bill's many contributions:
* Implemented an innovative user interface for the TDX service portal.
* Supported the entire department by providing guidance and sharing best practices for using TDX.
* Developed creative, out-of-the-box solutions when our needs extended beyond the native capabilities of the TDX platform.
* Created an automated support bot for the TDX portal, providing users with another way to quickly find the assistance and information they need.

Bill's contributions went well beyond completing assigned tasks. He took ownership of challenges, found solutions, and helped others become successful with the new platform. His work was instrumental in making the transition to TDX a success for the Technology Services department.

Kent ISD
We Lead Learning

# Kent ISD Strategic Plan 2025–2028

## Year 2 Progress Report

Board of Education | September 2026

Kent ISD

# Where we stand

## Year 1

Foundation

**Complete**

## Year 2

Delivery

**Complete**

## Year 3

Finish

**Underway**

Five goals. Fifteen objectives. Every division reporting.

# Making sure students, staff, and our districts get what they need from Kent ISD

Three things that run through all five goals

## Continual feedback, gathered in person

Ongoing visits to every program and location let staff and students tell us directly what is working and what needs attention.

- Students come first. Staff support student learning. Systems matter because they provide continuity for both.

# Information reaches people, and they use it

## 81.2%

Average open rate on The Leader, our biweekly all-staff newsletter

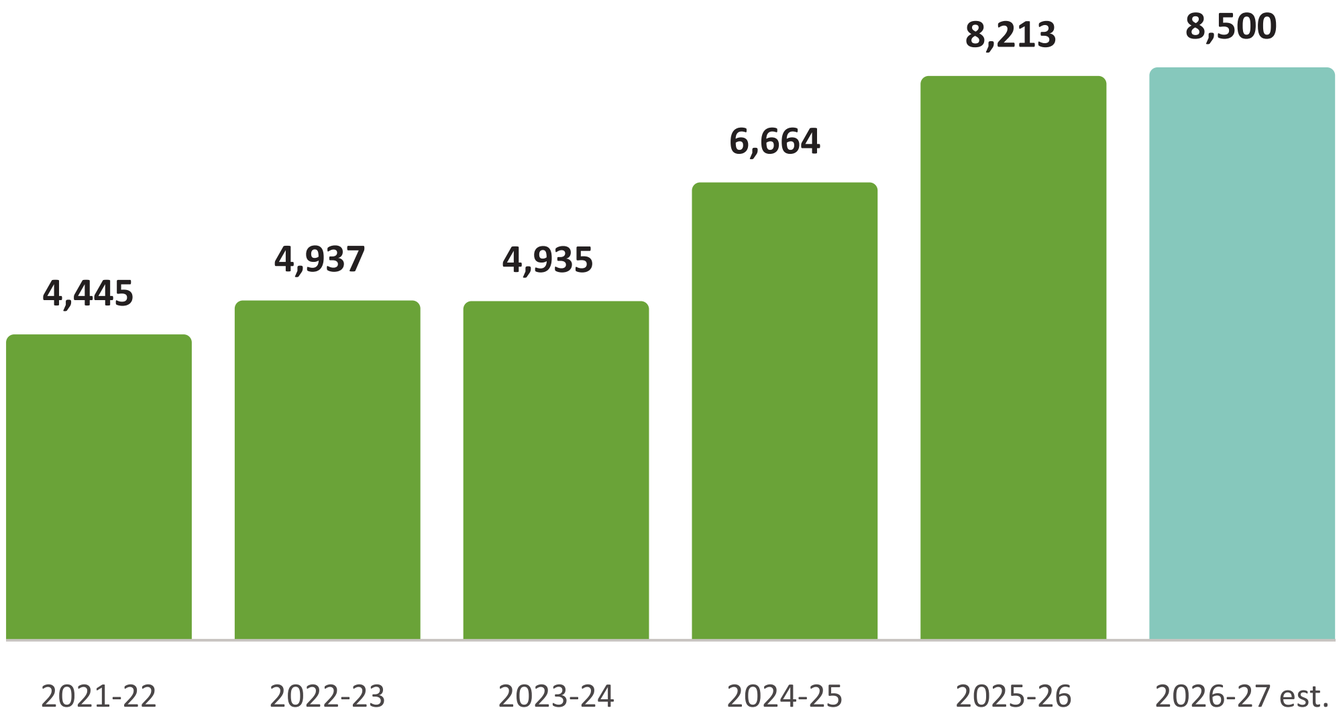
More than two and a half times the 31.7% industry benchmark.

## Networks

Kent ISD convenes groups from all 20 districts and passes along what we gather, so local leaders decide from the same set of facts.

# Students want Career and Technical Education

COUNTYWIDE CTE ENROLLMENT




**Participation in CTE and CTE-like programs has nearly doubled in four years.**

Demand still outruns capacity. A significant number of students are waitlisted for the program they chose.

# Place students in their first-choice programs and experiences as often as we can.

Expanding local CTE options and growing work-based learning

# Progress across five goals

GOAL 1

# Student-centered programming and regional services

- 13 new CTE programs opened across the county
- SchooLinks educational development plans grew from three districts to seven
- Launch U issued 39 associate degrees; Adult Education students earned 226 industry certifications
- Michigan rated Kent ISD Meets Requirements for special education, its top determination

GOAL 2

# Transparency and accountability

- New Technology Services Portal in operation as one front door for requests
- Every incoming employee asked directly what friction we can remove
- All three publications above the industry benchmark for open rates

GOAL 3

# A thriving workforce

- Retention and staffing percentages improved
- More than 20 non-teacher performance feedback frameworks redesigned with staff
- Digital teacher mentoring workbooks with program-specific resources in use
- Michigan State Police background checks audit closed with zero findings

GOAL 4

# Community partnerships

- Classification framework for partners, sponsors, and funders created
- Partner With Kent ISD page live, with focus areas drawn from the community survey
- Published service commitments: a named contact, a five-day response, a clear next step
- The partner advisory structure is the remaining piece

GOAL 5

# The evolving work environment

- Educational facility master plan in its final stages
- CTE satellite campus confirmed and progressing rapidly
- Single sign-on and Eduroam Wi-Fi access cut daily friction across buildings and districts
- 75 technology professional development sessions reached more than 1,500 educators
- New internal staff training and an AI learning strand, guided by a standing committee

# What Year 3 delivers

## Capacity

Expand CTE inside local districts and continue growing work-based learning

## Voice

Stand up the community partner advisory structure

## Next

Begin building the plan that follows this one

# Questions

Kent ISD Strategic Plan 2025–2028 | Year 2 Progress Report

Kent ISD

Kent ISD

KENT INTERMEDIATE SCHOOL DISTRICT
Kent Conference Center 1633 East Beltline NE
Grand Rapids, MI 49525
August 17, 2026

The Kent ISD School Board held a regular meeting at the Kent Conference Center on Monday, August 17, 2026. President Hamming called the meeting to order at 4:00 p.m.

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

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

Staff Members: Amanda Kettel, Sarah Misiak, Cinnamon Mellema, Jennifer Kolhoff

Guests: Jared Gauss, Jeremy Amshey, Lauren Barnes

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

Upon Motion by Member Featherston, supported by Member Haidle, the Board approved removing agenda item E.1 from the informational items and placing it as item F.18 on the agenda.

Ayes: Featherston, Schottke, Haidle, Drake, Hamming
Nays: None
***Motion declared to have carried.***

President Hamming turned the meeting over to Kevin Philipps to introduce Progressive AE and Owen Ames Kimball, who provided an update on the CTE South satellite campus. Following the presentation, Director Hendry and Director Arnold presented the Leading Learning award to Amanda Kettel and Sarah Misiak. Supervisors shared words of appreciation.

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

Ayes: Schottke, Haidle, Drake, Featherston, Hamming
Nays: None
***Motion declared to have carried.***

Upon motion of Member Schottke, supported by Member Featherston, it was resolved to approve GMB Ecosystem of teams to provide engineering services for the replacement HVAC and associate equipment for KCTC East A wing.

Ayes: Haidle, Drake, Featherston, Schottke, Hamming
Nays: None
***Motion declared to have carried.***

Upon motion of Member Featherston, supported by Member Haidle, it was resolved to approve the annual renewal for Qualtrics software.

Ayes: Drake, Featherston, Schottke, Haidle, Hamming
Nays: None
***Motion declared to have carried.***

Upon motion of Member Haidle, supported by Member Schottke, it was resolved to approve the agreement between Kent ISD and Owen Ames Kimball for construction management services for the KCTC satellite site.

Ayes: Featherston, Schottke, Haidle, Drake, Hamming
Nays: None
***Motion declared to have carried.***

President Hamming offered the opportunity for public comment.

Ms. Jennifer Kolhoff, President of the KIEA Interpreters Bargaining Unit, addressed the Board and shared information related to staffing levels and compensation for the Kent ISD Total Communication Program.

Board Member Andrea Haidle shared that she plans to attend the NSBA Advocacy Institute, January 31–February 2. Board approval for travel will be brought forward at the September Board meeting.

President Hamming shared information regarding the School Finance Bootcamp scheduled for September 17 from 6:00–7:30 p.m. Additional information will be distributed to Board members. She also noted John Helmholdt will receive the Education Advocacy Award.

Superintendent Gorman thanked Progressive AE and Owen Ames Kimball for their presentation and partnership as the district works to build its new Career Tech Ed building in the county's southern region.

Superintendent Gorman shared that approximately 80 new staff members attended New Hire Orientation earlier in the day and thanked Ron Houtman and the Human Resources team for their efforts in welcoming and supporting new employees.

Superintendent Gorman congratulated Kirsten Myers on receiving the Marvin Beekman Award from the Michigan Association of Administrators of Special Education (MAASE).

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

Minutes approved on September 21, 2026

_____
Anne Hamming, President

_____
Laura Featherston, Secretary

DRAFT

**CHECKS (DISBURSEMENTS) WRITTEN BY FUND**
**8/1/26-8/31/26**

| | | |
|---|---|---|
| 11. GENERAL EDUCATION | $ | 8,968,393.75 |
| 21. SPECIAL EDUCATION-CENTER PROGRAMS | $ | 429,457.65 |
| 22. SPECIAL EDUCATION | $ | 6,229,504.29 |
| 23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE) | $ | 8,002,770.99 |
| 26. CAREER TECHNICAL EDUCATION | $ | 942,702.00 |
| 27. COOPERATIVE EDUCATION ** | $ | 6,820.47 |
| 29. STUDENT/SCHOOL ACTIVITY FUND | $ | 22,795.61 |
| | $ | - |
| CAPITAL PROJECTS | $ | - |
| 41. GENERAL EDUCATION | $ | - |
| 42. SPECIAL EDUCATION | $ | 72,613.23 |
| 46. CAREER TECHNICAL EDUCATION | $ | 329,258.87 |
| | $ | - |
| 81. INTERNAL SERVICE FUND | $ | - |
| **TOTAL** | **$** | **25,004,316.86** |

Total Transfers Out to LEAs (K-12 and Charter Schools)

$ 11,139,476.65

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

# Kent ISD Check Register 8/1/2026 to 8/31/2026

| Check # | Vendor Name | Fund | Fund Amount | Check Total | Check Comment |
|---|---|---|---|---|---|
| 300036391 | GRAND RAPIDS PUBLIC SCHOOLS | 23 | 1,203,299.34 | | |
| | | | **Check Total** | **1,203,299.34** | FY26 ENHANCE 2026-08-20 |
| 608182601 | MICH PUBLIC SCHOOL EMPLOYEES | 11 | 1,079,441.65 | | |
| | | | **Check Total** | **1,079,441.65** | UAAL RATE STABILIZATION |
| 608052601 | MICH PUBLIC SCHOOL EMPLOYEES | 11 | 1,078,255.46 | | |
| | | | **Check Total** | **1,078,255.46** | UAAL RATE STABILIZATION |
| 608192601 | MICH PUBLIC SCHOOL EMPLOYEES | 11 | 1,054,137.75 | | |
| | | | **Check Total** | **1,054,137.75** | RETIREMENT 08.07.26 |
| 608052602 | MICH PUBLIC SCHOOL EMPLOYEES | 11 | 951,475.46 | | |
| | | | **Check Total** | **951,475.46** | ORS 07.24.26 |
| 300036396 | KENTWOOD PUBLIC SCHOOLS | 23 | 873,927.12 | | |
| | | | **Check Total** | **873,927.12** | FY26 ENHANCE 2026-08-20 |
| 300036388 | FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION | 23 | 808,359.93 | | |
| | | | **Check Total** | **808,359.93** | FY26 ENHANCE 2026-08-20 |
| 608212602 | NEXT GENERATION ENROLLMENT INC | 11 | 788,346.70 | | |
| | | | **Check Total** | **788,346.70** | SEP PREMIUMS |
| 300036399 | ROCKFORD PUBLIC SCHOOLS | 23 | 672,796.62 | | |
| | | | **Check Total** | **672,796.62** | FY26 ENHANCE 2026-08-20 |
| 608072622 | UNITED STATES TREASURY | 11 | 668,317.05 | | |
| | | | **Check Total** | **668,317.05** | PAYROLL TAXES |
| 608212622 | UNITED STATES TREASURY | 11 | 621,635.66 | | |
| | | | **Check Total** | **621,635.66** | PAYROLL TAXES |
| 67782 | MICH EDUC SPECIAL SERVICES | 11 | 575,405.71 | | |
| | | | **Check Total** | **575,405.71** | Insurance Premiums - September |

| | | | | |
|---|---|---|---|---|
| 300036231 | DEAN TRANSPORTATION INC | 22 | 514,625.53 | |
| | DEAN TRANSPORTATION INC | 26 | 3,318.43 | |
| | | | **Check Total** | **517,943.96** JUN 26 REG 1/2 TRANSPORT |
| 300036323 | GRAND RAPIDS PUBLIC SCHOOLS | 22 | 510,825.90 | |
| | | | **Check Total** | **510,825.90** AUG26 SA SECT 51A SPED |
| 300036365 | ROCKFORD PUBLIC SCHOOLS | 22 | 501,324.00 | |
| | | | **Check Total** | **501,324.00** IDEA THRU JULY 2026 - CURRENT |
| 300036392 | GRANDVILLE PUBLIC SCHOOLS | 23 | 496,783.82 | |
| | | | **Check Total** | **496,783.82** FY26 ENHANCE 2026-08-20 |
| 300036270 | DEAN TRANSPORTATION INC | 21 | 354.28 | |
| | DEAN TRANSPORTATION INC | 22 | 473,277.90 | |
| | | | **Check Total** | **473,632.18** JUN SUMMER 26 REG 1/2 ATTENDAN |
| 300036384 | CALEDONIA COMMUNITY SCHOOLS | 23 | 451,204.16 | |
| | | | **Check Total** | **451,204.16** FY26 ENHANCE 2026-08-20 |
| 300036383 | BYRON CENTER PUBLIC SCHOOLS | 23 | 409,938.65 | |
| | | | **Check Total** | **409,938.65** FY26 ENHANCE 2026-08-20 |
| 300036402 | WYOMING PUBLIC SCHOOLS | 23 | 331,486.83 | |
| | | | **Check Total** | **331,486.83** FY26 ENHANCE 2026-08-20 |
| 300036397 | LOWELL AREA SCHOOLS | 23 | 311,169.45 | |
| | | | **Check Total** | **311,169.45** FY26 ENHANCE 2026-08-20 |
| 300036398 | NORTHVIEW PUBLIC SCHOOLS | 23 | 284,843.53 | |
| | | | **Check Total** | **284,843.53** FY26 ENHANCE 2026-08-20 |
| 300036299 | CALEDONIA COMMUNITY SCHOOLS | 22 | 283,556.00 | |
| | | | **Check Total** | **283,556.00** IDEA THRU JULY 2026 - CURRENT |
| 300036401 | THORNAPPLE KELLOGG SCHOOLS | 23 | 270,759.73 | |
| | | | **Check Total** | **270,759.73** FY26 ENHANCE 2026-08-20 |
| 300036387 | EAST GRAND RAPIDS PUBLIC SCHOOLS | 23 | 268,896.34 | |
| | | | **Check Total** | **268,896.34** FY26 ENHANCE 2026-08-20 |

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|---|---|---|---|---|---|
| 300036385 | CEDAR SPRINGS PUBLIC SCHOOLS | 23 | 267,744.16 | | |
| | | | **Check Total** | **267,744.16** | FY26 ENHANCE 2026-08-20 |
| 300036394 | KENOWA HILLS PUBLIC SCHOOLS | 23 | 258,756.18 | | |
| | | | **Check Total** | **258,756.18** | FY26 ENHANCE 2026-08-20 |
| 300036328 | GRANDVILLE PUBLIC SCHOOLS | 22 | 238,613.00 | | |
| | | | **Check Total** | **238,613.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036340 | KENTWOOD PUBLIC SCHOOLS | 22 | 225,906.84 | | |
| | | | **Check Total** | **225,906.84** | AUG26 SA SECT 51A SPED |
| 300036368 | SPARTA AREA SCHOOLS | 22 | 225,749.00 | | |
| | | | **Check Total** | **225,749.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036314 | FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION | 22 | 215,881.00 | | |
| | | | **Check Total** | **215,881.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036400 | SPARTA AREA SCHOOLS | 23 | 209,844.66 | | |
| | | | **Check Total** | **209,844.66** | FY26 ENHANCE 2026-08-20 |
| 300036302 | CEDAR SPRINGS PUBLIC SCHOOLS | 22 | 209,388.00 | | |
| | | | **Check Total** | **209,388.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036356 | NORTHVIEW PUBLIC SCHOOLS | 22 | 203,838.00 | | |
| | | | **Check Total** | **203,838.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036276 | THORNAPPLE KELLOGG SCHOOLS | 11 | 198,535.00 | | |
| | | | **Check Total** | **198,535.00** | GSRP THRU JULY 2026- CURRENT Y |
| 300036393 | KELLOGGSVILLE PUBLIC SCHOOLS | 23 | 194,772.23 | | |
| | | | **Check Total** | **194,772.23** | FY26 ENHANCE 2026-08-20 |
| 300036341 | KENTWOOD PUBLIC SCHOOLS | 22 | 180,197.00 | | |
| | | | **Check Total** | **180,197.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036272 | GRAND RAPIDS PUBLIC SCHOOLS | 21 | 180,000.00 | | |
| | | | **Check Total** | **180,000.00** | CENTER PROGRAMS - 2025/2026 FO |
| 300036326 | GRAND RAPIDS PUBLIC SCHOOLS | 11 | 173,153.00 | | |
| | | | **Check Total** | **173,153.00** | TITLE I THRU JULY26 |

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|---|---|---|---|---|---|
| 300036335 | KENOWA HILLS PUBLIC SCHOOLS | 22 | 170,128.00 | | |
| | | | **Check Total** | **170,128.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036390 | GODWIN HEIGHTS PUBLIC SCHOOLS | 23 | 164,991.55 | | |
| | | | **Check Total** | **164,991.55** | FY26 ENHANCE 2026-08-20 |
| 300036321 | GODWIN HEIGHTS PUBLIC SCHOOLS | 22 | 160,062.00 | | |
| | | | **Check Total** | **160,062.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036386 | COMSTOCK PARK PUBLIC SCHOOLS | 23 | 156,628.93 | | |
| | | | **Check Total** | **156,628.93** | FY26 ENHANCE 2026-08-20 |
| 300036348 | LOWELL AREA SCHOOLS | 22 | 141,072.00 | | |
| | | | **Check Total** | **141,072.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036274 | LOWELL AREA SCHOOLS | 11 | 140,302.00 | | |
| | | | **Check Total** | **140,302.00** | GSRP THRU JULY 2026- CURRENT Y |
| 300036379 | WYOMING PUBLIC SCHOOLS | 22 | 139,479.00 | | |
| | | | **Check Total** | **139,479.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036389 | GODFREY LEE PUBLIC SCHOOLS | 23 | 137,148.36 | | |
| | | | **Check Total** | **137,148.36** | FY26 ENHANCE 2026-08-20 |
| 67868 | TECHNISTA LLC | 26 | 126,750.00 | | |
| | | | **Check Total** | **126,750.00** | MEERA LAB - NORTHVIEW |
| 67869 | TECHNISTA LLC | 26 | 126,750.00 | | |
| | | | **Check Total** | **126,750.00** | MEERA LAB - KELLOGGSVILLE |
| 300036332 | KELLOGGSVILLE PUBLIC SCHOOLS | 22 | 117,573.00 | | |
| | | | **Check Total** | **117,573.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036296 | BYRON CENTER PUBLIC SCHOOLS | 22 | 115,070.00 | | |
| | | | **Check Total** | **115,070.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036370 | THORNAPPLE KELLOGG SCHOOLS | 22 | 114,481.00 | | |
| | | | **Check Total** | **114,481.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036395 | KENT CITY COMMUNITY SCHOOLS | 23 | 112,399.35 | | |
| | | | **Check Total** | **112,399.35** | FY26 ENHANCE 2026-08-20 |

| | | | | |
|---|---|---|---|---|
| 67653 | J STEVENS CONSTRUCTION | 46 | 109,600.00 | |
| | | | **Check Total** | **109,600.00** CTC-W ROOF REPLACEMENT |
| 67833 | J STEVENS CONSTRUCTION | 46 | 109,600.00 | |
| | | | **Check Total** | **109,600.00** CTC-W ROOF REPLACEMENT |
| 300036367 | SPARTA AREA SCHOOLS | 11 | 76,265.27 | |
| | SPARTA AREA SCHOOLS | 22 | 32,738.03 | |
| | | | **Check Total** | **109,003.30** AUG26 SA SECT 51A SPED |
| 67750 | GORDON M BUITENDORP ASSOCIATES INC | 46 | 107,887.50 | |
| | | | **Check Total** | **107,887.50** CTC-E ENGINEERING SERVICES COO |
| 300036307 | COMSTOCK PARK PUBLIC SCHOOLS | 22 | 102,044.00 | |
| | | | **Check Total** | **102,044.00** IDEA THRU JULY 2026 - CURRENT |
| 608072624 | STATE OF MICHIGAN | 11 | 101,620.65 | |
| | | | **Check Total** | **101,620.65** PAYROLL TAXES |
| 80814261 | JPMORGAN CHASE BANK NA | 11 | 40,445.44 | |
| | JPMORGAN CHASE BANK NA | 21 | 14,187.22 | |
| | JPMORGAN CHASE BANK NA | 22 | 9,454.66 | |
| | JPMORGAN CHASE BANK NA | 26 | 32,416.55 | |
| | JPMORGAN CHASE BANK NA | 27 | 1,829.71 | |
| | JPMORGAN CHASE BANK NA | 28 | 1,389.75 | |
| | JPMORGAN CHASE BANK NA | 29 | 50.95 | |
| | | | **Check Total** | **99,774.28** CENTER FOR THE DISABLE |
| 300036313 | FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION | 22 | 97,488.38 | |
| | | | **Check Total** | **97,488.38** AUG26 SA SECT 51A SPED |
| 608212624 | STATE OF MICHIGAN | 11 | 94,630.94 | |
| | | | **Check Total** | **94,630.94** PAYROLL TAXES |
| 300036319 | GODFREY LEE PUBLIC SCHOOLS | 11 | 94,575.00 | |
| | | | **Check Total** | **94,575.00** TITLE I THRU JULY26 |
| 300036364 | ROCKFORD PUBLIC SCHOOLS | 11 | 4,847.18 | |

| | | | | | |
|---|---|---|---|---|---|
| 300036364 | ROCKFORD PUBLIC SCHOOLS | 22 | 88,476.12 | | |
| | | | **Check Total** | **93,323.30** | AUG26 SA SECT 51A SPED |
| 300036403 | CDW LLC | 26 | 87,828.04 | | |
| | | | **Check Total** | **87,828.04** | M365 RENEWALS 4/11/26-4/10/27 |
| 300036378 | WYOMING PUBLIC SCHOOLS | 22 | 80,641.04 | | |
| | | | **Check Total** | **80,641.04** | AUG26 SA SECT 51A SPED |
| 300036327 | GRANDVILLE PUBLIC SCHOOLS | 22 | 80,602.32 | | |
| | | | **Check Total** | **80,602.32** | AUG26 SA SECT 51A SPED |
| 300036301 | CEDAR SPRINGS PUBLIC SCHOOLS | 22 | 65,915.67 | | |
| | | | **Check Total** | **65,915.67** | AUG26 SA SECT 51A SPED |
| 300036354 | NEXTECH HIGH SCHOOL | 11 | 65,869.00 | | |
| | | | **Check Total** | **65,869.00** | TITLE I THRU JULY26 |
| 67757 | ANDREW'S NETWORK ENTERPRISES INC | 26 | 64,657.50 | | |
| | | | **Check Total** | **64,657.50** | 3YR WEB FILTERING SUBSCRIPTION |
| 300036382 | ZEELAND PUBLIC SCHOOLS | 11 | 64,285.09 | | |
| | | | **Check Total** | **64,285.09** | AUG26 SA SECT 107 ADULT ED |
| 300036267 | BYRON CENTER PUBLIC SCHOOLS | 11 | 63,032.00 | | |
| | | | **Check Total** | **63,032.00** | GRSP THRU JULY 2026- CURRENT Y |
| 300036232 | KENT CITY COMMUNITY SCHOOLS | 11 | 62,684.00 | | |
| | | | **Check Total** | **62,684.00** | GSRP TRANSPORTATION FUNDING |
| 300036295 | BYRON CENTER PUBLIC SCHOOLS | 22 | 62,464.85 | | |
| | | | **Check Total** | **62,464.85** | AUG26 SA SECT 51A SPED |
| 300036325 | GRAND RAPIDS PUBLIC SCHOOLS | 22 | 61,980.00 | | |
| | | | **Check Total** | **61,980.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036320 | GODWIN HEIGHTS PUBLIC SCHOOLS | 22 | 57,218.61 | | |
| | | | **Check Total** | **57,218.61** | AUG26 SA SECT 51A SPED |
| 300036275 | MICHIGAN SCHOOLS ENERGY COOPERATIVE | 11 | 5,481.89 | | |
| | MICHIGAN SCHOOLS ENERGY COOPERATIVE | 21 | 19,564.37 | | |

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|---|---|---|---|---|---|
| 300036275 | MICHIGAN SCHOOLS ENERGY COOPERATIVE | 26 | 31,251.86 | | |
| | | | **Check Total** | **56,298.12** | ACCT 41000 ELECTRIC 06/01/26 |
| 300036308 | COVENANT HIGH SCHOOL GRAND RAPIDS | 11 | 54,409.00 | | |
| | | | **Check Total** | **54,409.00** | TITLE I THRU JULY26 |
| 300036334 | KENOWA HILLS PUBLIC SCHOOLS | 22 | 53,973.14 | | |
| | | | **Check Total** | **53,973.14** | AUG26 SA SECT 51A SPED |
| 300036244 | UNITED COMMERCIAL SERVICES INC | 21 | 48,992.71 | | |
| | UNITED COMMERCIAL SERVICES INC | 26 | 3,471.75 | | |
| | | | **Check Total** | **52,464.46** | DISTRICT-WIDE CUSTODIAL SERVIC |
| 300036331 | KELLOGGSVILLE PUBLIC SCHOOLS | 22 | 50,999.70 | | |
| | | | **Check Total** | **50,999.70** | AUG26 SA SECT 51A SPED |
| 300036234 | ADN ADMINISTRATORS INC | 11 | 47,164.74 | | |
| | | | **Check Total** | **47,164.74** | DENTAL CLAIMS |
| 300036324 | GRAND RAPIDS PUBLIC SCHOOLS | 22 | 46,763.00 | | |
| | | | **Check Total** | **46,763.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036306 | COMSTOCK PARK PUBLIC SCHOOLS | 22 | 43,425.69 | | |
| | | | **Check Total** | **43,425.69** | AUG26 SA SECT 51A SPED |
| 67726 | PEOPLE DRIVEN TECHNOLOGY INC | 26 | 41,055.00 | | |
| | | | **Check Total** | **41,055.00** | UPS BMIC |
| 300036413 | CDW LLC | 26 | 40,800.00 | | |
| | | | **Check Total** | **40,800.00** | PROOFPOINT UPGRADE YR1/3 7/1/2 |
| 300036355 | NORTHVIEW PUBLIC SCHOOLS | 22 | 38,924.44 | | |
| | | | **Check Total** | **38,924.44** | AUG26 SA SECT 51A SPED |
| 300036351 | NEW BRANCHES SCHOOL | 22 | 38,344.00 | | |
| | | | **Check Total** | **38,344.00** | IDEA THRU JULY 2026 - CURRENT |
| 608072601 | CITY OF GRAND RAPIDS | 11 | 37,783.47 | | |
| | | | **Check Total** | **37,783.47** | CITY TAXES |

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|---|---|---|---|---|---|
| 300036359 | ORCHARD VIEW SCHOOLS | 11 | 35,426.72 | | |
| | | | **Check Total** | **35,426.72** | AUG26 SA SECT 107 ADULT ED |
| 67699 | BYRON TOWNSHIP TREASURER | 22 | 35,280.00 | | |
| | | | **Check Total** | **35,280.00** | TAX COLLECTION |
| 67763 | BROOKE T DAVIS | 11 | 35,000.00 | | |
| | | | **Check Total** | **35,000.00** | BTD CONSULTING WMTC SESSION LI |
| 300036233 | SEHI COMPUTER PRODUCTS INC | 26 | 33,600.00 | | |
| | | | **Check Total** | **33,600.00** | KCTC - COMPUTER EQUIPMENT |
| 67874 | TYLER TECHNOLOGIES INC | 11 | 33,237.11 | | |
| | | | **Check Total** | **33,237.11** | PACE 6 RENEWAL - KENT ISD FISC |
| 300036347 | LOWELL AREA SCHOOLS | 22 | 32,099.70 | | |
| | | | **Check Total** | **32,099.70** | AUG26 SA SECT 51A SPED |
| 67788 | PEOPLE DRIVEN TECHNOLOGY INC | 26 | 30,403.88 | | |
| | | | **Check Total** | **30,403.88** | SMARTNET RENEWAL 8/1/26-7/31/2 |
| 300036432 | TYCO TECHNOLOGY GMBH | 21 | 11,293.06 | | |
| | TYCO TECHNOLOGY GMBH | 26 | 18,068.94 | | |
| | | | **Check Total** | **29,362.00** | DISTRICT-WIDE ANNUAL BOILER PM |
| 300036273 | LAKESHORE LEARNING MATERIALS | 11 | 26,859.42 | | |
| | | | **Check Total** | **26,859.42** | GSRP - STAND UP MAGNETIC DESI |
| 300036407 | GODWIN HEIGHTS PUBLIC SCHOOLS | 11 | 25,799.94 | | |
| | | | **Check Total** | **25,799.94** | WMTC STIPEND - T.KOSTEN |
| 67711 | GR CHARTER TOWNSHIP | 22 | 24,993.50 | | |
| | | | **Check Total** | **24,993.50** | 2026 SUMMER TAX COLLECTION |
| 300036309 | CREATIVE TECHNOLOGIES ACADEMY | 22 | 24,214.00 | | |
| | | | **Check Total** | **24,214.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036366 | ROCKFORD PUBLIC SCHOOLS | 22 | 24,181.00 | | |
| | | | **Check Total** | **24,181.00** | IDEA THRU JULY 2026 - CURRENT |

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|---|---|---|---|---|---|
| 67784 | NCS PEARSON INC | 26 | 23,923.00 | | |
| | | | **Check Total** | **23,923.00** | CERTIPORT STIE LICENSE FOR KCT |
| 67719 | EMICS INC | 26 | 22,880.00 | | |
| | | | **Check Total** | **22,880.00** | IK12 DIGITAL FORMS ANNUAL RENE |
| 300036344 | KNAPP CHARTER ACADEMY | 22 | 21,921.00 | | |
| | | | **Check Total** | **21,921.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036419 | MADISON NATIONAL LIFE INS CO INC | 11 | 21,487.81 | | |
| | | | **Check Total** | **21,487.81** | SEP PREMIUMS |
| 300036372 | WEST MICH AVIATION ACADEMY | 22 | 20,807.00 | | |
| | | | **Check Total** | **20,807.00** | IDEA THRU JULY 2026 - CURRENT |
| 67825 | ECKHOFF & DEVRIES PAINTING & WALLCOVERING | 11 | 2,980.00 | | |
| | ECKHOFF & DEVRIES PAINTING & WALLCOVERING | 26 | 17,675.00 | | |
| | | | **Check Total** | **20,655.00** | MAIN CAMPUS PAINT ROOMS, DOORS |
| 300036312 | EAST GRAND RAPIDS PUBLIC SCHOOLS | 22 | 20,567.00 | | |
| | | | **Check Total** | **20,567.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036339 | KENT CITY COMMUNITY SCHOOLS | 22 | 20,383.00 | | |
| | | | **Check Total** | **20,383.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036374 | WILLIAM C ABNEY ACADEMY | 22 | 20,362.00 | | |
| | | | **Check Total** | **20,362.00** | IDEA THRU JULY 2026 - CURRENT |
| 67829 | GRX | 11 | 20,316.66 | | |
| | | | **Check Total** | **20,316.66** | Kickoff T-Shirts 2026 |
| 300036353 | NEXTECH HIGH SCHOOL | 22 | 19,471.00 | | |
| | | | **Check Total** | **19,471.00** | IDEA THRU JULY 2026 - CURRENT |
| 67741 | VK ENDEAVOURS LLC | 42 | 18,193.50 | | |
| | VK ENDEAVOURS LLC | 46 | 126.00 | | |
| | | | **Check Total** | **18,319.50** | BELTLINE CAMPUS PAVING-PROF SE |

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|---|---|---|---|---|---|
| 300036269 | CREATIVE TECHNOLOGIES ACADEMY | 11 | 18,246.00 | | |
| | | | **Check Total** | **18,246.00** | GSRP THRU JULY 2026- CURRENT Y |
| 300036254 | GRAND RAPIDS PUBLIC SCHOOLS | 23 | 17,880.25 | | |
| | | | **Check Total** | **17,880.25** | FY26 ENHANCE 2026-08-06 |
| 608072621 | GLP & ASSOCIATES | 11 | 17,119.31 | | |
| | | | **Check Total** | **17,119.31** | ANNUITY |
| 300036375 | WILLIAM C ABNEY ACADEMY | 11 | 16,908.00 | | |
| | | | **Check Total** | **16,908.00** | TITLE I THRU JULY26 |
| 300036362 | PLAINWELL COMMUNITY SCHOOLS | 11 | 16,766.54 | | |
| | | | **Check Total** | **16,766.54** | AUG26 SA SECT 107 ADULT ED |
| 300036426 | CUSTER OFFICE ENVIRONMENTS INC | 42 | 16,059.87 | | |
| | | | **Check Total** | **16,059.87** | S GODWIN CLASSROOM FURNITURE |
| 300036316 | FREMONT PUBLIC SCHOOLS | 11 | 15,941.54 | | |
| | | | **Check Total** | **15,941.54** | AUG26 SA SECT 107 ADULT ED |
| 300036317 | FRUITPORT COMMUNITY SCHOOLS | 11 | 14,951.54 | | |
| | | | **Check Total** | **14,951.54** | AUG26 SA SECT 107 ADULT ED |
| 300036430 | GODWIN HEIGHTS PUBLIC SCHOOLS | 11 | 14,384.50 | | |
| | | | **Check Total** | **14,384.50** | WMTC STIPENDS-ZAVALA-SILVA/SPU |
| 300036305 | CENTRAL MONTCALM PUB SCH | 11 | 13,972.72 | | |
| | | | **Check Total** | **13,972.72** | AUG26 SA SECT 107 ADULT ED |
| 300036293 | BELDING AREA SCHOOLS | 11 | 13,903.63 | | |
| | | | **Check Total** | **13,903.63** | AUG26 SA SECT 107 ADULT ED |
| 67821 | COURTLAND TOWNSHIP | 22 | 13,903.50 | | |
| | | | **Check Total** | **13,903.50** | 2026 SUMMER TAX COLLECTION FEE |
| 300036429 | GODFREY LEE PUBLIC SCHOOLS | 11 | 13,825.38 | | |
| | | | **Check Total** | **13,825.38** | WMTC STIPENDS - C.HAGGERTY & S |
| 67867 | TEACHING STRATEGIES LLC | 11 | 13,468.00 | | |
| | | | **Check Total** | **13,468.00** | GSRP Teaching Strategies Portf |

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|---|---|---|---|---|---|
| 300036437 | NORTHVIEW PUBLIC SCHOOLS | 11 | 13,398.00 | | |
| | | | **Check Total** | **13,398.00** | WMTC STIPENDS-ROCHELEAU/SIPMAN |
| 608212621 | GLP & ASSOCIATES | 11 | 13,348.25 | | |
| | | | **Check Total** | **13,348.25** | ANNUITY |
| 67853 | POWERSCHOOL CORPORATION | 11 | 5,116.32 | | |
| | POWERSCHOOL CORPORATION | 21 | 7,956.16 | | |
| | | | **Check Total** | **13,072.48** | PS SIS & ECOLLECT FOR CENTER P |
| 67752 | POWERSCHOOL CORPORATION | 22 | 13,056.00 | | |
| | | | **Check Total** | **13,056.00** | POWERSCHOOL REGIONAL CONTROLLE |
| 300036259 | KENTWOOD PUBLIC SCHOOLS | 23 | 12,866.95 | | |
| | | | **Check Total** | **12,866.95** | FY26 ENHANCE 2026-08-06 |
| 300036292 | ALLEGAN PUBLIC SCHOOLS | 11 | 12,820.00 | | |
| | | | **Check Total** | **12,820.00** | AUG26 SA SECT 107 ADULT ED |
| 300036404 | CUSTER OFFICE ENVIRONMENTS INC | 42 | 12,471.00 | | |
| | | | **Check Total** | **12,471.00** | EUC OFFICE FURNITURE BREAK DOW |
| 67861 | STATE OF MICHIGAN | 22 | 12,370.70 | | |
| | | | **Check Total** | **12,370.70** | Medicaid School Based Services |
| 608072623 | PARADIGM EQUITIES INC | 11 | 12,332.29 | | |
| | | | **Check Total** | **12,332.29** | ANNUITY |
| 67827 | ENGINEERED PROTECTION SYSTEMS INC | 11 | 779.52 | | |
| | ENGINEERED PROTECTION SYSTEMS INC | 21 | 6,725.76 | | |
| | ENGINEERED PROTECTION SYSTEMS INC | 26 | 4,631.97 | | |
| | | | **Check Total** | **12,137.25** | DISTRICT-WIDE SECURITY |
| 608212623 | PARADIGM EQUITIES INC | 11 | 12,091.26 | | |
| | | | **Check Total** | **12,091.26** | ANNUITY |
| 67870 | TECHNISTA LLC | 26 | 12,000.00 | | |
| | | | **Check Total** | **12,000.00** | MEERA LAB - NORTHVIEW |

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|---|---|---|---|---|---|
| 67871 | TECHNISTA LLC | 26 | 12,000.00 | | |
| | | | **Check Total** | **12,000.00** | MEERA LAB - KELLOGGSVILLE |
| 300036251 | FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION | 23 | 11,909.51 | | |
| | | | **Check Total** | **11,909.51** | FY26 ENHANCE 2026-08-06 |
| 300036424 | AMAZON.COM LLC | 11 | 40.51 | | |
| | AMAZON.COM LLC | 26 | 11,831.73 | | |
| | | | **Check Total** | **11,872.24** | CLASSROOM SUPPLIES A100 |
| 67748 | COOPERSVILLE AREA PUBL SCHOOLS | 11 | 11,665.00 | | |
| | | | **Check Total** | **11,665.00** | WMTC STIPEND - C.MEERMAN |
| 300036416 | FORESIGHT CAPITAL MANAGEMENT ADVISORS INC | 29 | 11,592.50 | | |
| | | | **Check Total** | **11,592.50** | MRIC CONSULTING FEES FEES - JU |
| 67743 | FAMILY PROMISE OF GRAND RAPIDS | 11 | 11,484.56 | | |
| | | | **Check Total** | **11,484.56** | MV THRU JULY 2026 |
| 300036297 | BYRON CENTER PUBLIC SCHOOLS | 22 | 11,328.00 | | |
| | | | **Check Total** | **11,328.00** | IDEA THRU JULY 2026 - CURRENT |
| 67694 | POSTMA CORPORATION | 26 | 11,170.66 | | |
| | | | **Check Total** | **11,170.66** | WAN MAINTENANCE |
| 67879 | XEROX CORPORATION | 26 | 10,766.01 | | |
| | | | **Check Total** | **10,766.01** | PRINTER LEASE & SERVICE YR 5/5 |
| 300036303 | CEDAR SPRINGS PUBLIC SCHOOLS | 22 | 10,740.00 | | |
| | | | **Check Total** | **10,740.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036298 | CALEDONIA COMMUNITY SCHOOLS | 11 | 9,205.00 | | |
| | CALEDONIA COMMUNITY SCHOOLS | 22 | 1,394.00 | | |
| | | | **Check Total** | **10,599.00** | AUG26 SA SECT 51A SPED |
| 300036318 | GODFREY LEE PUBLIC SCHOOLS | 22 | 10,501.34 | | |
| | | | **Check Total** | **10,501.34** | AUG26 SA SECT 51A SPED |

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|---|---|---|---|---|---|
| 67608 | MATHISON ARCHITECTS LLC | 42 | 10,479.50 | | |
| | | | **Check Total** | **10,479.50** | EU CENTRAL RENO SERVICES 06/01 |
| 300036338 | KENT CITY COMMUNITY SCHOOLS | 22 | 10,424.88 | | |
| | | | **Check Total** | **10,424.88** | AUG26 SA SECT 51A SPED |
| 300036377 | WEST MICHIGAN ACADEMY OF ENVIRONMENTAL SCIENCE | 11 | 10,066.00 | | |
| | | | **Check Total** | **10,066.00** | TITLE III THRU JULY 2026 |
| 67778 | WIER ENTERPRISES ;LLC | 21 | 9,996.00 | | |
| | | | **Check Total** | **9,996.00** | LCC CONCRETE DRAIN REPAIR - LO |
| 300036262 | ROCKFORD PUBLIC SCHOOLS | 23 | 9,915.18 | | |
| | | | **Check Total** | **9,915.18** | FY26 ENHANCE 2026-08-06 |
| 67696 | VK ENDEAVOURS LLC | 42 | 7,864.58 | | |
| | VK ENDEAVOURS LLC | 46 | 2,016.00 | | |
| | | | **Check Total** | **9,880.58** | PINE GROVE PAVING PROJECT |
| 300036329 | GRANDVILLE PUBLIC SCHOOLS | 22 | 9,786.00 | | |
| | | | **Check Total** | **9,786.00** | IDEA THRU JULY 2026 - CURRENT |
| 67745 | WHITEHALL DISTRICT SCHOOLS | 11 | 9,754.18 | | |
| | | | **Check Total** | **9,754.18** | AUG26 SA SECT 107 ADULT ED |
| 67736 | TENDER LAWN CARE | 11 | 6,406.22 | | |
| | TENDER LAWN CARE | 21 | 857.52 | | |
| | TENDER LAWN CARE | 26 | 2,487.50 | | |
| | | | **Check Total** | **9,751.24** | LINCOLN CAMPUS WEEDING AND LAN |
| 67767 | CONSUMERS ENERGY CO | 21 | 9,720.40 | | |
| | | | **Check Total** | **9,720.40** | 103046645265 (1655 12 MILE NW) |
| 300036336 | KENOWA HILLS PUBLIC SCHOOLS | 22 | 9,703.00 | | |
| | | | **Check Total** | **9,703.00** | IDEA THRU JULY 2026 - CURRENT |
| 67791 | SONOVA USA INC | 21 | 9,639.25 | | |
| | | | **Check Total** | **9,639.25** | Audiology 26-27 equipment |

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|---|---|---|---|---|---|
| 300036369 | SPARTA AREA SCHOOLS | 22 | 9,035.00 | | |
| | | | **Check Total** | **9,035.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036235 | AMAZON.COM LLC | 11 | 124.76 | | |
| | AMAZON.COM LLC | 26 | 8,827.52 | | |
| | | | **Check Total** | **8,952.28** | FACILITIES-OFFICE SUPPLIES |
| 300036343 | KENTWOOD PUBLIC SCHOOLS | 11 | 8,902.00 | | |
| | | | **Check Total** | **8,902.00** | MV THRU JULY 2026 |
| 67652 | INTRADO LIFE & SAFETY INC | 26 | 8,780.63 | | |
| | | | **Check Total** | **8,780.63** | E911 7/1/26-6/30/27 |
| 608072615 | GLP & ASSOCIATES - 457 | 11 | 8,540.80 | | |
| | | | **Check Total** | **8,540.80** | ANNUITY |
| 67703 | CITY OF GRAND RAPIDS | 11 | 765.22 | | |
| | CITY OF GRAND RAPIDS | 21 | 4,892.74 | | |
| | CITY OF GRAND RAPIDS | 26 | 2,493.05 | | |
| | | | **Check Total** | **8,151.01** | WS2081155 (1800 LEFFINGWELL-IR |
| 67727 | PREMIER PATCHING INC | 21 | 5,400.00 | | |
| | PREMIER PATCHING INC | 26 | 2,700.00 | | |
| | | | **Check Total** | **8,100.00** | FAC ASPHALT REPAIR |
| 300036352 | NEW BRANCHES SCHOOL | 11 | 8,037.00 | | |
| | | | **Check Total** | **8,037.00** | TITLE III THRU JULY 2026 |
| 300036350 | MASON COUNTY CENTRAL SCHOOLS | 11 | 7,975.91 | | |
| | | | **Check Total** | **7,975.91** | AUG26 SA SECT 107 ADULT ED |
| 300036287 | FIRE PROS INC | 21 | 2,546.55 | | |
| | FIRE PROS INC | 26 | 5,326.00 | | |
| | | | **Check Total** | **7,872.55** | KCTC EAST - EXTINGUISHER INSPE |
| 608072620 | ASR CORP | 11 | 7,791.75 | | |
| | | | **Check Total** | **7,791.75** | KENT ISD FLEX |

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|---|---|---|---|---|---|
| 608212620 | ASR CORP | 11 | 7,537.91 | | |
| | | | **Check Total** | **7,537.91** | KENT ISD FLEX |
| 300036441 | SUN LIFE ASSURANCE COMPANY | 11 | 7,348.87 | | |
| | | | **Check Total** | **7,348.87** | SEP PREMIUMS |
| 300036255 | GRANDVILLE PUBLIC SCHOOLS | 23 | 7,318.36 | | |
| | | | **Check Total** | **7,318.36** | FY26 ENHANCE 2026-08-06 |
| 300036330 | GRANT PUBLIC SCHOOLS | 11 | 7,301.09 | | |
| | | | **Check Total** | **7,301.09** | AUG26 SA SECT 107 ADULT ED |
| 300036315 | FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION | 22 | 7,190.00 | | |
| | | | **Check Total** | **7,190.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036238 | EYEMED | 11 | 7,107.26 | | |
| | | | **Check Total** | **7,107.26** | AUG PREMIUMS |
| 67777 | JONATHAN SMITH | 11 | 6,943.75 | | |
| | | | **Check Total** | **6,943.75** | PROFESSIONAL ADVISORY SERVICES |
| 67740 | VIBRANT FUTURES | 11 | 6,926.73 | | |
| | | | **Check Total** | **6,926.73** | Subcontracting Services - Vibr |
| 67674 | REPUBLIC SERVICES INC | 11 | 588.32 | | |
| | REPUBLIC SERVICES INC | 21 | 3,469.73 | | |
| | REPUBLIC SERVICES INC | 26 | 2,865.62 | | |
| | | | **Check Total** | **6,923.67** | DISTRICT-WIDE TRASH SERVICES |
| 300036300 | CALEDONIA COMMUNITY SCHOOLS | 22 | 6,672.00 | | |
| | | | **Check Total** | **6,672.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036247 | CALEDONIA COMMUNITY SCHOOLS | 23 | 6,645.67 | | |
| | | | **Check Total** | **6,645.67** | FY26 ENHANCE 2026-08-06 |
| 300036380 | WYOMING PUBLIC SCHOOLS | 22 | 6,599.00 | | |
| | | | **Check Total** | **6,599.00** | IDEA THRU JULY 2026 - CURRENT |
| 67662 | MCKESSON MEDICAL SURGICAL | 26 | 6,410.03 | | |
| | | | **Check Total** | **6,410.03** | MEDICAL ASSISTING MCKESSON SY2 |

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|---|---|---|---|---|---|
| 300036409 | ANA L RAMIREZ-SAENZ | 21 | 6,372.85 | | |
| | ANA L RAMIREZ-SAENZ | 22 | 2.00 | | |
| | | | **Check Total** | **6,374.85** | LA FUENTE TRANSLATION SERVICES |
| 300036439 | DUANE OETMAN | 22 | 6,357.75 | | |
| | | | **Check Total** | **6,357.75** | Review & Signatures for Prescr |
| 67754 | SPRING LAKE PUBLIC SCHOOLS | 11 | 6,237.38 | | |
| | | | **Check Total** | **6,237.38** | WMTC STIPEND - J.SWANSON |
| 67725 | NELSON TOWNSHIP | 22 | 6,174.03 | | |
| | | | **Check Total** | **6,174.03** | 2026 SUMMER TAX COLLECTION |
| 67832 | IMPERIAL BAG & PAPER CO LLC | 21 | 1,743.30 | | |
| | IMPERIAL BAG & PAPER CO LLC | 26 | 4,397.99 | | |
| | | | **Check Total** | **6,141.29** | MAIN CAMPUS - CUSTODIAL SUPPLI |
| 608212615 | GLP & ASSOCIATES - 457 | 11 | 6,137.80 | | |
| | | | **Check Total** | **6,137.80** | ANNUITY |
| 300036410 | MICHIGAN SCHOOLS ENERGY COOPERATIVE | 11 | 373.81 | | |
| | MICHIGAN SCHOOLS ENERGY COOPERATIVE | 21 | 3,327.84 | | |
| | MICHIGAN SCHOOLS ENERGY COOPERATIVE | 26 | 2,377.81 | | |
| | | | **Check Total** | **6,079.46** | ACCT# 41000 - NATURAL GAS JUN2 |
| 300036246 | BYRON CENTER PUBLIC SCHOOLS | 23 | 6,037.85 | | |
| | | | **Check Total** | **6,037.85** | FY26 ENHANCE 2026-08-06 |
| 67805 | NEXSTAR BROADCASTING INC | 11 | 6,000.00 | | |
| | | | **Check Total** | **6,000.00** | GREAT START TO QUALITY - ADVER |
| 67682 | TOBII DYNAVOX LLC | 21 | 5,970.06 | | |
| | | | **Check Total** | **5,970.06** | BOARDMAKER 7 SOFTWARE RENEWAL |
| 300036271 | GRAND RAPIDS PUBLIC SCHOOLS | 11 | 5,930.00 | | |
| | | | **Check Total** | **5,930.00** | GSRP THRU JULY 2026- CURRENT Y |
| 300036422 | SPARTA AREA SCHOOLS | 11 | 5,840.50 | | |
| | | | **Check Total** | **5,840.50** | WMTC RESIDENT STIPEND - L.WALT |

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|---|---|---|---|---|---|
| 67785 | OTTAWA AREA ISD | 11 | 5,800.00 | | |
| | | | **Check Total** | **5,800.00** | TAAM TRAINING MANAGER & CURRIC |
| 67780 | MCKESSON MEDICAL SURGICAL | 26 | 5,778.37 | | |
| | | | **Check Total** | **5,778.37** | NURSE TECH MCKESSON ORDER FY26 |
| 67845 | MIDWEST STEEL SUPPLY CO INC | 26 | 5,770.98 | | |
| | | | **Check Total** | **5,770.98** | STEEL TEACHING SUPPLIES 564 - |
| 67820 | CONSUMERS ENERGY CO | 21 | 2,730.08 | | |
| | CONSUMERS ENERGY CO | 26 | 3,031.33 | | |
| | | | **Check Total** | **5,761.41** | 100038620934 (1633 E BELTLINE |
| 300036286 | CUSTER OFFICE ENVIRONMENTS INC | 42 | 5,703.41 | | |
| | | | **Check Total** | **5,703.41** | EUS CLASSROOM TABLES |
| 300036412 | AMAZON.COM LLC | 11 | 349.99 | | |
| | AMAZON.COM LLC | 26 | 5,343.29 | | |
| | | | **Check Total** | **5,693.28** | Amazon (Classroom Materials) |
| 608072614 | PARADIGM EQUITIES-ROTH | 11 | 5,691.60 | | |
| | | | **Check Total** | **5,691.60** | ANNUITY |
| 67667 | NCS PEARSON INC | 21 | 5,618.08 | | |
| | | | **Check Total** | **5,618.08** | DAYC-2 Cognitive Domain Protoc |
| 67672 | COURIERED LLC | 11 | 5,509.35 | | |
| | | | **Check Total** | **5,509.35** | Inter and intra-school REMC co |
| 67850 | OTTAWA AREA ISD | 21 | 5,500.00 | | |
| | | | **Check Total** | **5,500.00** | EDGENUITY LICENSES RENEWAL |
| 67764 | CEV MULTIMEDIA LLC | 26 | 5,460.00 | | |
| | | | **Check Total** | **5,460.00** | iCEV SUBSCRIPTION FOR AG SY26- |
| 300036322 | GODWIN HEIGHTS PUBLIC SCHOOLS | 22 | 5,452.00 | | |
| | | | **Check Total** | **5,452.00** | IDEA THRU JULY 2026 - CURRENT |
| 608072605 | MG TRUST COMPANY-MIDWEST | 11 | 5,440.22 | | |
| | | | **Check Total** | **5,440.22** | ANNUITY |

| | | | | | |
|---|---|---|---|---|---|
| 67875 | VERIZON WIRELESS SERVICES LLC | 11 | 1,496.80 | | |
| | VERIZON WIRELESS SERVICES LLC | 21 | 2,637.82 | | |
| | VERIZON WIRELESS SERVICES LLC | 22 | 822.78 | | |
| | VERIZON WIRELESS SERVICES LLC | 26 | 571.86 | | |
| | VERIZON WIRELESS SERVICES LLC | 28 | -166.23 | | |
| | | | **Check Total** | **5,363.03** | 587269487-00001 7/1/26-8/10/ |
| 300036357 | NORTHVIEW PUBLIC SCHOOLS | 22 | 5,353.00 | | |
| | | | **Check Total** | **5,353.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036265 | WYOMING PUBLIC SCHOOLS | 23 | 5,142.41 | | |
| | | | **Check Total** | **5,142.41** | FY26 ENHANCE 2026-08-06 |
| 300036442 | UNITED COMMERCIAL SERVICES INC | 21 | 5,117.81 | | |
| | | | **Check Total** | **5,117.81** | EUS CLEANING SERVICES |
| 300036280 | AREA COMM SERVICES EMPLOYMT & TRAINING COUNCIL | 26 | 5,000.00 | | |
| | | | **Check Total** | **5,000.00** | MICAREER QUEST 2027 GOLD SPONS |
| 67734 | STELLAR ROOFING COMPANY | 26 | 4,979.75 | | |
| | | | **Check Total** | **4,979.75** | kCTC-E ROOF LEAK REPAIR AT C-W |
| 608212605 | MG TRUST COMPANY-MIDWEST | 11 | 4,862.39 | | |
| | | | **Check Total** | **4,862.39** | ANNUITY |
| 300036360 | OTSEGO PUBLIC SCHOOLS | 11 | 4,814.63 | | |
| | | | **Check Total** | **4,814.63** | MV THRU JULY 2026 |
| 300036237 | CUSTER OFFICE ENVIRONMENTS INC | 26 | 4,775.98 | | |
| | | | **Check Total** | **4,775.98** | CTC-E CONFERENCE ROOM STORAGE |
| 300036284 | BROADMOOR PRODUCTS INC | 21 | 4,694.89 | | |
| | | | **Check Total** | **4,694.89** | PINE GROVE - HVAC LEAK REPAIR |
| 300036438 | NYE UNIFORM COMPANY | 26 | 4,615.75 | | |
| | | | **Check Total** | **4,615.75** | UNIFORM ORDER SY26-27 Nurse Te |
| 300036260 | LOWELL AREA SCHOOLS | 23 | 4,584.54 | | |
| | | | **Check Total** | **4,584.54** | FY26 ENHANCE 2026-08-06 |

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|---|---|---|---|---|---|
| 608212614 | PARADIGM EQUITIES-ROTH | 11 | 4,493.62 | | |
| | | | **Check Total** | **4,493.62** | ANNUITY |
| 67637 | CRITICAL RESPONSE GROUP | 11 | 4,480.00 | | |
| | | | **Check Total** | **4,480.00** | ANNUAL IMPLEMENTAION & MAINTEN |
| 67712 | GR COMMUNITY COLLEGE | 11 | 355.84 | | |
| | GR COMMUNITY COLLEGE | 21 | 362.00 | | |
| | GR COMMUNITY COLLEGE | 22 | 63.25 | | |
| | GR COMMUNITY COLLEGE | 26 | 3,548.66 | | |
| | GR COMMUNITY COLLEGE | 27 | 91.91 | | |
| | | | **Check Total** | **4,421.66** | KCTC Health Careers |
| 67713 | MELODY VANDERWEIDE | 11 | 4,420.00 | | |
| | | | **Check Total** | **4,420.00** | GREAT START TO QUALITY - ADVER |
| 300036294 | BYRON CENTER CHARTER | 22 | 4,418.00 | | |
| | | | **Check Total** | **4,418.00** | IDEA THRU JULY 2026 - CURRENT |
| 608212612 | PLANMEMBER-ER | 11 | 4,409.36 | | |
| | | | **Check Total** | **4,409.36** | ANNUITY |
| 608072612 | PLANMEMBER-ER | 11 | 4,404.97 | | |
| | | | **Check Total** | **4,404.97** | ANNUITY |
| 300036434 | UKG KRONOS SYSTEMS LLC | 11 | 454.32 | | |
| | UKG KRONOS SYSTEMS LLC | 21 | 3,173.69 | | |
| | UKG KRONOS SYSTEMS LLC | 22 | 303.03 | | |
| | UKG KRONOS SYSTEMS LLC | 26 | 454.33 | | |
| | | | **Check Total** | **4,385.37** | KRONOS WORKFORCE SOFTWARE FY 2 |
| 300036261 | NORTHVIEW PUBLIC SCHOOLS | 23 | 4,371.15 | | |
| | | | **Check Total** | **4,371.15** | FY26 ENHANCE 2026-08-06 |
| 67707 | DJ'S LANDSCAPE MANAGEMENT | 21 | 4,366.88 | | |
| | | | **Check Total** | **4,366.88** | KEC-O LAWNCARE |

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|---|---|---|---|---|---|
| 300036363 | PORTLAND PUBLIC SCHOOLS | 11 | 4,326.18 | | |
| | | | **Check Total** | **4,326.18** | AUG26 SA SECT 107 ADULT ED |
| 300036371 | THORNAPPLE KELLOGG SCHOOLS | 22 | 4,325.00 | | |
| | | | **Check Total** | **4,325.00** | IDEA THRU JULY 2026 - CURRENT |
| 67878 | X-CEL CHEMICAL LLC | 21 | 4,019.40 | | |
| | X-CEL CHEMICAL LLC | 26 | 276.60 | | |
| | | | **Check Total** | **4,296.00** | KEC BELTLINE - CUSTODIAL SUPPL |
| 300036342 | KENTWOOD PUBLIC SCHOOLS | 22 | 4,259.00 | | |
| | | | **Check Total** | **4,259.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036278 | WEST MICHIGAN ACADEMY OF ENVIRONMENTAL SCIENCE | 11 | 4,185.00 | | |
| | | | **Check Total** | **4,185.00** | GSRP THRU JULY 2026- CURRENT Y |
| 67715 | FRED WARREN HAYWARD JR | 11 | 3,910.00 | | |
| | FRED WARREN HAYWARD JR | 26 | 157.50 | | |
| | | | **Check Total** | **4,067.50** | DISTRICT-WIDE BLDG AUTOMATION |
| 300036415 | FIRE PROS INC | 11 | 1,667.50 | | |
| | FIRE PROS INC | 21 | 2,369.94 | | |
| | | | **Check Total** | **4,037.44** | KEC BELTLINE - EXTINGUISHER IN |
| 67872 | TELOCIN GROUP INC | 21 | 4,002.10 | | |
| | | | **Check Total** | **4,002.10** | LPP GENERATOR PM |
| 300036264 | THORNAPPLE KELLOGG SCHOOLS | 23 | 3,991.41 | | |
| | | | **Check Total** | **3,991.41** | FY26 ENHANCE 2026-08-06 |
| 67876 | VIRTUAL TECHNOLOGIES | 26 | 3,971.60 | | |
| | | | **Check Total** | **3,971.60** | RUCKUS RENEWALS (PARTIAL YR) |
| 300036250 | EAST GRAND RAPIDS PUBLIC SCHOOLS | 23 | 3,960.36 | | |
| | | | **Check Total** | **3,960.36** | FY26 ENHANCE 2026-08-06 |
| 300036376 | WEST MICHIGAN ACADEMY OF ENVIRONMENTAL SCIENCE | 22 | 3,958.00 | | |
| | | | **Check Total** | **3,958.00** | IDEA THRU JULY 2026 - CURRENT |

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|---|---|---|---|---|---|
| 300036248 | CEDAR SPRINGS PUBLIC SCHOOLS | 23 | 3,947.38 | | |
| | | | **Check Total** | **3,947.38** | FY26 ENHANCE 2026-08-06 |
| 300036373 | WEST MICH AVIATION ACADEMY | 11 | 3,903.00 | | |
| | | | **Check Total** | **3,903.00** | TITLE III THRU JULY 2026 |
| 67718 | IMPERIAL BAG & PAPER CO LLC | 21 | 3,824.75 | | |
| | IMPERIAL BAG & PAPER CO LLC | 26 | 78.06 | | |
| | | | **Check Total** | **3,902.81** | DISTRICT WIDE PALLET OF SOAP F |
| 300036257 | KENOWA HILLS PUBLIC SCHOOLS | 23 | 3,813.96 | | |
| | | | **Check Total** | **3,813.96** | FY26 ENHANCE 2026-08-06 |
| 300036304 | CEDAR SPRINGS PUBLIC SCHOOLS | 11 | 3,740.00 | | |
| | | | **Check Total** | **3,740.00** | TITLE III THRU JULY 2026 |
| 67570 | TREECE HOME CARE INC | 22 | 3,636.00 | | |
| | | | **Check Total** | **3,636.00** | COMMUNITY CARE GIVERS BUS NURS |
| 608072604 | PLANMEMBER SECURITIES CORP | 11 | 3,623.02 | | |
| | | | **Check Total** | **3,623.02** | ANNUITY |
| 67714 | GRATTAN TOWNSHIP | 22 | 3,620.00 | | |
| | | | **Check Total** | **3,620.00** | 2026 SUMMER TAX COLLECTION |
| 608212604 | PLANMEMBER SECURITIES CORP | 11 | 3,607.21 | | |
| | | | **Check Total** | **3,607.21** | ANNUITY |
| 67722 | DOLLY ANN KELLOGG | 11 | 3,537.70 | | |
| | | | **Check Total** | **3,537.70** | Contracted services for GRSEPN |
| 300036242 | RELAYHUB LLC | 22 | 3,433.33 | | |
| | | | **Check Total** | **3,433.33** | Supported Software Fee for 202 |
| 300036290 | RELAYHUB LLC | 22 | 3,433.33 | | |
| | | | **Check Total** | **3,433.33** | Supported Software Fee for 202 |
| 300036361 | OTSEGO PUBLIC SCHOOLS | 11 | 3,318.00 | | |
| | | | **Check Total** | **3,318.00** | TITLE III THRU JULY 2026 |

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|---|---|---|---|---|
| 300036440 | SET INC | 11 | 3,266.50 | |
| | | | **Check Total** | **3,266.50** SEP PREMIUMS |
| 67819 | COMCAST HOLDINGS CORPORATION | 11 | 1,155.00 | |
| | COMCAST HOLDINGS CORPORATION | 21 | 2,105.10 | |
| | | | **Check Total** | **3,260.10** ACCT# 900014322 08/1/26-08/3 |
| 67650 | JIM LEACH LLC | 21 | 3,235.32 | |
| | | | **Check Total** | **3,235.32** LNS PUMP KIT AND ADAPTOR FOR D |
| 300036345 | LIGHTHOUSE ACADEMY | 22 | 3,234.00 | |
| | | | **Check Total** | **3,234.00** IDEA THRU JULY 2026 - CURRENT |
| 300036349 | LOWELL AREA SCHOOLS | 22 | 3,227.00 | |
| | | | **Check Total** | **3,227.00** IDEA THRU JULY 2026 - CURRENT |
| 300036311 | EAST GRAND RAPIDS PUBLIC SCHOOLS | 22 | 3,116.35 | |
| | | | **Check Total** | **3,116.35** AUG26 SA SECT 51A SPED |
| 300036263 | SPARTA AREA SCHOOLS | 23 | 3,092.94 | |
| | | | **Check Total** | **3,092.94** FY26 ENHANCE 2026-08-06 |
| 300036277 | THRUN MAATSCH AND NORDBERG PC | 11 | 1,000.67 | |
| | THRUN MAATSCH AND NORDBERG PC | 22 | 1,000.66 | |
| | THRUN MAATSCH AND NORDBERG PC | 26 | 1,000.67 | |
| | | | **Check Total** | **3,002.00** CLIENT 0720 MATTERS 00001 & 00 |
| 67656 | RONALD E KOEHLER | 11 | 3,000.00 | |
| | | | **Check Total** | **3,000.00** CONSULTING SERVICES |
| 67657 | RONALD E KOEHLER | 11 | 3,000.00 | |
| | | | **Check Total** | **3,000.00** CONSULTING SERVICES |
| 67768 | CITADEL BROADCASTING COMPANY | 11 | 3,000.00 | |
| | | | **Check Total** | **3,000.00** Radio ads for CCN Grant |
| 300036245 | JON MICHAEL WASHBURN | 11 | 3,000.00 | |
| | | | **Check Total** | **3,000.00** CONSULTING SERVICES |

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|---|---|---|---|---|---|
| 300036333 | KELLOGGSVILLE PUBLIC SCHOOLS | 22 | 2,999.00 | | |
| | | | **Check Total** | **2,999.00** | IDEA THRU JULY 2026 - CURRENT |
| 300036256 | KELLOGGSVILLE PUBLIC SCHOOLS | 23 | 2,870.50 | | |
| | | | **Check Total** | **2,870.50** | FY26 ENHANCE 2026-08-06 |
| 67716 | HEALTHY HOODS LLC | 26 | 2,845.00 | | |
| | | | **Check Total** | **2,845.00** | CTC-E SEMI-ANNUAL HOOD CLEANIN |
| 67664 | MISDU | 11 | 2,830.34 | | |
| | | | **Check Total** | **2,830.34** | GARNISHMENT |
| 67564 | DIANNE CARROLL BURDICK | 21 | 2,771.06 | | |
| | | | **Check Total** | **2,771.06** | DIANNE CARROLL BURDICK GRADUAT |
| 67783 | MISDU | 11 | 2,655.42 | | |
| | | | **Check Total** | **2,655.42** | GARNISHMENT |
| 67704 | CONSUMERS ENERGY CO | 21 | 2,627.31 | | |
| | | | **Check Total** | **2,627.31** | 103047440922 (3630 BYRON CTR S |
| 608072625 | VALIC | 11 | 2,569.56 | | |
| | | | **Check Total** | **2,569.56** | ANNUITY |
| 67689 | XEROX CORPORATION | 26 | 2,565.15 | | |
| | | | **Check Total** | **2,565.15** | MOS AGREEMENT - KCTC GRAPHICS |
| 67806 | XEROX CORPORATION | 26 | 2,565.15 | | |
| | | | **Check Total** | **2,565.15** | MOS AGREEMENT - KCTC GRAPHICS |
| 67755 | TENDER LAWN CARE | 11 | 2,064.26 | | |
| | TENDER LAWN CARE | 26 | 437.69 | | |
| | | | **Check Total** | **2,501.95** | KCC - LAWN MAINTENANCE JUN26 |
| 67630 | CANO'S BROADCASTING INC | 11 | 2,500.00 | | |
| | | | **Check Total** | **2,500.00** | CHILD CARE NAVIGATION - ADVERT |
| 67786 | PARENTS AS TEACHERS NATL CENTER INC | 11 | 2,500.00 | | |
| | | | **Check Total** | **2,500.00** | AFFILIATE RENEWAL FEE-K. LEZAN |

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|---|---|---|---|---|
| 300036289 | THE PITNEY BOWES BANK INC | 11 | 2,500.00 | |
| | | | **Check Total** | **2,500.00** 8000-9000-0299-2026 POSTAGE |
| 271508726 | EDUSTAFF LLC | 11 | 652.80 | |
| | EDUSTAFF LLC | 21 | 1,423.20 | |
| | EDUSTAFF LLC | 22 | 410.14 | |
| | | | **Check Total** | **2,486.14** EDUSTAFF 08/07/26 |
| 67729 | KEVIN KALISZ | 26 | 2,450.00 | |
| | | | **Check Total** | **2,450.00** CTC-E POWERWASHING BUILDING EX |
| 300036253 | GODWIN HEIGHTS PUBLIC SCHOOLS | 23 | 2,433.72 | |
| | | | **Check Total** | **2,433.72** FY26 ENHANCE 2026-08-06 |
| 67651 | INTER-INDUSTRY CONFERENCE ON AUTO COLLISION REPAIR | 26 | 2,400.00 | |
| | | | **Check Total** | **2,400.00** I-CAR LICENSE SY26-27 AUTO COL |
| 300036411 | CONTINENTAL AMERICAN INSURANCE COMPANY | 11 | 2,359.08 | |
| | | | **Check Total** | **2,359.08** AUG PREMIUMS |
| 300036249 | COMSTOCK PARK PUBLIC SCHOOLS | 23 | 2,308.25 | |
| | | | **Check Total** | **2,308.25** FY26 ENHANCE 2026-08-06 |
| 67802 | WASHINGTON STATE SCHOOL FOR THE BLIND | 22 | 2,278.00 | |
| | | | **Check Total** | **2,278.00** Purchase of 8 books converted |
| 608072607 | PARADIGM - 457 | 11 | 2,250.00 | |
| | | | **Check Total** | **2,250.00** ANNUITY |
| 608212607 | PARADIGM - 457 | 11 | 2,250.00 | |
| | | | **Check Total** | **2,250.00** ANNUITY |
| 67865 | STRAIGHT LINE FENCE LLC | 26 | 2,240.00 | |
| | | | **Check Total** | **2,240.00** CTC-W PRIVACY SLATS AT NEW CHI |
| 608072609 | PARADIGM ER | 11 | 2,140.69 | |
| | | | **Check Total** | **2,140.69** ANNUITY |

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|---|---|---|---|---|---|
| 608212609 | PARADIGM ER | 11 | 2,140.69 | | |
| | | | **Check Total** | **2,140.69** | ANNUITY |
| 67828 | KATERBERG CO INC | 11 | 2,104.35 | | |
| | | | **Check Total** | **2,104.35** | ESC IRRIGATION REPAIRS |
| 67693 | TREECE HOME CARE INC | 22 | 2,100.00 | | |
| | | | **Check Total** | **2,100.00** | COMMUNITY CARE GIVERS BUS NURS |
| 300036252 | GODFREY LEE PUBLIC SCHOOLS | 23 | 2,024.30 | | |
| | | | **Check Total** | **2,024.30** | FY26 ENHANCE 2026-08-06 |
| 67787 | PEOPLE DRIVEN TECHNOLOGY INC | 26 | 2,007.00 | | |
| | | | **Check Total** | **2,007.00** | VEEAM RENEWAL 8/17/26-8/16/27 |
| 67700 | CANO'S BROADCASTING INC | 11 | 2,000.00 | | |
| | | | **Check Total** | **2,000.00** | WMTC - ADVERTISING JUL/AUG 20 |
| 67708 | FERRIS STATE UNIVERSITY | 29 | 2,000.00 | | |
| | | | **Check Total** | **2,000.00** | S#12471795 PAIGE COOK - SCHOLA |
| 67830 | HEL INC | 26 | 2,000.00 | | |
| | | | **Check Total** | **2,000.00** | CTC-E REPAIRS TO VARIOUS WELDI |
| 300036239 | GRAND VALLEY STATE UNIVERSITY | 29 | 2,000.00 | | |
| | | | **Check Total** | **2,000.00** | S# G02625029-JACK HELAK - SCHO |
| 608072618 | GLP ASSOCIATES EE ROTH | 11 | 1,997.00 | | |
| | | | **Check Total** | **1,997.00** | ANNUITY |
| 608212618 | GLP ASSOCIATES EE ROTH | 11 | 1,997.00 | | |
| | | | **Check Total** | **1,997.00** | ANNUITY |
| 67735 | STRAIGHT LINE FENCE LLC | 26 | 1,981.00 | | |
| | | | **Check Total** | **1,981.00** | KCTC-E CHAIN LINK FENCE REPAIR |
| 300036281 | AMAZON.COM LLC | 11 | 867.84 | | |
| | AMAZON.COM LLC | 26 | 1,059.83 | | |
| | | | **Check Total** | **1,927.67** | FACILITIES - BOOTS & INSERTS |

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|---|---|---|---|---|
| 608072603 | LEGEND GROUP/ADSERV | 11 | 1,918.00 | |
| | | | **Check Total** | **1,918.00** ANNUITY |
| 67756 | AMERICAN CULINARY FEDERATION | 26 | 1,890.00 | |
| | | | **Check Total** | **1,890.00** STUDENT CFC CERTIFICATIONS |
| 300036414 | CLARK HILL PLC | 11 | 630.00 | |
| | CLARK HILL PLC | 22 | 630.00 | |
| | CLARK HILL PLC | 26 | 630.00 | |
| | | | **Check Total** | **1,890.00** CLIENT 058607 MATTER 1028237 - |
| 67849 | ONE TIME PYMTS | 29 | 1,875.09 | |
| | | | **Check Total** | **1,875.09** REIMBURSE WEST MI FOOD SERV CO |
| 67776 | HERITAGE-CRYSTAL CLEAN INC | 26 | 1,864.15 | |
| | | | **Check Total** | **1,864.15** KCTC EAST - DISPOSAL SERVICE |
| 67815 | BOUND TREE MEDICAL LLC | 26 | 1,859.98 | |
| | | | **Check Total** | **1,859.98** CPR EQUIPMENT FOR REGIONAL HEA |
| 300036291 | SEHI COMPUTER PRODUCTS INC | 11 | 1,795.00 | |
| | | | **Check Total** | **1,795.00** SPECTRUM SLIM LECTURN |
| 67789 | PREIN & NEWHOF | 11 | 40.00 | |
| | PREIN & NEWHOF | 21 | 1,154.00 | |
| | PREIN & NEWHOF | 26 | 594.00 | |
| | | | **Check Total** | **1,788.00** FILTER FIRST WATER TESTING |
| 67834 | COMFORT CONTROL SUPPLY CO INC | 11 | 741.16 | |
| | COMFORT CONTROL SUPPLY CO INC | 26 | 972.16 | |
| | | | **Check Total** | **1,713.32** ESC - HEAT PUMP REPAIR SUPPLIE |
| 300036241 | POCKET NURSE ENTERPRISES INC | 26 | 1,708.34 | |
| | | | **Check Total** | **1,708.34** POCKET NURSE ORDER PHARM TECH |
| 608212603 | LEGEND GROUP/ADSERV | 11 | 1,693.00 | |
| | | | **Check Total** | **1,693.00** ANNUITY |

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|---|---|---|---|---|---|
| 67775 | GORDON M BUITENDORP ASSOCIATES INC | 42 | 1,686.00 | | |
| | | | **Check Total** | **1,686.00** | PLC ENGINEERING FOR BOILER REP |
| 300036258 | KENT CITY COMMUNITY SCHOOLS | 23 | 1,655.72 | | |
| | | | **Check Total** | **1,655.72** | FY26 ENHANCE 2026-08-06 |
| 300036268 | CLARK HILL PLC | 11 | 333.50 | | |
| | CLARK HILL PLC | 22 | 956.30 | | |
| | CLARK HILL PLC | 26 | 333.50 | | |
| | | | **Check Total** | **1,623.30** | CLIENT 058607 MATTER 0448217 - |
| 67691 | ALEXA YUNES KOCH | 11 | 1,600.00 | | |
| | | | **Check Total** | **1,600.00** | PROVIDE TWO PROFESSIONAL DEVEL |
| 67685 | VILAYVONE SPHABMIXAY | 11 | 1,580.00 | | |
| | | | **Check Total** | **1,580.00** | STREET EATS EVENT CATERING |
| 608212613 | MG TRUST-ROTH 403B | 11 | 1,580.00 | | |
| | | | **Check Total** | **1,580.00** | ANNUITY |
| 300036406 | FORESIGHT CAPITAL MANAGEMENT ADVISORS INC | 29 | 1,567.50 | | |
| | | | **Check Total** | **1,567.50** | MRIC CONSULTING FEES - JUNE 20 |
| 67695 | GRAND VALLEY AUTOMATION INC | 26 | 1,560.00 | | |
| | | | **Check Total** | **1,560.00** | KCTC EAST - HVAC REPAIR SERVIC |
| 67742 | YOUNG SUPPLY COMPANY | 11 | 1,558.00 | | |
| | | | **Check Total** | **1,558.00** | ESC - IT HEAT PUMP REPAIR SUPP |
| 608212610 | GLP & ASSOC-ER | 11 | 1,544.41 | | |
| | | | **Check Total** | **1,544.41** | ANNUITY |
| 608072610 | GLP & ASSOC-ER | 11 | 1,535.52 | | |
| | | | **Check Total** | **1,535.52** | ANNUITY |
| 300036288 | GRAND VALLEY STATE UNIVERSITY | 29 | 1,500.00 | | |
| | | | **Check Total** | **1,500.00** | S#G02590025 CALEB JENKINS-SCHO |
| 67847 | SID TOOL CO INC | 26 | 1,491.82 | | |
| | | | **Check Total** | **1,491.82** | MSC TEACHING SUPPLIES - OPEN P |

| | | | | | |
|---|---|---|---|---|---|
| 67701 | CINTAS CORP NO. 2 | 21 | 210.00 | | |
| | CINTAS CORP NO. 2 | 26 | 1,266.60 | | |
| | | | **Check Total** | **1,476.60** | LINCOLN - EYEWASH SERVICE AGRE |
| 67760 | BOOKS BY THE BUSHEL LLC | 11 | 1,369.97 | | |
| | | | **Check Total** | **1,369.97** | BRIGHT BEGINNINGS - CLASSROOM |
| 67628 | BOLD SERVICES INC | 26 | 1,345.00 | | |
| | | | **Check Total** | **1,345.00** | CTC-E WELDING WORK TO REINFORC |
| 608212625 | VALIC | 11 | 1,292.38 | | |
| | | | **Check Total** | **1,292.38** | ANNUITY |
| 67769 | ZACHARY D START | 21 | 1,260.00 | | |
| | | | **Check Total** | **1,260.00** | KEC-B REPLACEMENT HANDLESETS F |
| 67669 | OTICON INC | 21 | 1,259.99 | | |
| | | | **Check Total** | **1,259.99** | Audiology 26-27 equipment-Otic |
| 67665 | MODERNISTIC II LLC | 11 | 832.53 | | |
| | MODERNISTIC II LLC | 26 | 426.99 | | |
| | | | **Check Total** | **1,259.52** | MAIN CAMPUS CARPET CLEANING IN |
| 67822 | CITADEL BROADCASTING COMPANY | 11 | 1,252.00 | | |
| | | | **Check Total** | **1,252.00** | CHILDCARE NAVIGATION - ADVERTI |
| 67814 | BOOKS BY THE BUSHEL LLC | 11 | 1,240.99 | | |
| | | | **Check Total** | **1,240.99** | BRIGHT BEGINNINGS - CLASSROOM |
| 67710 | GEORGETOWN CHARTER TOWNSHIP | 22 | 1,231.75 | | |
| | | | **Check Total** | **1,231.75** | 2026 SUMMER TAX COLLECTION |
| 67706 | CUSTOM GEARS INC | 21 | 1,200.00 | | |
| | | | **Check Total** | **1,200.00** | LINCOLN LCC - EMERGENCY REPAIR |
| 67730 | SCHOOL EQUITY CAUCUS | 11 | 1,200.00 | | |
| | | | **Check Total** | **1,200.00** | ISD MEMBERSHIP DUES 07/01/26-0 |
| 608072613 | MG TRUST-ROTH 403B | 11 | 1,180.00 | | |
| | | | **Check Total** | **1,180.00** | ANNUITY |

| | | | | | |
|---|---|---|---|---|---|
| 67731 | SIEMENS INDUSTRY INC | 26 | 1,172.00 | | |
| | | | **Check Total** | **1,172.00** | KCTC EAST - REPLACE HVAC DUCT |
| 271582526 | EDUSTAFF LLC | 11 | 704.17 | | |
| | EDUSTAFF LLC | 22 | 442.96 | | |
| | | | **Check Total** | **1,147.13** | EDUSTAFF 08/25/2026 |
| 67717 | HEALTHY HOODS LLC | 26 | 1,140.00 | | |
| | | | **Check Total** | **1,140.00** | CTC-W SEMI-ANNUAL HOOD CLEANIN |
| 67858 | SELECT PRINTING SOLUTIONS LLC | 26 | 1,120.00 | | |
| | | | **Check Total** | **1,120.00** | KCTC THERAPEUTIC SERVICES - PR |
| 67866 | SWEETWATER SOUND HOLDINGS LLC | 21 | 1,103.08 | | |
| | | | **Check Total** | **1,103.08** | Music Therapy Instruments |
| 67848 | ROCKFORD COMMUNITY SERVICE CENTER | 21 | 1,100.00 | | |
| | | | **Check Total** | **1,100.00** | NORTH KENT CONNECT-LEASE FOR 2 |
| 300036428 | FIRE PROS INC | 11 | 1,060.25 | | |
| | | | **Check Total** | **1,060.25** | ESC - HAZARD SYSTEM INSPECTION |
| 300036283 | BRETT ATWOOD | 27 | 1,033.33 | | |
| | | | **Check Total** | **1,033.33** | BeHeard Productions for SNN 26 |
| 300036408 | KENT COUNTY TREASURER | 11 | 16.08 | | |
| | KENT COUNTY TREASURER | 22 | 647.70 | | |
| | KENT COUNTY TREASURER | 23 | 162.54 | | |
| | KENT COUNTY TREASURER | 26 | 158.93 | | |
| | KENT COUNTY TREASURER | 42 | 19.12 | | |
| | KENT COUNTY TREASURER | 46 | 19.12 | | |
| | | | **Check Total** | **1,023.49** | REFUND 2025 TAXES - CITY OF GR |
| 67792 | STATE OF MICHIGAN | 11 | 1,004.00 | | |
| | | | **Check Total** | **1,004.00** | LIVE SCAN FINGERPRINTING - JUL |
| 300036337 | KENOWA HILLS PUBLIC SCHOOLS | 11 | 1,003.00 | | |
| | | | **Check Total** | **1,003.00** | TITLE I THRU JULY26 |

| | | | | | |
|---|---|---|---|---|---|
| 608072606 | MG TRUST- ER | 11 | 1,000.66 | | |
| | | | **Check Total** | **1,000.66** | Payroll Run 1 - Warrant 080726 |
| 67709 | SCRIPPS MEDIA | 11 | 1,000.00 | | |
| | | | **Check Total** | **1,000.00** | WMTC ADVERTISING 07/27/26-08/0 |
| 67812 | BAKER COLLEGE OF MUSKEGON | 29 | 1,000.00 | | |
| | | | **Check Total** | **1,000.00** | ID#42634168 - SOPHIA FATA - SC |
| 300036431 | CHARLES HONEY | 27 | 1,000.00 | | |
| | | | **Check Total** | **1,000.00** | Charles Honey - SNN Contract 2 |
| 300036436 | MICHIGAN TECHNOLOGICAL UNIVERSITY | 29 | 1,000.00 | | |
| | | | **Check Total** | **1,000.00** | S# M91651898-ISAAC KOSACHUK - |
| | 9/1/2026 8:03 AM | | **Grand Total** | **24,928,152.01** | |

# Analysis of Banking Institutions
## 08/31/26

| Bank | Account Type | Bank Rating | FDIC Insured | Insured Amount | Government Guaranteed | Uninsured | Total Funds | |
|---|---|---|---|---|---|---|---|---|
| Chase | Checking | AA- | Yes | $ - | $ - | $ 17,859,734 | **$ 17,859,734** | *** |
| Chase | Savings | AA- | Yes | 250,000 | - | 5,475 | **$ 255,475** | |
| MILAF | Local Gov't Invest Pool | AAAm | No | - | - | 140,080,571 | **$ 140,080,571** | |
| 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 | - | - | 512,307 | **$ 512,307** | **** |
| MILAF | Commercial Paper | A1 - A1+ | No | - | - | - | **$ -** | **** |
| | | | **Totals:** | **$ 250,000** | **$ -** | **$ 173,208,087** | **$ 173,458,087** | |

Balances as of 08/31/2026 (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 08/31/26**

| 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 | $ 255,475 | 250,000 | 5,475 | 0.95% | n/a | AA- | 10,000 balance |
| Chase Bank | Consolidated Checking | 11-21-22-23-26-27-29-41-42-46 | 17,089,956 | - | 17,089,956 | 0.00% | n/a | AA- | Sweep |
| Chase Bank | Checking | 81 | 729,778 | - | 729,778 | 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 | 1,501 | - | 1,501 | 3.56% | n/a | AAAm | Cash Management Class |
| MILAF | Local Gov't Invest Pool | 11-21-22-26-27-29-41-42-46 | 129,146,482 | - | 129,146,482 | 3.69% | 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 | 10,846,975 | - | 10,846,975 | 3.69% | n/a | AAAm | MAX Class |
| MILAF-Extended Core | Local Gov't Invest Pool | 11-22-26 | 65,428 | - | 65,428 | 3.56% | n/a | AAAm | Cash Management Class |
| MILAF-Extended Core | Local Gov't Invest Pool | 11-22-26 | 20,186 | - | 20,186 | 3.69% | 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 | 512,307 | - | 512,307 | 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) |
| | | | $ 173,458,087 | $ 250,000 | $ 173,208,087 | | | | |

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 9/14/2026**
**FOR BOARD MEETING OF 9/21/2026**

## RESIGNATIONS AND TERMINATIONS

1. Manju Alexander, Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, resignation, effective 5/26/2026.

2. Beth Bouma, Registered Nurse, Student Services, Special Education Center Programs, Lincoln Developmental Center, resignation, effective 10/5/2026.

3. Hannah Fecher, Interpreter, Student Services, West Oakview Elementary, DHH Total Communication, resignation, effective 6/5/2026.

4. Jason Henry, Teacher, Student Services, Special Education Center Programs, KEC Oakleigh, resignation, effective 5/19/2026.

5. Kyle Raymond, Intelligence Analyst, Administrative Services, Safety & Security, resignation, effective 9/25/2026.

6. Marisa Read, Lead Teacher, Instructional Services, Early Childhood, Great Start Readiness Program, resignation, effective 9/18/2026.

## APPOINTMENTS

1. Patricia Carroll, Occupational Therapist, Student Services, Special Education Center Programs, Lincoln School, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA30 Step 7, $85,440 per year, effective 8/18/2026.

2. Christopher Farrar, Cybersecurity Consultant, Technology Services, Non-Union Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 7 Step 2, $105,069 per year, effective 9/8/2026.

3. Robert Monkiewicz, Instructor, Career & Talent Development, Secondary Programs, Kent Career Tech Center, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 2, $57,701 per year, effective 8/18/2026.

4. Katherine Jackson (Sheftic), Early Interventionist, Student Services, Early Childhood & Integrated Supports, Early On, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA30 Step 7, $85,440 per year, effective 9/14/2026.

5. Natalie Stauffer, Occupational Therapist, Student Services, Special Education Center Programs, Pine Grove, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA30 Step 4, $76,005 per year, effective 8/18/2026.

6. Sara Talbot, Physical Therapist, Student Services, Special Education, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA30 Step 6, $82,664 per year, effective 8/18/2026.

**NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS**

1. Jamie Alber, Lead Teacher, Recall from Layoff, Instructional Services, Early Childhood, Great Start Readiness Program, KIEA-LT, 1.0 FTE, 172 days per year, 7 hours per day, Step 6, $60,109 per year, effective 8/31/2026.

2. Natalie Carroll, Lead Teacher, Recall from Layoff, Instructional Services, Early Childhood, Great Start Readiness Program, KIEA-LT, 1.0 FTE, 172 days per year, 7 hours per day, Step 3, $51,186 per year, effective 8/31/2026.

3. Tamara Eickelberg, Lead Teacher, Recall from Layoff, Instructional Services, Early Childhood, Great Start Readiness Program, KIEA-LT, 1.0 FTE, 172 days per year, 7 hours per day, Step 4, $54,161 per year, effective 8/31/2026.

4. Christine Haight, Lead Teacher, Recall from Layoff, Instructional Services, Early Childhood, Great Start Readiness Program, KIEA-LT, 1.0 FTE, 172 days per year, 7 hours per day, Step 5, $57,135 per year, effective 8/31/2026.

# BOARD AGENDA ITEM

Information/Discussion: ____
Future Action: ____
Action: _X__

Item: SolarWinds Observability Renewal
Submitted by: Tim Lillis — Date: 9.09.2026
Recommended by: Glen Finkel — Board Meeting Date: 9.21.2026

**RECOMMENDATION:**
It is recommended that the Kent ISD School Board approve the three-year renewal of SolarWinds Observability self-hosted licensing through CDW Government LLC for a total amount of $137,587.18 over 3 years billed annually.

**BACKGROUND:**
SolarWinds Observability provides centralized monitoring and visibility into Kent ISD's technology infrastructure, helping Infrastructure staff monitor system health, performance, and availability and identify issues that may affect critical services. Renewing the platform maintains continuity of the monitoring capabilities currently used to support Kent ISD systems and services.

The CDW quote is provided under the REMC Software 2024 contract and includes three annual subscription amounts of $41,996.25, $45,848.43, and $49,742.50, for a three-year total of $137,587.18. A three-year renewal provides continuity of service and predictable licensing costs over the term.

# BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action _____

Item: National Future Farmers of America (FFA) Convention & Expo

Submitted by: Craig Weigel Date: 09/08/2026

Recommended by: Sue Gardner Board Meeting Date: 09/21/2026

**RECOMMENDATION:**
Requesting approval for travel for twenty (20) students and three (3) teachers from the KCTC Agriscience for Plants and Animals program to attend the 2026 National FFA Convention & Expo in Indianapolis, Indiana, from October 21-23, 2026. This experience will provide students with opportunities to participate in leadership development, career exploration, educational workshops, and competitive events related to agriculture.

**BACKGROUND:**
The National FFA Organization is a youth leadership organization that prepares students for leadership, personal growth, and career success through agricultural education. FFA helps students develop their talents through hands-on, experiential learning opportunities that equip them with skills needed for real-world success. FFA is one of the three integral components of a comprehensive agricultural education program.

During the National FFA Convention & Expo, students will participate in general sessions, competitive events, workshops, career success tours, award recognition ceremonies, and other leadership activities. Students will also have the opportunity to explore the Expo and connect with other students and agricultural professionals from across the country.

# BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action __x___

**Item:** Out of State Field Trip Request: NTID Math Competition, Madison, WI

**Submitted by:** Alissa Hofstee **Date:** September 14, 2026

**Recommended by:** Kirsten Myers **Board Meeting Date:** September 21, 2026

**RECOMMENDATION:**
Approval for DHH students from Highlands and Crossroads Middle Schools to travel to Madison, Wisconsin from February 19, 2027 through February 21, 2027 to participate in the regional National Technical Institute for the Deaf (NTID) Math Competition for middle school Deaf and Hard of Hearing students.

**TRIP SUMMARY:**

- **Destination:** Madison, Wisconsin
- **Dates of Travel:** February 19 to February 21, 2027. We will miss zero days of school as this event is Friday-Sunday. Friday is a scheduled day off from school.
- **Student Participation:** 4 students
- **Chaperones:** 2 adult chaperones (Ratio of 1:2 adults to students)
- **Primary Supervisor/Contact:** Debra Burkhardt

**RATIONALE & EDUCATIONAL VALUE**:
This out-of-state field trip directly aligns with the district's curriculum standards and strategic educational goals by providing students with an experiential learning opportunity not available locally. Specifically, students will:
• **Curricular Alignment:** Students will engage in a competition testing overall mathematical knowledge and skills that align with the 6th, 7th, and 8th grade common core math standards. They will work collaboratively, applying their language skills, to answer questions without the support of an adult.
• **Real-World Experience:** This opportunity is unique and valuable to our Deaf students because it is an opportunity for them to engage with other Deaf and Hard of Hearing peers from all around the midwest. This competition prioritizes not only academic rigor and engagement, but also community building and identity development for DHH middle schoolers.
• **Student Outcomes:** This opportunity would provide students with a fun and engaging way to practice and apply their math knowledge, improve their leadership and teamwork skills, improve their understanding of the world around them (both through physically traveling to a new area and also through increasing their connections within the Deaf World), and a sense of pride in themselves. Furthermore, if the team finishes in the top 4, they would earn an all expenses paid trip to the National Competition at NTID.

**DISTRICT COST & FINANCIAL BREAKDOWN**

| Cost Item | Total Cost | Paid via Fundraising /Student Fees | Cost to District |
|---|---|---|---|
| **Transportation** (Kent ISD Van/mileage 344 miles plus tolls) | $261.44 mileage ~$40 tolls | $0 | $301.44 |
| **Lodging** (Provided by NTID) | $0 | $0 | $0 |
| **Registration** | $200 | $0 | $200 |
| **Meals** (Once there, meals are provided. Meals during travel are not.) | ~$50 | ~$50 (student fees) | $0 |
| **Substitute Teacher Coverage** (NA) | $0 | $0 | $0 |
| **TOTALS** | **$551.44** | **$50** | **$501.44** |

*Note: No student will be excluded from participation due to financial hardship. Financial assistance/scholarship funds are available through the ToCo PTO, parent donation, and/or teacher donation.*

# BOARD AGENDA ITEM

Information/Discussion____X___
Future Action_____
Action _____

Item: Purchase- LaunchU Text Books

Submitted by: Amanda Kettel Date: _9/10/26____

Recommended by: Joe Lienesch Board Meeting Date: _9/21/26____

**RECOMMENDATION:**

It is recommended that the Kent ISD board approve the purchase of text books for LaunchU's first semester . Total purchase for first semester will be $31,507.17

**BACKGROUND:**

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

**Bid Opportunities, Delivered**

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

Register Today

# Closed Bids

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

## Award Information

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

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

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

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

| Company Names | Bid Results | ITA Comments | ITA |
|---|---|---|---|
| Barnes & Noble College | | Intent to Award | Yes |

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

Register Today

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

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

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

### GRCC Bookstore Services

CLOSED

| | |
|---|---|
| **Date Issued:** | 10/14/2021 |
| **Deadline:** | 11/30/2021 prior to 1:30 PM E.S.T. |
| **Requisition Number:** | |
| **Delivery Point:** | 122 Lyon St. NE |
| **Delivery Date:** | continuous |
| **Type of Purchase:** | Term: Unspecified |
| **Construction Related:** | No |
| **Type of Response Allowed:** | Online Only |
| **Issuing Agency:** | Grand Rapids Community College |
| **Using Department:** | Finance and Administration |
| **Special Notices:** | All or None Award<br>Disadvantaged Business Enterprise (DBE)<br>FOB Destination<br>Installation Required<br>Insurance Required<br>Minority Business Participation<br>Payment Terms = N30<br>Small Business Participation<br>Value Added Clause in Specifications<br>Women-Owned Business Participation |

**Attachments**

Documents (3 Files)

Addenda (2)

**Other Options**

Vendor Activity

Award Information

### ACCEPTING VENDOR QUESTIONS:

| | |
|---|---|
| **Due Date:** | 11/16/2021 12:00:00 PM E.S.T. |
| **Primary Contact Name:** | Mr. Mansfield Matthewson |

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Accept

**Email:** mmatthew@grcc.edu

## SUMMARY OF SPECIFICATIONS:

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

Terms and Conditions | Privacy Statement | Contact | FAQ

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GRCC

GRAND RAPIDS COMMUNITY COLLEGE

# REQUEST FOR PROPOSAL

## GRCC Bookstore Services

## RFP 2122-11031

**GRCC Finance and Administration**

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## QUICK FACTS

| | |
|---|---|
| **RFP Number:** | **2122-11031** |
| **Title:** | **GRCC Bookstore Services** |
| **Issue Date:** | **Thursday, October 15, 2021** |
| **Intent to Respond Due Date:** | **N/A** |
| **Questions Due:** | **12:00PM, Tuesday, November 16, 2021** |
| **Proposal Due Date:** | **1:30PM, Tuesday, November 30, 2021** |
| **GRCC Contact:** | **Mansfield Matthewson**<br>**Director of Purchasing** |
| **Email:** | **mmatthew@grcc.edu** |
| **GRCC Proposal Electronic Delivery:** | **Bid4Michigan Help Line: (800) 835- 4603**<br>(Please allow ample time for electronic submission of your bid, prior to due date/time) |

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

## 1.0 Purpose and Conditions

### 1.1 Purpose for the Request for Proposal

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

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

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

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

Contractor should detail plans for servicing GRCC satellite locations.
e.g. Lakeshore Campus and Regional Centers

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

Contract Expiration Date **June 30, 2027**

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

## 1.2 GRCC Background

See About GRCC

GRCC's website provides additional information.

## 1.3 Definitions

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

## 1.4 Rules and Conditions

### 1.4.1 Communication

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

### 1.4.2 Vendor Questions

Any questions regarding interpretation or intent must be made in written form and emailed to Mansfield Matthewson, Director of Purchasing, at mmatthew@grcc.edu by **12:00 PM, Tuesday, November 16, 2021**.
An addendum addressing all questions received by the deadline specified above will be posted to Bid4Michigan.

### 1.4.3 RFP Response Criteria

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

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

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

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

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

1.4.4 Proposal Submission

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

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

GRCC will not consider or examine late responses.

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

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

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

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

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

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

1.4.5 Delivery/Pickup

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

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

1.4.6 Proprietary Information

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

1.4.7 IRAN ECONOMIC SANCTIONS ACT – 2012, Public Act 517

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

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

1.4.8 Freedom of Information Act

Respondents are advised that all materials submitted to GRCC for consideration in response to this solicitation will be considered the property of Grand Rapids Community College and will not as a matter of course be treated as confidential information.
GRCC reserves the right to distribute or not to distribute materials and information submitted by Respondents as it sees fit and/or as required by applicable law.

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

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

1.4.9 Non-discrimination in Employment

1.4.9.1 Equal Opportunity

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

1.4.9.2 Fair Employment Practice Agreement

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

1.4.10 Non-Discrimination

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

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

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

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

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

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

1.4.11 Title VI Compliance

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

1.5 **Local Vendors**

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

1.6 **Micro-Local Business Enterprises**

Goods and Services

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

See Micro-Local Business Enterprises for details. -

1.7 **Contracts**

Any contract(s) resulting from this RFP:

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

1.8 **Tobacco Free**

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

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

## 2.0 RFP Response Requirements

Proposals submitted **must** include the following:

### 2.1 Professional and Technical Expertise

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

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

### 2.2 Reference Information

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

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

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

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

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

## 3.0 Selection and Evaluation Criteria

### 3.1 Selection Criteria

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

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

### 3.2 Evaluation Criteria

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

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

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

| ***Evaluation Criteria*** | ***Weight*** |
|---|---|
| **Complete Cost of the service**<br>● Commissions/Price Proposal<br>● Value | 40% |
| **Technical and Operational Capabilities**<br>● Hours of Operation<br>● Innovative Technology<br>● Breadth of offerings<br>● Online/website capabilities<br>● Financial strength<br>● Fair and transparent retail pricing<br>● Meets technical and operational requirements of RFP | 20% |

| | |
|---|---|
| **Ease of Implementation**<br>● Transition Plan<br>● Costs related to implementation<br>● Sales Staff Knowledge and Responsiveness<br>● Service alignment with industry best practices<br>● Alignment with GRCC Vision, Mission, Values and Goals | 15% |
| **Other revenue and incentives**<br>● Student Incentives<br>● Student Assistance<br>● Infrastructure Improvements<br>● Ease of doing business<br>● Ability to deliver support and maintenance<br>  ○ Technical support staff knowledge<br>  ○ Timeliness of follow-up to support calls<br>  ○ Service delivery turnaround (within 4-hour window)<br>● Vendor/customer partnering<br>  ○ Vendor interest in building long term support relationship<br>  ○ Long term discount arrangements | 10% |
| **Vendor Relations & Background**<br>● Customer Service<br>● Sales Staff Knowledge, Experience & Responsiveness<br>● Vendor/GRCC Partnering<br>● Customer references (past, present, similar environ. & products)<br>● History of experience | 10% |
| **Vendor RFP Process**<br>● Response organization<br>● Completeness of response | 5% |

## 4.0 Presentations

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

## 5.0 Requirements & Scope of Work

### 5.1 Current Bookstore Information:

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

GRCC Bookstore Website
GRCC Bookstore Information

### 5.2 Gross Sales

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

Percentage of OER (Open Educational Resources) – **NAT/Lauren W.**

### 5.3 Enrollment

Winter 2021 Enrollment Report

Student Enrollment Management Scoreboard

### 5.4 Store Layout

See Appendix C attachment

### 5.5 Scope & Objectives

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

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

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

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

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

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

- integrate with the College's ERP system (PeopleSoft)
- integrate with the College's Raider Card system (Atrium)
- integrate with other online marketplace vendors

Other:

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

## 6.0 Insurance Requirements

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

| | Each Occurrence | Aggregate |
|---|---|---|
| GENERAL LIABILITY | | |
| Bodily Injury Liability | $ 1,000,000 | $3,000,000 |
| Property Damage | $ 1,000,000 | $3,000,000 |
| OR | | |
| Bodily Injury & Property Damage Combined | $1,000,000 | $3,000,000 |
| PROFESSIONAL LIABILITY (E&O) *(for professional services only)* | $1,000,000 | $3,000,000 |
| AUTOMOBILE LIABILITY | | |

| | | |
|---|---|---|
| Bodily Injury & Property Damage Combined Single Limit. | $1,000,000 | |
| EXCESS LIABILITY | | |
| Commercial Umbrella Coverage | $1,000,000 | $1,000,000 |

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY

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

ADDITIONAL INSURED

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

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

6.1 **Indemnification**

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

## 7.0 Risk Analysis

Identify and describe each risk factor associated with this project.

- Identify and describe each risk factor associated with your proposed solution that may affect the successful outcome of your solution.

- For each identified risk, identify those actions that you can undertake to reduce, mitigate or eliminate the risk. Identify the associated responsibilities. Ensure that the scope and anticipated outcomes of the actions are clearly defined in your project and management plans.

- If there are actions that Grand Rapids Community College can take to reduce or mitigate risks, identify those actions and the expected impacts on the risk.

## 8.0 Quality and Performance Standards

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

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

### 8.1 ADA/Accessibility

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

### 8.2 Accessible Electronic Information Technology

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

### 8.3 VPAT (Voluntary Product Accessibility Template)

What is a VPAT?

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

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

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

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

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

## 9.0 Pricing & Warranties

### 9.1 Pricing

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

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

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

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

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

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

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

### 9.2 **Warranties**

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

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

## 10.0 Negotiations

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

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

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

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

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

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

## 11.0 Taxes

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

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

## Fair Employment Practices Agreement

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

Name of Company

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

1. Will not discriminate against any employee or applicant for employment because of race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, disability, or status as a veteran ("protected classes") unless necessary as a bona fide occupational qualification. Said company will take action to ensure that applicants are employed without regard to their membership in a protected class, as defined above. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff, recall, or termination, rates of pay or other forms of compensation, and a selection for training, including apprenticeship. He/She agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

2. Will, in all solicitations or advertisements for employees placed by or on behalf of the company, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, disability, or status as a veteran unless necessary as a bona fide occupational qualification.

3. Will, as applicable, provide a written notice of the companies' commitments under the Fair Employment Practices Agreement to each labor union representative or worker(s) with which he/she has a collective bargaining agreement or other contract understanding. He/She further agrees to post a copy of the notice in conspicuous places available to employees and applicants for employment.

4. Will furnish all information and reports as requested by Grand Rapids Community College, including pertinent books, records, and accounts to ascertain compliance with Grand Rapids Community College nondiscrimination policies.

5. In the event of noncompliance with the nondiscrimination clauses of this contract or with any of the said policies, this contract may be canceled, terminated, or suspended in whole or in part, and the said company may be declared ineligible for further contracts in accordance with procedures established by the Grand Rapids Community College and such other sanctions may be imposed and remedies involved as provided by rule, regulation, order or statement of policy of the College or as otherwise provided by law.

6. The following provisions are required by the Elliot-Larson Civil Rights Act: The company and, where applicable, sub-contractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his/her hire tenure, terms, conditions or privileges of employment, because of his/her f race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, disability, or status as a veteran unless necessary as a bona fide occupational qualification

7. MINORITY OWNERSHIP
   Ownership Interest:
   Public Act 428 of 1980 requires that the minority business owner or woman business owner own more than 50% of the shares or interest in the business and share in more than 50% of the net profit or loss

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

## Completion of this Form is Requested for Monitoring Purposes

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

***Please check the following applicable criteria:***

_____Minority-Owned

_____Female-Owned

Company Name:_____ Phone:_____

Address:_____

Type of Business: _____

_____Independent Firm, or Owned/Controlled by:_____

Corporate Address of Parent Firm_____

| Personnel as of (Payroll Date) | | | | | | |
|---|---|---|---|---|---|---|
| ▪ JOB CATEGORIES | **ALL PERSONS** ▪ M F TOTALS | | | **PERSONS OF COLOR** M | F | **PERSONS OF COLOR TOTALS** |
| Officials & Managers | | | | | | |
| Professionals | | | | | | |
| Technicians | | | | | | |
| Sales Persons | | | | | | |
| Crafts Persons | | | | | | |
| Operatives | | | | | | |
| Service Workers | | | | | | |
| Laborers (Unskilled) | | | | | | |
| Apprentices | | | | | | |
| All Others | | | | | | |
| ▪ Total Employees | | | | | | |

Name of person providing data (please print):_____

Phone:_____ Date:_____

Title:_____ Signature:_____

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

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

IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

Section 3 of 2012 PA 517 imposes a vendor certification requirement on request for proposals issued by Grand Rapids Community College.
Beginning April 1, 2013, an Iran linked business is not eligible to submit a bid on a request for proposal with a public entity.

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

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

The Vendor (respondent) certifies that:

____ IT IS

____ IT IS NOT

an Iran linked business as defined in MCL 129.312.

Company Name:_____

Name of person providing data (please print):_____

Title:_____ Signature:_____

Phone:_____ Date:_____

# BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action ___x__

Item: Capital Outlay Equipment – Plow Truck

Submitted by: Russell Bray Date: ____9/8/26_____

Recommended by: Kevin Philipps KP Board Meeting Date: ____9/21/26_____

**RECOMMENDATION:**

This is a correction from the original board memo submitted in June which incorrectly identified the purchase price as $70,667. It is recommended that the Kent ISD Board approve the purchase of a 2026 Chevrolet Silverado 2500HD from Berger Chevrolet for $70,676.00. 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.

**BACKGROUND**

This pool vehicle will replace aged-out equipment and will be housed at Pine Grove for doing snow plowing and salting as needed during the day, and performing regular transportation of larger items needed for maintenance and repairs. This purchase utilizes center-based capital outlay funds.

Attachments:

- Berger Chevrolet Quote under MiDeal contract #0078-4WDL

# BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action __X____

Item: Facility Master Plan. Phase 2 Consulting

Submitted by: Russell Bray Date: ___9/11/2026_____

Recommended by: Kevin Philipps KP Board Meeting Date: ___9/21/2026_____

**RECOMMENDATION:**

It is recommended that the Kent ISD board approve the proposal for consulting services from Progressive Companies to complete Phase 2 of a Facilities Master Plan for all Kent ISD facilities in the amount of $66,500.

**BACKGROUND:**

As Kent Intermediate School District (Kent ISD) continues to plan for growth, finalize the 2025-2028 Strategic Plan, focus on CareerPrep 2030, and continue their excellence in service to the community, there is a need to evaluate and understand the condition, use, and potential of each of the facilities currently housing CTE, Center and EmpowerU programs. This understanding will provide the data needed to make decisions regarding future program advancement and facility improvements, allowing Kent ISD to provide a consistent standard of quality facilities that meet the needs of the users for today and into the future. This work will provide a comprehensive facility strategic plan as a roadmap for facilities to support the mission of the organization.

The Facility Strategic Plan will identify deficiencies and priorities in buildings and systems and include key areas of focus for investigation, such as program alignment, transportation needs/requirements, student population growth projections, and flexibility for change. These key areas were identified during a workshop discussion on June 2, 2025. Priorities include positive student impact, independence, equitable access, and proactive planning along with the goals that have been identified in the Strategic Plan for 2025-2028. Phase 1 of the Facilities Master Plan was completed earlier this calendar year.

Attached:

- Phase 2 proposal

PROGRESSIVE COMPANIES

January 14, 2026

Mr. Russell Bray
Director of Facilities & Operations
Kent Intermediate School District
2930 Knapp Street NE
Grand Rapids, MI 49525

Re: Proposal for Consulting Services for Kent Intermediate School District Facility Strategic Planning Phase 2

Dear Russell,

We're pleased to continue our longstanding partnership in support of the vital work you and your team do for Kent County. Progressive Companies is pleased to present this proposal for the second phase of the Facility Strategic Planning efforts. The following is our understanding of the next steps for the project, our scope of services, clarifications, proposed schedule, and compensation for your consideration.

**UNDERSTANDING OF PROJECT**

As Kent Intermediate School District (Kent ISD) continues to plan for growth, there is a need to package our evaluations and understanding of the condition, use, and potential of each of the facilities currently housing CTE, Center and EmpowerU programs into actionable recommendations for Kent ISD. Our work together during Phase 1 provided the data needed to make decisions regarding future program advancement and facility improvements, allowing for this critical next step in providing a consistent standard of quality facilities that meet the needs of their users. This work will provide a comprehensive Facility Strategic Plan as a roadmap for facilities to support the organization's mission.

The Facility Strategic Plan will build upon identified deficiencies and priorities in buildings and systems, and will include key areas of focus for investigation, such as program alignment, transportation needs/requirements, student population growth projections, and flexibility for change. These key areas were identified during a workshop discussion on June 2, 2025, and with our previous priorities (positive student impact, independence, equitable access, and proactive planning) will provide the foundation for this future-forward document.

**SCOPE OF BASIC SERVICES**

We have completed the research and discovery phase (Phase 1: Developing Baseline Understanding), establishing a clear understanding of the existing organizational facility needs, challenges, and opportunities. This proposal outlines the process to achieve the action-oriented outcomes of that investigative work (Phase 2: Recommendations) and will provide an informed framework for development.

***Phase 1 // Developing a Baseline Understanding*** ***Complete***

*Deliverable: A digital copy of the drafted Facility Strategic Plan Report, which will catalogue and organize our discovery work, including summary of facilities, stakeholders, and district coverage. This document will reflect the current state and provide brief, high-level recommendations and opportunities for future optimization.*

**Phase 2 // Recommendations**

Below are the proposed tasks for the completion of the Facility Strategic Plan. Following the completion of the Phase 1 scope of work, we propose the following next steps:

TASK 2A: FOCUS GROUPS

In-depth small group discussions provide further detail and insight into the data gathered in Phase 1. Three (3) further conversations are suggested and will include the following: Adult Education, EmpowerU, and superintendents from the Lincoln and Pine Grove programs. In lieu of focus groups for CTE, we will leverage the information gathered during the South Campus project planning, happening concurrently under a separate agreement. Additional data will be gathered and synthesized during this phase, including but not limited to student population demographics, future growth projections, and transportation information.

TASK 2B: BENCHMARKING

We will provide recommendations of facilities and/or groups pursuing similar work, giving context for future concept design. If necessary, we will arrange tours/interviews with key locations (as needed) and individuals with the identified Facility Strategic Plan stakeholder group. Depending on time constraints and schedule, this can also be done virtually.

TASK 2C: SCENARIO PLANNING

We will work together to evaluate concepts accommodating growth in services and/or programs, across various district locations, in an inclusive and efficient manner that prioritizes student outcomes and program needs, optimizing the use of existing facilities. Based on the foundation of the information gathered thus far, and the work we've completed together, an internal charrette will be conducted with senior designers, planners and project leadership. The results of this charrette will be presented for your feedback and input as options are developed and refined to support the future goals of Kent ISD.

**Deliverable**: A digital copy of the Facility Strategic Plan Report, which will thematically group our recommendations and findings into actionable phases of mission-driven development.

**SCHEDULE**

We anticipate that work will begin within two weeks of written authorization to proceed, allowing assembly of the team and resources. Phase 1 is actively concluding, with our final deliverable package delivered late in 2025. Revisions from the Kent ISD team will be incorporated in the early stages of Phase 2.

| **Phase 2 Tasks** | | **Duration** | **Start Dates** *(week of)* |
|---|---|---|---|
| Revise Phase 1 Deliverable | | 1 Week | Jan 19, 2026 |
| 2A: Focus Groups + Data | **MTG** | 3 Weeks | Jan 26, 2026 |
| 2B: Benchmarking | **SV** | 2 Weeks, *est* | Feb 16, 2026 |
| Report out | **MTG** | 1 Week | Mar 2, 2026 |
| 2C: Scenario Planning | | 2 Weeks | Mar 9, 2026 |
| Concept Review | **MTG** | 1 Week | Mar 23, 2026 |
| Final Revisions + Pkg Delivery | | 2 Weeks | Apr 13, 2026 |

**SV** = Site Visit/Tour **MTG** = In-person Meeting

**CLARIFICATIONS**

- Final deliverables from this study will include findings and outcomes from Phase 1. Architectural site plan concepts and planning models will also be included at a diagrammatic level, not for construction or detailed estimating.
- Depending on the information and data provided by the Owner, site visits may be less intensive or unnecessary.
- Our schedule and proposed scope of services rely on prompt and accurate decision-making on the part of the Owner. If impacts on the schedule are affected, this may constitute an additional service.

- Existing plans of all facilities to be provided by the Owner. If plans are unavailable and field measuring is necessary, an additional service will be required.
- Kent ISD will provide an updated organizational structure for curriculum and facilities staffing. We will also require student demographic information, future enrollment for all facilities, and transportation data.

**PROFESSIONAL COMPENSATION**

Based upon the above-identified scope of services, Progressive Companies proposes to provide the work as delineated above for a stipulated sum of $65,000 (sixty-five thousand dollars) for Phase 2. Reimbursable expenses are in addition to the professional compensation, estimated at $1,500 (one thousand five hundred dollars), and will be invoiced according to the attached Schedule of Invoice Rates.

Progressive Companies has prepared this proposal for Kent Intermediate School District, and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire. The attached Standard Agreement Provisions are incorporated into and made part of this proposal. If an AIA or other Standard form of Agreement is entered into by the Parties, the AIA or other Standard Form of Agreement will include the terms and conditions of the Standard Agreement Provisions. If this proposal meets with your approval, please sign below and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule. If you do not sign and return this proposal, and after receipt of this proposal, you request or accept services from Progressive Companies in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

We look forward to working on this project with you and your team.

Sincerely,

Thomas L. Frey, PE

Digitally signed by Thomas L. Frey, PE
DN: E=tfrey@progressiveae.com, CN="Thomas L. Frey, PE", O="Progressive AE, Inc.", OU="Progressive AE, Inc.", L=Grand Rapids, S=MI, SERIALNUMBER=MAS20241022809620, C=US
Reason: I am approving this document
Date: 2026.01.14 15:11:40-05'00'

Thomas L. Frey, PE, LEED AP, CPC
Principal | Senior Project Manager

Digitally signed by Joy Sportel
DN: C=US, E=sportelj@progressiveae.com, CN=Joy Sportel
Date: 2026.01.14 14:41:10-05'00'

Joy Sportel, AIA, NCARB
Education Team Leader

Accepted By: _____

Printed Name: _____ Date: _____

Kent Intermediate School District

JRS/TLF/kmd
P:\51036048\01 ADMIN\A1 CONTRACTS\a Working Proposals\Phase 2\2025 01 12 Kent ISD Facility Strategic Planning Proposal_Phase 2.docx

The parties to this Agreement, Progressive Companies, hereinafter called the ARCHITECT and Kent Intermediate School District, hereinafter called the OWNER, hereby agree to the following conditions:

1. Scope of Services: The services provided by the ARCHITECT shall be limited to those described in the proposal dated January 14, 2026. The parties agree that the Standard Agreement Provisions incorporated herein shall govern.

2. Term: If services covered by this Agreement have not been completed within five (5) months of the date of this Agreement, through no fault of the ARCHITECT, extension of the ARCHITECT's services beyond that time shall be compensated as additional services.

3. Changed Conditions: If, during the term of this Agreement, the ARCHITECT becomes aware of any circumstances or conditions that were not originally contemplated by or known to the ARCHITECT, then to the extent that they affect the scope of services, compensations, schedule, allocation of risks or other material terms of this Agreement, the ARCHITECT may call for re-negotiation of appropriate portions of the Agreement. The ARCHITECT shall notify the OWNER of the changed conditions necessitating re-negotiation, and the ARCHITECT and the OWNER shall promptly and in good faith enter into re-negotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

4. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.

5. Standard of Care: Professional Services provided by the ARCHITECT will be conducted in a manner consistent with that level of care ordinarily and normally exercised by licensed architects and engineers practicing in the State where the Project resides. In reference to the Standard of Care, the Owner and Architect acknowledge that changes may be required because of possible errors, omissions, ambiguities or inconsistencies in the plans and specifications, and, therefore, that the costs of the project may exceed the construction contract sum. The Owner and Architect agree that a design contingency in the amount of three percent (3 percent) of the cost of the work be established, as required, to pay for any such increased project costs. The Owner further agrees to make no claim by way of direct or third-party action against the Architect or his or her subconsultants with respect to any payments within the limit of the contingency reserve made to the construction contractors because of such changes or because of any claims made by the construction contractors relating to such changes. Costs or expenses that are considered value added/betterment (see Paragraph 29) to the project shall not be applied against the design contingency. The design contingency shall be established as a line item in the overall project budget and be carried through the project's construction phase.

6. Schedule for Rendering Services: The ARCHITECT shall prepare and submit for OWNER approval a schedule for the performance of the ARCHITECT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the ARCHITECT's reasonable control.

7. Payment Terms: Invoices will be submitted by the ARCHITECT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice. Invoices past due shall accrue interest at one percent (1%) per month from the

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original invoice date. If past due invoices cause the ARCHITECT to proceed with legal action or collection services, the OWNER agrees to pay all of the ARCHITECT's collection expenses including reasonable attorney fees.

8. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the ARCHITECT has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that the ARCHITECT's opinions of probable construction costs are made on the basis of the ARCHITECT's professional judgment and experience. The ARCHITECT makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the ARCHITECT's opinion of probable construction cost.

9. Ownership of Instruments of Service: The OWNER acknowledges the ARCHITECT's design documents, including electronic files, reports, drawings, worksheets, plans, supporting documents and other material as the ARCHITECT's instruments of professional service. Provided that the OWNER complies with all obligations of this Agreement and, upon completion of the services and payment in full of all monies due to the ARCHITECT, the ARCHITECT shall provide the OWNER with an exclusive agreement to use the final construction documents prepared under this Agreement for construction or maintaining the project. The OWNER shall not reuse or make any modifications to the construction documents without the prior written authorization of the ARCHITECT. The OWNER agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the ARCHITECT, its officers, directors, employees, and subconsultants (collectively, ARCHITECT) against any damages, liabilities or costs, including reasonable lawyers' fees and defense costs, arising from or allegedly arising from or in any way related to or connected with the unauthorized reuse or modification of the construction documents by the OWNER or any person or entity that acquires or obtains the construction documents from or through the OWNER without the written authorization of the ARCHITECT.

   Under no circumstances shall the transfer of ownership of the ARCHITECT's drawings, specifications, electronic files, or other instruments of service be deemed a work made for hire, or sale by the ARCHITECT, and the ARCHITECT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose, nor shall such transfer be construed or regarded as any waiver or other relinquishment of the ARCHITECT's copyrights or intellectual property rights including Universal Design innovation strategies, checklists, reports and processes in any of the foregoing, full ownership of which shall remain with ARCHITECT, absent the ARCHITECT's express prior written consent.

   Native format software models (NFSM) used in development and/or analysis of the OWNER's power system(s) are considered the intellectual property of the ARCHITECT. The ARCHITECT reserves the right of sole ownership of said NFSM. Sole ownership by the ARCHITECT shall survive termination or expiration of the agreement with the OWNER and shall not be restricted by any constraint.

10. Digital Data/Electronic Media: The ARCHITECT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the ARCHITECT in CAD form. Release of digital data will be by execution of the Architect's digital data licensing Agreement (AIA Document C106-2013 or latest edition). Copies shall be for information and used by the OWNER for the specific purpose for which the ARCHITECT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the ARCHITECT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the ARCHITECT harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized use or

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modification of all Project documentation. Under no circumstance shall the transfer of drawings or data or other instruments of service on digital data for use by the Recipient be construed to be as a sale. ARCHITECT makes no warranties, either express or implied or of merchantability or of fitness for a particular purpose. To the extent that the digital data includes building information models (Models), the parties agree to the following terms. (1) The Models are intended for the purpose of communicating design intent only and are not construction documents. (2) The Models may not detect all conflicts or inconsistencies. (3) The Models are not intended for quantity take-offs, cost estimates, fabrication, or dimensional purposes. (4) Information contained in the Models will not be construed to dictate construction means or methods. This will remain the Contractor or Fabricator's responsibility.

11. Dispute Resolution: In an effort to resolve any conflict, the duly authorized representatives of each party will meet together in good faith in an attempt to resolve the conflict. If this attempted resolution fails to resolve the claim or dispute, the parties agree that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for non-binding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. The parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.

    If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

    No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any Agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law.

    The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known of the existence of the claim, dispute, or other matter but in no event later than 3 years after the date of substantial completion of the project. If the demand for arbitration is not effectuated within such times, the claim, dispute, or other matter shall be forever barred.

    The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings an arbitration action or lawsuit against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

    It is intended by the parties to this Agreement that the ARCHITECT's services in connection with the Project shall not subject the ARCHITECT's individual employees, officers, or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the OWNER agrees that as the OWNER's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against the ARCHITECT, a Michigan corporation, and not against any of the ARCHITECT's individual employees, officers, or directors.

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12. Termination: If the OWNER fails to make payments in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the ARCHITECT's option, cause for suspension of services. The ARCHITECT shall provide seven days' written notice. If the OWNER or ARCHITECT suspends the Project, the ARCHITECT shall be compensated for services performed prior to notice of suspension. The ARCHITECT's fees for the remaining services and the time schedule shall be equitably adjusted. Either party may terminate this Agreement upon not less than seven days' written notice to the other party for convenience and without cause. If the Agreement is terminated, the ARCHITECT shall be compensated by the OWNER for services performed prior to termination and reimbursable expenses including costs attributable to termination, including the costs attributable to the ARCHITECT's termination of consultant Agreements.

13. Professional Liability Insurance and Limitation of Liability: The ARCHITECT maintains professional liability insurance as part of its normal business practice. The OWNER agrees to limit the ARCHITECT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the ARCHITECT's negligent acts, errors, or omissions, such that the total aggregate liability of the ARCHITECT to all those named shall not exceed the amount of the ARCHITECT's compensation for the Project.

14. Indemnification: Subject to the limitation in Paragraph 13 above the ARCHITECT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense cost, to the extent caused by the ARCHITECT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the ARCHITECT is legally liable.

    The OWNER agrees to the fullest extent permitted by law, to indemnify and hold harmless the ARCHITECT, its officers, directors, employees and subconsultants (collectively ARCHITECT) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the OWNER is legally liable.

    Neither OWNER or ARCHITECT shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

    The OWNER and ARCHITECT waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages including disruptions to business operations or loss of profits.

15. Mutual Waiver of Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ARCHITECT, their respective officers, directors, partners, employees, contractors or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of incidental, indirect and consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the ARCHITECT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

16. Delays: The OWNER agrees that the ARCHITECT is not responsible for any damages arising directly or indirectly from any delays for causes beyond the ARCHITECT's control. For

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purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, epidemics, pandemics, or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance by OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substance or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by the ARCHITECT to perform its services in an orderly and efficient manner, the ARCHITECT shall be entitled to a reasonable adjustment in schedule and compensation.

17. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the ARCHITECT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one percent (1%) per month shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the ARCHITECT's favor and shall be calculated on the unpaid balance from the due date of the invoice.

18. ADA Requirements: The ARCHITECT shall make a reasonable professional effort to interpret applicable ADA requirements as they apply to this project but cannot warrant or guarantee compliance due to the fact it is civil rights legislation and open to many different interpretations.

19. Code Compliance: The ARCHITECT shall put forth reasonable professional efforts to comply with applicable laws, codes, and regulations in effect as of the date of the execution of this Agreement. Design changes made necessary by newly enacted laws, codes and regulations after the date shall entitle the ARCHITECT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

20. Buried Utilities: The OWNER will be responsible for furnishing the ARCHITECT information identifying the type of all underground utilities and verifying their specific locations. The ARCHITECT (or their subconsultant) will rely on this information and prepare a plan that shows the locations intended for connections with respect to assumed locations of underground utilities provided by the OWNER. The OWNER will approve of all locations of subsurface penetrations prior to them being made. The OWNER agrees to waive all claims and causes of action against the ARCHITECT for damages to underground improvements. The OWNER further agrees to indemnify and hold the ARCHITECT harmless from any damage, liability, or cost, including reasonable attorney's fees and defense costs for any property damage, injury or economic loss arising or allegedly arising from subsurface penetrations.

21. Condominium Conversion: If the ARCHITECT's services and Construction Documents are intended for the design and construction of residential or commercial rental units, they shall be under the ownership and control of a single, integrated OWNER. In the event the Project is changed to any other purpose or use, including, but not limited to, subdivision into individual units for sale, the ARCHITECT shall have no responsibility, and shall be released from all obligations and liabilities for the Project, and each and every right, license and/or ownership interest of the OWNER of the Construction Documents shall be void. The OWNER shall be expressly prohibited from making any further use of the Construction Documents for any purpose, including, but not limited to, the conversion of the Project to another purpose. Further, the OWNER agrees, to the fullest extent permitted by law, to indemnify, immediately defend, and hold harmless the ARCHITECT, its officers, directors, employees and subconsultants (collectively, ARCHITECT) against all damages, liabilities, or costs, including reasonable

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attorney's fees and defense costs, arising out of or in any way connected with the services performed under this Agreement.

22. Energy Tax Deduction: The ARCHITECT may wish to pursue an energy tax deduction under Section 179D of the Internal Revenue Code for this Project. Such deductions are available to design firms for projects that reduce overall energy use of a building. If ARCHITECT determines that this Project meets the relevant 179D qualification criteria, the OWNER agrees to allocate the tax deduction to ARCHITECT by signing an Allocation Acknowledgement form which is required by the IRS to receive the deduction.

23. Evaluation of Work: The ARCHITECT shall have authority to reject work that does not conform to the contract documents; however, the ARCHITECT does not have authority to stop work at any time.

24. Hazardous Materials: The ARCHITECT shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

25. Hiring of Personnel: OWNER may not directly hire any employee of the ARCHITECT. OWNER agrees that it shall not, directly, or indirectly solicit any employee of the ARCHITECT from accepting employment with OWNER, affiliate companies, or competitors of ARCHITECT.

26. Means and Methods: The ARCHITECT shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, nor shall the ARCHITECT be responsible for the constructor's failure to perform work in accordance with the contract documents.

27. Site Signage: The ARCHITECT shall be permitted to install exterior signs on the project premises for promotional purposes.

28. Timeliness of Performance: The OWNER and ARCHITECT are aware that many factors outside the Agreement control may affect the ARCHITECT's ability to complete the services to be provide under Agreement. The ARCHITECT will perform these services with reasonable diligence and expediency consistent with sound professional practices.

29. Value-Added/Betterment: If, due to the ARCHITECT's error or omission, any required item or component of the project is omitted from the ARCHITECT's Construction documents, the ARCHITECT shall not be responsible for paying the cost to add such item or components to the extent that such item or component would have otherwise been necessary to the project or otherwise adds value or betterment to the project. In no event will the ARCHITECT be responsible for any cost or expenses that provides value, upgrade, or enrichment of the project.

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PROGRESSIVE COMPANIES

# Schedule of Invoice Rates - 2026

**Hourly Staff Charges**

| | | |
|---|---|---|
| Class 10 Personnel | Director, Principal | $290/hour |
| Class 9 Personnel | Director of Strategy and Transformation, Practice Leader, Principal / Team Leader, Project Principal, Senior Healthcare Planner, Senior Project Leader | $230/hour |
| Class 8 Personnel | Senior Architect, Senior Construction Project Manager, Senior Engineer, Senior Planner, Senior Project Manager, Team Leader, Transportation Engineer | $200/hour |
| Class 7 Personnel | Architect III, Construction Administrator, Engineer III, Senior Construction Superintendent, Senior Environmental Scientist, Senior Estimator, Senior Landscape Designer, Senior Project Designer, Senior Surveyor | $185/hour |
| Class 6 Personnel | Architect II, Engineer II, Estimator, Landscape Architect III, Planner III, Project Designer, Project Manager II, Senior Architectural Staff, Senior Engineering Designer, Senior Interior Designer | $160/hour |
| Class 5 Personnel | Architect, Architectural Staff II, Construction Project Manger, Engineer, Interior Designer III, Lighting Designer, Project Manager, Senior Engineering Technician, Senior Survey Technician | $135/hour |
| Class 4 Personnel | Architectural Technician, Construction Superintendent, Engineering Designer II, Environmental Scientist III, Interior Designer II, Landscape Architect, Landscape Designer II, Planner II | $120/hour |
| Class 3 Personnel | Architectural Staff, Construction Observer, Engineering Designer, Environmental Scientist II, Interior Designer, Landscape Designer, Survey Technician | $100/hour |
| Class 2 Personnel | Engineering Technician, Field Scientist, Interior Design Staff, Planner, Project Coordinator | $90/hour |
| Class 1 Personnel | Intern | $65/hour |

**Reimbursable Expenses**

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Building permit fees and plan review fees as required by the authorities having jurisdiction over projects at cost plus 10%.
3. Outside services, consultants, travel, and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a $25 per month Misc. Office Expense charge. This charge will not be applied to invoices under $1,000.
5. CAD black/white plotting at 25¢ per square foot; CAD color plotting at 35¢ per square foot; CAD low density color images at 40¢ each; and CAD high density color images at 60¢ each. Postage, shipping, and lab tests at cost. Files written to CD will be minimum $100 per drawing or $500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 72.5¢ per mile). Drone equipment at $250 per fly. Survey equipment at $160 per day. Building scanner at $600 per day. Traffic Counters at $100 per count. Surveying supplies at 75¢ per stake. Commissioning equipment at $100 per project.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

*Notes:*

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at a higher rate.
3. Hourly staff charges and expenses are subject to change annually.

STD RATE January 1, 2026

# BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action ___x___

Item: Updated revision of Kent ISD's Emergency Operations Plan (EOP)

Submitted by: Kevin Philipps, Asst. Superintendent of Administrative Services
Date: September 10, 2026

Recommended by: Kevin Philipps KP Board Meeting Date: September 21, 2026

**RECOMMENDATION:**
It is recommended that the Board adopt the revised Emergency Operations Plan (EOP).

**BACKGROUND:**

Michigan law (MCL - Section 380.1308b - Michigan Legislature) requires that school districts have an EOP and that the EOP be reviewed with a law enforcement agency every two years. Kent ISD has reduced this review to an annual basis for the past six years to ensure that the document is in line with changes/updates to State laws and mandates. This yearly review is conducted with the Kent County Sheriff's Office (KCSO), specifically Emergency Manager's Office. Additionally, the Grand Rapids Emergency Manager's Office was also consulted this year.

Additional reasons for reviewing and rewriting the EOP are as follows:

1. The document was reformatted to better reflect the Federal Emergency Management Agency (FEMA) format for K-12 EOPs;
2. Correction of typographical/grammatical errors and misspellings;
3. Change of signing authorities;
4. Additions to the *Plan Review and Update Section* to better reflect State law;
5. Removal of *Required Reporting To Law Enforcement Section* to reflect guidance from MSP Office of School Safety;
6. Addition of reference to the Kent ISD Cyber Incident Response Annex; and
7. Addition of Cell Phone Use During a Lockdown section to comply with State Law.

All these changes have been documented on page 7 of the EOP.

Kent ISD

# Emergency Operations Plan - 26

# BASIC PLAN

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# APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan (EOP) shall apply to all Kent ISD students, faculty, staff, and others participating in protection, prevention, mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any school-sponsored events, whether on or off-property.

The Kent ISD Superintendent has designated the Kent ISD Director of Safety and Security as the person who shall be responsible for the oversight of this plan. Additionally, the Director of Safety and Security shall be responsible for the coordination of this plan with applicable stakeholders, such as law enforcement, county health department, fire services, emergency management, etc. This emergency operations plan is based on the “all-hazards” concept and plans for natural and man-made disasters and incidents.

This plan is flexible. The entire plan, or segments of the plan, may be activated based on the specific emergency and decision by school leadership.

This EOP overwrites all previous editions formerly referred to as the Kent Intermediate School District EOP and is effective immediately upon the signing of the authorities below.

---

Dr. Ron Gorman
Kent ISD Superintendent
Date: _____

Anne Hamming
Kent ISD Board President
Date: _____

# I. INTRODUCTION

The purpose of the Kent Intermediate School District (Kent ISD or ISD) Emergency Operations Plan (EOP) is to identify hazards and to provide policy for the response to incidents on Kent ISD Secondary Campus and all Center Program Campuses. This purpose is accomplished by outlining the responsibilities and duties of the Kent ISD and its employees.

Developing, maintaining, and exercising this plan will empower employees to act quickly and decisively in an emergency incident. Additionally, this plan educates students, teachers, staff, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents/guardians and other members of the community with assurances that Kent ISD has established guidelines and procedures to respond to incidents/hazards effectively.

It is the policy of Kent ISD to provide in-service training for faculty/staff on this EOP. It is the expectation of the ISD that faculty members will use this in-service training to develop educational modules for their students on the proper response to hazards/incidents. It is only through the combined efforts of all Kent ISD administrators, faculty, staff, and students that active events and hazards can be mitigated with minimal impact on our educational environment.

## School Board Policy Statement

This Kent ISD Emergency Operations Plan is within the scope and framework of district policies. Kent ISD's vision is to build thriving communities through meaningful partnerships and equitable educational opportunities for all learners.

## Scope of the Plan

The Kent ISD EOP outlines the expectations of the administration for faculty/ staff response to an emergency for all of the Kent ISD programs.

## EOP Goals

The goals of the Kent ISD EOP are to:

- Protect lives.
- Keep our students' parents/guardians informed as to the status of the incident.
- Respond to emergencies promptly and properly.
- Coordinate Kent ISD emergency response with local authorities and resources.
- Provide aid in recovery operations for students, staff, and our community.

## Plan Development, Maintenance, Distribution

### Dissemination of the Plan

Upon approval of this EOP by the Kent ISD School Board, the Kent ISD Superintendent will ensure the dissemination of the EOP and its appendices through the following steps:

- By providing training to staff and faculty on the contents of the EOP
- By briefing local first responders on the plan and incorporating their insights into the EOP
- By conducting regular training exercises for leadership/staff/students on responding to emergency matters in accordance with the EOP

### Record of Distribution

This document has been provided to the following individuals:

Ms. Anne Hamming, President, Kent ISD Board;
Dr. Ron Gorman, Superintendent, Kent ISD;
Mr. Kevin Philipps, Assistant Superintendent-Administrative Services, Kent ISD;
Mr. Scott Corbin, Kent County Emergency Manager; and
Mr. Sean Burns, Safety & Security Director, Kent ISD.

### Plan Review and Updates

According to Michigan statute, school districts must review their EOPs every two years (MCL - Section 380.1308b, para (1) ). However, the Kent ISD EOP will be reviewed annually by the Kent ISD Director of Safety and Security to account for changes arising at Kent ISD buildings. The Director will coordinate with local emergency management agencies and other entities as deemed appropriate. In addition, the EOP will be updated based upon deficiencies identified during training exercises and/or incident management activities. It may also be updated when changes in threats, resources, or school structure occur. Per Michigan state law the Security Director will be responsible for submitting Kent ISD's EOP to the Kent County Emergency Manager's Office.

This Kent ISD Emergency Operations Plan (EOP) was completed through a collaborative community effort. The input and feedback from the following agencies were paramount to the construction of this plan.

- American Red Cross
- AMR Emergency Medical Services
- Calvary Church
- Grand Rapids Catholic Diocese
- Grand Rapids Emergency Manager's Office
- Grand Rapids Police and Fire Departments
- Grand Rapids Township Fire Department

- I Love U Guys Foundation
- Kent County Emergency Manager's Office
- Kent County Sheriff's Office
- Michigan State Police, Office of School Safety
- NorthPointe Christian High School
- Salvation Army of West Michigan
- Sparta Police and Fire Departments
- The Rapid
- TRAILS to Wellness
- Wyoming Police and Fire Departments

**Record of Changes**
Each update or revision to this EOP will be tracked. Revisions will include the following:

- The section of the EOP affected by the change.
- A description of the change.
- The name of the person entering the change.
- The date the change was made.

The Record of Changes is below. The Kent ISD Director of Safety and Security is responsible for ensuring EOP revisions are disseminated to affected stakeholders.

# RECORD OF EOP CHANGES

| Page/Section of Change | Brief description of change | Change Entered By | Date Approved by Kent ISD Board |
|---|---|---|---|
| Entire EOP | Document was constructed into the FEMA/MSP-OSS recommended format. Document was reviewed and updated by a collaborative group of employees to include: Safety Coordinator John Wittkowski, IT Security Coordinator Micky Clark, Security Supervisor Eric Van Dyke, Student Success Facilitator Amy Albert, Agra Science Teacher Jennifer Wood, Acting Principal Jennifer Wittenbach, Health Services Teacher Alison VanAndel, Director of Communications & Marketing Katie McClintic, Nurse Coordinator Rachel Vandenbrink, Mental Health Coordinator Chelsea Kitteridge-Farrell, and Assistant Principal Kelly Bowers | Sean Burns | 21 October 2024 |
| Entire EOP | Reformatted to better reflect FEMA K-12 EOP Format | Sean Burns | |
| Entire EOP | Correction of typographical errors, grammatical errors, and misspellings | Sean Burns | |
| Basic Plan, pg. 2 | *Approval and Implementation Section*, change Kent ISD Board President to Anne Hamming. | Basic Plan | |
| Basic Plan | Additions to the *Terms/Acronyms Used* section | Sean Burns | |
| Basic Plan | Addition to *Plan Review and Updates* section to better reflect State law | Sean Burns | |
| Threat/Hazard Specific Annex | Removal of *Required Reporting to Law Enforcement* section IAW guidance provided by the Michigan State Police, Office of School Safety. See link for further information: MSP OSS Link | Sean Burns | |
| Threat/Hazard Specific Annex | Addition of reference to Cyber Incident Response Annex. | Sean Burns | |
| Functional Annex, pg. 62 | Addition of *Cell Phone Use During a Lockdown* to bring EOP into compliance with HB 4141/SB 495, PA 2 of 2026: PA of 2026 | Sean Burns | |
| | | | |
| | | | |

## TERMS/ACRONYMS USED

The following terms and acronyms are used throughout this EOP. They are listed here for the convenience of the reader.

- **AAR** – After Action Review
- **AED** – Automated External Defibrillator
- **CBRNE** – Chemical, Biological, Radiological, Nuclear, and Explosives
- **CIO** – Chief Information Officer
- **CIRP** – Cyber Incident Response Plan
- **COOP** – Continuity of Operations Plan
- **CTES** – Career Tech Education Specialist
- **CP** – Command Post
- **CPR** – Cardio-Pulmonary Resuscitation
- **CPS** – Child Protective Services
- **CS** – Cybersecurity
- **CS Team** – Cybersecurity Team
- **CSIRT** – Cybersecurity Incident Response Team
- **ELL** – English Language Learner
- **EMT** – Emergency Medical Technician
- **EMS** – Emergency Medical Service
- **EOP** – Emergency Operations Plan
- **ERT** – Emergency Response Team
- **ESC** – Educational Service Center
- **ESL** – English as a Second Language
- **EUC** – Empower U Central
- **EUN** – Empower U North
- **EUS** – Empower U South
- **HVAC** – Heating, Ventilation, Air Conditioning
- **HMP** – Hazard Mitigation Plan
- **IAW** – In Accordance With
- **IC** – Incident Command

- **ICP** – Incident Command Post
- **ICS** – Incident Command Structure
- **IHT** – Incident Handling Team
- **KCC** – Kent ISD Conference Center
- **KEC** – Kent Education Center
- **KCTC-East** – Kent Career Tech Center - East
- **KCTC-West** – Kent Career Tech Center - West
- **KCHMP** – Kent County Hazards Mitigation Plan
- **Kent ISD** – Kent Intermediate School District
- **LEA** – Local Educational Agency
- **LEP** – Limited English Proficiency
- **LDC** – Lincoln Developmental Center
- **LS** – Lincoln School
- **MDHHS** – Michigan Department of Health and Human Services
- **MERT** – Medical Emergency Response Team
- **MOU** – Memorandum of Understanding
- **NGO** – Non-Governmental Organization
- **NIMS** – National Incident Management System
- **NLT** – No Later Than
- **NOAA** – National Oceanic and Atmospheric Administration
- **NWS** – National Weather Service
- **OC** – Operations Chief
- **PIO** – Public Information Officer
- **PA** – Public Address
- **PGLC** – Pine Grove Learning Center
- **PWID** – Possession with Intent to Deliver
- **SOP** – Standard Operating Procedures
- **SRO** – School Resource Officer
- **SSO** – School Security Officer

# II. PURPOSE, SITUATION OVERVIEW, ASSUMPTIONS

## Building Addresses

In addition to classes during the school day, ISD facilities are frequently used for events and gatherings outside normal school hours. This EOP is applicable to all buildings and events that occur on any Kent **ISD** campus or property. When Kent ISD staff/program are housed within another school district's building, the EOP for that district will take precedence over the ISD's EOP. **The following pages contain** lists of Kent ISD's buildings and campuses.

| SECONDARY CAMPUS |
|---|
| **Educational Service Center (ESC)**<br>2930 Knapp NE<br>Grand Rapids, MI,<br>49525 616-364-1333 |
| **Kent Educational Center – Beltline (KEC-Belt)**<br>1606 Leffingwell NE<br>Grand Rapids, MI<br>49525 616-365-2357 |
| **Kent Career Tech Center - West (KCTC-West)**<br>1800 Leffingwell NE<br>Grand Rapids, MI<br>49525 616-365-2391 |
| **Kent Career Tech Center - East (KCTC-East)**<br>1655 Beltline Avenue,<br>NE Grand Rapids MI<br>49525 616-364-8421 |
| **Kent ISD Maintenance/Receiving/Facilities**<br>1655 Beltline Avenue<br>Grand Rapids, MI<br>49525 616-364-8421 |
| **Kent ISD Conference Center (KCC)**<br>1633 Beltline Avenue,<br>NE Grand Rapids, MI<br>49525 616-301-8840 |
| **Kent ISD Pole Barn (KPB)**<br>1480 Leffingwell NE<br>Grand Rapids, MI<br>49525 616-365-2357 |

| EARLY CHILDHOOD & CENTER PROGRAM CAMPUSES |
|---|
| **Early Childhood/Bright Beginnings**<br>864 Crahen, NE<br>Grand Rapids, MI<br>49525 616-365-<br>2276 |
| **Empower U Central (EUC)**<br>225 Mayfield, NE<br>Grand Rapids, MI<br>49503 616-410-<br>4860 |
| **Empower U South (EUS)**<br>3600 Byron Center Avenue, SW<br>Wyoming, MI 49519<br>616-410-4420 |
| **Empower U North (EUN)**<br>655 12 Mile Rd., NW<br>Sparta, MI 49345<br>616-802-3560 |
| **Early Childhood Center North (ECC-N)**<br>Greenridge<br>Elementary 3825<br>Oakridge Ave, NW<br>Comstock Park, MI<br>49321 616-254-<br>5401 |
| **Early Childhood Center South (ECC-S)**<br>South Godwin<br>Elementary 28<br>Bellevue, SE<br>Wyoming, MI 49548<br>616-410-4990 |
| **Kent Education Center Beltline (KEC-Belt)**<br>1606 Leffingwell<br>NE Grand Rapids,<br>MI 49525 616-365-<br>2357 |

| |
|---|
| **Kent Education Center Oakleigh (KEC-Oak)**<br>2223 Gordon St., NW<br>Grand Rapids, MI 49504 6<br>616-410-4760 |

| |
|---|
| **Lincoln Developmental Center (LDC)**<br>862 Crahen, NE<br>Grand Rapids, MI<br>49525 616-410-<br>4700 |
| **Lincoln School (LS)**<br>862 Crahen, NE<br>Grand Rapids, MI<br>49525 616-410-<br>4700 |
| **Oral Deaf**<br>North Oakridge<br>Elementary 4300 Costa,<br>NE<br>Grand Rapids, MI<br>49525 616-365-<br>6170 |
| **Pine Grove Learning Center (PGLC)**<br>2101 52nd Street,<br>SW Wyoming, MI<br>49519<br>616-410-4900 |
| **Total Communications**<br>Deaf and Hard of Hearing<br>Office 4561 Hunsberger, NE<br>Grand Rapids, MI 49525 |

| ADULT EDUCATION CAMPUSES |
| --- |
| **Grand Rapids Adult Education**<br>Located at GRCC's Sneden Hall 415<br>Fulton St. E<br>Grand Rapids, MI 49503<br>616-819-2734 |
| **Wyoming Adult Education (co-located with EUS)**<br>3600 Byron Center Ave., SW<br>Wyoming, MI 49519<br>616-530-7500 |

## SCHOOL POPULATION

**General Population**
At any one time during the school day, the Kent ISD secondary campus may have over 4,000 people on campus alone. The vast majority of these people are students attending one of the high schools on the campus. However, in addition to the students, the secondary campus has hundreds of staff members who also work on school grounds. In addition, Kent ISD campus buildings are used during after school hours for community events such as adult education, school board meetings, and summer camps for children during the summer months.

**Special Needs Populations**
Kent ISD Center Program schools are composed of special needs students. These special needs may include:

- Limited English Proficiency (LEP)
- Blindness or Visual Disabilities
- Cognitive or Emotional Disabilities
- Deafness or Hearing Loss
- Mobility and/or Physical Disabilities (Permanent and Temporary)
- Medically Fragile Health (Including, but not limited to, students that are vented, diabetic, asthmatic, and with severe allergies)
- Mental Health

Kent ISD is committed to the safe evacuation and transportation of students, faculty, staff, and visitors with special needs. This EOP complies with the *Americans with Disabilities Act of 1990* (ADA), Public Law 101-336, 108th Congress, 2nd session (July 26, 1990), which prohibits disability discrimination, across the spectrum of emergency management services, programs, and activities. This includes preparation, testing, notification/alerts, evacuation, transportation, sheltering, emergency medical care and services, transitioning back to classes/recovery, and repairing/rebuilding after an incident. This EOP is intended to include students, staff, families and caregivers of all needs and abilities.

Nothing in this document should be interpreted to separate individuals with disabilities from service animals and assistive devices, nor to deny them disability-related assistance (e.g. activities of daily living, administration of medications, and help with management of emotions and sensory reactions) throughout emergencies. This EOP has been written so as to be in compliance with all of the law's requirements.

## Planning Assumptions

Stating the planning assumptions allows the Kent ISD to deviate from the EOP if, during operations, certain assumptions are absent. The EOP assumes:

- Kent ISD buildings and campuses are subject to the hazards described in the Hazard Analysis summary (page 17), as well as lesser hazards and others that may develop in the future.
- A major disaster can occur with or without warning. In cases where a warning has been disseminated to the public, increased readiness measures may be implemented.
- Single-site incidents (e.g., fire, gas main breakage, etc.) can occur without warning.
- Kent ISD staff will take immediate action to mitigate issues if they are trained to do so.
- Following a catastrophic incident, Kent ISD buildings and campuses may have to be self-sustaining for up to 72 hours.
- There will be a number of injuries of varying degrees/seriousness to faculty, staff, and students.
- Outside assistance from fire, law enforcement, and medical will be available within 20 minutes of notification.
- Creating a positive school environment and conducting staff/student training sessions will reduce incident-related losses.

## Planning Limitations

Kent ISD acknowledges that this EOP is not a perfect management system. This EOP is, however, based on current best practices at the federal, state, and local levels. Kent ISD will make every reasonable effort to manage the situation with the resources and information available at the time of the incident.

## Resources

This plan is based upon the concept that any emergency responses that school personnel might be required to perform should parallel a person's normal day-to-day functions. When possible, personnel and material resources used for day-to-day activities will be employed during emergency situations.

Because personnel and equipment resources are limited, routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that are normally required for those functions will be redirected to accomplish emergency tasks. Kent ISD will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, assistance from local emergency services, organized volunteer groups, or the State of Michigan may be requested. Resources from industry or individuals may also be requested.

## References

The following references were used in the construction of this document:

*A Framework for Safe and Successful Schools*; National Association of School Psychologists (NASP), 2013.

*Crisis Management Affecting Institutions of Higher Education: A Collaborative Community Approach-MGT-361, version 3.1*; FEMA and the Texas A&M Engineering Extension Service (TEEX), January 2023.

*Final Recommendations of the School Safety Task Force, 2018*. Michigan State Police, Office of School Safety website: Final Recommendations Link.

*Guide for Developing High-Quality School Emergency Operations Plans*, Federal Emergency Management Agency (FEMA), June 2016, Guide For High Quality K-12 EOPs.

*I Love U Guys Foundation Standard Response Protocol*; I Luv U Guys SRP Link.

*I Love U Guys Foundation, Standard Reunification Method*; I Love U Guys SRM Link.

*School Safety and Violent Event Incident Management, FL-005-RESP, version 1.0*; C-3 Pathways, Inc., October 2019.

*1976 PA 451, MCL 380.1308b, as added by 2018 PA 436.*

*Americans with Disabilities Act (ADA), Public Law 101-336, 108th Congress (July 26, 1990)*

# Hazard Analysis

## Hazard Risk Summary

Kent ISD campuses can potentially be exposed to many hazards. These hazards have the ability to disrupt the school community by causing injury or by damaging property. This EOP spells out incident response procedures that will minimize damage and trauma.

As part of an ongoing analysis of potential risks/hazards, Kent ISD will conduct the following vulnerability and risk assessments for all of its campuses:

- Biennial assessments of the strengths and weaknesses of individual campus buildings.
- Biennial assessments of the strengths and weaknesses of campus grounds.
- Annual reviews of staff skills and resources.
- Annual reviews of concerns of individuals with disabilities and special needs.

## Risk and Vulnerability Assessment Summary, Kent County

To determine the hazards that present the greatest threat to Kent County residents (to include Kent ISD students and staff), the Kent County Emergency Manager's Office completes a yearly Hazards Mitigation Plan (HMP). The HMP ranks and prioritizes hazards that pose the most significant threat to Kent County. As part of the HMP, the Kent County Emergency Manager creates a Kent County Risk and Vulnerability Assessment (KCRVA, see below). This matrix is updated every five (5) years. The HMP and the KCRVA were taken into consideration while creating the Kent ISD EOP.

The table below is the KCRVA Summary. The higher the score (on a scale of 0-100), the higher the probability of a hazard occurring in Kent County. Values from this summary were used in developing the EOP. The Kent ISD Director of Safety and Security will review this data on a yearly basis with the Kent County Emergency Manager. Once the review is completed, the Director will update the EOP as appropriate.

## 2022 Kent County, Ottawa County, and the City of Grand Rapids Regional Hazard Mitigation Plan

### Most Probable Hazard (top) to Least Probable (bottom)

| Event | Ranking |
|---|---|
| Public Health Emergencies (Pan, Epi, Con F&W) | 1 |
| Flooding & Erosion (Riverine/Shoreline) | 2 |
| Infrastructure Failure (Electric, Gas/Oil, Pipeline, Water) | 3 |
| Severe Summer Weather (Hail, Lightning, High Winds) | 4 |
| Supply Chain Disruption (Gas/Oil, PPE, etc.) | 5 |
| Infrastructure Failure (Communications & Internet) | 6 |
| Extreme Temperature (Hot/Cold) | 7 |
| Winter Weather (Snow, Ice, Sleet) | 8 |
| Tornadoes | 9 |
| Major Fires | 10 |
| Invasive Species | 11 |
| Cyber Security Intrusion | 12 |
| Criminal Acts (Mass Shootings/Active Assailant) | 13 |
| Landslide | 14 |
| Civil Unrest | 15 |

Taken from: Kent County, Ottawa County, and City of Grand Rapids Regional Hazard Mitigation Plan (Revision Date: December 29, 2022, and Approval Date: January 5, 2023), Pg. 5, Table 1: Hazard Ranking.

## Prevention and Intervention Measures

All Kent ISD schools have implemented the following measures to prevent and minimize the impact of an adverse incident.

### Limiting Access to Schools

Students and visitors entering a Kent ISD facility will be directed to specific entrance points. At school buildings, these entrances will be secured so that individuals will not be admitted into school building until they have been vetted through Kent ISD's visitor management system (VMS) to ensure they are not on the National Sex Offender Registry or a prohibited person. If the individual causes an alert on the VMS, the building administrator can override the alert and allow the person into the building. However, that person must be escorted at all times. Once a person has been vetted via the VMS, they should be issued a visitor badge (to be displayed prominently) and escorted to their location. Administration and staff should continually discourage anyone from allowing individuals into buildings via any entrance other than the main entrance.

Staff should be visible in the hallways before school, during passing times, and at the end of the day. If a staff member observes a student allowing someone into the school via an exit-only door, corrective actions should be taken with the student, and the visitor should be escorted to the main office to be properly checked into the building.

### Visitors to Kent ISD Buildings

All visitors/vendors are required to check in at the front office before visiting classroom areas. At the front office, visitors will be required to provide a picture identification card so that staff can check the visitor's name via Kent ISD's Visitor Management System (VMS).

This check is done to ensure the person is not on the National Sex Offender Registry or otherwise prohibited from being on school property. Once the check has been completed, the visitor will be issued a "Visitor Pass", which will be displayed prominently on their person. All school faculty and staff should be advised to greet visitors or any unidentified person not having a pass and escort them to the office.

### Emergency Alarm System

Warning announcements will be issued via the public address system. Announcements will be used to alert and update staff/students in the event of a critical incident or a change of standard response protocols (SRP).

Announcements will be used by building administrators to signal the following SRPs: **Lockdown**, **Secure**, **Hold**, **Shelter**, and **Evacuation**. Additionally, announcements can be used to disseminate information to a large crowd in a rapid fashion. See Appendix J for further communication procedures.

### Evacuation Sites and Routes

In the event of an evacuation of a building on the Kent ISD Secondary Campus, students

and staff will relocate to one of three locations: NorthPointe High School, Catholic Central CAT Complex, or the Kent Conference Center. In the event of the evacuation of any other Kent ISD facility, staff and students will move to pre-designated evacuation sites. Detailed information concerning evacuation routes, evacuation sites, and points of contact for those sites can be found in the Functional Annex. Additionally, all this information can be found on the MyEOP desktop/phone application.

**Reunification Site**
In the event of a campus evacuation, students will be transported to a predetermined location to be reunited with parents/guardians. See Functional Annex-Reunification, for further information.

**Building Plans, Maps, Utility Shutoffs**
Building floor plans are on file with local police and fire departments. Additionally, critical incident maps for all Kent ISD buildings have been constructed and are available to Kent County Dispatch and Grand Rapids Dispatch.

These critical incident maps are also on the Kent ISD SharePoint OneDrive under *Safety and Security Admin Files>Maps of Kent ISD Buildings>Critical Response Maps and Updates>(Year)_(Month) Update*. All S2D team members have access to this OneDrive, as does the Director of Facilities, the Assistant Superintendent of Technology Services, and the Assistant Superintendent of Administrative Services. These maps are updated yearly.

**MyEOP Desktop and Phone Application (App)**
Kent ISD has purchased the MyEOP phone and desk app. Instructions on how to download the application can be located on the Kent ISD Staff portal at the following site: Link to download Kent ISD MyEOP plan.

**All Kent ISD staff have the MyEOP app on their issued laptops. Staff are highly encouraged to download the app onto their phones.**

# III. CONCEPT OF OPERATIONS

Kent ISD will use the federal National Incident Management System (NIMS) to manage all incidents and planned events. NIMS can be used to address all phases of incident management, including preparation, response, and recovery.

## National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a systematic approach that guides the coordination of government agencies, nongovernmental organizations (NGOs), and the private sector in emergency situations. The foundation of NIMS is that incidents are managed by those with the greatest level of technological/practical expertise in relation to the hazard.

A serious incident at a Kent ISD facility will require ISD officials to coordinate their activities with first responder agencies. NIMS not only enables ISD staff and administrators to respond effectively to an incident; it also facilitates coordination with first responder agencies as these agencies all utilize the NIMS model for their response to incidents.

It is critical that Kent ISD administration officials and emergency responders train together prior to an emergency. This will allow ISD officials and responders to develop a working relationship and an understanding of how the school's initial response will unfold. Training will also expose response flaws that can be addressed and resolved. This training can take the form of table-top exercises (TTX) that exercise the EOP's procedures with regard to higher probability hazards.

## Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage an incident. This will include a list of tasks and responsibilities by position.

Building principals may not be able to manage all the aspects associated with a major incident without assistance. Schools rely on key personnel to perform tasks that will ensure the safety of students and staff during a crisis or a critical incident. The Incident Command Structure (ICS) uses a team approach to manage incidents.

Staff roles within the ICS have been assigned based on training and qualifications. Additionally, key positions within the Kent ISD ICS have staff members designated as alternates in case the primary for the position is unavailable and/or for purposes of establishing a 'rest plan.' All staff members should be familiar with his/her role and responsibilities prior to the occurrence of an incident.

In the event of an incident, ISD staff may be required to remain at work or may be called in to work to assist with the incident.

**Building Level (Incidents that are site specific)**
During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. These situations can take the form of an emergency medical response, a student in crisis, a bomb/swatting incident, or other emergency scenarios.

These situations are building specific. Buildings should establish teams that consist of staff members who possess the abilities and knowledge to serve in these specialized roles. Team members should be selected so that members are available to respond to incidents throughout the school day. Staff that are often away from the building or are in administrative roles should not be members of these teams.

As a general matter, primary responsibility for an emergency response at a Kent ISD facility will be assigned to the individual from that facility that possesses the skills and the authority to lead the response. Most times, this will be the building principal or senior administrator. The person will serve as the Incident Commander (IC) for the incident. Other personnel may be assigned support responsibilities for specific emergency events.

A principal may delegate their authority as an IC to a qualified individual in the principal's absence or at the principal's direction. However, the principal still retains the responsibility for the overall safety of students and staff.

**District Level**
During a district level incident, the Kent ISD Superintendent will institute the Incident Command Structure. During a district level incident, the Superintendent (or designee) may stand up all or part of the District's Incident Command Structure (ICS) to facilitate the direction of emergency response and recovery operations.

**District Superintendent**
At all times, the District Superintendent retains the overall responsibility for the safety of students and staff, regardless of the threat location and severity.

## Implementation of Incident Command Structure (ICS)

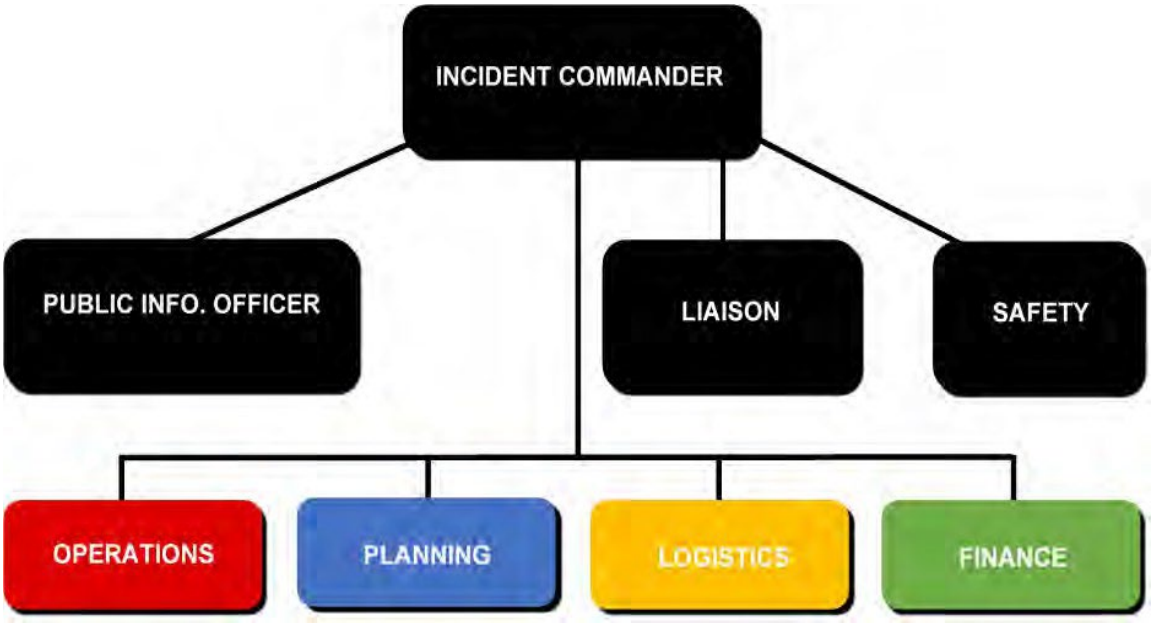
The purpose of this section is to provide guidance for the effective coordination of an incident on the Kent ISD secondary campus. The Kent ISD Superintendent (or designee) will serve as the Incident Commander (IC) and will be responsible for activating the Incident Command Structure. Kent ISD IC responsibilities include, but are not limited to:

- Establishing an Incident Command Structure (see below).
- Determining the appropriate incident response.
- Determining which protocols to implement and/or adapt.
- Monitoring safety concerns.
- Coordinating media relations and information dissemination.
- Documenting all activities.

## NIMS Incident Command Structure

The Incident Command Structure (ICS) is comprised of two staffs; the Command Staff that work *for* the Incident Commander, and the General Staff who work *with* the Incident Commander to mitigate an incident. The Command Staff positions are denoted by the **black** boxes in the diagram below. The General Staff positions are denoted by the red, blue, yellow, and green boxes. All staff positions are subordinate to the Incident Commander.

Depending on the type of incident, all, or portions of the ICS may be activated by the Incident Commander.



## Incident Command Structure for Kent ISD

### Incident Commander (IC) – Kent ISD Superintendent

*(Emergency Operations Center (EOC) Director or EOC Coordinator in the IC's absence)*

**Responsibilities**

- Overall responsibility for the ISD's response to an incident.
- Is the Kent ISD's on-scene commander.
- Maintains command until public safety agencies arrive to assume command/establish Unified Command.
- Participates in the Unified Command with public safety agencies, once established.
- Establishes objectives, strategies, and priorities for the ISD's response to the incident.
- Reviews and approves/denies requests for resources.
- Determines when to terminate the ISD's response
    - When to demobilize assets
    - When to close down the incident command post (CP) or emergency operations center (EOC).
- Directs the ISD's short-term, medium-term, and long-term response to an incident with guidance from Leadership Response Group.
- Schedule both a 'hot wash' at the immediate conclusion of the incident and a formal after-action review (AAR) when appropriate.

### Safety Officer – Director of Strategic Planning

**Responsibilities**

- Keep the IC apprised of any activities or problem areas that may need solutions.
- Monitors conditions and develops measures for ensuring the safety of staff and students.
- Identify and disseminate hazardous situations.
- Prevent accidents by stopping unsafe acts and correcting unsafe conditions.
- Coordinates with the PIO to ensure safety messages are effectively communicated to ISD staff.
- Maintains a log of messages received, actions taken, and justification for decisions made.

**Public Information Officer (PIO) - Director of Communications Responsibilities**

- Serves as or designates official spokesperson for Kent ISD following a critical incident.
- Coordinates public messages with the PIOs from all the agencies making up Unified Command.
- Serves as the ***only*** conduit for information on the incident for media outlets and ISD families.
- Develops information for use in media briefings.
- Obtains IC's approval for all media releases.
- Conducts periodic media briefs in conjunction with Unified Command agency counterparts.
- Maintains a log of messages received, actions taken, and justification for decisions made.

**Liaison Officer – Assistant Superintendent of Career and Talent Development Responsibilities**

- Point of contact for agencies outside the Unified Command.
- Monitors operations to identify inter-agency conflicts and to ensure the ISD's interests are upheld.
- Ensures effective coordination of efforts by keeping the IC informed of partner agencies action plans.

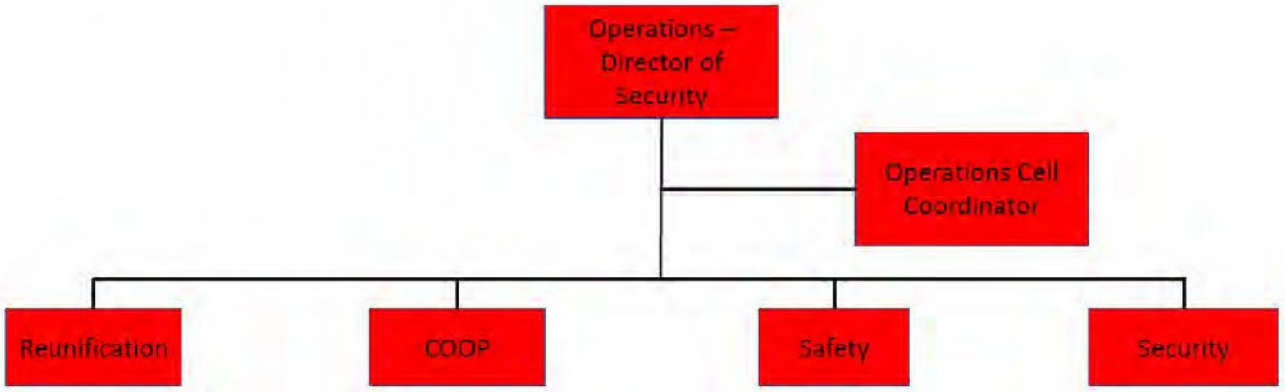
**Legal – Thrun Law Firm/SetSeg Insurance Representative**

**Responsibilities**

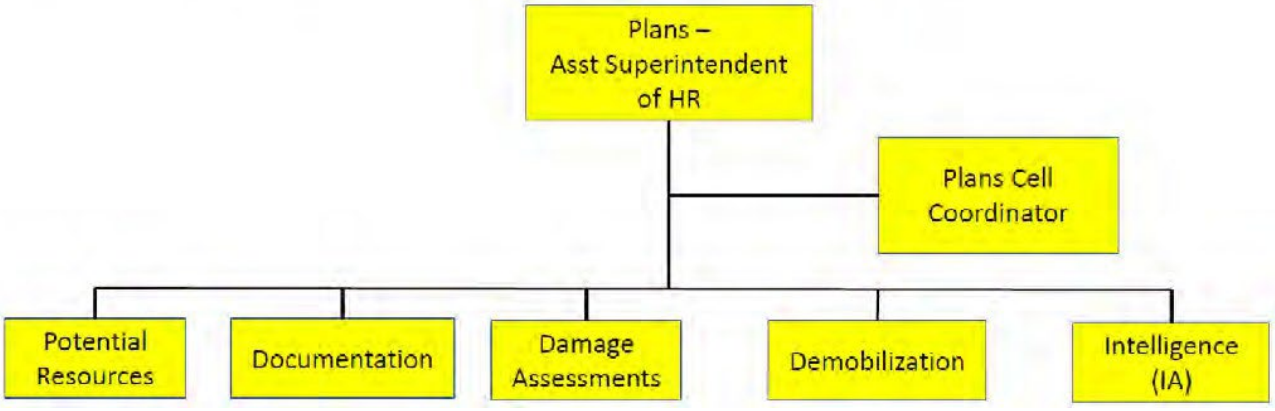
- Advise the IC on liability matters and how those matters may affect the ISD.
- Provide counsel and legal advice with regard to potential courses of action.

# General Staff Assignments

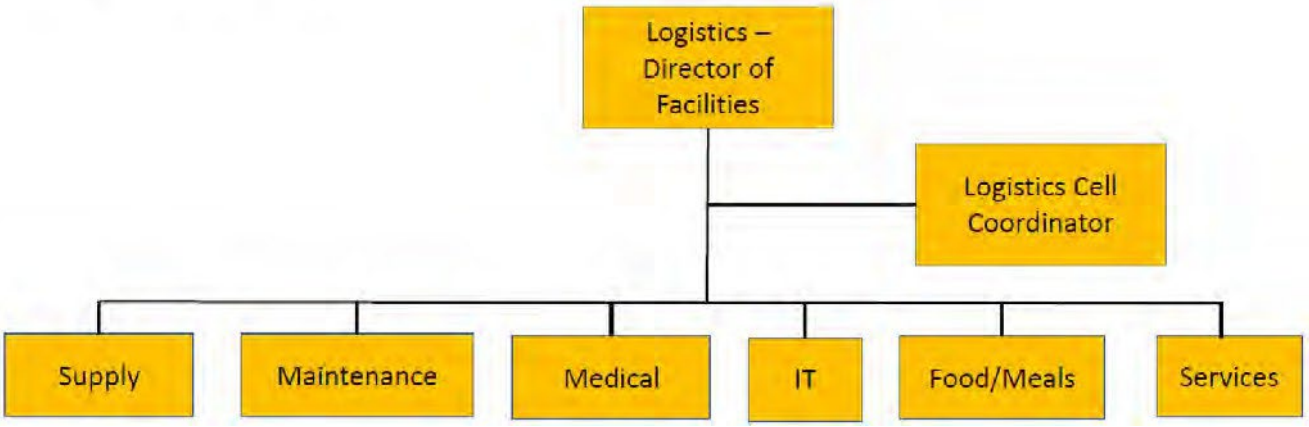
## Operations Cell



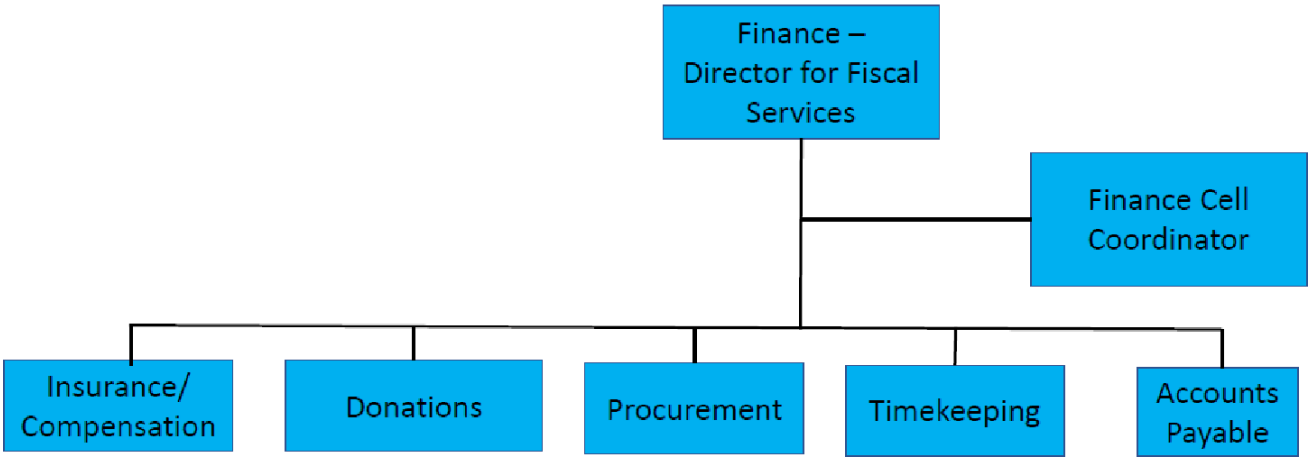

## Plans Cell



# Logistics Cell




# Finance Cell



# General Staff Responsibilities

## Operations Cell Chief – Director of Safety/Security or Assistant Superintendent of IT *(depending on the incident)*

### Responsibilities

The Operations Chief manages the tactical response to the incident, which can include:

- Coordinate and direct Reunification operations.
- Coordinate and direct Continuity of Operation (COOP) actions.
- Point of contact for first responder agencies outside the Unified Command.
- Maintain good communications with IC.
- Ensure that safety and security concerns are addressed.
- Develop a rest plan for staff for operations lasting more than 12 hours.
- Make sure that operations staff remain mentally healthy and safe.
- Maintain positive communications with Logistics for supplies as needed.
- Maintain positive communications with Plans for documentation of damage and intelligence products.
- Ensure information is disseminated both up and down the chain of command.

## Plans Cell Chief – Assistant Superintendent of HR

### Responsibilities

The Plans Chief manages the intelligence and planning aspects of the incident to include:

- Listing/tracking of potential resources that are available.
    - Need for technical experts/specialized resources to support the incident.
    - Overseeing check-in/check-out of non-organic resources.
    - Maintaining status of resources to include location and availability.
    - Maintain a master list of all resources assigned to the incident.
- Documentation of incident.
- Damage assessments.
- Demobilization plans.
- Intelligence products to include analysis of incident and alternative strategies.
    - Security Intelligence Analyst attached to Plans Section for duration of incident.
- The storage of documents related to the incident for legal, analytical, and historical purposes.
    - Record content of all radio communications in conjunction with Emergency Operations Center (EOC).
    - Maintain all written reports.
    - File all reports for later retrieval.
    - Record Student Accounting forms and staff roster.
- Conduct and facilitate planning meetings.
- Be able to compute the number of students, staff, and others accounted for.

- Report missing persons to the Command Post.
- Maintain good communications with IC.
- Ensure proper Documentation of incident is maintained
- Coordinate and direct Damage Assessments.
- Coordinate Demobilization efforts with Operations Chief.
- Develop a rest plan for staff for operations lasting more than 12 hours.
    - Ensure that Plans staff remain mentally healthy and safe.
- Maintain positive communications with Logistics for the use of potential resources.
- Maintain positive communications with Finance for insurance/compensation claims.
- Provide updates to all units of intelligence products and ensure information is disseminated both up and down the chain of command.

## Logistics Cell Chief – Director of Facilities

**Responsibilities**

The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

- Ensure that the Command Post and other facilities are set up as needed.
- Coordinate supplies, equipment, and personnel needs with the Incident Commander and General Staff Chiefs.
- Secure needed equipment and supplies.
- Develop a plan and coordinate a plan for accepting and disseminating donations
- Provide Plans Chief with all logs, message forms, etc. at the conclusion of the incident.
- Coordinate and direct Damage Assessments.
- Coordinate Demobilization efforts with Operations Chief.
- Develop a rest plan for staff for operations lasting more than 12 hours.
    - Ensure that Logistics staff remain mentally healthy and safe.
- Maintain positive communications with Plans Cell for the use of potential resources.
- Maintain positive communications with Finance Cell for insurance/compensation claims.
- Provide updates to all units of Logistics resources and ensure information is disseminated both up and down the chain of command.

### Finance Cell Chief – Director for Fiscal Services

**Responsibilities**

The Finance/Administration Section is responsible for financial tracking, for procurement, and for cost analysis related to the disaster or emergency. The Finance Section Chief will maintain financial records and will track/record staff hours.

- Establish methods and procedures to receive and manage cash contributions.
    - Ensure donations are in line with Kent ISD policy
- Establish procedures to handle the influx of volunteers.
- Pre-identify facilities likely to be used in the management and storage of contributions.
- Develop processes for tracking regular and overtime hours of staff.
    - Ensure accurate records are kept of all staff members, indicating the hours worked.
- Provide Plans Chief with all logs, message forms, etc. at the conclusion of the incident.
- Coordinate Demobilization efforts with Operations Chief.
- Develop a rest plan for staff for operations lasting more than 12 hours.
    - Ensure that Finance staff remain mentally healthy and safe.
- Maintain positive communications with all General Staff cells for insurance/compensation claims.
- Provide updates to all units of Finance resources and ensure information is disseminated both up and down the chain of command.

# Role of Kent ISD Leadership During a Crisis

The most sacred trust that is placed upon school leaders is that of the parents/guardians who entrust the District with their child's safety and security. The safety of our students, faculty, and staff is the ultimate role of Kent ISD Leadership (hereafter Leadership). In order to facilitate this role, Leadership should develop capabilities to avoid, prevent, or stop threats from adversely impacting students and employees.

The Department of Homeland Security (DHS) has defined **a threat** as a natural or man-made occurrence which *has the potential to harm life, operations, or property/environment.* These threats can be natural hazards, technological hazards, and human caused incidents. Additionally, DHS has defined a **critical incident** as *an occurrence that is natural, technological, or human-caused that requires a response to protect life/property that overwhelms the capabilities of the initial responding agency*. As can be garnered from these definitions, the terms are not synonymous. A threat can become a critical incident if actions are not taken to allay it.

Leadership has to develop plans in which threats can be identified, prevented, and protected against. When threats evolve into critical incidents, Leadership has the responsibility of addressing and mitigating the incident. Procedures for the prevention and protection of our students and employees are addressed in the various annexes of

this document. In this section, the document will focus on mitigating the effects of a critical incident on the school community.

The guiding principle of the National Incident Management System (NIMS) is that incidents are managed by the persons with the greatest level of technological and practical expertise in relation to the hazard. The immediate tactical response for a critical incident will be the traditional public safety agencies of fire, medical, and law enforcement. These agencies will remain on site until the threat to public safety has been abated. In the below figure, this public safety response will fall under the immediate response to the disaster ('Disaster Strikes') and the 'Short-Term' phase of recovery. In contrast, Leadership's responsibilities will encompass not only the Short-Term, but also the Intermediate and Long-Term phases.




*Figure 1-The Recovery Continuum (FEMA MGT-361-C Jan 2023)*

Law enforcement, fire, and medical will address the issues that led to the critical incident. These investigations will be completed within days/weeks. Conversely, it is the responsibility of Leadership to take the long view over weeks and months to determine what the long-term effects of the critical incident were upon the District and the community.

To assist with managing the impact of the incident upon the District, Kent ISD will utilize a ***Leadership Response Group (LRG)*** to develop policies and procedures to lessen the adverse effects of the incident on the institution. The LRG should not only address shortcomings that may have led to the critical incident but should also look forward to address events/items that may arise in the aftermath of the incident. Additions to the LRG can be made at the discretion of Superintendent.

## Leadership Response Group

The purpose of the Kent ISD *Leadership Response Group* is to develop policies and procedures to lessen the adverse effects of a critical incident on the institution. The LRP is focused on the Intermediate and Long-Term phases of the Recovery Continuum.

The LRG consists of the following Kent ISD positions:

- Kent ISD Superintendent
- Assistant Superintendent-Information Technologies
- Assistant Superintendent-Career and Talent Development (CTD)
- Assistant Superintendent-Instructional Services
- Assistant Superintendent-Student Services

- Assistant Superintendent-Administrative Services
- Assistant Superintendent-Human Resources
- Kent ISD Michigan Education Association (Union) President
- Kent ISD Communications Director

# Communication After a Crisis Incident (Recovery Process)

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, faculty and staff will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

## Staff/Faculty/Administration

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment, resources used, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to estimate when the educational program can be fully operational and identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Continue to educate school personnel, students, and parents on available crisis counseling services.

## District

- Identify record keeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for faculty/staff and students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return to classes immediately (e.g., correspondence classes, videoconferencing, tele-group tutoring, etc.).
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

# Post-Incident After-Action Review (AAR)

The Superintendent and/or his/her designee is responsible for organizing and conducting an after-action review (AAR) following the conclusion of a significant emergency event/incident.

The review will entail both written and verbal input from all appropriate school participants and first response agencies. An AAR report will be created and where deficiencies are identified, school personnel will be assigned responsibility for correcting the deficiency. The Superintendent will identify responsible persons and due dates for any identified issues to be corrected.

## Post-Incident Procedures

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Discuss and approve memorials with the school board's consent.

## Specialized Procedures

The following procedures should be undertaken in the aftermath of a serious injury, death and/or major incident:

- Convene an all-staff meeting to brief staff on updates and how the situation is being handled. Discuss what resources are available to staff, students, and families (refer to the communication procedures in the basic plan).
- Set up locations where staff/students can obtain counseling services.
- Leadership should consider using outside mental health professionals to assist with staff grief.
- Encourage discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to counselors.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

## Hospital/Funeral Arrangements

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available.
- Designate leadership personnel to be at and later visit hospitals and/or attend the funeral to represent Kent ISD.

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# ACCOUNTING FOR ALL PERSONS: SPECIAL NEEDS POPULATION PROCEDURES

## Purpose

The cumulative effects of trauma and other environmental stimuli have compelled school administrators to identify and implement methods for assisting students who are unable to function and learn in traditional ways and/or settings.

## Scope

The Procedures for the Special Needs Population Annex provides appropriate accommodations for these students. In most cases, additional safeguards have been established regarding roles, responsibilities, and procedures for students with physical, sensory, cognitive, emotional, and health disabilities. All school nurses and staff members assigned to assist students with special needs are required to participate in the development, implementation, and evaluation of the School EOP as it relates to this annex.

This annex provides for the safety of students with, but not limited to:

- Limited English proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Deafness or hearing loss
- Mobility/physical disabilities (permanent and temporary)
- Medically fragile health (including asthma and severe allergies

## Responsibilities

Designated school staff/faculty, in conjunction with administration, should take the following actions:

- Pre-identify people with special needs and the type of assistance they will require in an incident.
- Review all paths of travel and keep them free from potential obstacles.
- Create a usable circulation path to allow students with visual and/or mobility needs to travel unassisted to an exit.
- Determine the primary and secondary paths of exit to be used during incidents.
- Assign appropriate staff members to students that require assistance and provide training

## Specialized Procedures

The following procedures will be followed by staff/faculty designated to assist students with special needs during an incident. Staff/faculty will receive training and equipment based upon the specific needs of the student(s).

Students with limited English proficiency will be assigned staff members for assistance on an as-needed basis.

Students/Staff who are blind or have visual impairments will be assigned a staff member to assist them during an incident when appropriate. All staff so assigned will receive training in how to be a sighted guide, how to use specialized equipment, and where additional supplies are located to assist students/staff who have visual impairments.

Students with disabilities should be assigned a staff member to assist the student during an incident. Assigned staff members should be trained in the following procedures:

- Being able to quickly describe the situation to the student and being able to explain to the student how they may be affected during an incident.
- How to keep the student informed as to what is happening.
- How to reassure the student if the student becomes agitated.
- Possibly create pre-printed messages such as “I need help, I am hearing impaired/disabled” for students with the inability to speak to display their communication.

# CONTINUITY OF OPERATIONS PLAN (COOP)

The purpose of the Continuity of Operations (COOP) Plan is to ensure there are procedures in place to maintain or rapidly resume essential operations of the school district after the disruption of these normal operations. These essential operations include the academic, IT, business, and physical facilities of the district.

Below is an outline of essential functions and the positions responsible for those functions:

## Superintendent and District Leadership

- Determine when to close schools/buildings.
- Determine when to relocate students/staff to alternate locations.
- Disseminate information internally to students and staff.
- Communicate with parents, media, and the larger school community.
- Identify who is responsible for restoring various functions for individual schools.
    i. Ensure systems are in place for rapid contract execution after an incident
    ii. Restore administrative and record-keeping functions such as payroll, accounting, and personnel transactions.

## Principals and Directors

- Identify relocation areas for classrooms and administrative operations.
- Identify staff who can ‘work from home’.
- Create a system for accounting of students/employees.
- Brief and train staff regarding their additional responsibilities.
- Secure and provide needed personnel, equipment, resources, and service as required for continued operations.
- Identify strategies to continue teaching.
- Reevaluate the curriculum as necessary.

## Facilities Department

- Coordinate with local government officials to determine when it is safe for students and staff to return to ISD buildings and grounds.
- Manage the restoration of school buildings and grounds (e. g. debris removal, repairing, repainting, and/or re-landscaping)

## Faculty

- Secure teaching materials and student curricular materials
- Prepare for alternative curriculum delivery methods as needed
- Maintain accountability for all students

## Administrative Support Staff

- Maintain inventory, accountability, and essential records
- Assist in securing classroom equipment, books, and materials as needed by faculty.
- Retrieve, collect, and maintain all building personnel data (emergency contact information, etc.).
- Provide accounting and cash management services

## Counselors, Social Workers, and School Nurses/Health Assistants

- Establish academic and support services for students and staff/faculty.
- Coordinate for and implement additional response and recovery activities as needed.

## COOP Training

All core COOP plan members and senior staff will undergo training on COOP activation. Training will inform staff of what the COOP plan is, when a COOP would be initiated, and what staff responsibilities are during COOP activation. Training will include testing the information technology (IT) systems and backing up data to include testing off-site IT operating systems.

## COOP Activation

The Superintendent will determine when to activate the COOP plan. The Superintendent will also decide the extent to which relocation is needed. The COOP plan will be implemented whenever it is determined a Kent ISD school or building is not suitable for safe occupancy or functional operation.

## COOP Locations

If the ESC becomes inoperable, the primary COOP location will be the Lincoln Early Childhood Conference (ECC), 864 Crahen, NE, Grand Rapids, 49525. Department Directors will be responsible for determining which employees will be able to work remotely and which employees will need to come into the office. If circumstances prohibit the use of the ECC, Kent ISD will coordinate with local districts and universities for COOP locations.

## Potential COOP locations:

1. Grand Rapids Public Schools (GRPS) University, 1400 Fuller, NE, Grand Rapids, MI. POC- Larry Johnson - GRPS Chief of Staff, 616-819-2100;
2. Calvin University, 3201 Burton, SE, Grand Rapids, MI. POC-Bill Corner - Public Safety Director, 616-526-6452;
3. Grand Valley State University, 1 Campus Drive, Allendale, MI. POC - Chief Brandon DeHaan, 616-331-3255.

## Alert, Notification, and Implementation Process

The Kent ISD Communications team will notify employees of the COOP Plan activation and will provide situation information, as available. The Communications Team will also alert parents/guardians using the automated notification systems and ISD social media sites.

## Alternate Locations for Educational Sites

In the event that a Kent ISD campus or school is rendered inaccessible, academic instruction will be shifted to an online version until a suitable location can be secured for the reinstitution of face-to-face instruction. This model was used with success during the Covid pandemic. The Kent ISD Facilities Department and the appropriate academic leaders will coordinate the search for a facility that can accommodate the student body and the academic curriculum.

## Reconstitution

In most instances of the COOP plan implementation, reconstitution (the return to normal) will be a reverse of the procedures above. Staff will be advised the threat or incident no longer exists and will be provided instructions for the resumption of normal operations. Leadership will supervise an orderly return to Kent ISD buildings to include the resumption of academics. Leadership should conduct an after-action review of COOP operations, plans and procedures to determine where improvements can be made.

Lastly, ISD leaders should be cognizant of an increased need for counseling services. Oftentimes, the implementation of a COOP plan is the result of a traumatic event. Accordingly, students and staff may need assistance in addressing that trauma.

# COMMUNICATIONS

Communications are a critical part of incident management. Kent ISD's Communications Team maintains a robust Crisis Communications Plan which is used to guide communication activities in mitigated, active and ongoing incidents ranging from low impact to high impact.

This section provides a brief overview of some communication practices and tools that help keep staff, students and the community informed, as well as limit misinformation.

## Media Protocol

In the event of an incident, the following protocol should be followed for communicating with the media to ensure messages are thoughtful, accurate and unified.

- **No one speaks with the media other than the appointed spokespersons or the superintendent**, unless approved and offering pre-scripted responses provided by the Com Team.
- **All media inquiries received should be directed to or forwarded to the Communication Team** as soon as possible upon receipt.
- **Communication with the media must be approved** by the district Spokesperson in advance of any media interview.
- If the media contacts an administrator for comment, they should forward the call to Communications.
- **The District Spokesperson will respond to all media inquiries** as quickly as possible.
- **An interviewee should never respond with "no comment"** or deflect blame. Interviewees should reference key messages developed by the Crisis Com Team.
- **Key messages will be distributed** to staff and designated spokespersons. It is important that all staff follow the approved key messages to ensure consistency and a cohesive voice.
- **The District Spokesperson will provide updates** to the Incident Communication Lead and superintendent following all approved comments and responses to media.

In the event of an incident, the Crisis Com Team will also:

- Establish a briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center with other responding agencies.

## Communication Tools

Common internal and external communication tools that Kent ISD may use include the following. All communications should be sent out in Spanish and English.

- Cell Phone
  - Cell phones may be the only tool working when electric service is out.
  - However, in a crisis, cell towers may become overloaded, which negates the use of cell phones for voice/data transmission.
- Public Address (PA) Systems
- Classroom hard line telephones
- Applications
  - BrightArrow mass notification platform
    - Emails to parents/guardians, staff, students
    - Text messages to parents/guardians, staff, students
    - Phone calls to parents/guardian, staff, students
- MyEOP
  - All Kent ISD staff should have the MyEOP app uploaded to their laptop computers
  - It is optional for staff to load the MyEOP app to their cell phones, unless the phone was issued by Kent ISD or the employee receives a technology stipend.
- Kent ISD Social Media Accounts
  - Facebook
  - X (akaTwitter)
  - Instagram
- Computers/Tablets
- Alarm Systems
  - Bells and strobes signal incidents; for example, Evacuations, Lockdowns, Shelters.
  - Alarm notifications should be accompanied by an announcement over the building's PA system.
- Handheld Radios
  - Hand-held radios can be used for communications between persons.
  - Limitations
    - Line of sight transmission range
    - Non-secure transmissions

## Notification Procedures

In the case of an emergency at any Kent ISD student building, the flow of information after calling 9-1-1 should be from the school principal (or their designee) to their respective Superintendent. Information should include the nature of the incident and any impact on the students and staff.

## Emergency Communications

The principal (or designee) is responsible for the overall direction of the response procedures and communication at the school facility until the arrival of emergency responders.

**911 Calls -** Callers should provide the following information, if known**:**

- Location
- Type of incident
- Number of individuals involved and whether or not there are injuries.
- When possible, callers should stay on the line with the dispatcher until emergency responders arrive.

**Alarm Signals**

- The fire alarm bell shall be used to alert students and staff of the ***possible*** need to evacuate the building.

**PA Announcement**

- Used to provide instructions and create awareness of an incident.
- Used to announce **HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER**, or **ALL CLEAR**.

## Additional Communication Tools

In an emergency situation, it is crucial to communicate accurate and timely information to staff and students. The use of hand-held radios **(do not use during a bomb threat)**, cell phones **(do not use during a bomb threat)**, megaphones, runners, phone apps, etc. are important tools for school leaders to use to accomplish this end.

## Communication/Notifications During School Breaks

If a school administrator or other crisis response team member is notified of an emergency during the summer (or other break period), the response usually will be one of limited school involvement. In that case, the administrator should contact the Superintendent and advise of the crisis. With the Superintendent's approval, the following steps may be taken:

- Contact the Communications Team for assistance in notifying faculty/staff and families of students with appropriate information.
- Schedule a faculty/staff meeting for an update the week before students return to school.
- Be alert for repercussions among students/staff.
- When school reconvenes, institute appropriate support mechanisms and

# Internal Communication

## Communication With and Between Staff

It is the responsibility of the chief building administrator/Operations Chief to notify faculty and staff when an incident occurs. Faculty and staff will be kept informed as additional information becomes available. The following practices may be utilized to disseminate information internally, when appropriate:

- PA System
- Runners
- District Email system
- PowerSchool
- SMS text message

## Communication with the Superintendent's Office

The Operations Chief will notify Kent ISD's superintendent of the school's status/needs. The superintendent is responsible for notifying other ISD leaders of the incident and providing status updates. This function may be delegated to the Kent ISD Safety & Security Director by the Superintendent.

## External Communication

Communications are best initiated before an incident occurs. However, after an incident has occurred, parents/guardians, media, and first responders will require clear and concise information from Kent ISD about actions that are being taken and the safety of students/staff.

## Communication with Parents, Guardians, Families

Before an incident occurs, Kent ISD should:

- Educate parents/guardians on how to access alerts and incident information.
- Ensure that student/staff emergency contact information is up-to-date and accurate.
- Have access to translation services for parents/guardians who have limited English or no English-speaking abilities.

In the event of an incident, Kent ISD may:

- Disseminate information via text messages, social media, and emails to inform parents/guardians of pertinent information.
- Provide reunification site procedures to parents/guardians.
- Provide parents/guardians with information regarding possible reactions their children may experience and ways to talk with them.

- Inform parents/guardians, students, and staff about how and when school activities will resume.

## Communication with First Responders/Incident Command Transition

The IC will maintain communications with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. When this transfer occurs, the Kent ISD's IC may be integrated into the Unified Command structure. Kent ISD will conduct training operations with first responders to exercise this EOP to facilitate the effective transfer of command.

## Handling Rumors and Misinformation

Providing facts as soon as possible is the most effective strategy to limit misinformation and rumors. To facilitate this, Kent ISD may:

- Provide factual information to District internal groups, such as administrators, teachers, students, and staff.
- Conduct a debriefing with staff to provide factual information and to clearly communicate what may be discussed publicly.
- Conduct briefings for parents/guardians and others associated with the District.
- Enlist the help of the media to provide frequent updates to the public, dispelling rumors and inaccurate information.

During an incident, the above actions will be the responsibility of the ICS Public Information Officer (PIO).

After the emergent nature of the incident subsides, Kent ISD will conduct public briefings on the incident as needed. These briefings will provide the public the opportunity to ask questions and to receive accurate information on the incident.

# EVACUATION ROUTES AND SITES

## SECONDARY CAMPUS EVACUATION SITES

Following are graphics illustrating the evacuation routes for buildings on the Secondary Campus. The routes lead to three evacuation sites. Those sites are NorthPointe Christian High School, Cougar Athletic Trails (CAT), and the Kent Conference Center (KCC). Additionally, if the Kent Conference Center has to evacuate, the evacuation sites will be the Kent Career Tech Center-East (KCTC-East) or the Educational Service Center (ESC). The addresses for all the buildings are below.

**Secondary Campus Buildings**

- ESC: 2930 Knapp St., NE, Grand Rapids, MI, 49525
- KCC: 1633 East Beltline, NE, Grand Rapids, MI 49525
- KCTC-East: 1655 East Beltline, NE, Grand Rapids, MI, 49525
- KCTC-West: 1800 Leffingwell, NE, Grand Rapids, MI, 49525
- KEC-Beltline: 1606 Leffingwell, NE, Grand Rapids, MI, 49525

**Evacuation Sites**

- CAT Fieldhouse: 2770 Knapp Street, NE, Grand Rapids, MI, 49525
- KCC: 1633 East Beltline, NE, Grand Rapids, MI 49525
- North Pointe High School: 3101 Leonard St., NE, Grand Rapids, MI, 49525

**NOTE**: The route to North Pointe High School that runs south through the woods is marked by signs similar to the one pictured below.


NPC

## Educational Service Center (ESC) Evacuation Routes



Primary Route to Kent Conference Center
Primary Route to CAT
Primary Route to North Pointe Christian

# EMPOWER U CAMPUSES EVACUATION SITES

Following are graphics illustrating the evacuation routes for the three Empower-U buildings; Empower-U South, Empower-U Central, and Empower-U North. The students at these schools have disabilities that could hinder an orderly evacuation. Accordingly, the locations chosen for evacuation sites are relatively close to the schools and are in direct lines from the school. The addresses for all the buildings are below.

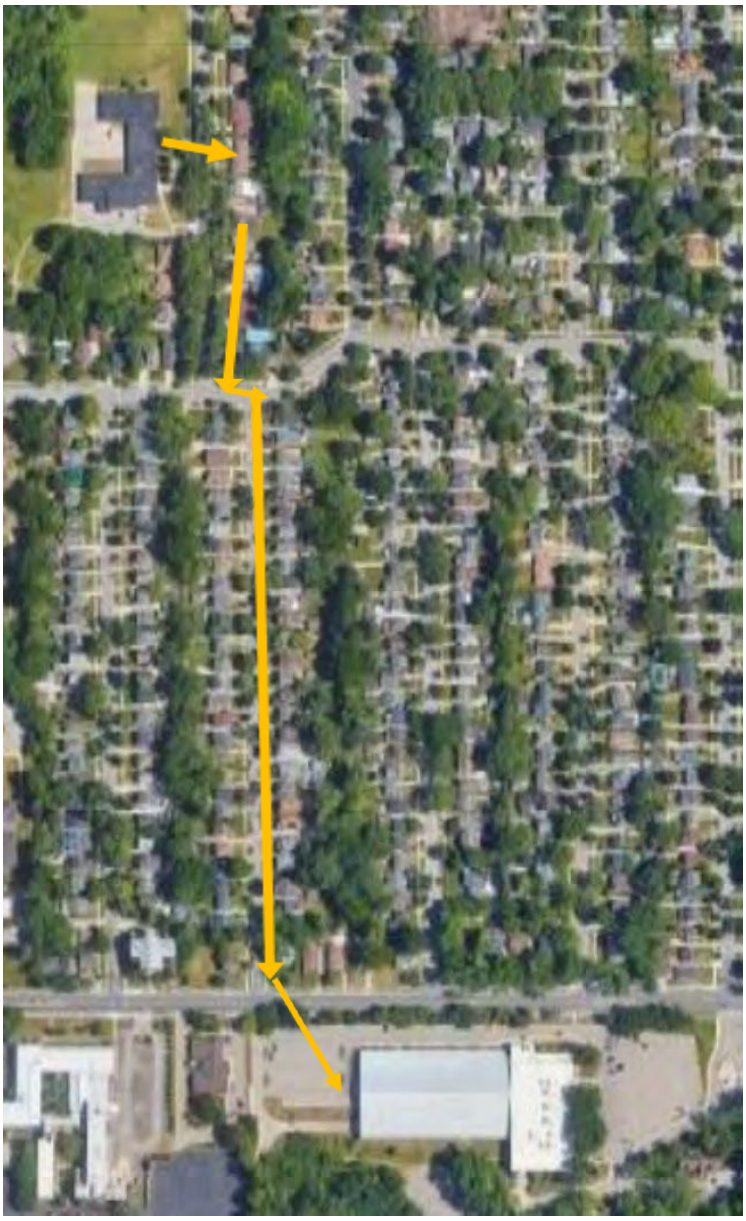
## Empower U School Buildings

- Empower U South (EUS): 3600 Byron Center Ave., SW, Wyoming, MI, 49519
- Empower U Central (EUC): 225 Mayfield Ave., NE, Grand Rapids, MI 49503
- Empower U North (EUN): 1655 12 Mile Rd, NW, Sparta, MI, 49345

## Evacuation Site

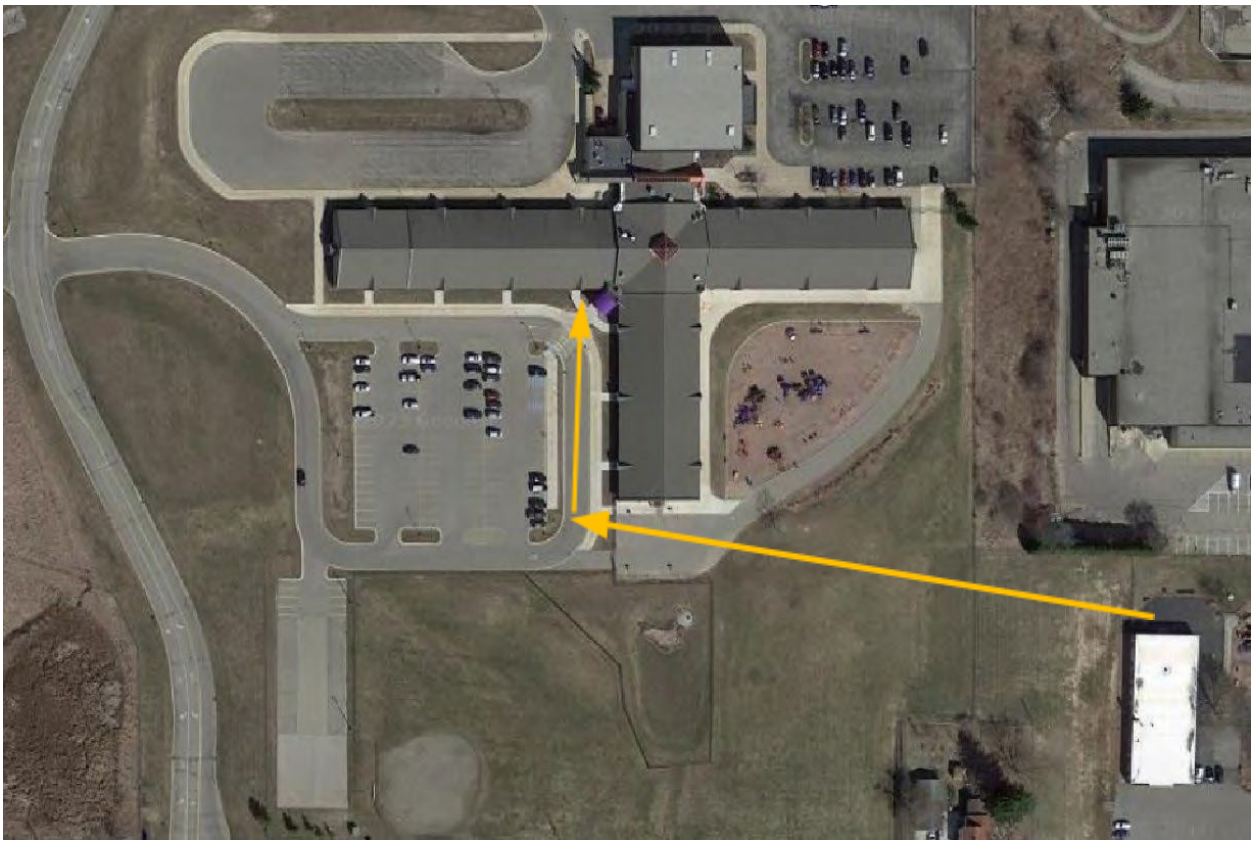
- **EUS**: Calvary Christian Church, 3500 Byron Center Ave., SW, Wyoming, MI, 49519
- **EUC**: Aquinas College Sturrus Sports and Fitness Center, 1580 East Fulton St., Grand Rapids, MI, 49506.
- **EUN**: Ridgeview Elementary School, 560 West Spartan Dr., NW, Sparta, MI, 49345

## Empower U Central Evacuation Route



Evacuation Route to Aquinas Field House

## Empower U North Evacuation Route



Primary Evacuation Route to Elementary School

## Empower U South Evacuation Route



Primary Evac Routes to Calvary Church

## Kent Career Tech Center-East Evacuation Routes



**Primary Route to Kent Conference Center**
**Primary Route to CAT**
**Primary Route to North Pointe Christian**

## Kent Career Tech Center-West Evacuation Routes



Primary Route to Kent Conference Center
Primary Route to CAT
Primary Route to North Pointe Christian

## Kent Conference Center Evacuation Routes



Primary Route to Kent Career Tech Center-East
Primary Route to North Pointe Christian

## Kent Education Center-Beltline Evacuation Routes



Primary Route to Kent Conference Center
Primary Route to CAT
Primary Route to North Pointe Christian

## Lincoln Campus Evacuation Sites

Following are graphics illustrating the evacuation routes for buildings on Lincoln Campus. The two schools on the campus, Lincoln School (LS) and Lincoln Developmental Center (LDC) have unique student populations. The students at these schools have disabilities that will not allow staff to physically evacuate students over long distances. Accordingly, the main evacuation site for both schools is the Early Childhood Conference Center (ECCC) which is also located on the Lincoln Campus. The addresses for all the buildings are below.

### Lincoln Campus School Buildings

- Lincoln School: 860 Crahen, NE, Grand Rapids, MI, 49525
- Lincoln Developmental Center: 862 Crahen, NE, Grand Rapids, MI 49525

### Evacuation Site

- Early Childhood Conference Center: 864 Crahen, NE, Grand Rapids, MI, 49525

## Lincoln Developmental Center Evacuation Routes



Primary Route to Early Childhood Center
Primary Route to Lincoln School

## Lincoln School Evacuation Routes



Primary Route to Early Childhood Center
Primary Route to Lincoln Developmental

## Kent Educational Center (KEC)-Oakleigh
## Evacuation Site

Following is a graphic illustrating the evacuation route for KEC-Oakleigh. The evacuation site for KEC-Oakleigh is Faith United Methodist Church. The addresses for both buildings are below.

**Kent Educational Center (KEC)-Oakleigh**

- KEC-Oak: 2223 Gordon St., NW, Grand Rapids, MI, 49525

**Evacuation Site**

- Faith United Methodist: 2600 7th St., NW, Grand Rapids, MI, 49504

## Kent Educational Center (KEC)-Oakleigh
## Evacuation Route



Primary Route to Faith United Methodist Church

## Pine Grove Learning Center Evacuation Sites

Following are graphics illustrating the evacuation route for Pine Grove Learning Center (PGLC). PGLC has a unique student population. The students at this school have disabilities that will not allow staff to physically evacuate students over long distances. Accordingly, the main evacuation site for the school is located a short distance from the school. The addresses for both buildings are below.

**Pine Grove Learning Center**

- PGLC: 2101 52nd St., SW, Wyoming, MI, 49519

**Evacuation Site**

- Faith Community Christian Reformed Church, 5250 Byron Center Ave., SW, Wyoming, MI, 49519

## Pine Grove Learning Center Evacuation Route



Primary Evacuation Route to Faith Community Christian Reformed

# MENTAL HEALTH RESPONSE

## Critical Incident Aftermath

Following a critical event, it will be necessary to respond to the concerns of staff, students, their family members, and the community. In addition to accurate and timely information concerning the incident, people will require access to mental health resources to process and recover from the incident.

Kent ISD will be 'forward-leaning' when providing mental health resources. The Kent ISD Mental Wellness Consultant will be the point person for coordinating and allocating this aspect of recovery. Kent ISD will utilize all of the District's internal assets to address mental health concerns and when necessary, the District will coordinate with outside agencies for services. Additionally, voluntary debriefing sessions will be held for students and staff following a critical incident to assist them with processing the incident.

### Psychological/Emotional Recovery

These procedures have been developed to provide guidelines to staff and students who have been impacted by emotional trauma at school or in the community. Following a traumatic incident these procedures will be helpful in assisting students, staff, and their families in the healing/recovery process.

See the Basic Plan; Post Incident After Action Review (AAR) for further information on memorial services and funeral attendance.

## Student Suicide Prevention Procedure

### Assessment and Referral

Suicide is a continuum of behaviors, which includes suicidal ideation, suicidal behaviors, and suicide attempts. These behaviors vary and are not mutually exclusive, nor do all suicidal youth advance sequentially through them.

When a student is identified by a peer, educator, or other source as being potentially suicidal — i.e., verbalizes thoughts about suicide, presents overt risk factors such as agitation or intoxication, an act of self-harm occurs, or expresses or otherwise shows signs of suicidal ideation — the student will be seen by a school-employed mental health professional, such as a school psychologist, school counselor, school social worker, within the same school day to assess risk using an evidence-based evaluation tool, inform parents/guardians of the outcome of the assessment, and facilitate referrals to community resources, if necessary.

The building administrator and school suicide prevention coordinator shall be made aware of the

situation as soon as possible.

Educators should monitor student assignments for written threats and expressions about suicide and death. Such incidents require immediate referral to the appropriate school-employed mental health professional. If a mental health professional is not available, the incident should immediately be brought to the attention of the building administrator. School staff should continuously supervise the student to ensure their safety until the assessment process is complete.

The school mental health professional in conjunction with the building administrator will contact the student's parent or guardian concerning the incident. Instructional staff will not contact parents/guardians about the incident, unless instructed to do so by their administrator. Kent ISD mental health experts will assist the family with obtaining referrals as necessary.

If parental abuse or neglect is suspected or reported, the appropriate state protection officials (e.g., local Child Protection Services) shall be contacted in lieu of parents as per law (see Mandated Reporters section of Threat-Hazard Specific Annex).

Kent ISD mental health staff will request written permission to discuss the student's health concerns with outside care providers from the student's parents/guardians or from the student if the student is over the age of 18.

### When School Personnel Need to Engage Law Enforcement

When a student is actively suicidal and the immediate safety of the student or others is at-risk (such as a student having access to weapons), school staff shall call 911 immediately. Staff should provide as much information about the situation as possible, including the name of the student, any weapons the student may have, and where the student is located. School staff should note for the 911 dispatcher that the student is a suicidal emotionally disturbed person, or "suicidal EDP", to allow for the dispatcher to send officers with specific training in crisis de-escalation and mental illness. After contacting 911, school officials should contact the Kent ISD school resource officer (SRO) and advise the SRO of the situation.

### Parent Notification

The building administrator or school mental health professional shall inform the student's parents/guardians on the same school day any time a student is identified as having any level of risk for suicide or if the student has attempted suicide. The exception to this notification would be if notifying the parent will put the student at increased risk of harm. Following parental notification and based on initial risk assessment, the building administrator, designee, or school mental health professional may offer recommendations for next steps based on perceived student need. These can include but are not limited to, an additional, external mental health evaluation conducted by a qualified health professional or emergency service provider.

# REUNIFICATION OPERATIONS

## Reunification Overview

The ultimate goal of reunification operations is to reunite students with their parents/guardians. In most situations, reunification will occur at Calvary Church located at 707 East Beltline, NE, Grand Rapids, MI, 49525. In certain situations, Calvary Church may not be available. An example would be a hazmat spill on I-96 in which the church is downwind. In these instances, alternate reunification sites have been coordinated for. These sites are Calvin University (located south of Kent ISD Secondary Campus) and Kuyper College (located north of Kent ISD Secondary Campus).

Upon arrival at the designated reunification site, Kent ISD employees will marshal arriving personnel to pre-designated areas. Communications from the Kent ISD Communications Team will go out to parents/guardians to direct them to the appropriate reunification site to retrieve their student. Students will be released to their parent/guardian once the following criteria have been met:

1. The student has been accounted for;
2. The parent/guardian's identity has been confirmed; and
3. Staff has confirmed the parent/guardian has legal authority to be in custody of the student.

## Reunification Center Guidelines

**These general guidelines will be adhered to regardless of the physical location of the reunification center.**

- Student accountability is paramount.
- Once students arrive at the reunification location, student movement will be constrained. Students **will not** be allowed to roam about the reunification site unescorted.
- Parents/guardians will check in with ISD staff at the site, utilizing some form of official photo identification (state or federal).
- Once a parent/guardian's identity and legal status to take the child have been confirmed, the parent/guardian will be reunited with their student. Reunifiers will confirm with the student that the student is comfortable departing with that person.
- Casualty Notification teams will be immediately available to notify a parent/guardian that their student was a casualty. Notification teams should have information to provide to the parent/guardian as to which hospital their student was taken to.
- Before departing with their student, the parent/guardian will sign the Student Receipt Card, acknowledging they have taken receipt of their student.

## Reunification - Roles And Responsibilities

Kent ISD has modeled its Reunification plan on the *I Love You Guys Foundation*'s Standard Reunification Method. The Kent ISD Operations Chief will be responsible for the management of evacuation sites and the reunification site. The Operations Chief for Kent ISD will be the Kent ISD Safety & Security Director (or designee). Primary staffing of the reunification and evacuation sites will be accomplished by Kent ISD Early Childhood staff, under the direction of the Early Childhood Director. Training of the evacuation sites' and the reunification site's operational staff will be the responsibility of Kent ISD Safety & Security Director.

## Reunification Events-Student Perspective

Below is a brief sequence of events that students will encounter as they arrive at Calvary Church:

1. Buses arrive on the west side of the Church and pull up to Door I.

2. **Greeters** will meet arriving buses. Students will be triaged by **Greeters, Counselors, and Medical staff** for medical issues, mental health issues, or if the student is a potential witness.

    a. Students identified as having a medical issue will be moved to classrooms located on the lower level, to the left (north) of the stairwell. Medical staff will be prepositioned in these classrooms to treat injured staff/students.

    b. Students identified as having a mental health issue will be escorted to rooms on the lower level, located under the main Sanctuary. Kent ISD counselors will occupy private rooms in this area to assist students/staff.

    c. Students identified as being a potential witness will be escorted to rooms on the lower level, located under the main Sanctuary. Officials from local law enforcement agencies will occupy private rooms in this area to assist in the interviews of student/staff witnesses.

    d. School counselors will circulate amongst incoming students to assist as necessary.

3. Students who do not meet any of the above categories will be escorted into the center of the building to be checked into the site. **Checkers** will assist students as they approach the Accountant table. Students with ID cards should have a barcode on their ID that **Accountants** will be able to scan. Following check-in, students will ascend the stairwell to the second floor, where they will be directed to the main Sanctuary of the church. The Sanctuary will serve as the **Student Assembly** area. Students will be directed to find a seat and to relax. Students inside the Sanctuary will be supervised by **Student Assembly** personnel, which will primarily be their teachers.

4. Teachers/**Student Assembly** personnel will maintain accountability for their class that are within the assembly area. Students should not be allowed to wander about the site. Rest rooms and all exits should be monitored by **Student Assembly** team members.

5. Reunifiers will retrieve students from the Student Assembly area once the student's parent/guardian has arrived and checked in. Once the student is reunified with his/her parent/guardian, the student is free to depart the site.

## Reunification Events-Parent/Guardian (P/Gs) Perspective

Following is a brief synopsis of the events that will occur as parents/guardians (P/Gs) arrive at Calvary Church:

1. P/Gs will be directed to enter Calvary Church via Door D. On entering the church, they will be met by **Greeters**. **Greeters** will be in the parking area and inside the church. **Greeters** will pass out pamphlets describing Kent ISD's reunification process and will be available to answer questions. Greeters will also issue P/Gs Reunification Cards that the P/G will fill out.

2. P/Gs will check in with **Checkers** and **Accountants** upon entering the church. The **Checker** is responsible for checking the Reunification Card to ensure it is completely filled out and is legible, and for ensuring the P/G has a picture ID.

3. **Accountants** will ask for the P/G's picture ID and the Reunification Card. The **Accountant** will use the Reunification Card to determine if the P/G's student is at the Reunification site. If the student is on-site, the P/G will move to the gymnasium. If their student has not arrived, the P/G will remain in the Holding Area until their student arrives at the reunification site or notification has been received that the student has been transported to the hospital. Uniformed **Law Enforcement** will be on hand in the Holding Area to address unruly individuals.

4. Once a P/G has been notified that their student is at the reunification site (or otherwise accounted for), they will go into the gymnasium, directly adjacent to the holding room. Inside the gymnasium, P/Gs will form a line. Once they move to the front of the line, they will be met by a **Reunifier team**.

    a. The **Reunifier-student** will ask for the student receipt card from the P/G. The **Reunifier-student** will take the card and move to the student assembly area to retrieve the student. The **Reunifier-parent** will escort the P/G to a location where they will reunite the P/G with their student.

    b. After the **Reunifier- student** has retrieved the student from the student assembly area, the **Reunifier-student** will confirm that the student is comfortable leaving with the P/G. The P/G will be asked to sign/date the student receipt card. At this point the P/G will be free to take their student home. The **Reunifier** will return the receipt card to the **Accountants**' table to serve as a hard copy back-up.

    c. If a student is a casualty in the event, the **Reunifier-parent** will move the P/G to the notification room. Here, members of the **Notification Team** will be on standby to notify the P/G of the status of their student. This team will consist of a law enforcement officer, a clergy person, a victim specialist and a member of **Kent ISD Leadership** (**Operations Chief** if no one else is available).

    d. The **Kent ISD Leadership member** will be responsible for ensuring that a P/G whose student is a casualty has the resources they need to safely arrive at the hospital safely. This may require securing transportation to the hospital for the P/G.

Although the above sequence has been scripted for the Calvary Church Reunification site, this template will be utilized by Kent ISD staff for alternate reunification sites.

## Reunification Site Roles

**Operations Chief**
Responsible for the overall operation of the site.

**Student Section Operations Director**
Responsible for the student arrival section and associated personnel of the reunification site, to include the Student Assembly Section of the site.

**Parent/Guardian Section Director**
Responsible for the P/G arrival section and associated personnel of the reunification site.

**Greeters**
Responsibilities:

- Greets students on arrival at site (Door I)
- Check student IDs and answer questions.
- Triage students for injuries, mental health, witness potential.
- Escort students to the proper area for treatment/interview.
- Once students are checked in, escort students to the main floor and to the student assembly area (Sanctuary).
- Maintain order.
- Greets P/Gs on arrival at site (Door D).
- Explain the process to the incoming personnel.
- Pass out lanyards to students.
- Pass out pamphlets to P/Gs that illustrate the process.
- Pass out Reunification Cards to P/Gs and explain how to fill out.
- Be prepared to answer any procedural questions people may have.
- Be prepared to relay questions P/G may have to the appropriate person.
- Be upbeat, positive, and proactive.
- Contact on-site LE for assistance with unruly P/G.
- Assist with foot traffic control (with law enforcement).
- Be proactive to alleviate P/G's and student anxiety.
- Be familiar with all Reunification site positions to assist where necessary.

**Checkers**
Responsibilities:

- P/Gs in the gymnasium and escort them to Table 2.
- Verify P/G ID cards.
- Answer questions for P/Gs.
- Maintain order.
- Be familiar with all Reunification site positions to assist where necessary.

**Accountants (Student Check-in specific)**

Responsibilities

- Log students into the site by scanning student's ID Card or inputting data from Student Intake Card into the database.
- Direct student to move up stairs to the student assembly area (Sanctuary).

**Accountants (P/G Check-in specific)**

Responsibilities (P/G Check-in/Student Check-out Position)

- Set up tables into four sections (A-C, D-K, L-M, O-Z).
- Receive Reunification Cards from **Checkers**.
- Check the spreadsheet to determine if the student is at the Reunification Site.
- If the P/G's student is at site, direct P/G into the gym.
- If not on site, keep P/G in the lobby until name is called.
- Check students of the site once **Reunifier** has released the student to P/G.
- Obtain the completed ReunificationCard from **Reunifiers**.
- Maintain accountability of all completed Reunification Cards

**Accountants (Overall)**

Overall General Responsibilities

- Responsible for tracking students that are at the site and students that have left the site.
- Responsible for keeping an electronic record and hard copies of Reunification cards.
- Be familiar with all Reunification site positions to assist where necessary.

**Reunifiers**

Responsibilities

- Meet P/Gs outside of gymnasium.
- Get the Reunification Card from P/G.
- Escort P/G to location outside Door B.
- Retrieve Student from Student Assembly Area, take to P/G reunification site.
- Ensure students are comfortable going home with P/G.
- Recover Reunification Cards, turn into Accountants.
- Escort student and P/G to exit (door B).
- Be familiar with all Reunification site positions to assist where necessary.

**Student Assembly Staff**

Responsibilities

- Responsible for maintaining order in the student assembly area.
- Ensure that students do not leave the assembly area unaccompanied.
- Maintain class integrity when seating students.
- Remain vigilant for students who may need medical/mental health care.
- Encourage students to text parents. A sample message could be: *"Pick me up at Calvary Church in one hour. Bring your ID,"*
- Assist **Reunifiers** with locating students in the assembly area.

**Victim Advocate Team**

Responsibilities

**Interpreters**

- Will provide interpretive services as needed.

**Casualty Notification Team**

- Will consist of a law enforcement official, Victim Specialist, and Kent ISD leadership member.
- Will notify P/Gs that the student is in the hospital or otherwise a casualty.
- Will ensure that P/G gets to hospital safely.

**Reporting Staff Coordinator**

Responsibilities

- Will position themselves just inside Door H, Lower Level (Main Entrance)
- Incoming ISD staff will check-in with the Coordinator upon arrival at site.
- Will coordinate with the Operations Chief for placement of incoming staff.

**Law Enforcement/Traffic Control**

Responsibilities

**Marked Unit Locations-Uniformed Officers**

- Entrance to Church from Bradford.
- P/G parking area to prevent Media from wandering into the area and to maintain peace.
- Exit from Church onto East Beltline.
- Northern end of Church to prevent media from wandering into Student area

**Interior/Main Level-Uniformed Officers**

- Responsible for maintaining order on the inside of the church.
- Remove unruly persons from the interior of the building
- Remove anyone from the building who is not a P/G, a Church employee, an ISD employee, or a student.
- Assist reunification staff as necessary.
- Perform Notifications as necessary.

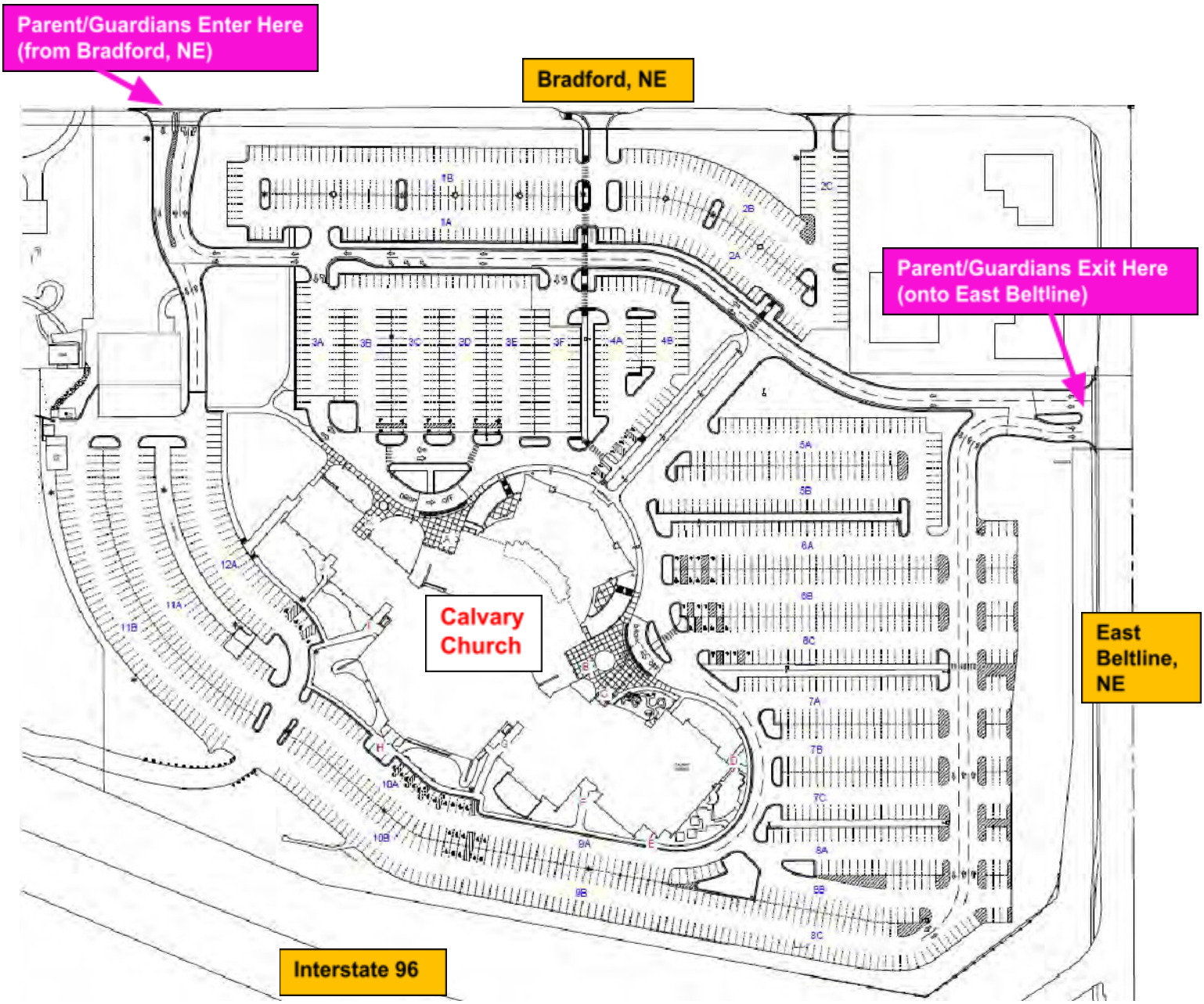
**Interior/Lower Level-Investigators**

- Interview incoming students who may have witnessed incident

**Reunification Site Staff General Guidance**

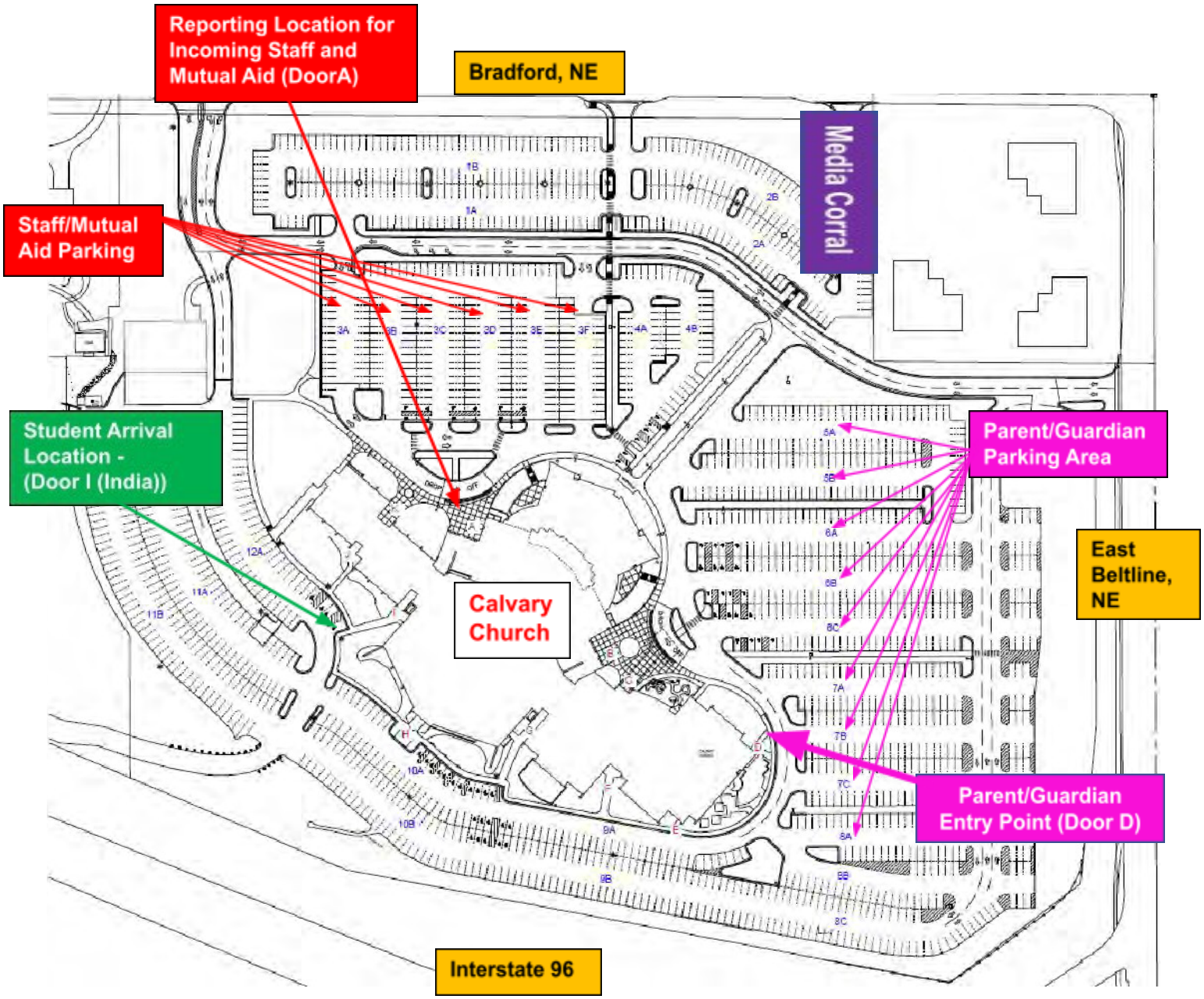
- Always check identification of all non-uniformed personnel who arrive to assist.
- Only release students to authorized P/G after checking P/G's proof of identity and P/G has signed the Reunification card

## Reunification Site Calvary Church Entrances/Exits

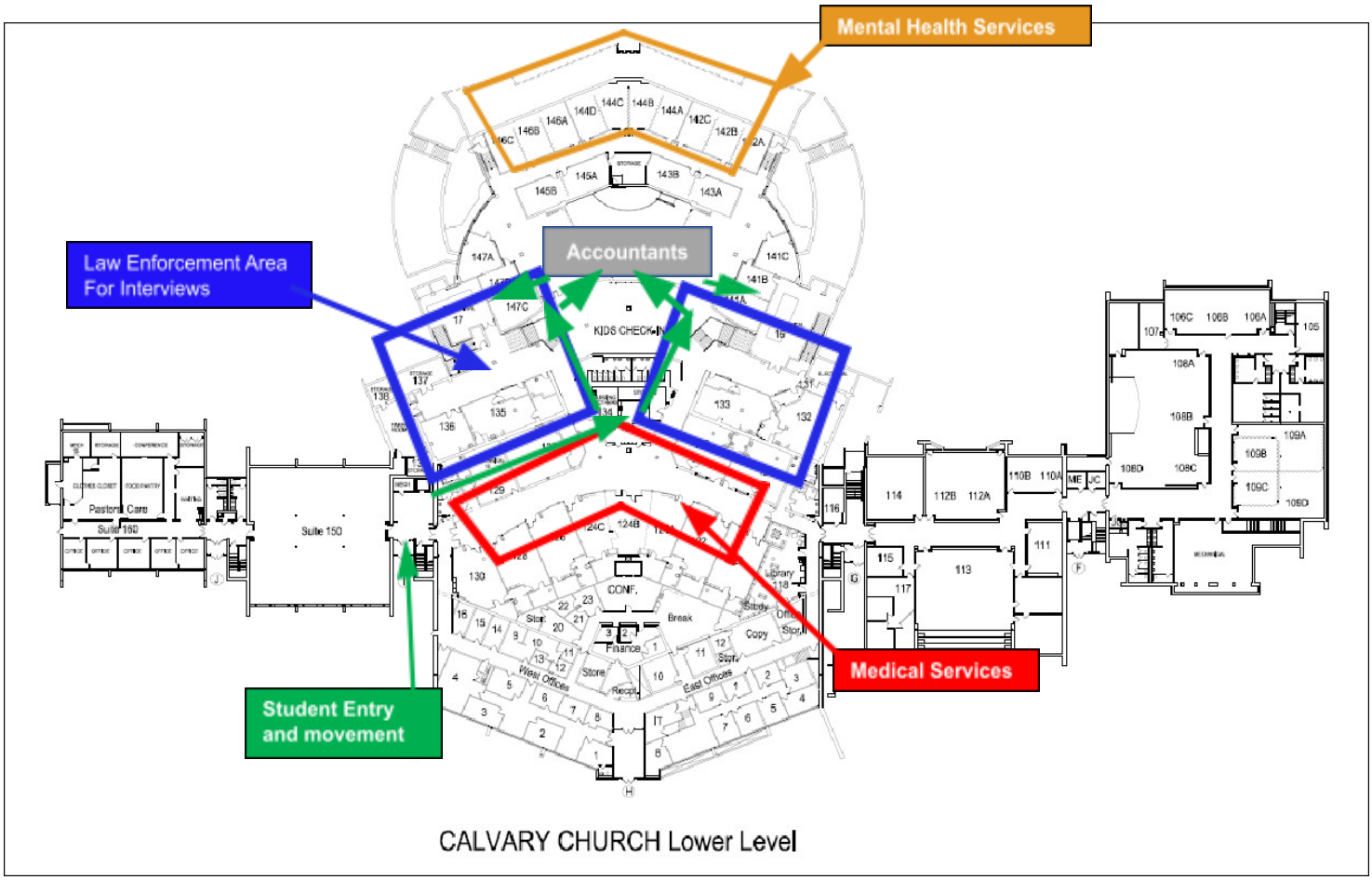


# REUNIFICATION SITE

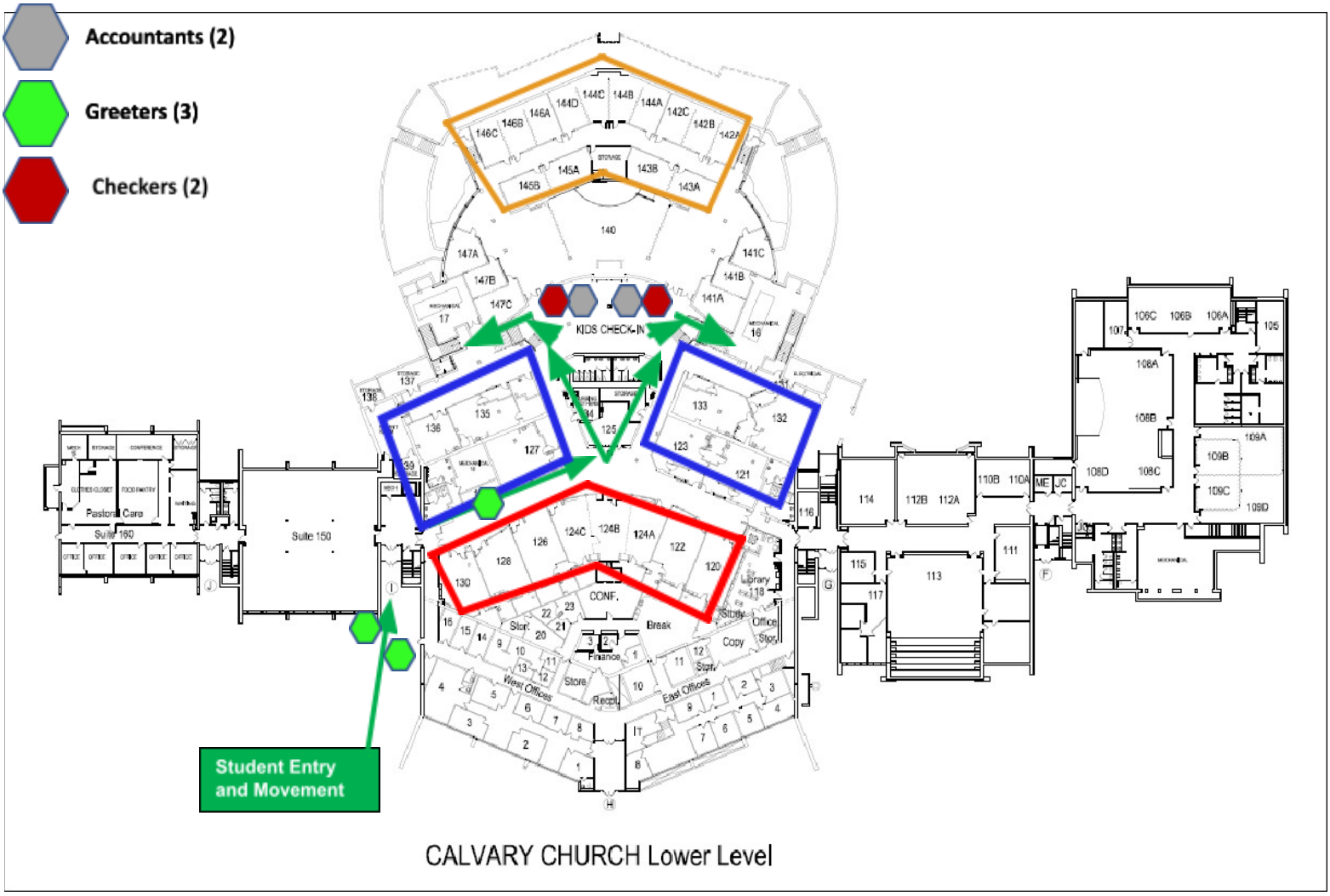
**P/G Parking, Staff Reporting, Student Arrival, Media Corral**



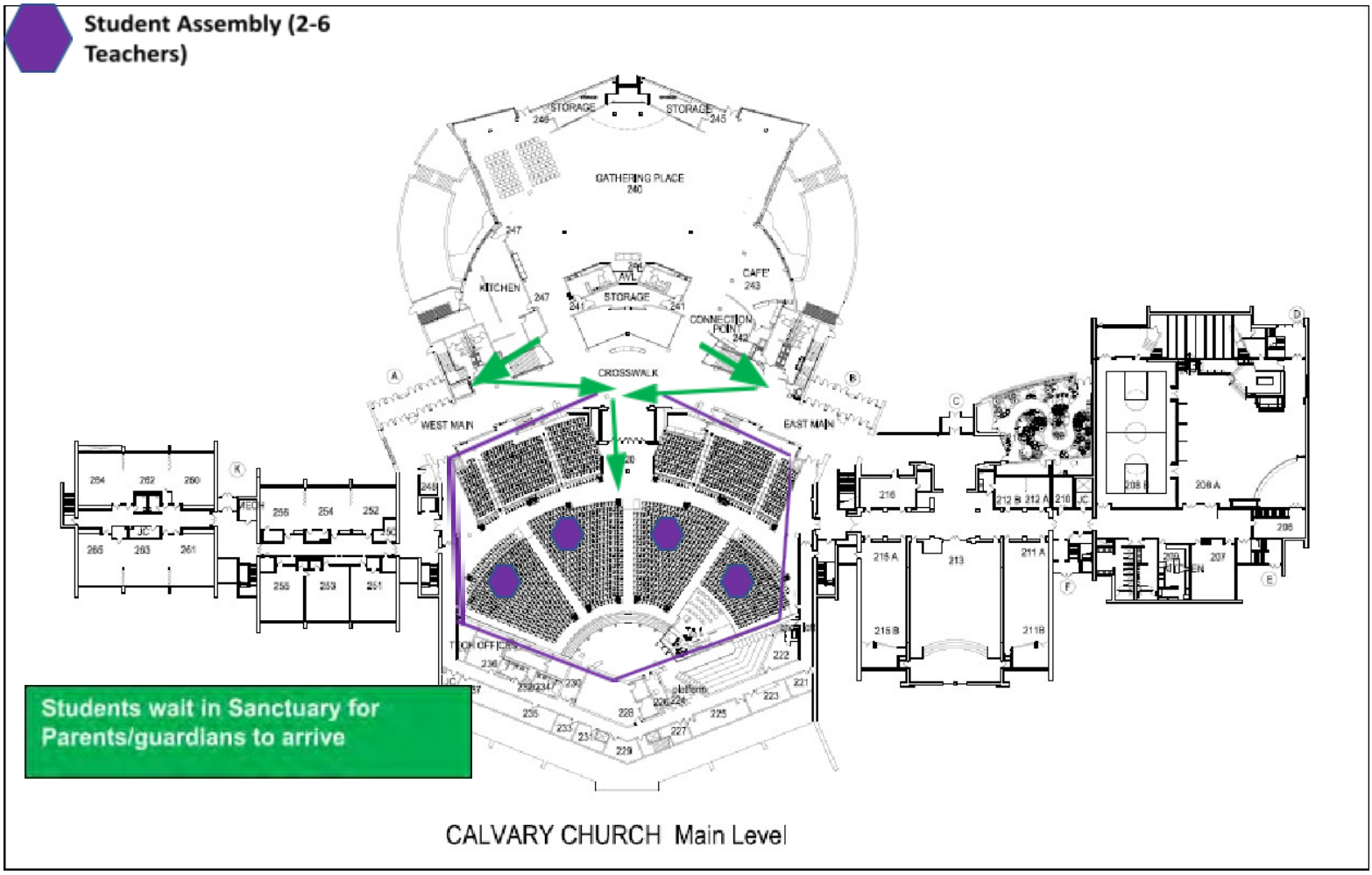
# Lower Level Organization: Student Intake & Location of Services



# Staffing - Student Entry/Check-in Level
# - Student Flow

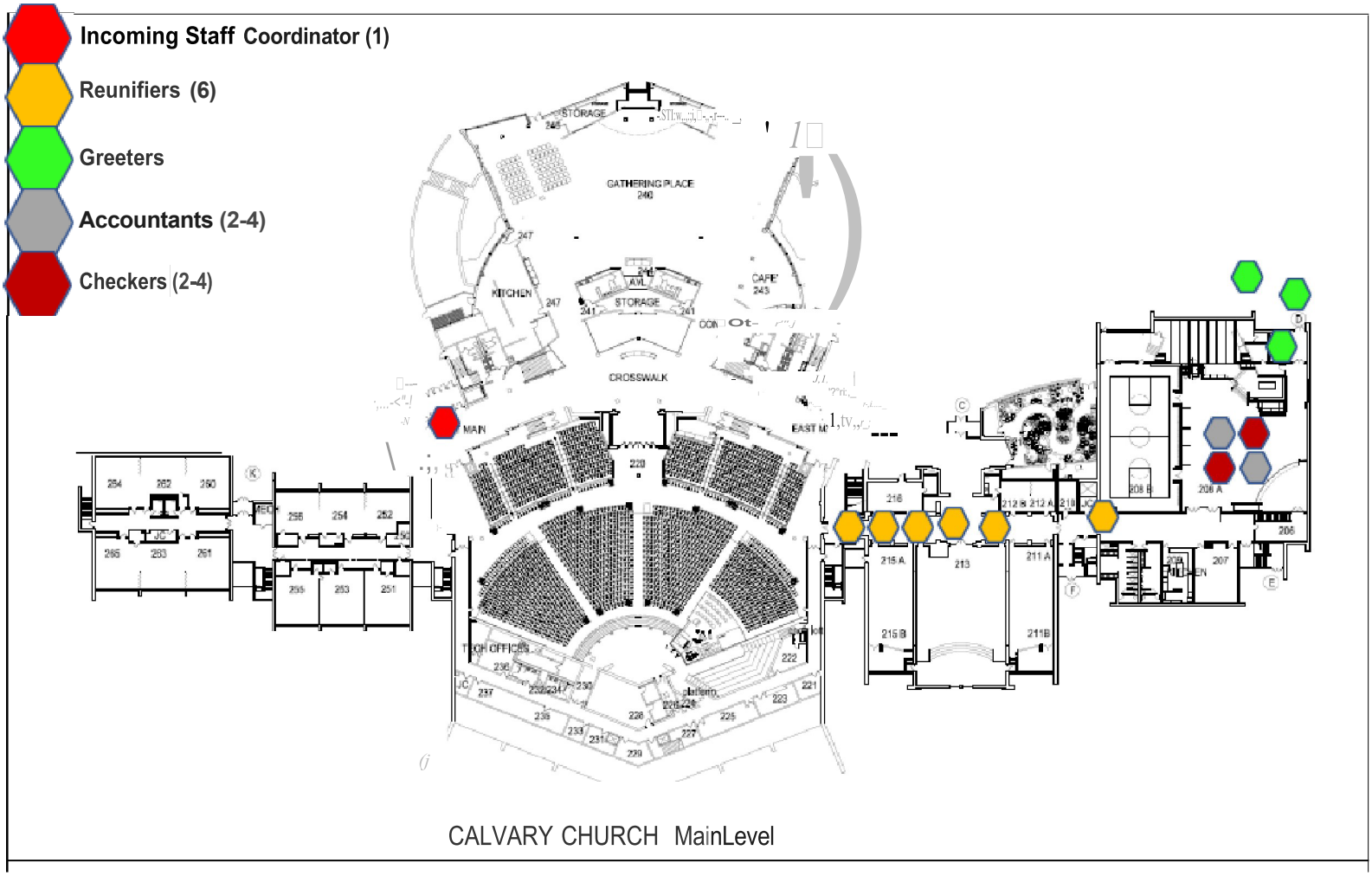


## Staffing-Student Holding Area

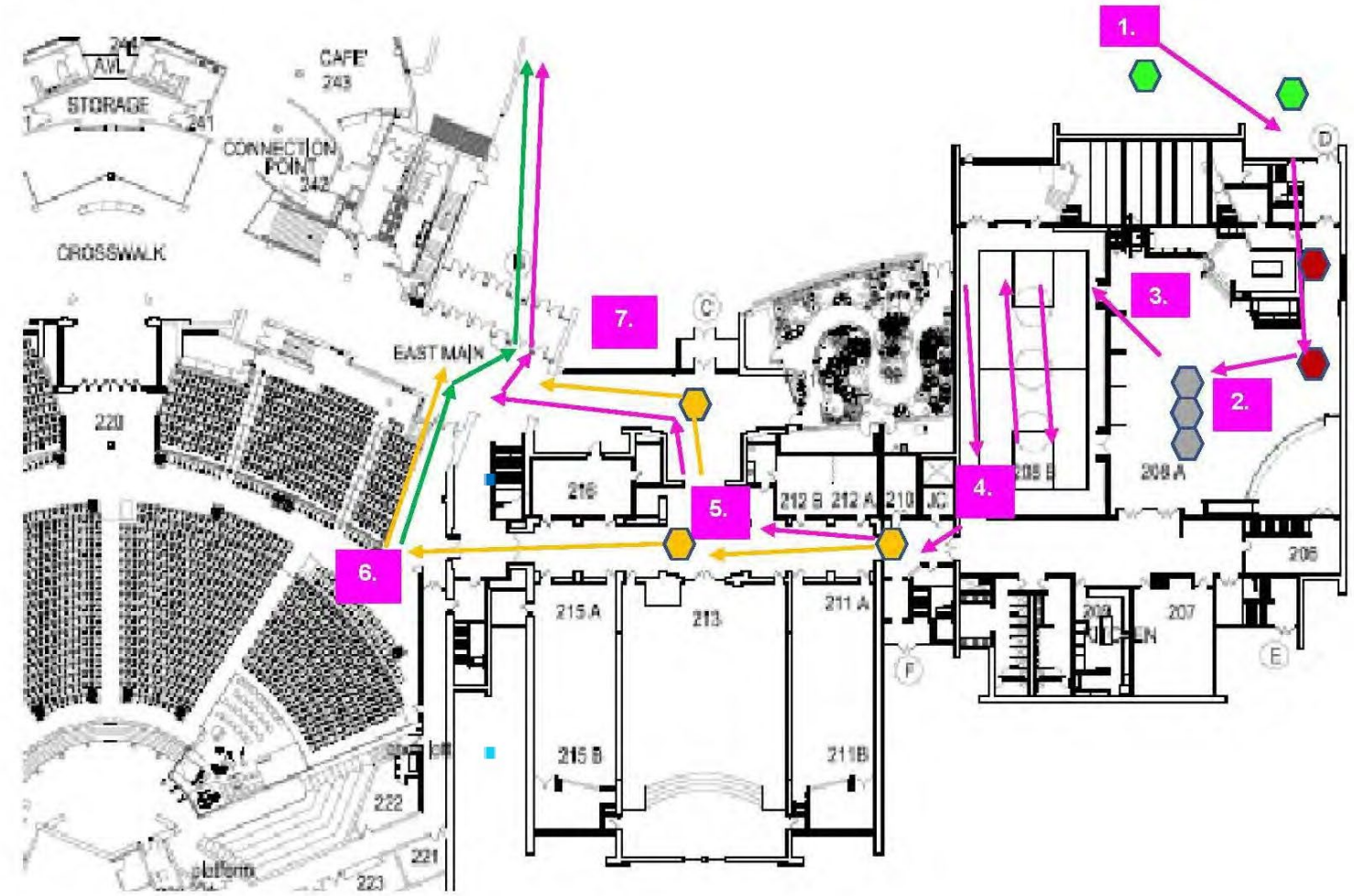


EMERGENCY OPERATIONS PLAN

# Staffing – Parental Entry/Check-in Area

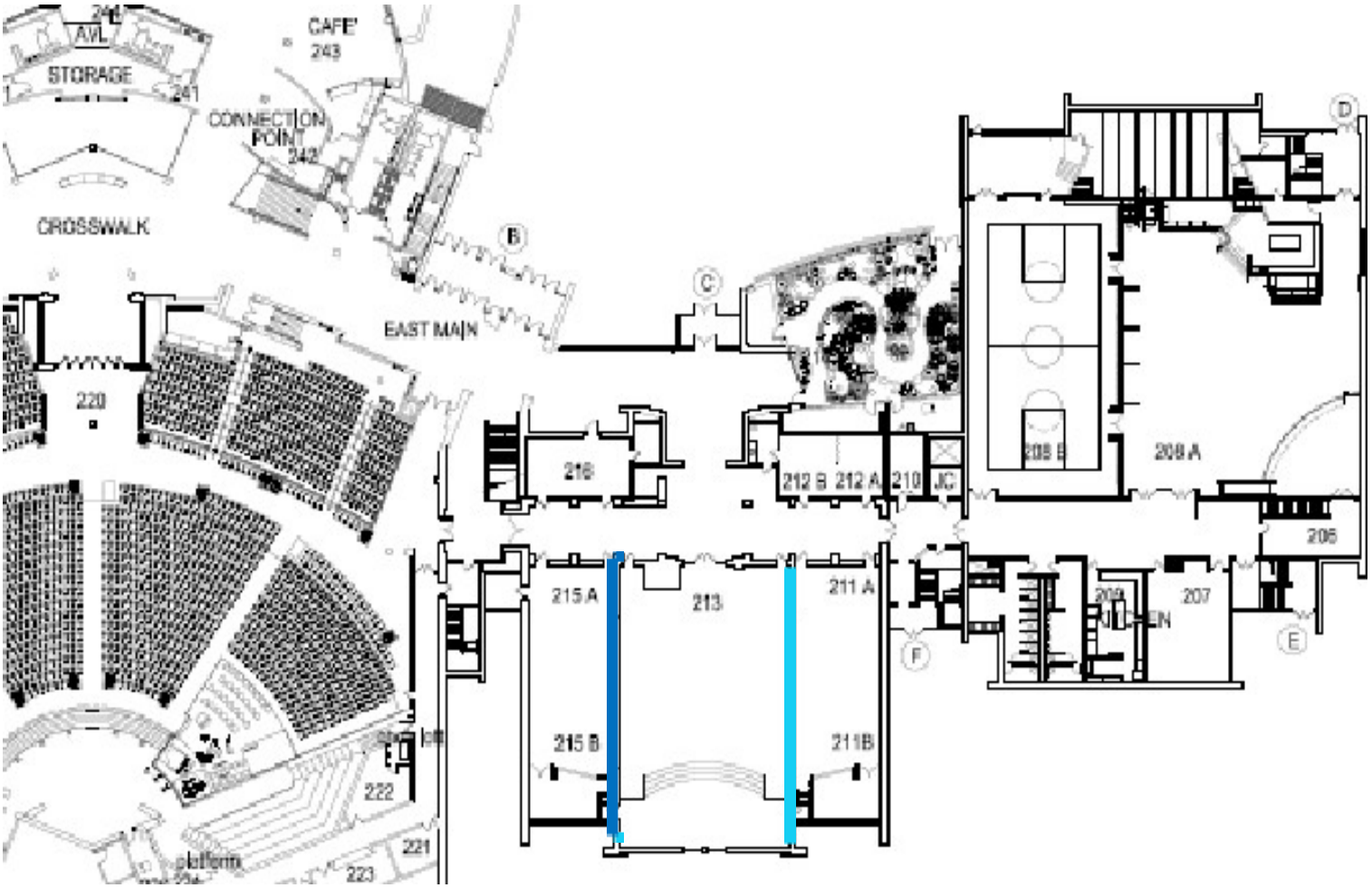


# Parent/Guardian Flow



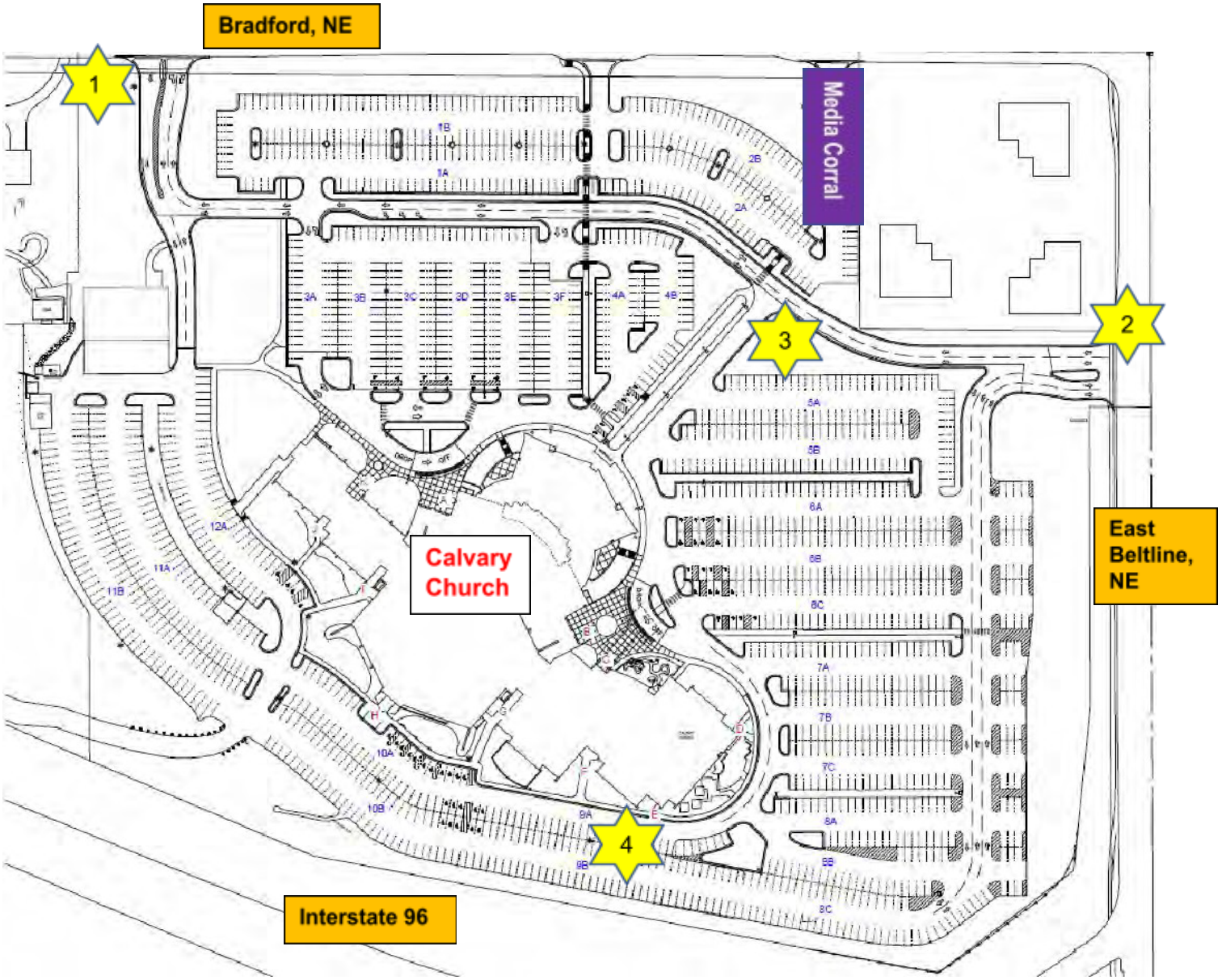

| Step | Activity |
|---|---|
| 1 | Parent/Guardian (P/G) enters Door D. Met by Greeters who explain process. |
| 2 | P/G checks into the site. Meets with Checkers. Checkers confirm picture ID and that Reunification card has been filled out completely and legibly. |
| 3 | PG moves to the Accountants' table to determine if their student is on site. |
| 4 | P/G moves to gym once student is confirmed on site |
| 5 | P/G links up with the Reunifier Team. |
| 6 | Reunifier-student retrieves the student from Assembly Area, while the Reunifier-parent moves the P/G to the reunion location. The Reunifer-student brings the student to P/G. |
| 7 | P/G leaves via Door C with the student and departs the site. Reunifiers return cards to the Accountant table to serve as a paper trail. |

# Support Positions – Casualty Notification Team, Interpreters



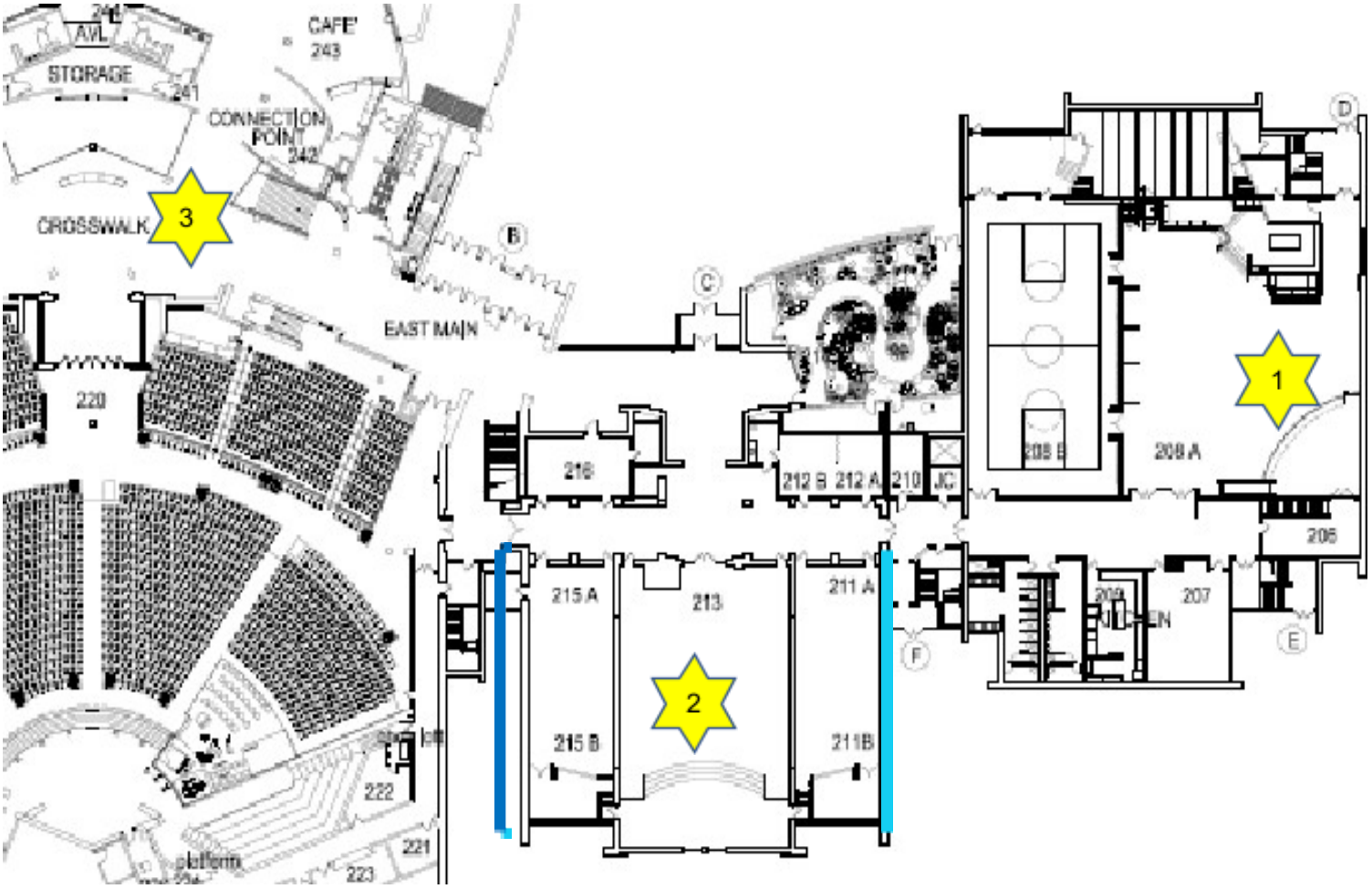

| | |
|---|---|
| **Casualty Notification Team** | **-This team will consist of a law enforcement official, a victim specialist, a clergy member, and a Kent ISD Leader (Operations Chief).**<br>**-The team's mission is to notify parents/guardians that their student is at the hospital or is otherwise a casualty.**<br>**-The law enforcement official will make the official notification to the parents/guardians as this is a law enforcement function.**<br>**-Remaining team members will provide whatever support they can.**<br>**-Kent ISD rep will ensure parents/guardians can drive themselves to hospital or will arrange transport.** |
| **Interpreters** | **-Will provide interpretive services where needed.** |

# Support Positions – Law Enforcement, Exterior, Marked Units



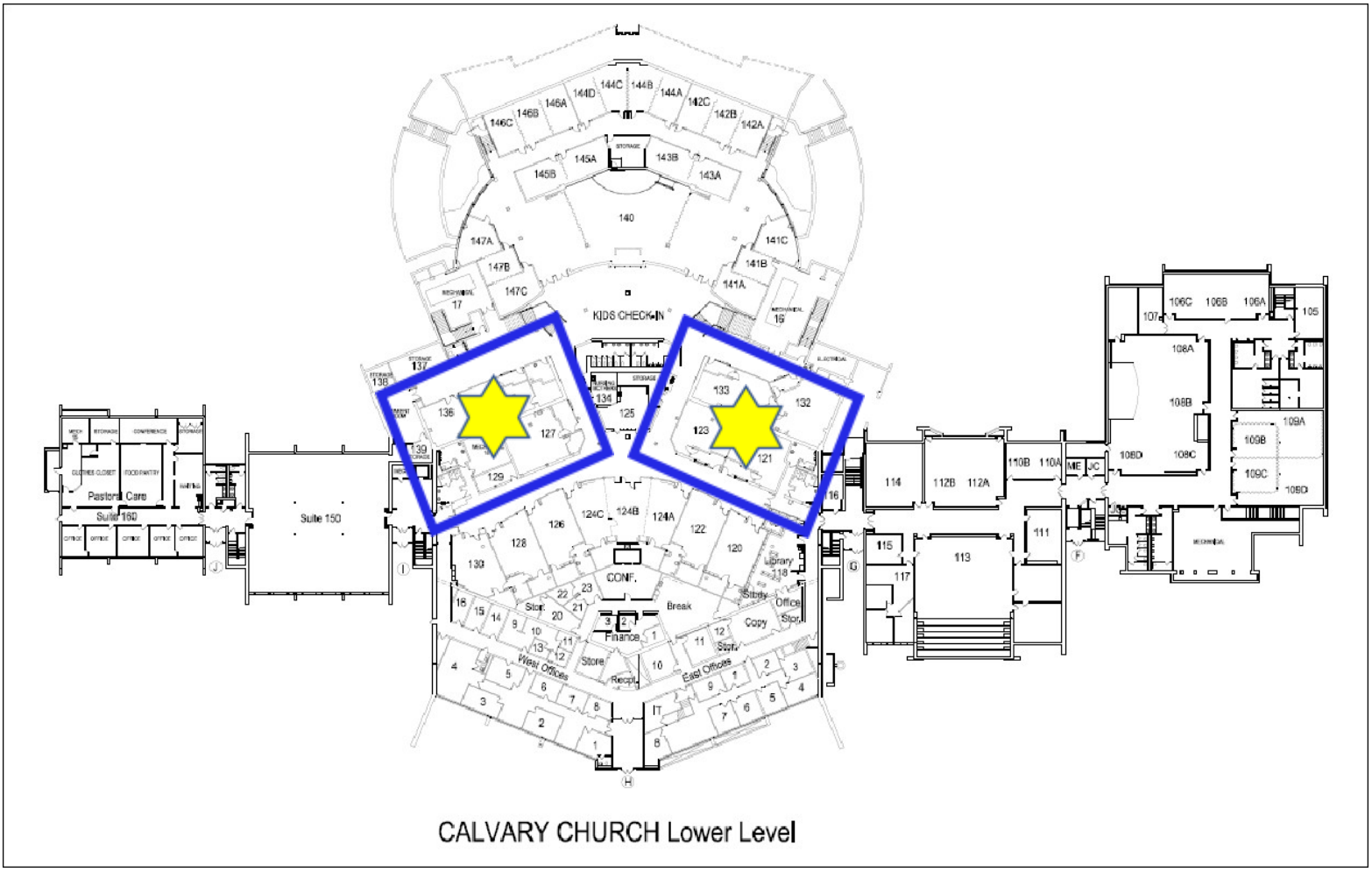

| Position | Responsibility |
|---|---|
| 1 | -Control access onto site to Staff and Parents/Guardians only.<br>-Direct Media to media corral. |
| 2 | -Control traffic for parents/guardians departing site. |
| 3 | -Prevent Media from leaving the corral and moving into the Parent/Guardian parking area. |
| 4 | -Prevent traffic from circling around the south side of the church. |

## Support Positions – Law Enforcement, Interior, Main Level




| Position | Responsibility |
|---|---|
| 1 | -Maintain order inside the church. Deescalate Parents/Guardians as necessary.<br>-Assist reunification team as necessary. |
| 2 | -Perform notifications to Parents/Guardians. |
| 3 | -Remove anyone from the building who is not a student, church employee, Parent/Guardian, or Kent ISD employee. |

# Support Positions – Law Enforcement, Interior, Lower Level




| Position | Responsibility |
|---|---|
| Interview Rooms | -Interview incoming students and staff who may have witnessed the incident. |

## Equipment/Signage for Reunification

**DOOR 'D' (Parent/Guardian Report-in Location)**

- **PARENTS/GUARDIANS ENTER HERE, PLEASE HAVE A PICTURE ID READY FOR STAFF TO REVIEW** (one 5-foot banner) (3-5 yard-signs and sandwich boards)
- **HAVE PICTURE ID READY FOR STAFF TO REVIEW. PLEASE BE PATIENT.** (3-5 yard signs/sandwich boards)
- **PLEASE DO NOT TAKE PICTURES OF THE REUNIFICATION SITE OR OF PEOPLE INSIDE THE SITE. (**3-6 yard signs and sandwich boards)

**DOOR 'I' (Student/Staff In-Take Location)**

- **STUDENTS/TEACHERS: ENTER HERE** (3-6 yard signs and sandwich boards)
- **RESTROOMS** (with arrows) (3-5 yard-signs)
- **MEDICAL** (with arrows) (3-5 yard-signs)
- **COUNSELING** (with arrows) (3-5 yard-signs)

**DOOR 'A' (Staff Reporting to Site to Assist Location)**

- **STAFF REPORTING TO WORK: ENTER HERE** (one 5-foot banner) (3-6 yard-signs. sandwich boards)

**MEDIA CORRAL**

- **MEDIA LOT-PLEASE REMAIN WITHIN ROPED OFF AREA, ALL UPDATES/BRIEFINGS WILL BE HELD AT THIS LOCATION.** (one 5-foot banner)
  (6-12 yard-signs and sandwich boards)

**PELICAN CASE LABELS**

1. Greeters-Student Entrance
2. Accountants-Student Entrance
3. Greeters-Parent/Guardian Entrance
4. Accountants-Parent/Guardian Entrance
5. Reunifiers
6. Student Assembly
7. Incoming Staff Coordinator
8. Comms
9. Media Corral

# STANDARD RESPONSE PROTOCOLS (SRPs)



## EVACUATE

If EVACUATE is called, there is a need to move people from one location to another for safety reasons.

**On-site evacuation**: This is conducted when an event that cannot be resolved quickly disrupts the school day. An example would be a small fire inside one of the ISD's buildings, a power outage, or a hazmat spill where students, faculty, and staff have to leave the building.

**Off-site evacuation**: This is conducted when it is no longer safe to stay in a building. Examples could be a major fire, legitimate bomb threat, or a gas leak. Evacuation sites for each campus/building are identified in this section. Depending on the threat, staff and students may be allowed to leave with personal items.

**Violent Event**: If there has been a violent event at a school, an off-site evacuation to a reunification site will be necessary as the school will be considered a crime scene at which law enforcement will have to process for evidence. This processing could last for several days. In this instance, staff/students will not be allowed to take any items with them.

**Police Led Evacuation:** Situations may arise, especially after a violent event, where law enforcement will clear classrooms and will escort staff/students to their evacuation site. It is important for staff/students to immediately comply with all commands given by officers. Staff and students should also keep their hands visible and empty. Evacuees will probably be asked to put their hands in the air or above their heads during the evacuation.

## Administration's Responsibilities

- Gather all student medications before exiting the building, if necessary.
- If the evacuation was initiated by a fire alarm, confirm that the alarm is legitimate.
- Follow up the fire alarm with a Public Address (PA) announcement advising staff/students that the alarm is legitimate and to start evacuating the building.
- Utilize unassigned staff members to ensure all areas of the building have been evacuated.
- Notify 9-1-1/public safety.
- Ensure that appointed caretakers assist handicapped students.
- If an off site evacuation or a reunification is necessary, coordinate transportation through Kent ISD leadership.
- Coordinate with Kent ISD Communications Team for communications to parents/guardians.

If students are to be dismissed for the day, students may utilize one of the following four arrangements.

- Kent ISD arranged transportation back to their LEA
- Pick up by parent/guardian designated on PowerSchool.
- Self-transportation
- Ride via third-party with parent/guardian consent.

## Faculty/Staff's Responsibilities

**(ALL EVACUATION ROUTES SHALL BE TAKEN IN THE OPPOSITE DIRECTION OF THE EMERGENCY)**

- **Any evacuation initiated by a fire alarm <u>should be accompanied by a PA announcement from the Main Office</u>**.
- Follow the predetermined evacuation routes/procedures based on the information given by the Main Office.
- Maintain your situational awareness.
- Be ready to deviate from the predetermined routes or procedures if circumstances exist that may cause harm or danger to students or staff.
- Based on the incident and the reason for evacuation, teachers may or may not allow students to gather their personal belongings before exiting the building.

- Take your Go-bag and attendance book/laptop with you when you exit the building.
- Close classroom doors and shut off the lights upon exiting the room. This denotes that all people have been evacuated from this location.
- If necessary, request additional assistance for any students with physical or mental disabilities.
- Proceed to the designated area, at a minimum of 300 feet (1 football field) from the building.
- Stay out of the way of emergency vehicles and public safety personnel.
- Upon arrival at the evacuation site, assemble students, note the time, and take attendance.
- Report any missing students up the chain of command immediately.
- Use the **green** portion of the Emergency Response Guide (flip chart) to visually signify that all students are accounted for.
- Use the **red** portion of the Emergency Response Guide (flip chart) to visually signify that you need assistance/have missing students.
- Administer first aid, as necessary. Report any major medical issues to the chain of command immediately or dial 9-1-1.
- Remain with your class and await further instructions from the principal or the incident commander.

## RETURN TO BUILDING - ALL CLEAR

### Administration's Responsibilities

- Signal the **All Clear** to return to class when deemed appropriate.
- Ensure that all students and staff are accounted for.

### Faculty/Staff's Responsibilities

- Return to the classroom when instructed by the principal or incident commander.
- Take attendance to account for all students within your span of control.
- Report any missing/injured students to the Main Office as soon as possible.



# HOLD
## "In Your Room or Area"

A **Hold** will occur when a situation arises that requires hallways in the school to remain clear. Classroom instruction will continue as normal, but students and staff are to remain in their classrooms/offices until the **Hold** is lifted.

At the initiation of a **Hold**, students and staff will remain where they are until the situation has been resolved. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, but with halls still open in case outside medical assistance is required. In both examples, a **Hold** would be an appropriate response to the situation.

Students who are not in a classroom may need to proceed to an area where they can be supervised and remain safe, such as a cafeteria or other common area. Staff and students should remain in those areas until the **Hold** is lifted. *Students and staff outside the building should remain outside, unless directed otherwise by building administration.*

When a **Hold** is announced, classroom activities should continue in a normal manner; however, the ability to transition to a **Shelter** or **Lockdown** is enhanced.

**Differences Between Secure and Hold**

**Secure:** People who are outside of the building are brought inside. All activities inside the school continue as usual, but no one moves in or out of the building. Hallways are open and may be utilized by students and staff as needed. People inside the school may not notice any difference in their daily routines during a **Secure**.

**Hold:** People who are outside of the building remain outside. Hallways are cleared. Students remain in their classrooms with their teachers and business continues as usual.

**Main difference between a Hold and a Secure:**

A **Secure** is enacted when *a threat or hazard **is outside** of the school*. A **Hold** is used when there is a need for the halls to remain empty, meaning *the issue **is inside** the building, but has not risen to the level of a **Lockdown***. During both a **Hold** and a **Secure**, classroom instruction continues as normal.

**Examples That Could Prompt the Issuance of a Hold**

The following are some examples of when a school or emergency dispatch might call for a **Hold** action:

- An unexpected fire alarm;
- An altercation in a hallway;
- A medical issue that needs attention;
- A hazmat leak/unfinished maintenance operation in a common area during class changes.

## Administration's Responsibilities

- Announce the **Hold**: "Attention, Attention. Hold in your room (or area). Hold in your room (or area). Please clear the halls. Please clear the halls."
- If the situation dictates, be prepared to quickly issue a **Lockdown**, **Shelter**, or **Evacuate** order.
- If appropriate, provide staff with updates to the situation via email.
- Release the **Hold** via PA: All Students and Staff - "All Clear, all clear. The **Hold** is released."
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Hold** for parents/guardians.

## Faculty/Staff's Responsibilities

- Monitor all student movements. Do not allow students to leave the room/area.
- All doors should be closed and locked.
- Be prepared to bring students into your classroom that are in the hallway.
- Notify the student's instructor/main office that you have secured the student.
- Take attendance and note the time.
- *No movement is allowed during the* **Hold***.*
- Be prepared to move rapidly to a **Shelter** or a **Lockdown**.



# LOCKDOWN
## "Locks, Lights, Out of Sight"

**RUN** – **From Danger** **HIDE** – **Barricade and Be Silent** **FIGHT** – **For Survival**

A **Lockdown** will occur when there is a threat or hazard **inside** a campus building. All interior doors and classroom doors are locked. Students, faculty, and staff stay in their offices/work areas/classrooms. Lights are turned off, silence is maintained, and occupants move out of the line of sight of corridor windows/door windows/sidelights.

***A building's main entrance should not be locked during a*** **Lockdown**. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders' entry into the building. Kent ISD buildings have the ability to unlock the main entrance doors remotely. All other perimeter access points will remain locked to the outside.

If the location of the threat is known and people cannot get behind a door, it is appropriate to self-evacuate away from the threat. See the previous section for each building's designated evacuation location.

A **Lockdown** is considered appropriate for situations that involve potential violence inside the school facility, such as:

- A dangerous animal within a school building;
- An intruder;
- An angry or violent parent or student;
- A report of a weapon; and/or
- An active assailant.

A **Lockdown** is also appropriate for times when a **Secure** or a **Shelter** have been compromised, creating an immediate, adverse effect on the safety and security of students/staff.

The **Lockdown** signal will be communicated over the PA system, or other appropriate communications device. This warning should come from a school administrator.

Once the decision is made to **Lockdown**, immediately contact the School Resource Officer and/or notify Kent County Dispatch via the 800 MHz base units in the main office. Be prepared to provide detailed information on the threat. Prohibit cellular phone use by students, faculty, and staff.

## Contingencies

Students and staff who are outside of classrooms when a **Lockdown** is announced should try to get into the closest available classroom, office, or room with a door that can be secured. In the event someone cannot get into a room before doors are locked, they should be instructed about other options, such as **Evacuation**. Designated evacuation locations have been coordinated for each Kent ISD building. Upon arrival of Kent ISD personnel at one of these locations, the senior person should account for all students/staff and transmit the names of the persons at that location to the Incident Commander. See the previous section for more information.

## Administration's Responsibilities

- School administration should attempt to inform staff of the reason for the **Lockdown** and the status of the incident; however, this may not be possible due to tactical considerations.
- The Kent ISD Communications Team will disseminate information via all communication platforms (PowerSchool, School Messenger, Kent ISD social media accounts, etc.) concerning the situation that led to the lockdown, so that parents/guardians can remain informed.
- School administration will conduct an after-action review with the staff and students as soon as possible.
- Administration should be on the lookout for students and staff members who may be exhibiting signs of traumatic injury resulting from the incident and be ready to direct those individuals to appropriate agencies.

## Faculty/Staff's Responsibilities

**If students <u>are</u> in class at the time of the signal, staff will:**

- Explain that there is an emergency; only share information with students given directly from administration.
- Account for all students, faculty, and staff in their respective room(s).
- Barricade doors and windows.
- Close blinds and shades on interior windows (if safe to do so), turn off lights, and silence cell phones.
- Secure weapons/improvised weapons.
- Secure students, faculty, and staff in a safe area of the room away from windows and doors.

- Remain locked in the classroom, office, or storage room until a uniformed police officer releases you or an All Clear is given.

**If students <u>are not</u> in class at the time of the signal, staff will:**

- Move students into the nearest safe location, avoiding large areas (library, gymnasium, media centers, auditoriums. etc.)
- Secure and barricade all doors/windows.
- Secure weapons/improvised weapons.
- Stay with students to maintain order and calm; reiterate to students that following directions are paramount.
- Keep students in a safe area away from doors/windows.
- Remain locked in the classroom, office, or storage room until a uniformed police officer releases you or an **All Clear** is given.

## All Clear Signal/Evacuation

- A public address (PA) announcement will precede in-person notification of an **All Clear** by uniformed police officers.
- If a Police Led **Evacuation** is necessary, a building administrator will open the classroom/office/storage room for a police officer. Prior to entering the room, the administrator will announce their entry.
- See the **Evacuation** section for more details.

## Lockdown Exercises

- **Lockdown** exercises will be conducted a minimum of three times per year.
- One of these exercises will be conducted while students are in transition, or simulated transition.

## Buses/Transportation

Bus drivers or others (student drivers, parents/guardians dropping off students) coming onto Kent ISD campuses should look for strobes flashing on the campus/building. If a strobe is flashing, transportation drivers <u>should not</u> enter campus. Instead, drivers should find a safe location away from the campus to stage and from where they can contact their supervisors for further direction/information.

## Cell Phone Use During a Lockdown

All cellphones should be silenced. Instructors should make that part of their **Lockdown** protocols for their students. The reason for this silencing is that one of the first things a parent will do when there is a crisis in the school is text or call their child. If a phone is not silenced, this parental reaction can jeopardize the safety and security of their child's entire class.

Research done in the aftermath of actual **Lockdown** events indicates the initial crisis

may only take minutes. However, after the threat is mitigated, Law Enforcement will typically clear the building one classroom at a time. This clearing process may take a long time.

During this clearing procedure time, both parents and students can reduce stress through text communications. This is also a classroom management strategy that teachers can employ.

Instructors can select three or four students at a time and ask the students to text parents/guardians with a message like this:

***"We are in Lockdown. I'm okay and I'll update you every 5 minutes."***

**Note: If a threat is imminent, texting is not permitted and students should remain silent.**

Students should also be given the opportunity to update their parents/guardians with crafted text messages as an event unfolds. An example for a student being moved to a reunification site would be:

***"Pick me up at Calvary Church in one hour. Bring your photo ID."***



# SECURE

## "Get Inside, Lock Outside Doors"

The **Secure** action is initiated when there is a threat or hazard **outside** of the school building.

At the initiation of a **Secure**, *classes that were outside should move into the building*. All exterior doors and classroom doors are locked. Once all students have returned to the building, **no one should be allowed in or out of the building**.

**All Kent ISD schools should be in Secure during instructional hours**. What is meant by this statement is that classroom doors and exterior doors are locked, student travel between classrooms is monitored, access to the building is restricted to one entry, and students are always accounted for. When a **Secure** is announced, classroom activities should continue in a normal manner; however, the ability to transition to a **Hold** or **Lockdown** is enhanced.

A **Secure** action may be initiated at a time when students expect to be able to leave the building; i.e. at the end of classes, to go to a job, being picked up by a parent, etc. If a **Secure** has been announced, these departures will have to be delayed until the situation outside the building is resolved.

### Controlled Release

An unresolved situation at or near the school at the end of the school day may warrant a **Controlled Release**. During a **Controlled Release**, parents or guardians may be asked to pick up students rather than have them walk home. Buses may run as normal, but increased monitoring of the bus area should occur. Students with driving privileges will be advised to not linger in the area and to drive directly home. Additional law enforcement presence may be warranted on campus.

### Monitored Entry

When there is a perceived threat but the threat is not immediate, entrances may be attended by school security officers (SSOs) or law enforcement officials, so that anyone entering the building is more closely monitored. Students and staff walking between buildings or going to the parking lot may be escorted.

**Differences Between Secure and Hold**

**Secure:** People who are outside of the building are brought inside. All activities inside the school continue as usual, but no one moves in or out of the building. Hallways are open and may be utilized by students and staff as needed. People inside the school may not notice any difference in their daily routines during a **Secure**.

**Hold:** People who are outside of the building remain outside. Hallways are cleared. Students remain in their classrooms with their teachers and business continues as usual.

**Main difference between a Hold and a Secure:**

A **Secure** is enacted when *a threat or hazard **is outside** of the school*.
A **Hold** is used when there is a need for the halls to remain empty, meaning *the issue **is inside** the building, but has not risen to the level of a **Lockdown***. During both a **Hold** and a **Secure**, classroom instruction continues as normal.

**Examples That Could Prompt the Issuance of a Secure**

The following are some examples of when a school or emergency dispatch might call for a **Secure** action:

- An unknown or unauthorized person on the school grounds
- Dangerous animal on or near the grounds
- Criminal activity in the area
- Planned police activity in the neighborhood

## Administration's Responsibilities

- Announce the **Secure**: "Attention, Attention. We are activating a **Secure**. All Students and staff get inside the building. Lock and secure all outside doors".
- Ensure that all exterior doors are secured throughout the day.
- If the situation dictates, be prepared to quickly issue a **Hold**, **Shelter**, or a **Lockdown** order.
- When appropriate, provide staff with updates to the situation via email.
- Monitor the lifecycle of the Secure.
    a. As the situation evolves and more information becomes available transition from '*no one in or out*' to some access with control may be appropriate.
    b. Controlled Release and Monitored Entry (see above)
- Release the **Secure** via PA: All Students and Staff - "**All Clear, all clear**. The **Secure** is released."
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Secure** for parents/guardians.

## Faculty/Staff's Responsibilities

- Monitor all student movements. Limit unnecessary movement and keep students in their assigned rooms when possible.
- All doors should be closed and locked.
- *Limited* movement between classes/labs/restrooms is allowed. However, travel should be expedited and closely monitored.
- Upon initiation of a **Secure**, note the time and take attendance.
- Be prepared to move rapidly to a **Hold**, **Shelter** or a **Lockdown**.



# SHELTER

## State the Hazard and the Safety Strategy

A **Shelter** will occur when specific protective actions are needed based on a threat or hazard.

A **Shelter** requires that all students and all staff follow response directives based on the threat or hazard.

**For severe weather:** Most often, the **Shelter** protocol is utilized for tornadoes and other severe weather. In this instance, the announcement will include the shelter location for students and staff, and what protective actions students/staff should take.

**An outdoor hazardous material release**: A **Shelter** for a hazardous materials spill or release is different from a **Shelter** for severe weather. In the case of a hazmat situation, students/staff should be directed to close their classroom/office windows, shut down their heating and air conditioning units, and seal windows/doors to preserve the good air inside the room, while restricting the entry of any contaminated air from the outside. Classroom/office *Go-bags* contain duct tape that can be used to seal doors and windows. Additionally, excess clothing can be stuffed in door/window gaps. Listening to the specific directives coming from the Main Office is critical to successful emergency response.

**Hazards May Include**

- Tornados/derechos
- Severe weather
- Wildfires
- Flooding
- Hazmat spill or release
- Earthquake

**Safety Strategies May Include**

- Evacuate to Shelter area
- Seal the room
- Drop, cover, and hold

**If Outside and a Shelter is Called**

- Get inside immediately
- If not able to get inside:
    - Thunderstorm/Tornado-Get to low ground.
    - Hazmat Release-Get to high ground.

## Administration's Responsibilities

### Hazard Materials (Hazmat) Release

- Confirm instructions to **Shelter** (rather than evacuate), due to a nearby hazardous material release.
- Recall staff/students back to the building that were outside.
- Announce **Shelter** order via PA announcement.
  ***"Attention, students and staff, Attention. Shelter for hazmat, Shelter for hazmat. Seal all exterior windows and doors."***
- Ensure that Facilities shut down all HVAC systems for the entire campus.
- Once students/staff have returned to the building, do not let anyone enter the building unless that person is first decontaminated or is a first responder.
- Instruct staff to seal doors and windows with duct tape/towels
- Do not allow anyone to leave the building until an **All Clear** is called by local authorities.
- Ensure that the School Resource Officer stays abreast of updates until the incident is under control.
- Keep staff informed. Announce the current status of the incident at frequent intervals over the PA system.
- Announce **All Clear** via PA announcement
  ***"Students and Staff, Students and Staff. All clear, All clear. The Shelter order is lifted."***
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Shelter** for parents/guardians.

### Severe Weather

- Direct faculty/staff to move to their designated severe weather **Shelter** location.
- Recall staff/students back to the building that were outside.
- Announce **Shelter** order via PA announcement.
  ***"Attention, attention, students and staff. Shelter for a tornado, Shelter for a tornado. Move immediately to your designated severe weather area."***
- If not in their normal areas, direct people to **Shelter** in interior hallways on the ground floor.
- Advise people who are outside with no chance to return to the building to seek low ground, away from trees and other tall structures
- Ensure that no one is sheltering in gymnasiums, auditoriums, or other rooms with wide, free-span roofs.
- Keep staff informed. Announce the current status of the incident at frequent intervals over the PA system.
- Announce **All Clear** via PA announcement
  ***"Students and Staff, Students and Staff. All clear, All clear. The Shelter order is lifted."***
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Shelter** for parents/guardians.

## Faculty/Staff's Responsibilities

### Hazard Materials (Hazmat) Release

- If outdoors, return to the building.
- To prevent air contamination within the shelter, use duct tape from Go-bag to seal around exterior doors and windows.
- If unable to return to the building, do not shelter in low ground, as chemicals will pool there. Seek the highest ground available.
- Contact the main office and provide the location where you are sheltered and who you have with you.

### Severe Weather

- Move to the designated **Shelter** location.
- Account for students.
- Students should be instructed to 'drop, cover, and hold' assuming a protective posture facing the wall.
- Return students to class after "**All Clear**" is given, take attendance, and advise the main office of any missing students.
- If unable to return to the building, do not shelter in high ground, as lightning and tornadoes attack those locations. Seek shelter in a culvert or the lowest ground available.
- Contact the main office and provide the location where you are sheltered and who you have with you.

### If not able to reach designated Shelter location for severe weather:

- **Do not Shelter** in gymnasiums, auditoriums, or other rooms with wide, free-span roofs.
- Avoid all windows and other glassed areas.

# THREAT/HAZARD SPECIFIC ANNEX

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# MANDATED REPORTERS OF CHILD ABUSE

**With regard to suspected child abuse, certain school officials are defined by the State of Michigan as "Mandated Reporters". Below is the State of Michigan Law that defines who a mandated reporter is and what their responsibilities are:**

## CHILD PROTECTION LAW

**Act 238 of 1975**

AN ACT to require the reporting of child abuse and neglect by certain persons; to permit the reporting of child abuse and neglect by all persons; to provide for the protection of children who are abused or neglected; to authorize limited detainment in protective custody; to authorize medical examinations; to prescribe the powers and duties of the state department of social services to prevent child abuse and neglect; to prescribe certain powers and duties of local law enforcement agencies; to safeguard and enhance the welfare of children and preserve family life; to provide for the appointment of legal counsel; to provide for the abrogation of privileged communications; to provide civil and criminal immunity for certain persons; to provide rules of evidence in certain cases; to provide for confidentiality of records; to provide for the expungement of certain records; to prescribe penalties; and to repeal certain acts and parts of acts.

The People of the State of Michigan enact:

Section 722.623

Sec. 3.

1. An individual is required to report under this act as follows:
    a. A physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated child care provider who has reasonable cause to suspect child abuse or child neglect shall make an immediate report to centralized intake by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. Within 72 hours after making an oral report by telephone to centralized intake, the reporting person shall file a written report as required in this act.

**Kent ISD considers the below listed employees as "Mandated Reporters" in accordance with the above State of Michigan statute:**

Social Workers
Licensed Master's Social Worker
Licensed Bachelor's Social Worker
School Administrators
School Counselors
School Teachers
Child Care Providers

Although the above list does not include all Kent ISD employees (exempting facilities and maintenance employees, for example) all Kent ISD employees who are not mandated reporters are highly encouraged to bring suspected child abuse to the attention of their supervisor.

# ARMED STUDENT/HOSTAGE

## Administration's Responsibilities

### Weapon Suspected

- ☐ Contact SRO or call 911.
- ☐ Escort the student to the main office.
- ☐ If appropriate, initiate a **Hold**.
- ☐ Keep the student separated from backpack, purse, books, and other possessions.
- ☐ Bring these items to the main office separate from the student.
- ☐ Safely monitor the student until law enforcement arrives.
- ☐ Conduct a search of the student's person and possessions.
    - ☐ If probable cause exists, law enforcement should do the search.
    - ☐ If a reasonable suspicion exists, school administration/security staff should do the search.
    - ☐ If a weapon is found, law enforcement will remove the student from campus.
- ☐ Notify the parent(s)/guardian(s).

### Weapon Visible

- ☐ Contact SRO or call 911.
- ☐ Initiate a **Lockdown** via the Public Address (PA) system
- ☐ Ensure that students in public areas or outside the building are accounted for and directed away from the threat.
- ☐ Escort law enforcement to the scene.
- ☐ Stay out of view of the subject, if possible.

### On School Grounds, But Not in Building

- ☐ Contact SRO or call 911.
- ☐ If the threat is outside the building, initiate a **Secure**.
    - ☐ Bring students/staff that were outside the building back into the building via an entrance opposite of the location of the subject. Post Security on this entrance.
    - ☐ If students/staff are off campus or cannot get to the building safely, direct them to the nearest evacuation site.
- ☐ Without jeopardizing safety, attempt to obtain a detailed description of the suspect and provide it to law enforcement.
    - ☐ Race, sex, height/weight, clothing, hair color, any distinguishing characteristics and name if known.

**Once the Situation Stabilizes**

- ☐ Confirm that all students, faculty, and staff are accounted for.
- ☐ Resume normal daily activities or reunification procedures as appropriate.
- ☐ Assist law enforcement.

## Faculty & Staff Responsibilities

**Weapon Suspected**

- ☐ Notify the Main Office ASAP and advise them whether the weapon is visible or suspected.
- ☐ If the Main Office is not responding, call 911 from a school landline.
    - ☐ Only use a cellphone to call 911 if it is the only option.
- ☐ Keep the subject(s) and students calm.

**If a Weapon is Visible**

- ☐ Do not attempt to confiscate the weapon.
- ☐ Calmly ask the subject for permission to evacuate the class.
- ☐ If allowed to evacuate, have students leave quickly and quietly.
- ☐ Direct a class leader to bring an administrator to the location.
- ☐ If not allowed, try to separate students from the subject as much as possible.
- ☐ Continue to speak calmly to the subject until law enforcement arrives.
- ☐ When law enforcement arrives, allow them to take charge and follow their directions as advised.

**Post-incident:**

- ☐ Be cognizant of students needing counseling services.
- ☐ Be prepared to be interviewed by law enforcement concerning the incident.

# ARSON/FIRE

**General Guidance for Fire Emergencies**

- **DO NOT** evacuate until directed to do so by Administration or if you are in immediate danger. **A FIRE ALARM ACTIVATION MAY BE FALSE AND A PRECURSOR TO ACTIVE VIOLENCE.**
- **DO NOT** use elevators during a fire.
- Designated staff should complete an immediate assessment to determine the cause of the alarm and if evacuation is necessary.
- Instructors should gain accountability of students and await further instructions.
- All staff should be familiar with evacuation routes and the locations of assembly areas.
- Staff should know the location of fire alarm pull stations in their work area.
- Staff should know the location of the nearest fire extinguisher and how to use it.
- All entrance and exit doors should always be free and clear of any obstructions.
- Follow the predetermined evacuation routes/procedures based on the information given by the Main Office.
- If safe to do so, close all doors and windows within the immediate area of the fire to limit oxygen flow to the fire.
- Advise 9-1-1 of injuries and individuals in need of special assistance.
- Maintain your situational awareness.
- Be ready to deviate from the predetermined routes or procedures if circumstances exist that may cause harm or danger to students/staff.
- Alarms may be silenced by authorized Kent ISD staff, but only fire department personnel can clear alarm control panels.

## Administration's Responsibilities

**Major Fire/Explosion**

- ☐ Use the Public Address (PA) system to issue an **Evacuate** order.
- ☐ If necessary, conduct movement to designated evacuation sites.
- ☐ Request bus service if appropriate.
- ☐ Call 9-1-1.
- ☐ Ensure that appointed caretakers assist students with disabilities.
- ☐ Ensure that custodians and cafeteria personnel have turned off all motors, fans, cooking systems, and other power-driven equipment.
- ☐ If an SSO is not available, designate a staff member to direct public safety personnel to the appropriate location.
- ☐ Assist/Establish a command post with public safety personnel if necessary
- ☐ Be aware of any possible suspects and/or witnesses.
- ☐ When appropriate, issue an "**All Clear**" for students and staff to return to the building.

**Small Fire/Non-Explosion**

- ☐ Call 9-1-1.
- ☐ Use the Public Address (PA) system to issue an **Evacuate** order.
- ☐ Keep students/staff updated via PA system.
- ☐ Notify dispatch/responding units that the fire was extinguished.
- ☐ Keep students/staff out of the immediate area until fire personnel advise the location is safe.
- ☐ Issue an "**All Clear**" and resume the educational process as soon as possible.

## Faculty/Staff Responsibilities

**Upon activation of a fire alarm**

- ☐ Prepare students for an **Evacuate**, but do not leave your room unless you are in immediate danger or told to do so by administration.
- ☐ **A fire alarm activation may be false and a precursor to active violence.**
- ☐ Upon fire alarm activation, designated main office staff will complete an immediate assessment to determine the cause of the alarm and if evacuation is necessary.
- ☐ If the alarm is legitimate, the main office will give the order via the PA system to conduct an Evacuation.
- ☐ Follow **Evacuate** procedures.

**Fire In or Near Classroom**

- ☐ Activate fire alarm if applicable.
- ☐ Notify the main office ASAP.
- ☐ Assist student(s) with disabilities.
- ☐ Follow **Evacuate** procedures.

**ALL STAFF SHOULD BE AWARE OF THE CLOSEST FIRE EXTINGUISHER TO THEIR AREA OF RESPONSIBILITY AND ALL STAFF SHOULD KNOW HOW TO USE A FIRE EXTINGUISHER PROPERLY.**

# ASSAULTS: CHILD ABUSE, SEXUAL ASSAULT, VIOLENT ASSAULTS

**Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Centralized Intake (CI) at the Department of Health and Human Services (DHHS). These people are mandated reporters and have established relationships with children based on their profession.**

## Child Abuse

The Michigan Child Protection Law requires certain persons known as mandated reporters, to report suspicions of child abuse or neglect to Children's Protective Services (CPS). Directions on how to make a report can be found here.

Physical indicators and behavioral indicators of Physical Neglect, Physical Abuse, and Sexual Abuse can be found here. These indicators are some of the commonly accepted physical and behavioral indicators of abuse and/or neglect. Note that the physical and behavioral indicators listed are not the only indicators of child abuse and neglect and if present, do not always mean a child is being abused or neglected.

### Administration's Responsibilities

- ☐ A same-sex Administrator or a same-sex counselor should examine the student and assess for any abuse or neglect.
- ☐ If any abuse or neglect is determined or even suspected, notify Centralized Intake (CPS).
  - ☐ Call 855-444-3911 to report suspected or disclosed abuse/neglect.
  - ☐ Caller will receive an Intake # that will be required on form DHS-3200
  - ☐ Notify a counselor or social worker, if not done previously.
- ☐ Inform faculty/staff of your assessment.
- ☐ Allow the student to return to their normal schedule as soon as possible.
- ☐ Within 72 hours of making a call to CPS, the persons who called CPS must complete form DHS-3200 and email/fax it to DHS at the addresses listed on the form.
- ☐ Ensure the student receives the necessary counseling services.
- ☐ File a copy of the report in the Main Office, to be marked 'Confidential'.
- ☐ Contact law enforcement, if appropriate.

### Faculty & Staff Responsibilities

- ☐ Report any suspected abuse or neglect of a student's physical or mental health or welfare to your Administrator immediately.

- ☐ If a student discloses abuse/neglect, the staff member has a legal responsibility to report it to Child Protective Services Centralized Intake (CPS).
  - ☐ Staff should call 855-444-3911 to report suspected or disclosed abuse/neglect.
  - ☐ Staff will receive an Intake # that will be required on form DHS-3200
- ☐ Within 72 hours of making a call to CPS, staff must complete form DHS-3200 and email/fax it to DHS at the addresses listed on the form.
- ☐ Ensure the student receives the necessary counseling services.

## Sexual Assault

There are several degrees of criminal sexual assault. Faculty and staff should work with their respective law enforcement agency to obtain the legal definitions and degrees of severity.

As per Michigan Law Public Act 238 of 1975-MCL 722.621-636, staff are REQUIRED to report any suspected abuse or neglect of their students. See above for the process and links.

For sexual assaults occurring in real time, utilize the below guidelines.

**Administration's Responsibilities**

ON-CAMPUS ASSAULTS (to include field trips)

- ☐ Notify the SRO if available. If the SRO is not available, call 911.
- ☐ Obtain the victim's demographic/student information from PowerSchool.
- ☐ Administer first aid, if applicable.

OFF-CAMPUS ASSAULTS (to include transportation to/from a Kent ISD Campus)

- ☐ Assaults that do not occur on a Kent ISD Campus are the responsibilities of the lead educational agency (LEA).
  - ☐ For Center Programs Kent ISD is the LEA.
- ☐ Contact the LEA and request that they send an administrator to campus to begin their investigation.
- ☐ Request that the LEA contact the subject and/or victim's parents/guardians.
- ☐ If the assault occurs on a college campus or other entity that has a police department (ex. Grand Rapids Community College, Grand Valley State University, Gerald R. Ford Airport) during a Kent ISD sponsored activity, Kent ISD will coordinate with that law enforcement agency as appropriate.

ALL ASSAULTS

- ☐ Call a counselor to stay with the victim.
- ☐ Isolate the suspect, if possible.
- ☐ Comply with Child Protection Laws and task staff with reporting the incident to CPS, if the suspect is a family member.
- ☐ Isolate witness(es) and do not allow them to talk to anyone or to each other.
- ☐ If not being done by the LEA, appoint an administrator or counselor to notify the

parent(s)/guardian(s) of the victim, in person if possible.
- ☐ Cooperate with law enforcement.

**Faculty & Staff Responsibilities**
- ☐ Contact the Main Office immediately.
  - ☐ If Main Office is not available, dial 911 from a school landline phone.
  - ☐ Request assistance from SSOs/SROs.
  - ☐ Request medical assistance.
- ☐ Stay with the victim, but do not let them clean up or alter their appearance, as this will destroy physical evidence of the assault.
- ☐ Separate witnesses and/or suspect(s) if present.
- ☐ Assist law enforcement and complete a detailed incident report.

## Violent Actions/Assaults

**Administration's Responsibilities**
- ☐ Assess the situation, intervene only if necessary
  - ☐ If a weapon is involved, use caution.
- ☐ Call 9-1-1
  - ☐ If students refuse to cooperate;
  - ☐ If there is an injury, or:
  - ☐ If the victim is a faculty or staff member.
- ☐ Secure emergency information for subjects/victims and contact the parent(s)/guardian(s).
- ☐ Assist law enforcement as requested.
- ☐ Follow disciplinary action according to the Kent ISD Policy.
- ☐ Complete a detailed incident report and assist law enforcement as appropriate.

**Faculty & Staff Responsibilities**
- ☐ Make verbal contact with the suspect(s).
  - ☐ Use a calm tone and maintain a calm demeanor.
  - ☐ Encourage students to stop their unwanted behavior.
- ☐ Do not leave the students alone until the area of your responsibility is calm.
- ☐ Never grab or touch a violent student unless they are causing harm to themselves or others.
- ☐ Escort the student to the Main Office.
  - ☐ If they refuse to cooperate, request assistance from SSOs/SROs
- ☐ If a criminal investigation is launched, assist law enforcement with identifying the individual(s) involved.

# BOMB THREAT – SUSPICIOUS PACKAGES

## Overall Procedures

- ☐ Upon discovery of a suspicious device immediately notify the Main Office.
  - ☐ **Use only a landline phone or a runner. Cell phones and electronics can detonate explosive devices.**
- ☐ If appropriate, the Administration should initiate a **Hold** using the "Bomb Threat PA Message Script" as a guide.
  - ☐ **Do not immediately evacuate the building as there may be devices staged at evacuation locations.**
- ☐ Administration will determine if an **Evacuate** is appropriate based on the threat assessment/search team's results.
- ☐ If a device is located in a classroom, the instructor should immediately and calmly move students to a safe location.
- ☐ **Do not** touch or move the device.
- ☐ Immediately turn off all cell phones and electronics (handheld radios, laptops, etc.)
- ☐ Phone/Email Threats: Staff should get assistance by notifying a co-worker.
- ☐ Contact law enforcement as soon as possible as all bomb threats are criminal.
- ☐ Dial 9-1-1 if school resource officer or local law enforcement is not available.
- ☐ **Use only a landline phone or a runner. Cell phones and electronics can detonate explosive devices.**
- ☐ Refer to the "**Quick Reference Guide for Bomb Threat Recipients**" to assist in determining the proper procedures for:
  - ☐ Threat via phone;
  - ☐ Threat via note or email;
  - ☐ Suspicious packages;
- ☐ Assist law enforcement personnel with their criminal investigation.

## Administration's Responsibilities

- ☐ Upon notification of a suspicious package or device being located, call 9-1-1 using a landline. **DO NOT USE A CELL PHONE.**
- ☐ Secure the area where the item is located but keep personnel away from the item.
- ☐ Initiate a **Hold** using the "**Bomb Threat PA Message Script**" as a guide.
- ☐ If possible and if it can be done safely, open doors and windows near the item.
- ☐ Utilize security staff and your school's Threat Response Team to search for additional suspicious devices.
- ☐ Utilize security staff and the school's Threat Response Team to clear evacuation routes and assembly areas.

- ☐ Meet arriving emergency personnel and brief them on the situation. Allow them to speak directly with the individual who located the suspicious package or device.
- ☐ Establish an incident command post, working in conjunction with emergency personnel.
- ☐ Decide if the incident will require short or long-term evacuation.
  - ☐ Advise faculty/staff accordingly.
- ☐ If deemed appropriate, direct faculty/staff to **Evacuate**. Evacuation routes and assembly areas should be in the *opposite* direction of the suspicious package or device.
- ☐ Announce the "**ALL CLEAR**" to return to class when deemed appropriate by incident command.
  - ☐ Upon notification of "**All Clear**", staff and students should return to normal operation.
  - ☐ Upon arrival back in class, staff should take attendance and report any missing students to the Main Office.

**Faculty & Staff Responsibilities**

- ☐ Call the Main Office via a desk/school telephone; **DO NOT USE A CELL PHONE**.
- ☐ If an **Evacuate** is ordered, do not deviate from prescribed routes.
- ☐ Once evacuated, stay in your designated assembly area. Take attendance and report missing students to the Main Office.
- ☐ Stay in your assembly area until you are instructed to move or to return to your classroom.
- ☐ Speak calmly to students to maintain order.

## BOMB THREAT CHECKLIST

PERSON WHO TOOK CALL/FOUND DEVICE: _____
DATE/TIME: _____TIME CALL TERMINATED: _____

| |
|---|
| 1. When is the bomb going to explode? |
| 2. Where is it right now? |
| 3. What does it look like? |
| 4. What kind of bomb is it? |
| 5. What will cause it to explode? |
| 6. Did you place the bomb? |
| 7. Why? |
| 8. What is your name? |
| 9. Where are you calling from? |
| 10. What number are you calling from? |
| 11. EXACT WORDS OF THE THREAT |

12. Describe the Caller

☐ Male
☐ Female
☐ Unsure
Approx age ____

**Speed and Pitch**
☐ Hurried or Rapid
☐ Moderate Paced
☐ Slow
☐ Hushed or Quiet
☐ Loud
☐ Deep
☐ High-pitched
☐ Masked
☐ Electronic
☐ Squeaky

**Emotions**
☐ Distant
☐ Excited
☐ Angry
☐ Sad
☐ Happy
☐ Calm
☐ Agitated
☐ Matter-of-Fact
☐ Boastful
☐ Sincere
☐ Excited
☐ Crazed

**Quality**
☐ Stutter
☐ Lisp
☐ Slurred
☐ Whispered
☐ Laughing/ Giggling
☐ Raspy
☐ Nasal
☐ Deep Breathing
☐ Crying
☐ Stressed
☐ Clearing Throat
☐ Cracking Voice

**Language**
☐ Accented:
_____
☐ Foul
☐ Taped
☐ Incoherent
☐ Message Read
☐ Irrational
☐ Drunk
☐ Broken
☐ Other:
_____

13. Background Sounds

☐ Street Noises
☐ House Noises
☐ Factory Machinery
☐ Television

☐ Motor
☐ Animal Noises
☐ Long Distance
☐ PA System

☐ Voices
☐ Office
☐ Clear
☐ Children
☐

☐ Music
☐ Cellular Phone Call
☐ Landline Phone Call

14. Written Threat:
Describe:

Where was the threat found?

15. Face-to-Face Threat:
Who made the threat?

What were their exact words?

16. Suspicious Package:
Describe:

Where was the package found and by whom?

# QUICK REFERENCE GUIDE FOR BOMB THREATS

## BOMB THREATS ARE SERIOUS UNTIL PROVEN OTHERWISE

Most threats are received via phone. Act quickly, remain calm, and use the **Bomb Threat Checklist** as your guide.

A **Hold** should be initiated as soon as possible after the threat. **Do not evacuate the building as there may be devices staged at evacuation locations**. Employees should report suspicious packages in their area to their supervisor and relocate to another location away from the package.

### BOMB THREATS RECEIVED VIA PHONE:

- ☐ Remain calm. Try to keep the caller on the line as long as possible. Take note of any numbers on the screen of your Mitel phone. Do not hang up, even if the caller does.
- ☐ Listen carefully. Be polite and show interest in the caller.
- ☐ Use the **Bomb Threat Checklist** to guide your questions and conversation with the caller.
- ☐ If possible, without the caller becoming aware, have a co-worker call 911 from a nearby landline. **Do not use a cell phone to call 911 if possible.**
- ☐ If a co-worker is not available, call 911 from a nearby landline after the caller has hung up. **Do not** call from the phone you took the call on.
- ☐ Notify administration of the threat.
- ☐ After 911 has been notified and administration has initiated necessary movement, complete the **Bomb Threat Checklist** while details are fresh in your mind. Write in as much detail as possible, using the caller's exact words.

### BOMB THREAT RECEIVED VIA NOTE OR EMAIL:

- ☐ Preserve the note for fingerprints. Use gloves if possible to move the note. If gloves are not available, use the edges of the note to manipulate the note if necessary.
- ☐ If the threat is received electronically (email), do not delete the message. Notify the Help Desk to preserve the message for law enforcement.
- ☐ Call 911 from a landline and notify administration.

### SUSPICIOUS PACKAGES:

Following are signs that a package may contain a device:

1. No return address;
2. Handwriting on the package is poor or typing is bad;
3. Excessive postage or foreign postage;
4. Misspelled words;
5. Stains, odors, powders, oily or sticky surface, crystallization on package;
6. Incorrect titles or addressed to a title only (no proper name on package);
7. Strange smells, exposed or protruding wires, or sounds coming from package;

8. Restrictive notes on package (e.g. “Personal”, “Do not x-ray”)
9. Unexpected delivery of package.

**TREATMENT OF SUSPICIOUS PACKAGES:**

- **DO NOT** touch or move the package.
- **DO NOT** activate the fire alarm or evacuate the building.
- **DO NOT** use 2-way radios (handhelds) or cell phones in the vicinity of the package.
- **Do** use the **HOT** acronym to determine if a package is suspicious:
    - **H**- is it **Hidden** (placed out of sight, purposely concealed)
    - **O**- is it **Obviously suspicious** (beeping lights, wires protruding)
    - **T**- is it **Typical** (is the package out of place in its current location)

  No to the above-Notify administration, try to find owner, but treat with caution. Yes to any of the **HOT** questions means the package is suspicious. Use the **RAIN** acronym to deal with the package
    - **R**- Recognize the indicators of an IED (time, location, on-going events)
    - **A**- Avoid (do not touch, do not allow others to touch)
    - **I**- Isolate (establish a perimeter and keep people away
    - **N**- Notify (advise law enforcement immediately)
- **DO** call 911 from a landline within view of the package.
- **DO** isolate the package and keep people out of the vicinity.
- **DO** take note of suspicious persons in the area.
- **DO** use the Bomb Threat Script to announce a **Hold**.

## Bomb Threat Script

**Announcement:**
*Staff and Students: a non-specific threat has been made against our school. Although you are not in danger at this time, we will **Hold** in our classrooms/offices while law enforcement responds. Further information will be provided as we get it. Thank you.*
**(REPEAT 2X)**

# BUS ACCIDENT OR VEHICLE ACCIDENT INVOLVING KENT ISD OWNED VEHICLE

**Administration's Responsibilities**

- ☐ Receive the emergency call and record all accident information.
- ☐ Call 9-1-1 (if not already done).
- ☐ Dispatch SRO to the scene.
- ☐ Obtain the names of students on the bus from bus route files.
- ☐ Collect health information from enrollment cards or PowerSchool for all students on the bus.
    - ☐ Report any special health considerations to medics/SRO on scene.
- ☐ Obtain a list of injuries as soon as possible.
- ☐ In the event of a serious injury or fatality:
    - ☐ Principal (or designee-no less than Assistant Principal) will go to the accident site;
    - ☐ Principal (or designee-no less than Assistant Principal) will go to the hospital.
- ☐ Appoint staff to contact parent/guardian. As information is available, inform them:
    - ☐ If their child is injured and to what extent;
    - ☐ What medical facility students were taken to;
    - ☐ How to contact the hospital.
- ☐ Notify the Superintendent's Office to advise of the accident.
    - ☐ Continue to update as appropriate.
- ☐ Contact Lead Educational Agency (LEA).
- ☐ Refer incoming media calls to the Kent ISD Communications Team.
- ☐ Inform faculty and staff.

**Faculty & Staff Responsibilities (if on bus)**

- ☐ Call 9-1-1 (if not already done).
- ☐ Provide responding EMTs with student health information for all students on the bus.
- ☐ Report any special health considerations to medics/law enforcement on scene.
- ☐ Call the Main Office and advise of the accident.
    - ☐ Provide the names of students on the bus.
    - ☐ Provide a list of injuries as soon as possible.
- ☐ Refer media to the Kent ISD Communications Team.

# CYBER INCIDENT

## Administration's Responsibilities

- ☐ Immediately contact the Assistant Superintendent of Technology Services (or his/her Administrative Assistant) to report the incident.
  - ☐ Receive confirmation of the report
  - ☐ If the Assistant Superintendent of Technology Services is not available, telephonically contact the IT Help Desk and report the incident.
- ☐ Incident should be reported NLT the end of the business day.

## Faculty/Staff Responsibilities

- ☐ Immediately report the incident to your building administrator in person.
- ☐ Incident should be reported NLT end of the class period.

## Assistant Superintendent of Technology Services Responsibilities

☐ Initiate a response to the incident IAW The Kent ISD *Cybersecurity Incident Response Plan* (IRP).

# DEATHS ON SCHOOL PROPERTY

## General Directions

- ☐ Isolate the crisis site.
- ☐ If necessary, initiate a **Secure** or **Lockdown**.
- ☐ Contact 911 using a school landline and provide law enforcement with detailed information about the incident along with possible suspect(s) description and location.

## ACCIDENTAL DEATH/HOMICIDE/SUICIDE

### Administration's Responsibilities

- ☐ Dispatch SRO and Security to the affected area, if appropriate to do so.
    - ☐ Secure the crime site until law enforcement relieves
- ☐ Initiate a **Lockdown** (if subject is unaccounted for) or a **Secure** (if subject left the area).
- ☐ Assist arriving law enforcement with medical care and identifying possible witnesses and/or suspects.
- ☐ Be prepared to provide privacy for the victim and their family.
- ☐ Document approximate time and specific observations regarding the death or homicide.
- ☐ In the case of a MERT activation, provide a copy of recorded information to EMS.
- ☐ Isolate witnesses and do not allow them to talk with others.
- ☐ Assist law enforcement as possible in locating any possible suspects.
- ☐ Allow law enforcement personnel to notify victim parent(s)/guardian(s).
- ☐ Inform staff of the event and direct counselors to set up support services as needed.
- ☐ Complete a detailed report for administration and provide a copy to law enforcement upon request.
- ☐ Keep Kent ISD Leadership/Communications Team updated as appropriate.

### Faculty & Staff Responsibilities

- ☐ Contact the SSOs/SROs or main office immediately.
- ☐ Identify the problem, location, and victim (if known)
- ☐ If the main office is not available, contact 911 using a school landline.
- ☐ Isolate the area by removing people from the area.
- ☐ If possible and practical, relocate students.
- ☐ If the perpetrator is present and does not allow you and/or students to leave, remain composed.
    - ☐ Speak calmly and request permission to remove students.
    - ☐ Attempt to keep students settled and quiet.
- ☐ Wait for law enforcement and administrative personnel to arrive.

- ☐ Assist law enforcement with identifying and separating witnesses/ suspects.
- ☐ Identify students in need of immediate support or counseling.

# DISTURBANCE (ANGRY PARENT / VISITOR)

## Administration's Responsibilities

- ☐ Refer person to an Administrator
  - ☐ Attempt to calm the person using de-escalation techniques.
    - ☐ Speak in a normal voice.
    - ☐ Remain polite and respectful
- ☐ Discretely notify the SSO/SRO
  - ☐ If the SSO/SRO is not available, call 911 if the person refuses to cooperate.
- ☐ Restrict people from entering the main office.
- ☐ Place the building into a **Hold** if students, faculty/staff safety are endangered. Increase to a **Lockdown** if the subject becomes violent.
- ☐ When the situation allows:
  - ☐ Return to normal activities.
  - ☐ Cooperate with law enforcement in any on-going investigations.
  - ☐ Coordinate with the Kent ISD Communications Team for communications to parent(s)/guardian(s) concerning the incident.

## Faculty/Staff Responsibilities

- ☐ Attempt to calm the person using de-escalation techniques.
  - ☐ Speak in a normal voice.
  - ☐ Remain polite and respectful.
- ☐ Request that person accompany you to the Main Office
  - ☐ Tell them only an administrator will be able to address their grievance
- ☐ Do not engage the person if they walk away.
  - ☐ As soon as possible, notify the Main Office;
  - ☐ If possible, follow at a distance, but do not antagonize the person;
  - ☐ Notify SRO/Security;
  - ☐ Be able to provide a description of the person to include clothing and last known direction.
- ☐ If appropriate, place the building into a **Lockdown**.

# DRIVE-BY SHOOTING

**Administration's Responsibilities**

- ☐ Notify the SRO.
- ☐ If the SRO is not available, call 9-1-1.
- ☐ Initiate a **Shelter** order or **Lockdown** order as appropriate.
- ☐ Move all students and staff to a secure location ASAP.
  - ☐ If outdoors, students/staff should seek cover.
- ☐ Provide treatment to victims when safe to do so.
- ☐ Provide responding law enforcement with identifying information concerning suspect(s) and vehicles.
- ☐ If appropriate, contact the transportation office(s) to re-route buses until law enforcement secures the area.
- ☐ Hold students beyond the dismissal time, if necessary.
- ☐ Update Kent ISD leadership/Kent ISD Communications Team as appropriate.

**Faculty/Staff's Responsibilities**

- ☐ If in a classroom near the shooting, have students drop to the floor.
  - ☐ Stay away from windows/glass.
- ☐ Notify the SSO/SRO immediately
  - ☐ Provide description of subject vehicle
- ☐ Notify the Main Office/Place building into lockdown.
- ☐ Once the subject vehicle exits the area, be alert for the vehicle to return.
- ☐ Report any known injuries.
- ☐ Do not attempt to treat injuries outside your classroom until law enforcement arrives and secures the scene.
- ☐ Take roll and immediately notify the Main Office of any missing students.
- ☐ If outside:
  - ☐ Seek cover. Notify the Main Office of your location, if possible.
  - ☐ Do not move students until law enforcement has secured the scene

# DRUGS – Overdose, Use, Sale, Possession

## Administration's Responsibilities

### Overdose During School Hours

- ☐ Send SSOs and MERT to the classroom/site.
- ☐ Contact and advise the SRO.
- ☐ MERT should assess medical needs.
  - ☐ Call 9-1-1, providing dispatch with as much information as possible
  - ☐ If the subject is alert, ask the name of the drug he/she took, how they took it (i.e. how it was administered) and what time they took it.
  - ☐ Secure the health information from PowerSchool.
- ☐ Main office staff should notify parent(s)/guardian(s).
- ☐ Provide a copy of document information to responding EMS and law enforcement.
- ☐ Appoint a staff person to accompany the subject to the hospital and act as a liaison between the school and hospital.
- ☐ Contact the Superintendent's Office
- ☐ Coordinate with the Kent ISD Communications Team for communications to parent(s)/guardian(s) concerning the incident if appropriate.

### Use/Sale/Possession During School Hours

- ☐ Have the subject escorted to the office with their backpack, purse, books, and other possessions.
- ☐ Notify the SRO.
- ☐ Tell the subject what is suspected and ask the subject where the drugs are.
- ☐ Do not let the student produce the drugs, as they may be reaching for a weapon.
- ☐ Have the SRO remove the drugs from the student's person/kit.
- ☐ During the search of the subject's person/kit, ensure that at least two adults are present.
- ☐ If the SRO is not available and drugs/paraphernalia are located, secure the items to be turned over to responding law enforcement.
- ☐ Once the drugs have been turned over to the SRO/law enforcement, make the appropriate notifications to leadership and parents/guardians.

## Faculty/Staff Responsibilities

### Overdose During School Hours

- ☐ Initiate MERT call. Provide MERT members with the location and the name of the subject involved.
- ☐ Keep the subject as calm/stable as possible
- ☐ Clear the room of other students, if appropriate.
- ☐ Identify witnesses and do not allow them to talk to anyone or to each other.

- ☐ Request assistance from Security as necessary.
- ☐ Assist MERT as appropriate
- ☐ Prepare to escort the subject to hospital.

**Drugs Located, Sale Witnessed-During School Hours**

- ☐ Notify the SRO, Security, or the Main Office if you think you witnessed a drug sale, drug usage, or drug possession.
- ☐ Complete a PowerSchool entry.
- ☐ Be aware that Law enforcement may remove the subject(s) from campus.

**Suspicion of Drug Use, but Drugs Not Located/Witnessed – During School Hours**

- ☐ Notify the Main Office
- ☐ Have the student meet with a counselor.
- ☐ Counselors may suggest that the student enroll in a drug counseling program.
- ☐ Follow disciplinary action according to the Student Code of Conduct, if necessary.

# FOOD POISONING

## Administration's Responsibilities

- ☐ Call 9-1-1.
- ☐ Notify the School Nurse/MERT. Administer first aid until paramedics arrive.
- ☐ Contact parent(s)/guardian(s).
- ☐ Close the cafeteria.
- ☐ If necessary, appoint staff members to pull appropriate health information from PowerSchool.
- ☐ Coordinate with Kent ISD Communications Team for notification to parents/guardians.
- ☐ Contact Kent County Health Department to report and for guidance.
- ☐ File appropriate reports with the district and Public Health Agency.

## Faculty/Staff Responsibilities

- ☐ Contact the Main Office.
    - ☐ Request Nurse/MERT response.
- ☐ Keep the student comfortable.
    - ☐ Keep other student(s) calm.
    - ☐ Consider clearing the room to another location, if appropriate.
- ☐ Secure items used in food preparation for examination and testing.
- ☐ Isolate and store samples of contaminated items for examination and testing.
- ☐ Follow directions as provided by Kent County Health Department.

# INTRUDER, TRESPASSER, UNIDENTIFIED PERSON

An Intruder/Trespasser is defined as someone who is present on school property without permission, in essence an unauthorized presence in restricted areas of buildings and school grounds. This definition includes suspended and expelled students.

## Administration's Responsibilities

### Intruder/Trespasser/Unidentified Person

- ☐ Immediately notify the School Resource Officer (SRO)
- ☐ If an SRO is on scene, let the SRO handle the situation and assist as necessary.
- ☐ If the SRO is not available, approach the person and politely attempt to determine the nature of their business within the building.
- ☐ Advise them of Visitor Protocols and request they accompany you to the office so they can be properly registered as a guest.
- ☐ If the person refuses to cooperate, do not get into a confrontation call 9-1-1
- ☐ If they have no acceptable purpose, ask them to leave.
- ☐ If appropriate, declare **Secure** or **Lockdown**.
- ☐ If they refuse to leave:
  - ☐ Alert them that law enforcement was called.
  - ☐ Obtain a detailed description to include, race, gender, approximate age, height, weight, hair color, clothing, last known location, and direction of travel.
- ☐ If they still refuse to leave, do not become confrontational. Attempt to disengage from intruder.
- ☐ Assist law enforcement as appropriate.
- ☐ Coordinate with Kent Communications Team for notifications to parents/guardians.

## Faculty/Staff Responsibilities

### Intruder/Trespasser/Unidentified Person

- ☐ First priority is to keep the classroom/students secure.
  - ☐ This may require moving students away from the Intruder/Trespasser to a safer area.
  - ☐ May require initiating a **Lockdown**.
- ☐ Immediately report the suspicious person(s) to the Main Office/Security.
- ☐ If without students:
  - ☐ Approach the person and politely attempt to determine the nature of their business within the building.
  - ☐ Request they accompany you to the office so they can be properly

registered as a guest.

- ☐ If the person refuses to cooperate, do not get into a confrontation.
- ☐ If safe to do so, shadow the person.
- ☐ Be able to provide Security with a physical description and last known direction of travel.
  - ☐ Detailed description should include, race, gender, height, weight, hair color, clothing, and their last known location.
- ☐ Listen for directions/announcements coming from Main Office

# LARCENY, ROBBERY, EXTORTION

**Larceny** is the unlawful taking of personal property with intent to deprive the rightful owner of it permanently. **Armed Robbery** is the taking of property from a person by force or threat while armed with a weapon or implying a weapon. **Unarmed Robbery** is the taking of property from a person by force or threat. **Extortion** is threatening another person for the purpose of getting money or property, or to compel the threatened person to do an act against their will.

**Administration's Responsibilities**

- ☐ Identify the problem and location.
- ☐ Notify the SRO
  - ☐ If an emergency, call 9-1-1 if the SRO is unavailable to report the incident.
  - ☐ Assist law enforcement in the investigation and identification of possible suspect(s) and/or witness(es)
- ☐ Coordinate with Kent ISD Communications team to notify parent(s)/guardian(s)

**Faculty/Staff Responsibilities**

- ☐ Notify the Main Office
- ☐ Secure evidence
- ☐ Calm affected student(s)

# MEDICAL EMERGENCY, ACCIDENT- MERT ACTIVATION, CARDIAC EMERGENCY RESPONSE PLAN

## Administration's Responsibilities

- ☐ Activate MERT Support.
- ☐ Contact student's parent(s)/guardian(s).
- ☐ MERT members will
  - ☐ Secure the student's health information from PowerSchool.
  - ☐ Report to the location, secure, and isolate the area to avoid further injury to the victim or bystanders.
  - ☐ Assess the severity of the injury or illness.
  - ☐ Contact 911 if additional EMS is needed.
  - ☐ Assign SSO/staff member to meet EMS personnel and direct them to the crisis site.
- ☐ The principal may accompany the student to the hospital with the student's health information or appoint a staff member to do so. The staff member will act as a liaison between the hospital and the main office.

### Minor Injury/Illness

- ☐ Administer first aid.
- ☐ If appropriate, move the student to the health office for assessment.
- ☐ Contact the patient's parent(s)/guardian(s).

### Additional Steps if Death Occurs

- ☐ Contact SRO/Law enforcement.
- ☐ Contact the Superintendent's Office.
- ☐ Secure the area for law enforcement, identify and isolate potential witnesses, remove bystanders.
- ☐ Make notification to parent(s)/guardian(s) IAW Kent ISD policy and in conjunction with law enforcement.
- ☐ Prepare counseling services for students/staff.

## Faculty/Staff Responsibilities

- ☐ If a medical emergency exists, request MERT assistance or dial 9-1-1. Give the exact location of the emergency and provide as many details as possible.
- ☐ Administer first aid, as necessary.
- ☐ Keep the affected student as stable as possible.
- ☐ Direct any unaffected person(s) to a safe and secure area.
- ☐ Assist public safety personnel upon arrival.
- ☐ Separate and secure witnesses until they can be interviewed by public safety personnel.

- ☐ Complete a detailed incident report as soon as possible.
- ☐ Request counseling services for students if deemed appropriate.

## CARDIAC EMERGENCY RESPONSE PLAN

In accordance with State Law (Section 1319 of the Revised School Code) and **Kent ISD Board Policy 3402**, below is the Kent ISD Cardiac Emergency Response Plan.

### Cardiac Emergency Response Plan

Each school will have an identified MERT (Medical Emergency Response Team) with a minimum of three members, who respond to medical emergencies according to the MERT procedure. The names of the MERT members must be submitted to the school nurse no later than two weeks after the start of each school year.

The MERT procedure will be posted near telephones and in every classroom (Figure 1).

MERT members will receive and maintain current CPR/AED and First Aid certification through American Heart Association and/or American Red Cross.

MERT members will annually participate in drills and be evaluated by the school nurse. A report of drills will be maintained in HeartAEDIT.

The school nurse will work with the building administrator to develop a plan for evacuation of disabled students in the event of an emergency such as fire or power outage.

#### A. Notification

In the event of a medical emergency, MERT will evaluate the person's physical status, administer first aid, determine whether the condition requires emergency assistance, and will make recommendations to the building Principal, or program administrator according to the MERT procedure. If emergency assistance is suggested or required, a member of the MERT, principal, or building administrator will call 9-1-1 immediately.

All phones in buildings must have the number posted for EMS--Emergency Medical System. (9-1-1)

The parent(s)/guardian(s) shall be notified of a medical emergency involving their student as soon as possible.

School staff should consider notification of parent(s)/guardian(s) if students witnesses a traumatic event.

In the event of a medical emergency involving students on a school bus, the driver shall immediately report to the Director of Transportation dispatch office. The dispatcher will immediately contact 9-1-1, followed by the Transportation Supervisor.

### B. Emergency Care

Care will be provided according to standard first aid protocols. A copy of the student's emergency contact information and pertinent emergency care plan shall accompany the student to the medical facility.

A first aid kit must be taken on all school trips.

The student must be transported by EMS if immediate medical care is deemed necessary. The student should be taken to the medical facility listed by the parent or guardian, accompanied by a school staff member. The parent/ guardian or emergency contact will be advised to meet the child and school staff member at the medical facility or doctor's office.

For any life-threatening emergency, the Director of Safety & Security must be contacted. The Security office will then determine whether activating the Crisis Team (counselors) or the Critical Incident Response Team (liaisons for the Police Department) is warranted.

### C. Reporting

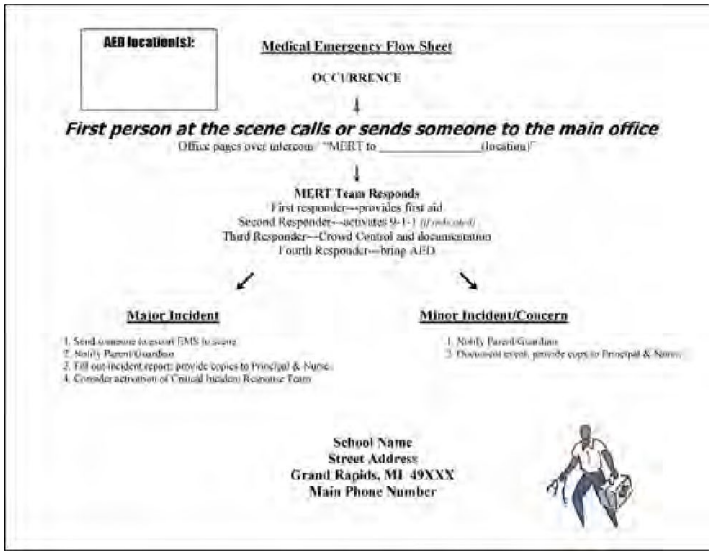
The building administrator shall ensure that all accident/incident reports are submitted.

### D. AED Locations and Maintenance

The location of an AED is determined by the Kent ISD Facilities department for each building. An AED should be accessible within 3 minutes of all locations within the building.

The Kent ISD Facilities department (or designee) shall perform monthly checks per the AED manufacturer guidelines. Monthly check records will be documented in HeartAEDIT.

**Figure 1.**




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**MERT Button Script**

**"EMERGENCY AT _____"**
(Provide specific location in building)

**EXPLAIN THE SITUATION**
Such as:
-Large blood loss
-Trouble breathing
-Person unconscious
-Allergic Reaction
**PLEASE CALL MERT BEFORE CALLING 911**

# MISSING STUDENT / DEPARTS WITHOUT APPROVAL

## Administration's Responsibilities

### Before/During School Hours

- ☐ Advise the School Resource Officer (SRO).
- ☐ If the student is absent from school, conduct a logical investigation with associates. Have associates check social media feeds for post(s) from the student.
- ☐ Notify parent(s)/guardian(s) of the absence, if appropriate.
- ☐ Conduct an immediate search of the school and school grounds, if appropriate.
- ☐ If the student left campus without approval ("elopes"), contact a parent/guardian to verify absence. Parents/guardians may be encouraged to contact law enforcement, depending on circumstances.
- ☐ Obtain a photograph from PowerSchool for law enforcement, if applicable.
- ☐ If the student is located, advise parent(s)/guardian(s) immediately.
- ☐ If law enforcement was involved, parent(s)/guardian(s) will have to notify law enforcement upon return of the student.

### After School Hours

- ☐ If the student does not arrive home from school, suggest that parent/guardian contact LEA to confirm the student was on the bus and dropped off at the appropriate location.
- ☐ Parent(s)/Guardian(s) should be encouraged to contact law enforcement.
- ☐ Notify the SRO.
- ☐ If Kent ISD is LEA (ex. KEC), staff will contact the Kent ISD Transportation Coordinator. The Coordinator will contact the appropriate bus company representative to determine the whereabouts of the child.
- ☐ Conduct an immediate search of the school interior and school grounds, if appropriate.
- ☐ Consideration should be given to driving the route between the school and the student's residence.
- ☐ If the student is located, advise parent(s)/guardian(s) immediately.
- ☐ If law enforcement was involved, parent(s)/guardian(s) should notify law enforcement upon return of the student.

## Faculty/Staff Responsibilities

- ☐ Immediately notify the Main Office of the student's departure.
- ☐ Conduct a search of the immediate area for the student.
- ☐ Secure a photo of the student from PowerSchool for law enforcement use.

# Severe Weather

**Tornado Watch:** Weather conditions are favorable for the formation of tornadoes.
**Tornado Warning:** A tornado is occurring in the area. Immediately take cover.
**Lightning/Strong Winds/Derecho:** At the first sign of lightning or strong winds, all students should be directed to go inside the building.

- ☐ All staff and students should know the difference between severe storm watches and warnings.
- ☐ All staff and students should know their "Shelter" location. If outside their normal areas, people should seek shelter in interior hallways on the ground floor.
- ☐ Never seek shelter in gymnasiums, auditoriums, or other rooms with wide, free-span roofs. Avoid all windows and other glassed areas.
- ☐ During a severe weather watch, designate a person to monitor the National Weather Service or local news outlets for information pertaining to the weather conditions. School Resource Officers (SRO) will receive immediate notification from dispatch.
- ☐ Designate a staff member to monitor the sky for dark/rolling clouds, driving rain, a sudden increase in wind speed, or a funnel cloud.
- ☐ Notify any staff with students outside the building to immediately return to the building.
- ☐ Students should be instructed to 'Tuck and Cover' assuming a protective posture facing the wall.

## Administration's Responsibilities

### Severe Weather Watch

- ☐ Make faculty and staff aware that a severe weather watch is in effect.
- ☐ Make sure any students/staff that are outdoors return to the building immediately.
- ☐ If appropriate, remind staff to review the Severe Weather tab in the Emergency Response Guide or MyEOP app.
- ☐ Denote a main office staff person to monitor local media outlets for weather updates.
- ☐ Ensure that all windows and blinds are closed to prevent flying objects from causing injury.

### Severe Weather Warning

- ☐ Announce the warning immediately and that staff and students should **Shelter**.
- ☐ All occupants should go to their designated shelter areas.
- ☐ If a tornado is spotted or reported as being imminent, issue a command over the PA system to "**drop and tuck**".
- ☐ Consider utilizing desks or other methods of cover to avoid possible hazards.
- ☐ Ensure that appointed caretakers assist disabled students
- ☐ Parents/guardians arriving at school to pick up students should be invited to

shelter inside.
- ☐ Keep all exterior doors closed

## Post Storm

### Building Damaged By Storm

- ☐ Account for all students, faculty/staff.
- ☐ If appropriate, call 9-1-1.
- ☐ If appropriate, staff should administer first aid until first responders arrive. Consider establishing a casualty collection point for all injured staff/students.
- ☐ If appropriate, move students/staff out of the affected area of the building to safer locations.
- ☐ Assist first responders.

### Building Not Damaged By Storm

- ☐ Continue to monitor the weather via media outlets for updated conditions.
- ☐ Contact Facilities if any breaks in supply lines are detected.
- ☐ Students should remain in designated shelter areas until it is safe to depart.
- ☐ Arrange for transportation if appropriate.

## Faculty/Staff Responsibilities

### Faculty with Students Outside the Building

- ☐ Anytime faculty/staff have students outside the building, faculty/staff should have their Go-bag and a class roster with them.
- ☐ Faculty should sign out a handheld radio from the main office.
    - ☐ Monitor the radio for safety/security updates.
- ☐ Upon receiving the order to **Shelter** students, return immediately to the building.
- ☐ Upon arrival at the building, seek out the nearest shelter site.
- ☐ Account for students.
- ☐ Contact the main office to advise of return to building and of any missing students.

### Faculty with Students Inside the Building

- ☐ Remain calm, close all windows.
- ☐ If possible, take your Go-bag and class roster with you.
    - ☐ Report missing students to the main office.
- ☐ Assist in first aid as needed; report any medical emergencies to the main office or call 911 from a school landline.
- ☐ Advise students of the necessity of shutting off power to the building to avoid students' panic in dark situations.
- ☐ Await further instructions from the main office.
- ☐ If damage occurs to your area, report it to the main office when necessary.
- ☐ Return students to class after **All Clear** is given, take attendance, and advise the main office of any missing students.

# Student Walkouts/Protests

## Administration's Responsibilities

- ☐ If applicable, all staff should be reminded that their school is designed for workforce education, not civics related education.
- ☐ If possible, identify the date/time of the planned walkout and names of those involved.
- ☐ Meet with faculty and staff to inform them of the potential walkout.
- ☐ Meet with student leaders to explain the situation, clear-up rumors, and attempt to avert the walkout.
- ☐ Have personnel designated to record students who are participating for future disciplinary actions.
- ☐ Coordinate with Security to increase foot patrols of School Security Officers (SSOs) in the parking lots during the school day. Direct SRO to increase mobile patrols of concerned campus.
- ☐ Contact intelligence personnel at local, state, and federal law enforcement agencies to determine if there are any protests planned or threats directed at Kent ISD facilities.

## Faculty/Staff Responsibilities

- ☐ All staff should refrain from engaging with students in political debate.
- ☐ Faculty/staff should remind students who are walking out that they will be suffering disciplinary actions for leaving class without authorization.
- ☐ Staff should not physically prevent students from walking out.
- ☐ All staff should be reminded to secure office, classroom, and laboratory doors at the start of class.
- ☐ If a walkout occurs, instructional staff should record the names of students who walk out of the classroom.
    - ☐ Teachers should then contact building administration and advise administration of the walkout.
    - ☐ Teachers should secure their rooms and continue to teach.
- ☐ If staff obtains information that a walkout/protest may occur from their students, staff should forward that information as soon as possible to building administration.
- ☐ Between classes, all staff (to include instructors, administration, and building staff), should be visible in the hallways to serve as a visual deterrent.

# SUICIDE

## SUICIDAL THREAT-Verbal or Written

### Faculty & Staff Responsibilities

- ☐ **Take all threats seriously.**
- ☐ Inform the school mental health professional immediately.
  - ☐ If the school mental health professional is not available, contact the building administrator.
- ☐ Validate the student's experience.
- ☐ Continuously supervise the student to ensure safety.
- ☐ Remain with the student until the school mental health professional relieves.

### School Mental Health Professional Responsibilities

- ☐ Validate the student's experience.
- ☐ Complete an evidence-based suicide-risk assessment (i.e., Columbia Suicide Severity Rating Scale) collaboratively with the student to gather information.
  - ☐ Formulate risk assessment and provide recommendations for next steps based on perceived student need.
- ☐ In coordination with the building administrator, inform the student's parent/guardian of the risk assessment outcome.
  - ☐ The exception to this notification would be if notifying the parent will put the student at increased risk of harm.
    - ☐ If parental abuse or neglect is suspected or reported, the appropriate state protection officials (e.g., local Child Protection Services) shall be contacted in lieu of parents as per law (see **Mandated Reporters** section of Threat-Hazard Specific Annex).
- ☐ In compliance with FERPA, provide relevant information to faculty and staff.

### Administration's Responsibilities

- ☐ In coordination with the school mental health professional, inform the student's parent/guardian of the risk assessment outcome.
  - ☐ The exception to this notification would be if notifying the parent will put the student at increased risk of harm.
    - ☐ If parental abuse or neglect is suspected or reported, the appropriate state protection officials (e.g., local Child Protection Services) shall be contacted in lieu of parents as per law (see **Mandated Reporters** section of Threat-Hazard Specific Annex).
- ☐ In compliance with FERPA, provide relevant information to faculty and staff.

## SUICIDE ATTEMPT IN PROGRESS

### Faculty & Staff Responsibilities

- ☐ Inform MERT and the school mental health professional immediately.
  - ☐ Call 911 using a school landline and give them as much information as possible (e.g. suicide note, medications taken, location of the attempt, and if the student has any known previous or current access to weapons, if applicable).
- ☐ Move all other students out of the immediate area.
- ☐ Provide medical first aid until a medical professional is available.
- ☐ Remain with the student and provide comfort.
  - ☐ Listen, prompt the student to talk but be comfortable with moments of silence; promise privacy and help, but do not promise confidentiality.
- ☐ Release student only to parents/guardians or to a person who is qualified and trained to provide help, such as building administrator, school MERT, or emergency services.
- ☐ **Staff WILL NOT contact parents/guardians of the student.**

### School Mental Health Professional Responsibilities

- ☐ If not already aware, inform MERT immediately.
  - ☐ Call 911 using a school landline and give them as much information as possible (e.g. suicide note, medications taken, location of the attempt, and if the student has any known previous or current access to weapons, if applicable).
- ☐ Move all other students out of the immediate area.
- ☐ Provide medical first aid until a medical professional is available.
- ☐ In collaboration with the building administrator, contact the student's parent/guardian as soon as possible.
- ☐ Remain with the student and provide comfort.
  - ☐ Listen, prompt the student to talk but be comfortable with moments of silence; promise privacy and help, but do not promise confidentiality.
- ☐ In collaboration with the building administrator, determine who will ride along with the student if transported to the Emergency Department and parent/guardian is unavailable.
- ☐ In collaboration with the building administrator, determine who will complete a *pre-arrival admitancet phone call* to the ED with scores from Columbia Scale, any historical information, and details on the current situation, in the event the student is transported to the ED.
- ☐ Release the student only to parents/guardians or to a person who is qualified and trained to provide help, such as emergency services.

### Administration's Responsibilities

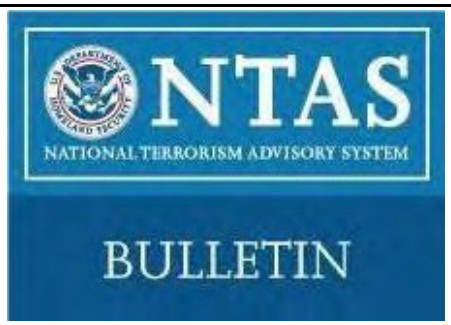
- ☐ If not already aware, inform MERT immediately.
  - ☐ Call 911 using a school landline and give them as much information as possible (e.g. suicide note, medications taken, location of the attempt, and if the student has any known previous or current access to weapons, if applicable).

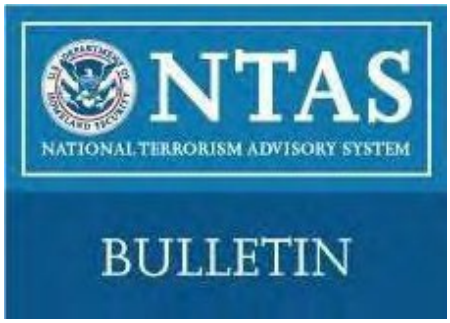
- ☐ Initiate a **Lockdown** (if subject is unaccounted for) or a **Secure** (if subject's location is known).
- ☐ In collaboration with the school mental health professional, notify parent/guardian.
- ☐ Identify staff to escort emergency responders to the scene.
- ☐ In compliance with FERPA, provide relevant information to faculty and staff.
- ☐ In collaboration with the school mental health provider, determine who will ride along with the student if transported to the Emergency Department and parent/guardian is unavailable.
- ☐ In collaboration with the school mental health provider, determine who will complete a *pre-arrival admit phone call* to the ED with scores from Columbia Scale, any historical information, and details on the current situation, in the event the student is transported to the ED.
- ☐ Release the student only to parents/guardians or to a person who is qualified and trained to provide help, such as emergency services.
- ☐ Coordinate counseling services for students, faculty, and staff, as appropriate.
- ☐ Assist law enforcement with the investigation as requested.
- ☐ In accordance with FERPA, update Kent ISD Leadership/Communications Team as appropriate.

# TERRORISM

## NATIONAL TERRORISM ADVISORY SYSTEM

The National Terrorism Advisory System (NTAS) replaced the color-coded Homeland Security Advisory System (HSAS) in April 2011. The NTAS effectively communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

| | |
|---|---|
|  | Describes current developments or general trends regarding threats of terrorism |
|  | Warns of a credible terrorism threat against the United States |
|  | Warns of a credible, specific and impending terrorism threat against the United States |




NTAS Bulletins will provide broader or more general information about terrorism trends, events, and potential threats in those situations where additional precautions may be warranted, but where the circumstances do not indicate a threat against the United States of sufficient credibility, or specificity and credibility, to issue an Alert. The NTAS Bulletin will summarize the issue and why it is important for public awareness; outline U.S. Government counterterrorism efforts; and offer recommendations to the public on how it can contribute to the overall counterterrorism effort.

- ☐ Be alert to suspicious activity and report it to the proper authorities.
- ☐ Conduct 100% visitor identification check.
- ☐ Assess and update the crisis plan and procedures.
- ☐ Discuss updates to the school and local crisis plans with emergency responders.
- ☐ Review duties and responsibilities of Crisis Team members.
- ☐ Review crisis response plans with school staff.
- ☐ Provide CPR and first aid training for staff.




- ☐ Regularly inspect school buildings and grounds and report any suspicious activity to the proper authorities.
- ☐ Conduct 100% visitor identification check.
- ☐ Assess increased risk with public safety officials.
- ☐ Assess facility security measures.
- ☐ Closely inspect any mail or other deliveries.
- ☐ Review the emergency communication plans.
- ☐ Inventory, test, and repair communication equipment.
- ☐ Test alternative communication capabilities.
- ☐ Inventory and restock emergency supplies.
- ☐ Conduct crisis training and drills.
- ☐ Update parents/guardians on preparedness efforts.
- ☐ Update media on preparedness efforts.
- ☐ Address the students' fears concerning possible terrorist attacks.
- ☐ Place the school and district Crisis Response Teams on standby alert status.




- ☐ Activate appropriate lockdown procedures.
- ☐ Restrict school access to essential personnel only and perform a 100% identification check (i.e., driver's license retained at front office) and escort anyone entering the school other than students, faculty, and staff.
- ☐ Close the school if recommended to do so by appropriate authorities.
- ☐ Put reunification procedures into effect.
- ☐ Activate crisis response plans.
- ☐ Follow local and/or federal government instructions.
- ☐ Cancel outside activities and field trips.
- ☐ Be alert to suspicious activities and report them to the proper authorities immediately.
- ☐ Provide mental health services to anxious students, faculty, or staff.
- ☐ Listen to radio/TV for current information/instructions.
- ☐ Restrict or suspend mail and other deliveries

# CBRNE

CBRNE is an acronym for Chemical, Biological, Radiological, Nuclear, and high yield Explosives. These types of weapons have the ability to create both mass casualties as well as mass disruption of society. Emergency responders are taught how to recognize and mitigate attacks from such weapons.



## CBRNE – CHEMICAL

A chemical attack is the deliberate release of a toxic gas, liquid, or solid that can poison people and the environment.

Chemical agents include:

- Nerve agents
- Blister agents
- Blood agents
- Choking agents
- Irritating agents

Indicators of a chemical hazard include:

- Blisters or rashes
- Unusual liquid droplets or oily film
- Unexplained odors
- Unexplained coughing, fatigue, tearing in eyes, and dizziness

**Note**: Most chemical agents do not produce a visible cloud.

## CBRNE – CHEMICAL (Continued)

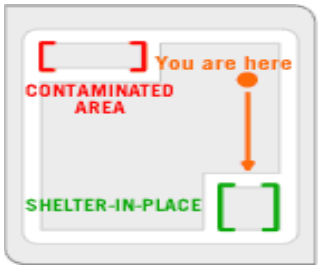
In the event of a chemical incident:




1. Take immediate action to get away from any sign of a chemical attack.



2. Cover mouth and nose with layers of filtering material that can filter the air but still allow breathing.




3. If the chemical is inside a building where you are, try to get out of the building without passing through the contaminated areas, if possible.

4. Otherwise, it may be better to move as far away from where you suspect the chemical release is and shelter-in-place.



5. If you think you may have been exposed to a chemical, immediately wash. Look for a hose, fountain, or any source of water.

6. Secondary Science classrooms contain wash center

## CBRNE – Chemical Attack/Release/Outbreak

### Administration's Responsibilities

- ☐ Call 9-1-1/SRO.
- ☐ Determine if the chemical release is inside or outside.
- ☐ For further guidance/information, see **Shelter** section.

### Release Inside Building

- ☐ Conduct an **Evacuate**.
- ☐ Students and staff should move to designated evacuation sites.
- ☐ Be cognizant of any medical problems that may be caused from exposure to the release.
- ☐ Conduct first aid as appropriate.
- ☐ Notify any buses that may be coming to the facility to stay away by activating ex.
- ☐ Conduct attendance audit of students, faculty, staff, and visitors.
    - ☐ Begin reunification procedures

### Release Outside Building

- If unsafe to evacuate, initiate a **Shelter** order.
- Remain in rooms with doors and windows closed.
- Cover nose and mouth with handkerchief or other filtering material.
- Contact Facilities to shut off HVAC (heat, ventilation, air conditioning).
- Await further instructions from fire or law enforcement.
- Conduct attendance audit of students, faculty, staff, and visitors.
- Notify any buses that may be coming to the facility to stay away.
    - When able, begin reunification procedures.

## CBRNE – Biological

A biological attack includes germs or other substances that can make you sick. Agents must be inhaled, enter through a cut in the skin, or be eaten in order to make you sick.

Biological agents include:

- Bacteria or virus
- Toxins
- Delayed effects ranging from hours to weeks
- Invisibility to senses

Examples of a biological agent are:

- Smallpox
- Botulism

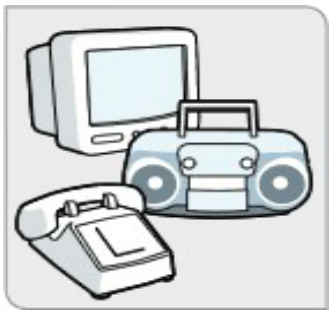
Indicators of a biological incident include:

- Fever, headache, chills, sweating, weakness and/or fatigue
- Respiratory distress
- Difficulty talking or eating
- Joint and muscle pain
- Nausea

**Note**: Symptoms may not present themselves for one to 20 days, depending upon the biological agent.

## CBRNE – BIOLOGICAL (Continued)

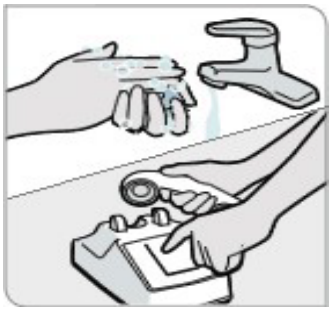
In the event of a biological incident:



1. You will probably learn of the danger through an emergency radio or TV broadcast.



2. Cover mouth and nose with layers of filtering material that can filter the air but still allow breathing.



3. Wash with soap and water and contact authorities.

## CBRNE – BIOLOGICAL
## BIOLOGICAL ATTACK / RELEASE / OUTBREAK

**Administration Responsibilities**

- ☐ Call 9-1-1.
- ☐ If an exterior release, issue Shelter order.
- ☐ If an interior release, issue Evacuate order.
- ☐ Shut down all HVAC or air handling units.
- ☐ Conduct attendance audit of students, faculty, and staff.
- ☐ Notify any incoming buses to stay away by activating exterior building strobes.
- ☐ Evacuation, decontamination, and/or quarantine will be at the direction/approval of Incident Command.
- ☐ Do not begin reunification until approved to do so by medical authorities

**Note**: Do not allow movement inside the facility until the local health department can determine what areas and people are contaminated.

**Post incident:** Ensure that an information sharing system with public health officials is in place to report excessive/unusual student absenteeism.

## CBRNE – RADIOLOGICAL

A radiation threat can be delivered in many ways, the most common being a dirty bomb. This is the use of common explosives to spread radioactive materials over a targeted area.

A radiological incident is more toxic than a chemical incident:

- Poses possible inhalation hazards
- Is invisible to the senses
- Is not absorbed through intact skin
- Has delayed effects ranging from several hours to days or weeks

Indicators of a radiological exposure include:

- Nausea
- Vomiting
- Diarrhea
- Dizziness
- Fatigue
- Headache

**Note:** Symptoms can take two to six hours to appear. Treatment decisions should be made by public health officials.

Response should include:

- Wearing self-protection
- Quarantine / Evacuation considerations
- Initial decontamination by removal of clothing
- Preservation of evidence

## CBRNE – RADIOLOGICAL (Continued)

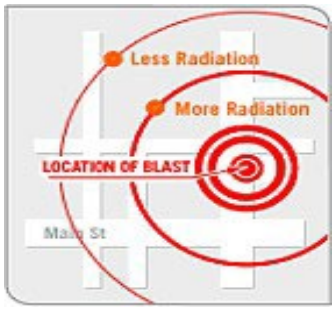
In the event of a radiological incident:




1. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of radiation you are exposed to, think about shielding, distance, and time.



2. Shielding: If you have a thick shield between yourself and the radioactive materials, more of the radiation will be absorbed by the thick shield and you will be exposed to less.




3. Distance: The farther away you are from the radiation, the lower your exposure.




4. Time: Minimizing time spent exposed will also reduce your risk

## CBRNE – Radiological
## Radiological Attack/Release

### Administration's Responsibilities

- ☐ Call 9-1-1/SRO.
- ☐ Determine if the chemical release is inside or outside.
- ☐ For further guidance/information, see **Evacuate** and **Shelter** sections.

### Release Inside Building

- ☐ If appropriate, initiate an **Evacuate** order.
- ☐ Close windows and doors.
- ☐ Turn off HVAC (heating, ventilation, and air conditioning) systems.
- ☐ Do not chew gum, eat, drink, or place objects in the mouth.
- ☐ Isolate any persons contaminated away from non-contaminated persons.
- ☐ Account for all persons inside the facility (students, visitors, faculty, staff, etc.)

### Release Outside Building

- ☐ If appropriate, initiate a **Shelter** order.
- ☐ Close windows and doors and tape off.
- ☐ Do not chew gum, eat, drink, or place objects in the mouth.
- ☐ Isolate any persons contaminated away from non-contaminated persons.
- ☐ Begin reunification procedures upon approval from the local health department.

## CBRNE – NUCLEAR

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around.

A nuclear incident involves:

- Explosion of a nuclear bomb
- Use of nuclear weapons
- Usable fissile materials
- Sabotage of nuclear facilities
- Detonation of thermal nuclear bomb
- Bombing of a nuclear facility or transportation vehicle (freeway)
- Use of a dirty bomb
- Dissemination of radioactive materials with a spray device

Note: The amount of radiation from a dirty bomb is unlikely to give you radiation sickness or cancer, depending on time, rate, distance, etc.

## NUCLEAR ATTACK / RELEASE

**Administration's Responsibilities**

- Call 9-1-1.
- Notify Kent ISD leadership and await further instructions.
- Account for all persons inside the facility (students, visitors, faculty, staff, etc.

## CBRNE – EXPLOSIVES

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials.

Types of explosions are:

- Mechanical
- Chemical
- Nuclear / Radiological

In the event of an explosive incident:



1. Take shelter under your desk or a sturdy table.




2. Check for fire and other hazards.




3. Exit the building as quickly as possible.



4. If there is a fire, use a wet cloth to cover your nose and mouth.

5. If there is a fire, crawl low in smoke.



6. If there is a fire, do not open the door if it is hot. Look for another way out.

**Administration's Responsibilities**
**Pre-Explosion:** See guidance under Bomb Threats

**Post Explosion:**

- ☐ Maintain awareness for secondary devices.
- ☐ Notify SRO/911.
- ☐ Be prepared to give as much detail as possible (location, type, circumstances prior, etc.).
- ☐ If feasible, initiate an **Evacuate** order for survivors after evacuation site has been cleared.
- ☐ Provide first-aid for wounded as possible.
- ☐ Account for all persons inside the facility (students, visitors, faculty, staff, etc.).

# Unauthorized Removal of Student/Abduction

The unauthorized removal of a student is the removal of a student from Kent ISD custody by a non-custodial parent or by someone who is not listed as an emergency contact on the student's PowerSchool site.

## Administration' Responsibilities

- ☐ Contact SRO or call 9-1-1.
- ☐ Without jeopardizing anyone's safety, attempt to keep the abductor/unauthorized subject on the premises until law enforcement arrives.
- ☐ If the abductor/unauthorized subject leaves the school grounds, obtain a detailed description of the subject and vehicle including make, model, color, license plate and direction of travel.
- ☐ If the abduction was witnessed by staff/students, ensure these witnesses are separated and secured for interviews by law enforcement.
- ☐ Have counselors available for students/staff.
- ☐ Call the custodial parent(s)/guardian(s) listed on the student's emergency registration card.
- ☐ Notify any districts/schools where the abducted student may have siblings of incident
- ☐ Law enforcement will handle the investigation and make all notifications regarding the incident.
- ☐ Coordinate with Kent ISD Communications team
    - ☐ Do not release any information to the media.

## Faculty/Staff's Responsibilities

- ☐ If an attempted abduction occurs in a class setting, attempt to persuade the abductor not to commit the act if possible, without jeopardizing anyone's safety.
- ☐ Contact the SRO or 9-1-1 immediately.
- ☐ Give a detailed description of the subject/vehicle to dispatch.
- ☐ Contact the Main Office and advise of the incident.
- ☐ If the abduction is witnessed by other students, ensure these witnesses are separated and secured for interviews by law enforcement.

# UTILITY FAILURE - ELECTRICAL POWER

## Administration's Responsibilities

### During School Hours

- ☐ The Building Principal requests maintenance staff to check circuit breakers, fuses and/or other possible causes of a failure.
- ☐ If power cannot be restored immediately, contact the Facilities Manager (or designee).
- ☐ The Facilities Manager (or designee) will respond to the building/facility to determine if the problem can be resolved within 2 hours. If not, the Principal will consult with the Superintendent to determine if the building should be closed and classes/operations suspended for the day. The decision will depend upon a number of factors including but not limited to weather conditions, outside temperature, time of year, type of building, food service.
- ☐ If necessary, the Kent ISD Communications team, in coordination with building administration, will send out notification to all parents/guardians concerning the situation. Faculty should not contact classroom parents individually.
- ☐ Building administration will make arrangements for students who cannot be picked up by parents/guardians.
- ☐ When power is restored the Kent ISD Communications team will post notifications on ISD sites and will notify the affected school's families.

### After School Hours

- ☐ The person discovering the power failure will immediately contact the Facilities Manager or designee.
- ☐ The Facilities Manager will ascertain the problem and make the appropriate contacts to remedy the situation.
- ☐ The Facilities Manager will determine, in concert with the Superintendent, whether any evening classes or Kent ISD events need to be canceled.
- ☐ The Kent ISD Communications Team will prepare the appropriate information release for the media, families and online sites.

# UTILITY FAILURE - GAS LEAK / GAS LINE BREAK

## Administration's Responsibilities

### During school hours

- ☐ Upon detection of gas, evacuate students and faculty from the immediate area to a different part of the building. Contact Facilities Director for support and assistance.
- ☐ Maintenance staff should check the gas main or other sources of natural gas for leakage. If the main is found to be leaking, staff should shut off the gas main.
- ☐ If the source of the leak cannot be determined, building Administrators/Facilities Managers should dial 9-1-1 for public safety support and evacuate the building.
- ☐ Facilities will notify the utility company of the leak (Consumers Energy: 1-800-477-5050).
- ☐ The Facilities Manager will coordinate with the building principal and the Superintendent on closing school or relocating students to another facility if the leak lasts more than one day.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

### After school hours

- ☐ The person discovering the gas leak will immediately contact the Facilities Manager or designee.
- ☐ Staff in the immediate vicinity of the leak will be evacuated to a safe distance.
- ☐ Maintenance staff should check the gas main or other sources of natural gas for leakage. If the main is found to be leaking, staff should shut off the gas main.
- ☐ If the source of the leak cannot be determined, the Facilities Manager should dial 9-1-1 for public safety support and notify the utility company of the leak (Consumers Energy: 1-800-477-5050).
- ☐ The Facilities Manager will coordinate with the utility company and public safety officer in charge.
- ☐ The Facilities Manager will determine, in concert with the Superintendent, whether any evening classes or Kent ISD events need to be canceled.
- ☐ The Facilities Manager will coordinate with the building principal and the Superintendent on closing school or relocating students to another facility if the leak cannot be fixed.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

# UTILITY FAILURE - HEATING/VENTILATION/AIR CONDITIONING FAILURE

## Administration's Responsibilities

### During school hours

- ☐ The building principal requests that maintenance staff check circuit breakers and other possible causes of the failure.
- ☐ If heat or air conditioning cannot be restored immediately, contact the Facilities Manager.
- ☐ The Facilities Manager will determine if the problem can be resolved within 2 hours.
- ☐ If the problem cannot be resolved within 2 hours, the building principal will consult with the Superintendent to determine if classes should be suspended or if students should be relocated to another location.
- ☐ The decision to close will depend upon a number of factors to include weather conditions, outside temperature, time of year, type of building, food service.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

### After school hours

- ☐ The person discovering the heating or air conditioning failure will immediately contact the Facilities Manager or his/her designee.
- ☐ The Facilities Manager will contact the utility company, electricians or plumbers as deemed appropriate to quickly rectify the problem.
- ☐ The Facilities Manager will determine, in concert with the Superintendent, whether any evening classes or Kent ISD events need to be canceled.
- ☐ The Facilities Manager will coordinate with the building principal and the Superintendent on closing school or relocating students to another facility if the issue cannot be fixed in a timely manner.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

# UTILITY FAILURE - WATER MAIN BREAK

## Administration's Responsibilities

### During school hours

- ☐ The building admin should request that the maintenance staff check the source of the water leak and, if necessary, close the water main.
- ☐ If water cannot be restored immediately, contact the Facilities Manager or designee.
- ☐ The Facilities Manager will determine if the problem can be resolved within 2 hours.
- ☐ If the problem cannot be resolved within 2 hours, the building principal will consult with the Superintendent to determine if classes should be suspended or if students should be relocated to another location.
- ☐ The decision to close will depend upon a number of factors to include weather conditions, outside temperature, time of year, type of building, food service.
- ☐ The Facilities Manager will coordinate with the appropriate utilities and public safety agencies with regards to the source of the problem, how it is to be fixed, and when water service will be restored.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

### After school hours

- ☐ The person discovering the break will immediately contact the Facilities Manager.
- ☐ The Facilities Manager will contact either the utility company or plumbers as deemed appropriate to quickly rectify the problem.
- ☐ The Facilities Manager will determine, in concert with the Superintendent, whether any evening classes or Kent ISD events need to be canceled.
- ☐ The Facilities Manager will coordinate with the building admin and the Superintendent on closing school or relocating students to another facility if the issue cannot be fixed in a timely manner.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

# VANDALISM / GRAFFITI

## Administration's Responsibilities (Hate or Gang related)

- ☐ Cordon off the area.
- ☐ Contact the SRO or call Kent ISD Security if SRO is not available.
- ☐ Ensure that photos are taken of the damage.
- ☐ Make notes on the kind, extent, location, and time of the incurred damage.
- ☐ After law enforcement has seen the damage, contact Facilities for clean-up/repairs.
- ☐ Attempt to identify the vandal(s).
- ☐ Determine witnesses, if possible.
- ☐ If student(s) has/have been identified as criminal suspects, contact law enforcement before notifying parent(s)/guardian(s).
- ☐ Follow disciplinary action according to the Student Code of Conduct.

### Minor damage

- ☐ Contact the SRO or call Kent ISD Security if SRO is not available.
- ☐ Ensure that photos are taken of the damage.
- ☐ Make notes on the kind, extent, location, and time of the incurred damage.
- ☐ After law enforcement has seen the damage, contact Facilities for clean-up/repairs.

## Faculty/Staff Responsibilities

- ☐ Notify the Main Office if the incident is in progress or if damage is found.
- ☐ Inform office of the vandals' names, if known.
- ☐ Do not attempt to apprehend the suspects.
- ☐ Be a good witness; record or document your observations in a timely manner.
- ☐ Provide your information to law enforcement, if requested.

# BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action __X___

Item: Initial Payment of Act 18 Special Education Funds

Submitted by: Kevin Philipps Date: 9-14-2026

Recommended by: Kevin Philipps KP Board Meeting Date: 9-21-26

**RECOMMENDATION:**

Approve the distribution of $25 million to our local districts based on the payout formula authorized by the Kent County Superintendents' Association, Public School Academies, and the Parent Advisory Committee for Special Education.

**BACKGROUND:**

In order to assist our local districts with cash flow, we have determined we can pay a portion of the Act 18 funds in September. We request authorization from the Kent ISD Board to pay up to $25 million in September. Due to the increase in overall funding the last several years, we are increasing the September payout from $20 million to $25 million.

As you know, districts do not receive any State Aid payments until October 20th each year and this time of the year is always very tight in covering their payroll, accounts payable, etc.

We will be requesting the balance of the fall Act 18 payment to be authorized at the October 19, 2026 Board meeting. The reason we are not paying all of it in September is that we have not received our full summer tax collection from the taxing units and current information needed to make the entire October payment is not available at this time.

KP/kg

Attachment

**BOARD AGENDA ITEM**

Information/Discussion_____
Future Action_____
Action ____x___

Item: Seat Purchase Agreement with GVSU

Submitted by: Mary Kay Murphy, Executive Director
West Michigan Teacher Collaborative

Date: 9/14/2026

Recommended by: Jenny Fee

Board Meeting Date: 9/21/2026

**REQUESTED ACTION:**

Board approval of a Memorandum of Understanding with Grand Valley State University (GVSU) and an associated tuition payment not to exceed $2,232,713, to be paid in full prior to September 30, 2026, using Round 1 Section 27b grant funds.

**BACKGROUND:**

The West Michigan Teacher Collaborative (WMTC), a no-cost, accelerated work-based teacher residency housed at Kent ISD and operated as a regional consortium with Ottawa Area ISD and Muskegon Area ISD, with GVSU as the educator preparation partner. WMTC is funded in part by a $19,062,651 Section 27b Grow Your Own grant awarded by the State of Michigan in 2023.

To date, Kent ISD has paid GVSU tuition semester by semester as members enroll in coursework. However, the Round 1 Section 27b funds must be expended by September 30, 2026. Recognizing the spending and timeline challenges faced by GYO programs, the Michigan Department of Education (MDE) issued guidance allowing grantees to purchase seats from an educator preparation program before instruction begins. Rather than paying semester by semester, this arrangement requires GVSU to be paid in advance for each member's full anticipated remaining program cost. Kent ISD's auditing firm has reviewed the arrangement and confirmed it is permissible under MDE's guidance and consistent with Generally Accepted Accounting Principles and Governmental Accounting Standards Board standards. The full expenditure is recognized in September 2026 and reported to the granting agency as expended as of September 30, 2026, with grant revenue and expenditure both recognized in FY 2026-27 and no prepaid expense carried at June 30, 2027.

The $2,132,713 payment purchases seats for 139 currently enrolled WMTC members through the Winter 2028 term, ending May 2028. Covered members include Resident Candidates pursuing initial certification, Advanced Candidates pursuing endorsements or graduate degrees,

and Pre-Resident Candidates with a completion date no later than May 2028.

GVSU has an established process for districts purchasing seats and has executed agreements under this guidance with other districts. GVSU has drafted the Seat Purchase Agreement, which identifies each covered candidate and the program services included in that candidate's seat, and has established the financial structures needed to administer the funds consistent with MDE requirements.

The Seat Purchase Agreement between Kent ISD and GVSU, included, remains in draft. Kent ISD has reviewed the draft and submitted requested changes to GVSU, which are under review. The requested changes address compliance language and drafting clarifications and are not expected to alter the number of seats purchased or the cost ceiling. Final candidate counts and invoicing from GVSU are pending. The agreement will be executed at the final invoiced amount, within the approved ceiling, before the September 30 payment deadline.

**FISCAL IMPACT**

The full payment of $2,132,713 is drawn from Round 1 Section 27b grant funds. There is no impact to the Kent ISD general fund. WMTC's continuing operations are supported by its Section 27r School Aid allocation, Labor and Economic Opportunity (LEO) grant, FY26 Section 27b award, and Section 27h state mentoring grant, which together fund the program through September 30, 2029.

**TIMELINE**

Approval at the September 21 meeting allows the purchase requisition and purchase order process to begin on September 22, with payment issued in the final September check run on September 24, ahead of the September 30 grant deadline.

**SECTION 27B GROW YOUR OWN PROGRAM**

**SEAT PURCHASE AGREEMENT**

This Seat Purchase Agreement ("Agreement"), effective as of the date of the last of the Parties' signatures below, sets for the terms and understanding between Grand Valley State University, a Michigan constitutional body corporate ("GVSU") and Kent Intermediate School District – West MI Teacher Collaborative ("School District") to work together to develop pathways for school support staff to earn initial teacher certification or for certified teachers to earn additional endorsements, with financial support from Section 27b of Michigan's State School Aid Act, MCL 388.1627b.

**1. Purpose**

The purpose of this Agreement is to establish the terms under which the School District will purchase designated program seats from GVSU for eligible School District employees participating in the School District's Grow Your Own ("GYO") educator preparation pathway funded through the Michigan Department of Education's Section 27b Grow Your Own Program.

The Parties intend that the seat purchase contemplated by this Agreement constitute the purchase of defined educator preparation services for the identified candidates and comply with applicable requirements of Section 27b, Michigan Department of Education ("MDE") guidance, and all applicable federal and state laws and regulations.

**2. Program and Eligible Candidates**

GVSU agrees to provide educator preparation services to the candidates identified on **Exhibit A** ("Candidates").

Each Candidate must satisfy the eligibility requirements applicable to the School District's Section 27b GYO grant and GVSU's applicable admission and all program requirements. Candidates must maintain satisfactory academic progress to remain eligible to participate in the program.

**3. Seat Purchase**

Subject to the terms of this Agreement, the School District shall purchase from GVSU one program seat for each Candidate identified on Exhibit A.

Each seat shall consist of the educator preparation program services identified in Exhibit A.

The total seat purchase amount for the 119 candidates shall be **$2,002,573.00.**

The seat purchase price is intended to constitute payment for defined educator preparation services and is not intended to constitute a general advance payment for unspecified future services.

**4. Payment**

The School District shall pay GVSU the applicable seat purchase amount upon execution of this Agreement and in accordance with invoice instructions.

The Parties acknowledge that, for the FY23 Section 27b GYO grant, MDE guidance provides that an allowable seat-purchase arrangement generally involves payment in full before the grant expenditure deadline for a specified Candidate in exchange for a defined program of study. The School District shall be solely responsible for ensuring that all required payment documentation is submitted and that all payments due under this Agreement are made by the applicable grant deadline. Failure of the School District to make the required payment by the applicable grant deadline shall result in the automatic termination of this Agreement, without further action or notice by GVSU, and GVSU shall have no further obligations hereunder.

GVSU shall maintain records sufficient to demonstrate the services and program seat purchased for each Candidate.

The parties acknowledge and agree that GVSU will treat the School District as the first payor.. Any eligible financial aid the Candidate may subsequently receive may be applied to the Candidate's remaining account balance after the School District's payment has been applied.

**5. Services Included in Seat Purchase**

For each eligible Candidate, GVSU shall provide the following services, as applicable to the Candidate's program:

1. Admission and enrollment in the applicable educator preparation program;
2. Required coursework and instructional services;
3. Academic advising and program support;
4. Required clinical experiences, observations, and assessments;
5. Mentoring, coaching, or other candidate support included in the applicable program;
6. Provide information about and support with certification requirements, Michigan Test for Teacher Certification exam preparation, and the Michigan Online Educator Certification System application process; and
7. Other services specifically identified in Exhibit A.

GVSU shall provide the School District with a description of the program of study and services included within each purchased seat upon request.

**6. Candidate Participation After Grant Expenditure Period**

The Parties acknowledge that certain Candidates may continue participating in the educator preparation program after the expiration of the applicable Section 27b grant expenditure period.

To the extent permitted by MDE guidance, services provided after the applicable grant expenditure deadline shall be considered part of the seat purchased under this Agreement and shall not result in additional charges to the School District unless otherwise agreed to in a written amendment.

GVSU shall not submit additional charges to the School District for services that are included within the purchased seat.

Nothing in this Agreement obligates the School District to provide additional funding after the expiration of the applicable grant period.

**7. Candidate Withdrawal or Non-Completion**

If a Candidate withdraws from the program, fails to satisfy program requirements, or otherwise ceases participation after the seat purchase has been made, the Candidate shall promptly notify the School District. The School District shall notify GVSU in a timely manner if a Candidate is no longer employed by the School District or otherwise becomes ineligible to participate in the program. Such notification must be provided to GVSU no later than one (1) week before the start of the next applicable academic semester.

The Parties shall determine, consistent with applicable MDE guidance and GVSU's applicable program policies, whether the Candidate may resume participation, transfer to another program, or otherwise receive the remaining services associated with the purchased seat. Except as required by applicable law or grant guidance, GVSU shall not be obligated to issue a refund for a seat purchase solely due to a Candidate's withdrawal from, or failure to complete, the program, provided that GVSU has made the purchased program services available to the Candidate.

**8. No Additional Cost to Candidate**

To the extent required by the School District's Section 27b GYO grant, the Parties intend that the purchased seat provide a no-cost educator preparation pathway for the Candidate.

GVSU will invoice School District for the program's tuition and fees shall not charge a Candidate for tuition or fees included within the purchased seat. Any costs not included within the seat purchase shall be identified to the School District and Candidate in advance and shall be the responsibility of the party legally responsible for such costs. Costs for courses outside the scope of the program and any courses the Candidate is required to repeat are not included within the scope of the purchased seat. Any such charges shall be the responsibility of the Candidate, and payment will be required in accordance with GVSU's usual payment procedures, unless and until

the School District, in its sole discretion, elects to make alternative payment arrangements, including payment on the Candidate's behalf.

**9. Compliance Requirements**

School District shall comply with all applicable requirements governing the School District's Section 27b GYO grant, including applicable MDE guidance, grant terms and conditions, reporting requirements, and record-retention requirements.

The Parties acknowledge that MDE may review or audit expenditures and activities associated with the GYO grant. GVSU shall cooperate with reasonable requests for documentation necessary to demonstrate School District's compliance with applicable GYO grant requirements.

If MDE determines that any portion of the seat purchase is not an allowable grant expenditure because of an act or omission of GVSU, GVSU shall reasonably cooperate with the School District in addressing the issue and providing documentation necessary for the School District to respond to MDE.

**10. Records and Audit**

GVSU shall maintain complete and accurate records relating to the purchased seats and services provided under this Agreement for the period required by applicable law and grant requirements.

Upon reasonable notice, GVSU shall provide the School District and authorized governmental representatives with documentation reasonably necessary to verify compliance with this Agreement.

**11. Confidentiality and Student Records**

Each Party shall comply with all applicable federal and state privacy laws governing student and employee records, including the Family Educational Rights and Privacy Act ("FERPA"), to the extent applicable. The School District shall be responsible for obtaining and providing to GVSU any FERPA-compliant release, or other authorization required for GVSU to disclose student education records to the School District. GVSU shall have no obligation to disclose such records unless and until it has received the required authorization.

The Parties shall use reasonable administrative, technical, and physical safeguards to protect confidential information received in connection with this Agreement.

**12. Independent Parties**

The Parties are independent contractors, neither Party has the right or authority to bind the other in any way, and no personnel, employees, agents, or representatives of any party shall be deemed to be employees of the other

**13. Term**

This Agreement shall commence on the Effective Date and remain in effect until all obligations of the Parties have been satisfied, unless earlier terminated in accordance with this Agreement.

**14. Termination**

Either Party may terminate this Agreement upon thirty (30) days' written notice to the other Party; provided, however, that termination shall not relieve either Party of obligations that accrued before the effective date of termination or affect the rights of Candidates to receive services already purchased under this Agreement, to the extent required by applicable grant guidance or the terms of the applicable educator preparation program. The Parties understand and agree that continuation of the program is contingent upon the availability of grant funding and the allowability of expenditures under applicable grant requirements. Should funding become unavailable, insufficient, withdrawn, terminated, or should program expenditures be disallowed or determined to be noncompliant with grant requirements, GVSU may terminate this Agreement and discontinue, suspend, or modify the program without further obligation under this Agreement.

**15. Non-Discrimination**

The Parties shall comply with all applicable federal and state laws prohibiting discrimination in connection with the performance of this Agreement.

**16. Compliance with Law**

Each Party shall comply with all applicable federal, state, and local laws, regulations, rules, and policies in performing its obligations under this Agreement.

**17. No Assignment**

Neither Party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other Party, except as otherwise permitted by applicable law.

**18. Amendment**

This Agreement may be amended only by a written document signed by authorized representatives of both Parties. No amendment may be made to add or substitute any participant under this Agreement**.**

**19. Entire Agreement**

This Agreement, including Exhibit A, constitutes the entire agreement between the Parties concerning the subject matter addressed herein and supersedes all prior oral or written understandings concerning such subject matter.

**20. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

**21. Notices**

All notices required under this Agreement shall be provided in writing to the representatives identified below, or to such other representatives as either Party may designate in writing.

**SCHOOL DISTRICT:**
Kent Intermediate School District - WMTC
Attn: _____
Address: _____
Email: _____

**GVSU:**
Grand Valley State University
Attn: _____
Address: _____
Email: _____

**22. Counterparts and Electronic Signatures**

This Agreement may be executed in counterparts, each of which shall be deemed an original. Electronic signatures and electronically transmitted copies of signatures shall be deemed effective as originals.

*Signatures to follow on next page.*

The undersigned represent that they are duly authorized to execute this Agreement.

**SIGNATURES**

**KENT INTERMEDIATE SCHOOL DISTRICT**

By: _____
Name: _____
Title: _____
Date: _____

**GRAND VALLEY STATE UNIVERSITY**

By: _____
Name: _____
Title: _____
Date: _____

# EXHIBIT A

## CANDIDATES AND SEAT PURCHASE INFORMATION

| Last Name | First Name | CHARGES |
|---|---|---|
| Andree | Sarita | $ 7,152.00 |
| Antonides | Ashley | $ 7,152.00 |
| Banks | Justin | $ 7,152.00 |
| Boosamra | Chloe | $ 7,152.00 |
| Davis | LaToya | $ 7,152.00 |
| Eubanks | Cieron | $ 7,152.00 |
| Green | Karissa | $ 7,152.00 |
| Gutierrez | Monica | $ 7,152.00 |
| Haehnel-Long | Charlie | $ 7,152.00 |
| Helderop | Kennedy | $ 7,152.00 |
| Houseman | Luke | $ 7,152.00 |
| Hunt | Layla | $ 7,152.00 |
| Keeney | Sarah | $ 7,152.00 |
| Latchaw | Marissa | $ 7,152.00 |
| Matthews | Kirsten | $ 7,152.00 |
| McGinnis | Mitchell | $ 7,152.00 |
| Rapes | Alyssa | $ 7,152.00 |
| Reed | Thomas | $ 7,152.00 |
| Russell | Jami | $ 7,152.00 |
| Soderholm | Krista | $ 7,152.00 |
| Springvloed (Ter Haar) | Leslie | $ 7,152.00 |
| Whitlow | Melissa | $ 7,152.00 |
| Yonkers | Jessica | $ 7,152.00 |
| Zavala-Silva | Jessica | $ 7,152.00 |
| Zurita-Cruz | Evelyn | $ 7,152.00 |
| Burkett | Dana | $ 7,152.00 |
| Callaghan | Amanda | $ 7,152.00 |
| Coleman | Brayden | $ 7,152.00 |
| Davis | Shonett | $ 7,152.00 |
| Dood | Matthew | $ 7,152.00 |
| Figurski | Joseph | $ 7,152.00 |
| Frazier | Chloe | $ 7,152.00 |
| Hasenbank | Kathleen | $ 7,152.00 |
| Li | Gang | $ 7,152.00 |
| Lockwood | Avery | $ 7,152.00 |
| Michel | Jerry | $ 7,152.00 |

| | | |
|---|---|---|
| Simons | Alyssa | $ 7,152.00 |
| Walters | Leslie | $ 7,152.00 |
| Biolchini | Katherine | $ 26,466.00 |
| Carr | Karly | $ 23,676.00 |
| Cavender | Matthew | $ 23,676.00 |
| Evans | Rae Ann | $ 26,466.00 |
| Evans | Thomas | $ 20,994.00 |
| Fairfield | Casey | $ 23,676.00 |
| Feustel | Parker | $ 23,676.00 |
| Garcia | Natanael | $ 20,994.00 |
| Helms | Lynn | $ 23,676.00 |
| Jordan | Jennifer | $ 26,466.00 |
| Lara | Melissa | $ 20,994.00 |
| Lillis | Jill | $ 20,994.00 |
| Lopez | Katie | $ 26,466.00 |
| Morton | Jasmine | $ 26,466.00 |
| Ramirez | Michael | $ 26,466.00 |
| Riley | Rodney | $ 26,466.00 |
| Scheuerman | Cristina | $ 20,994.00 |
| Shereck | Jack | $ 20,994.00 |
| Smith | Makenna | $ 26,466.00 |
| Wright | Korrean | $ 26,466.00 |
| Ekkens | Abby | $ 10,944.00 |
| Compher | Kelly | $ 2,682.00 |
| Newton | Jill | $ 2,682.00 |
| Whitlow | Mary | $ 5,364.00 |
| Baker | Stacey | $ 19,206.00 |
| Bectel | Dawn | $ 13,842.00 |
| Baker | Theodore | $ 16,524.00 |
| Filcik | Lindsay | $ 5,364.00 |
| DeNeef | Mackenzie | $ 10,728.00 |
| Lewis | Bridget | $ 5,364.00 |
| Lozano | Victoria | $ 5,364.00 |
| Dziedzic | Meghan | $ 16,416.00 |
| Klairter | Madison | $ 5,364.00 |
| Sarabia | Anselmo | $ 5,364.00 |
| Groothuis | Marissa | $ 8,046.00 |
| Rake | Brianna | $ 8,154.00 |
| Koeman | Samantha | $ 10,728.00 |
| Timmerman | Hailey | $ 13,518.00 |
| Ediger | Abigail | $ 5,364.00 |

| | | |
|---|---|---|
| Kirkland | Margaret | $ 5,580.00 |
| Gleason | Madelyn | $ 2,682.00 |
| Yates | Sydney | $ 16,308.00 |
| Minton | Megan | $ 8,154.00 |
| Berenbrock | Autumn | $ 5,364.00 |
| Lanning | Emma | $ 5,364.00 |
| Matteo | Sae | $ 2,682.00 |
| Lark | Matthew | $ 2,682.00 |
| Hyrns | Michelle | $ 2,682.00 |
| Fletke | Cassy | $ 5,364.00 |
| Osantowski | Kelsey | $ 5,364.00 |
| Priddy | Elizabeth | $ 10,728.00 |
| VanDerWeide | Kyla | $ 16,308.00 |
| Mol | Ashlyn | $ 2,682.00 |
| Barta | Lindsay | $ 2,682.00 |
| (Chan) Ross | Terra | $ 30,268.00 |
| Kocot | Elizabeth | $ 34,630.00 |
| VanSyckle | Jenifer | $ 50,471.00 |
| Forrest | DeeNea | $ 46,836.00 |
| Burgess | Rogena | $ 30,622.00 |
| Johnson | Katie | $ 35,986.00 |
| VanVleet | Katherine | $ 43,885.00 |
| Deters | Nichole | $ 35,986.00 |
| Gooden | Isaiah | $ 24,904.00 |
| Sheffield | Jessica | $ 35,986.00 |
| VanDorp | Calli | $ 24,904.00 |
| Roberts | Andrew | $ 50,380.00 |
| Parada-Lopez | Abigail | $ 35,986.00 |
| Haas | Serena | $ 27,085.00 |
| Wauben | Grace | $ 29,266.00 |
| Hernandez Gomez | Penny | $ 32,449.00 |
| Devries | Anastaisha | $ 34,630.00 |
| Charles | Monica | $ 32,449.00 |
| Brown | Mahrielle | $ 51,711.00 |
| Armstead | Kiana | $ 51,925.00 |
| Belinger | Aleece | $ 34,630.00 |
| Colon Lugo | Magdanamay | $ 33,176.00 |
| Padlo | Sarah | $ 32,449.00 |
| Little | Emily | $ 35,986.00 |
| Vanklompenberg | Nicole | $ 54,753.00 |
| Rabe | Sara | $ 24,177.00 |

| | | |
|---|---|---|
| Hill | Annalyse | $ 27,085.00 |

**Total Seat Purchase Amount: $2,002,573.00**

The seat purchase amount includes the program services, tuition, fees, digital course materials delivered through the GVSU Saves program, and other costs specifically identified in this Exhibit A. Any costs not expressly included are outside the scope of the seat purchase unless otherwise agreed in writing by the Parties.

# BOARD AGENDA ITEM

**Information/Discussion_____**
**Future Action_____**
**Action _X_**

**Item: GSQ Program Staff Reduction**

**Submitted by: Dave Rodgers / Jenny Fee** **Date: September 14, 2026**

**Recommended by: Ashley Karsten / Jenny Fee** **Board Meeting Date: September 21, 2026**

## RECOMMENDATION:

It is recommended that the Board of Education authorize Kent ISD administration to phase out the Great Start to Quality (GSQ) program by reducing 7.0 FTE of the program's 8.0 FTE positions via layoffs with employment ending October 30, 2026. Although GSQ funding concludes September 30, 2026, we are recommending supporting impacted employees through the end of October. This recommendation is a result of changes to the state's GSQ funding structure and the resulting loss of grant funding for Kent ISD's GSQ program.

## BACKGROUND:

Historically, Kent ISD has received Great Start to Quality (GSQ) funding to support a GSQ Director and seven staff positions, totaling 8.0 FTE.

For the 2026–27 school year, the State of Michigan restructured the GSQ funding model to establish a single GSQ Resource Center to serve a 13-county region, including Kent County. Additional background information regarding this restructuring is available here.

Kent ISD submitted a competitive grant application to serve as the GSQ Resource Center for the region but was not selected. As a result, Kent ISD will no longer receive GSQ funding to support its current GSQ positions. Therefore, a reduction in GSQ staffing is necessary.

An FCCN grant will fund 1.0 FTE of the 8.0 FTE, resulting in the 7.0 FTE reduction. It is anticipated that up to 2.0 FTE may be supported through other funding sources, including Help Me Grow/32p funding. If those funding sources are available, up to 2.0 FTE may be recalled, resulting in a net reduction of approximately 5.0 FTE.

The proposed staffing reductions are necessary to align staffing levels with the loss of GSQ funding while preserving opportunities to retain or recall staff through other available funding sources.

GRAND VALLEY STATE UNIVERSITY.

Kent ISD
We Lead Learning

## Dual Enrollment Partnership Agreement between

## Grand Valley State University

## and

## Kent Intermediate School District

Grand Valley State University (GVSU) and Kent Intermediate School District (Kent ISD) have agreed to establish a cooperative dual enrollment program for qualified Kent ISD students. This pilot agreement will be effective from Fall 2026 through the end of the Winter 2028 semester.

Program Rationale: This dual enrollment pathway programs allows Kent ISD students interested in professional health and science careers to enroll in college-level courses on the Health Campus at Grand Valley State University.

This partnership program significantly contributes to the future health and science professions workforce by allowing students to explore careers in the health and science professions. It assists in transitioning the gap for students from a high school format to college readiness.

This agreement has been developed to create an affiliation between GVSU and Kent ISD. Its goal is to strengthen student opportunities to enroll in four college-level Cell and Molecular Biology and Allied Health Science courses over one academic year and earn ten college credits on a GVSU transcript.

In the fall semester, GVSU will offer CMB 155 – Introduction to Cell and Molecular Biology (3 credits) and CMB 156 – Discoveries in Cell and Molecular Biology: A Research-based Laboratory Course (1 credit). One section of each course will be offered exclusively to Kent ISD students on the GVSU Health Campus. CMB 155 will be offered in-seat and in-person on Mondays, Wednesdays, and Fridays, from 12:30 – 2:00pm. CMB 156 will be offered in-seat and in-person Tuesdays and Thursdays, from 12:30 – 2:00pm.

In the winter semester, GVSU will offer AHS 110 – Introduction to Health Care (3 credits) and PH 222 – Public Health Concepts (3 credits). One section of each course will be offered exclusively to Kent ISD students on the GVSU Health Campus. AHS 110 will be offered entirely in-seat and in-person on Mondays, Wednesdays, and Fridays, from 12:30 – 2:00pm. PH 222 will be offered entirely in-seat and in-person on Tuesdays and Thursdays, from 12:30 – 2:00pm.

GVSU and KISD have agreed on the following:

- Communicate and work through the dual enrollment application process prior to the beginning of each term.
- Assist students in applying as non-degree seeking dual enrolled students at GVSU and enrolling in the appropriate courses.
- Fill to the cohort capacity of 20 students.
- Connect Kent ISD students to GVSU support resources.

- Assist in making Kent ISD students aware of postsecondary options available at GVSU.
- Students must attend the full duration of their courses, with no early release permitted.
- Dual Enrollment courses follow GVSU's academic calendar; Exceptions can be made at the faculty discretion.

To implement the goals of this agreement, the parties agree to assume the following responsibilities:

**Kent Intermediate School District agrees to:**

- Submit signed dual enrollment forms and official high school transcripts for each applicant to GVSU each semester before enrollment (November 1st for the winter semester; May 1st for the fall semester).
- Promote the partnership through various means, including, but not limited to, social/printed media, staff communication, Kent ISD open houses, and other measures to actively recruit qualified students for enrollment in health and science career courses.
- Assist students with obtaining a GVSU student ID and parking permit.
- Provide a staff assistant to support the faculty members and students during the academic year.
- Have their IT available and responsive to challenges that arise while using the attendance tracking platform.
- Pay GVSU the lower division tuition rate (AY 2026-27 = $692/credit hour) plus any associated lab fees for that respective term by the third week of each semester. The rate is subject to periodic adjustment based on GVSU's tuition schedule.
- Pay GVSU a fee of $3,500 per semester per Structured Learning Assistance (SLA) facilitator assigned to the program. Ratios to be at most one SLA facilitator per 25 Kent ISD students. The SLA facilitator fee is subject to periodic adjustment based on GVSU's policies and procedures.
- Pay GVSU for any associated textbook or course material costs.

**Grand Valley State University agrees to:**

- Review and process the non-degree seeking dual enrollment applications; no application fee is required.
- Invoice Kent ISD for the total cost of tuition (AY 2026-27 = $692/credit hour) plus any associated lab fees, textbook fees, and fees for the the Structured Learning Assistance (SLA) program. These rates are subject to periodic adjustments based on GVSU's tuition schedule and its policies and procedures.
- Assign a faculty member for each course as the instructor of the course (Instructor of Record). The GVSU faculty member will be responsible for teaching the course, assigning grades, and assessing the course.
- Track daily attendance of students through Kent ISD's attendance tracking platform.
- Invite a GVSU Admissions representative into the classroom each semester to speak with the students.
- Provide academic support and peer mentoring each semester through the GVSU Structured Learning Assistance (SLA) program, with ratios to be at most one SLA facilitator per 25 Kent ISD students.
- Provide Kent ISD administrators with a copy of each course syllabi prior to the start of the semester for their use only and not to be distributed to faculty working in other institutions.
- Provide Kent ISD students with curriculum pathways to assist in navigating future health and science programs.
- Assist Kent ISD students with obtaining GVSU student IDs to exercise the same rights and privileges as current GVSU students (e.g., access to the Rec Center, libraries, athletic events, theatre performances, esports center, etc.).

- Provide parking permit for each student in this partnership program for the AY 2026-27 academic year.
- Work with Kent ISD staff to provide additional GVSU on-campus visit opportunities.

**Both institutions agree to the following eligibility criteria for students:**

- Students must complete the GVSU non-degree dual enrollment application form.
- Students must submit a GVSU dual enrollment form signed by a parent or guardian and their high school counselor or principal.
- Students must have a high school cumulative grade point average of 3.0 or higher.
- Students must earn at least a 2.0 in each GVSU course in order to continue taking any future dual enrollment courses at GVSU.

**Program Publicity:**
Both institutions agree that all program materials, media releases, and interview comments concerning the Program shall be mutually approved before publication, release, or comment.

**Equipment:**
Kent ISD will provide GVSU with the equipment described in Appendix A for use in GVSU's educational spaces. Title to the equipment shall always remain with Kent ISD. Each party shall accept responsibility for damage, loss, or theft of the equipment on a care, custody, and control standard. The equipment shall be valued on an Actual Cash Value or Cost to Repair basis, whichever is both applicable and lower at the time of the loss.

**Program Review:**
This Program partnership shall be reviewed by representatives of both institutions annually. The Program may be suspended or revoked only upon written request by either institution with sixty (60) days advance notice to the Superintendent of Kent Intermediate School District or the Provost at Grand Valley State University. Adjustments to the schedule are made as needed. The College reserves the right to cancel courses due to low enrollment. Course cancellation decisions are made before the first day of class.

**Indemnity:**
Each party, as a governmental agency, cannot indemnify the other. Therefore, each will rely on the insurance provisions listed herein. This Agreement does not and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of Kent ISD or GVSU, its board members, employees, agents or assigns and shall not be construed to waive the defense of sovereign, governmental or official immunity held by KISD or GVSU. If either party becomes aware of a claim involving the other within the relationship, the party with knowledge of the claim shall inform the other party in writing within ten (10) days of receiving knowledge of the claim, demand, or other loss.

**Insurance:**
Each party shall procure and maintain, at all times during the term of this contract, at their sole cost and expense, the following minimum insurance coverages. Commercial General Liability and Professional or Educators Legal Liability, each for at least $1,000,000 per occurrence and $2,000,000 annual aggregate. None of the insurance policies may have affirmative Sexual Abuse or Molestation exclusions.

Upon request, each party shall provide the other with a Certificate of Insurance evidencing the required coverage. Failure to request or provide a Certificate shall in no way amend either party's obligations under this section.

**APPENDIX A**

Description of Equipment, including all relevant or available identifying information for each piece or each set. Examples include name, make, model, serial number, year, value, etc.

Intended Use of Equipment:

**Code of Conduct, Access to Supports, and Jurisdiction:**
Dual Enrolled Students shall be subject to GVSU's Policies and Procedures while on GVSU property and/or otherwise engaged in a curricular activity relating to this Agreement. Dual Enrolled Students shall be subject to the Policies and Procedures of their K-12 institutions at all other times. Both institutions will coordinate in situations where jurisdiction overlaps to ensure a thorough and fair resolution.

**GRAND VALLEY STATE UNIVERSITY**

Jennifer Drake, Ph.D.
Provost and Executive Vice President for Academic Affairs

07/08/2026
DATE

B. Donta Truss, Ed.D.
Vice President of Enrollment Development & College Futures

07/08/2026
DATE

Christopher Jones, Ph.D.
Dean, College of Liberal Arts & Sciences

7/16/2026
DATE

Jeffrey Potteiger, Ph.D.
Dean, College of Health Professions

7/16/2026
DATE

**KENT INTERMEDIATE SCHOOL DISTRICT**

Sue Gardner
Assistant Superintendent of Career & Talent Development

7/8/26
DATE

Joe Lienesch
Career & Technical Education Director

7/8/2026
DATE

**MEMORANDUM OF UNDERSTANDING**
**for**
**Fall 2026/Winter 2027**
**Between**
**Grand Rapids Community College and**
**Kent Intermediate School District**
**Early/Middle College Site**
**Associate of Applied Arts & Sciences Associate of Arts (A.A.A.S.)**
**Computer Information Systems: A.A.A.S.**
**Mechanical Design: Certificate**

This Memorandum of Understanding ("Agreement") is made and entered into by and between Grand Rapids Community College ("GRCC" or "College") and **Kent Intermediate School District** ("**Kent ISD**") (collectively, the "Parties").

**WHEREAS,** GRCC wishes to be an educational leader, partner and resource for and within its community, including through assessing and meeting learning needs of members of the **Kent ISD** community by providing higher education academic opportunities at convenient and accessible locations and times;

**WHEREAS, Kent ISD** wishes to provide learners with access to academic opportunities within its community to initiate and facilitate their higher education journeys;

**WHEREAS,** GRCC and **Kent ISD** wish to demonstrate responsible stewardship of community members' tax investments by developing new, effective, and innovative partnerships and ideas for community economic development;

**WHEREAS,** the Parties desire to create a middle college program (hereinafter "**EMC**" or "Program") at **Kent Intermediate School District;**

**WHEREAS,** the Parties intend that students admitted to the Program in tenth grade will be able complete a sequence of high school and college courses leading to the fulfillment of all Michigan Merit Curriculum requirements and earn up to an Associate Degree or certificate upon completion of a four-year program.

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

## A. Program Terms

1. GRCC will provide staff and support services, as necessary, to generate higher education academic programs at Kent ISD early/middle college programs.
2. Instructional needs and staff assignments will be determined by the GRCC Provost and Deans.
3. GRCC offerings at **Kent ISD** will be consistent with the content and quality of all other GRCC programs, regardless of location;
4. **Kent ISD** and GRCC will each designate a Program Liaison to coordinate solutions to any issues that may arise in the administration of this Agreement and to seek to

resolve any concerns or unusual circumstances.

5. GRCC will designate appropriate administrative personnel for successful operations.
6. GRCC will be solely responsible for final selection of courses offered; the creation and development of courses and curriculum consistent with its policies; and course materials used during each academic term.
7. GRCC will retain all tuition revenues generated.

## B. Grand Rapids Community College Responsibilities

During the term of this Agreement, GRCC shall:

1. Employ and compensate faculty teaching GRCC courses at **Kent ISD**, which is located at: **1655 East Beltline Avenue NE, Grand Rapids, MI 49525.**
2. Provide instruction that will be scheduled to take place between Monday - Thursday, and between the hours of 9:00 AM – 2:15 PM, as necessary, in order to fulfill GRCC contact hour and contractual standards.
3. Provide **Kent ISD** with a list of all registration and calendar activities that affect each semester.
4. Market classes within **Kent ISD**.
5. Provide on-site placement testing, if necessary.
6. Assist **Kent ISD** to determine the college-ready criteria for appropriate academic placement of students.
7. Assist with recruitment of students while adhering to GRCC admissions processes.
8. Assist with the selection of students.
9. Provide student orientation.
10. Provide GRCC faculty orientation to location and early college concept and ideals.
11. The Parties agree that GRCC instructors assigned to Kent ISD courses must meet background check requirements and standards which apply to Michigan K-12 school entities under Michigan law. Therefore, GRCC shall notify Kent ISD of the assigned instructors as soon as practicable prior to the start of the respective semester. Whenever possible, this notification shall occur at least three weeks prior to the start of the semester. GRCC will provide such instructors with information provided by Kent ISD regarding the completion of criminal background fingerprint check processes using Kent ISD's Agency ID. The GRCC instructor may elect to utilize the GRCC Police Department or another law enforcement agency for completing the fingerprinting process, but must undergo a criminal background fingerprint check using Kent ISD's Agency ID, upon Kent ISD's determination that such a check is required by law. No GRCC instructor shall be disqualified from placement in a Kent ISD facility based on the results of a background check, except to the extent required by law. In the event an instructor may not be placed into such an assignment based on the results of the background check, Kent ISD will notify GRCC as soon as practicable. GRCC will strive to provide an alternate qualified staff to the extent feasible.
12. Coordinate resources and efforts related to facility and operational needs.
13. Provide information as needed by **Kent ISD** administration including, but not limited to, required textbooks, class lists, final grades, and invoices/billing statements.
14. As needed, conduct in-service training for designated **Kent ISD** personnel regarding GRCC policies, forms, and procedures.
15. Provide academic advising, tutoring, navigator; and other student support services, as deemed appropriate by GRCC.
16. Provide specifications for appropriate classroom space, network infrastructure,

equipment and material storage, utilities, facility maintenance, and custodial services consistent with standards for other GRCC classrooms.

17. Provide invoices in a timely fashion.
18. Abide by applicable laws regarding students with disabilities (including the Americans with Disabilities Act, as Amended, and the Rehabilitation Act of 1973), including through the provision of access to appropriate college-level accommodations when a disability is documented and the student registers with **Kent ISD** Special Education Services office.
19. Abide by applicable laws student privacy laws (including the Family Educational Rights and Privacy Act) and the Parties' policies and procedures relating to education records, and student personally identifiable information.
20. Require faculty and staff assigned to **Kent ISD** to follow and abide by safety and cleaning requirements established by **Kent ISD**.

## C. Kent Intermediate School District Responsibilities

During the term of this Agreement, **Kent ISD** shall:

1. Assist in developing the calendar of Program activities and class schedules.
2. Adhere to GRCC academic standards relating to classes, instruction, and programming.
3. Comply with the timelines set forth in this Agreement, and **Kent ISD** acknowledges that failure to meet such timelines may result in GRCC's inability to offer courses at **Kent ISD** in current or future semesters.
4. Make every effort to provide GRCC with its master calendar by **June 1**, but in no case later than **August 1** prior to the start of the academic year. **Kent ISD** understands and acknowledges that GRCC's ability to schedule preferred classes will be diminished if calendars are received after **June 1**.
5. Assist with the recruitment of eligible students (who must be actively enrolled at **Kent ISD**) for the Program.
6. Provide GRCC with input regarding Program design and curricular offerings.
7. Unless otherwise agreed upon by the Parties, recruit and register no less than eighteen (18) eligible students for the Program, subject to GRCC's right to determine the maximum number of students per class. If the requisite number of students are not registered by **August 20** (for the fall semester) and **December 15** (for the winter semester), **Kent ISD** will be responsible to GRCC for the payment of tuition and fees for each student who was not registered (up to eighteen (18) students).
8. Submit student applications in a timely fashion for the appropriate college semester. Applications must be submitted no later than **May 1** for the fall semester, and **November 30** for Winter semester.
9. Abide by applicable laws student privacy laws (including the Family Educational Rights and Privacy Act) and the Parties' policies and procedures relating to education records, and student personally identifiable information.
10. Assist in promoting GRCC courses within **Kent ISD**.
11. Provide appropriate facilities, equipment and classroom resources to support the academic programs offered by GRCC at **Kent ISD**, including:
    a. Adequate heating, lighting, and classroom equipment;
    b. Classrooms with internet accessibility;
    c. Access to computer labs, as necessary;
    d. Maintenance of equipment and facilities;

e. LCD projectors with connectivity and speakers, including cables for laptop connections;
f. Classroom furniture suitable for college learners; and
g. Access to a copy machine for reasonable faculty use, as needed.

12. Provide information regarding **Kent ISD** and the facility in which Program classes will occur to GRCC faculty and staff assigned to **Kent ISD**. Such information will be sufficient to allow instructors to function effectively within the teaching environment, and shall include, without limitation, information regarding: classroom location and access; fire exit locations and access; restroom facility locations and access; employee lounge and break area locations and access; parking locations and access; building emergency response procedures; and local procedures for informing students about the cancellation of classes.
13. Coordinate safety and security policies and procedures relating to **Kent ISD** facilities, as needed, and notify the GRCC Program Liaison and the GRCC Campus Police Department of any suspected criminal activity that takes place on district property during the hours GRCC holds classes.
14. Provide technology support to assist GRCC faculty, staff, and students with any technology problems that may be encountered in connection with Program activities.
15. Comply with applicable disability and accessibility laws (including the Americans with Disabilities Act, as Amended, and the Rehabilitation Act of 1973) relating to students, employees, and the public.
16. Communicate building closures and class cancellations, including those based upon inclement weather decisions, in a timely manner. Class time that is lost due to building closures is not required to be made up due to inclement weather.
17. Process and pay invoices in a timely manner.
18. Provide timely class lists to GRCC.
19. Make any recommendation or requests for schedule changes after classes have been approved in a timely manner to GRCC's Director of High School Partnerships. GRCC retains the right to determine whether to acquiesce in any such requests.
20. Provide a staff contact who will assist GRCC's Disability Support Services Office in implementing approved accommodations for students with disabilities
21. Provide GRCC with contact information for **Kent ISD**'s Title IX Coordinator, and promptly report all alleged incidents of sexual harassment, sex discrimination, or other conduct prohibited by GRCC's Title IX Sexual Harassment Policy or GRCC's Non-Discrimination, Anti-Harassment and Equal Opportunity Policy. All such reports will be made to GRCC's Director of Equal Opportunity Compliance & Title IX Coordinator. Each Party agrees that it will comply with applicable laws, including Title IX, regarding the investigation and resolution of all such incidents.
22. **Kent ISD** will follow and abide by its established safety and cleaning requirements and any other such requirements under applicable laws.

## D. Tuition, Fees, Refunds, and Textbooks

1. GRCC assesses tuition by contact hour for students attending the College and participating in credit-based classes.
2. Program students will be charged according to state guidelines. However, the GRCC Board of Trustees (Board) may, upon the recommendations of the College's President, establish a separate tuition rate for Program students when attending classes held at their local district. This rate may be inclusive of all uniform fees which may be established by the Board, considering the costs incurred by the local district when holding college

classes on its premises. The rate for 2026-27 on-site cohorted classes is $143.00 per credit hour.

3. Any Program student that is also enrolled in a GRCC course taking place at a GRCC facility will be charged the College's regular, applicable tuition and fee rates for such a course.
4. Special course and/or lab fees do not require approval by the Board. These fees are intended to offset the cost of consumable materials and supplies used in specific courses, and are approved by the College's Provost.
5. All refunds of tuition and fees will be based on the student's official withdrawal date in accordance with GRCC's established Student Refunds Policy.
6. In general, fall semester invoices will be sent to **Kent ISD** in November, and winter semester invoices will be sent to **Kent ISD** in March.
7. GRCC will ensure that information regarding College-approved, applicable course textbooks and materials is provided to **Kent ISD** in sufficient time for the ordering, purchasing, and delivery of such textbooks and materials prior to the start of each semester.

## E. Rent

1. GRCC will pay **Kent ISD** a rental fee of $14.00 per hour of Program classroom use for in-person courses and instruction for the fall 2026 and the winter 2027 semesters. **Kent ISD** will submit invoices to GRCC in January (for the fall semester) and May (for the winter semester). GRCC will timely process and pay such invoices.
2. By way of example and for avoidance of doubt, the rental fee for a course that is offered for one hour per day for ninety (90) instructional days within a semester would be charged as follows: 1 classroom for 1 hour per day for 90 total days: 1*90*$14.00 = $1,215
3. It is anticipated that no more than Nine Hundred and Ninety (990) hours will be charged per semester.
4. If the Parties agree to the rental of additional space, a rental fee of $10.00 per square foot per semester shall be charged and invoiced in the manner set forth above in Section (E)(1).
5. The Parties agree to meet and collaborate upon request to determine the appropriate compensation and rental fees for future semesters under any successor agreements.

## F. Inclement Weather and Building Closures

Any decision to close buildings or otherwise to cancel classes at **Kent ISD** will be made independently by School District administration. If a cancellation decision is made, GRCC will not hold courses. Cancellations will be posted to area media weather forums by **Kent ISD** administration and on **Kent ISD**'s website.

## G. Insurance

Each Party shall each maintain appropriate General Liability Insurance throughout the Term of this Agreement. Evidence of such coverage shall be provided upon request.

## H. Indemnification and Hold Harmless

To the extent allowable by law, GRCC shall indemnify and hold harmless **Kent ISD** from any and all claims brought on behalf of any third-party arising out of any act or omission by any GRCC employee, student, or agent related to this Agreement or its subject matter.

To the extent allowable by law, **Kent ISD** shall indemnify and hold harmless GRCC from any and all claims brought on behalf of any third-party arising out of any act or omission by any **Kent ISD** employee, student, or agent related to this Agreement or its subject matter.

## I. Non-Discrimination

GRCC and **Kent ISD** will not discriminate against any student based on the protected classes of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, protected veteran status, genetic information, height, weight, marital status, or any other basis protected by law.

## J. Non-Exclusive Agreement

This Agreement shall not prohibit either party from providing educational services to other community agencies or institutions.

## K. Term and Termination

This Agreement shall become effective upon execution by both Parties and will continue for a period of one (1) year, unless terminated by either Party. Either Party may terminate this Agreement at any time and for any reason by providing at least thirty (30) days' prior written notice. Such termination shall be effective upon the completion of all scheduled classes. The Parties agree that they intend to enter into a successor agreement covering the subject matter of this Agreement on a yearly basis, but nothing contained in this Agreement shall create any obligation for either Party to enter into any future agreement.

## L. Resolution of Concerns

In the event that a service provided by the **Kent ISD** does not meet GRCC's expectation, the College's Director of High School Partnerships will notify the **Kent ISD** Liaison in an effort to resolve any concerns. If the concern is not resolved within a reasonable period of time, the Director of High School Partnerships will notify the Provost of the College or designee, who, in turn will review the matter with the **Kent ISD** Superintendent or designee.

In the event that a service provided by GRCC does not meet **Kent ISD**'s expectation, the **Kent ISD** Liaison will notify the College's Director of High School Partnerships in an effort to resolve any concerns. If the concern is not resolved within a reasonable period of time, the **Kent ISD** Liaison will notify the School District Superintendent or designee, who, in turn will review the matter with the Provost of the College.

## M. Entire Agreement

This Agreement constitutes the entire agreement between the Parties with respect to its subject matter and may be modified only by written agreement of the Parties.

## N. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan without regard to conflict of law or choice of law principles.

**Grand Rapids Community College**

By: John Globoker

Its: VP of Finance & Administration

7/29/24
Date

**Kent Intermediate School District Superintendent/Designee Representative**

By: Sue Gardner

Its: Asst Sup. of Talent Dev.

7/28/24
Date

COLLABORATIVE EDUCATION PROGRM (DUAL ENROLLMENT)

MEMORANDUM OF UNDERSTANDING

BETWEEN

KENT INTERMEDIATE SCHOOL DISTRICT

AND

DAVENPORT UNIVERSITY

## Article I

This Memorandum of Understanding is made this 1st$^{th}$ day of July, 2026 and between Davenport University (hereinafter referred to as the University), Kent Intermediate School District (hereinafter referred to as Kent ISD), collectively referred to as "the parties." This agreement shall remain in effect for one year and shall expire on June 30, 2027.

The Kent Intermediate School District Collaborative Education Program (Dual Enrollment) High School, hereinafter called "the DEHS," shall offer students in Kent ISD a unique high school and college learning experience designed and delivered through a collaborative partnership between Kent ISD and the University.

Collaborative Education Program (Dual Enrollment) is a program for high school students to earn college credits by completing coursework at the Kent Career Technical Center, on University campuses, and through online learning environments. The goal of Collaborative Education Program (Dual Enrollment) is to support all students, parents, citizens, and the region by providing an innovative and efficient educational program for accelerated learning that reduces the time and expense of education beyond high school.

Kent ISD and the University will maintain the integrity of their separate programs and enter into this agreement as equal partners.

## Article II
## Agreement on Principles

Kent ISD and the University agree that any student who has earned a high school diploma, earned articulated credit, and earned Collaborative Education Program (Dual Enrollment) credit at Kent ISD may apply these credits toward an associate degree program at the University. The University graduation requirements for students who follow this Memorandum of Understanding are as follows:

1. Successfully complete the Collaborative Education Program (Dual Enrollment) course(s) at Kent Career Technical Center

2. Earn a high school diploma at student's home school in conjunction with Kent Career Technical Center

3. Complete the process to be awarded articulated credit

4. Select a pathway at the University that is consistent with earned articulated credit and Collaborative Education Program (Dual Enrollment) course work taken at Kent ISD and the University

5. Meet the University residency requirements within the selected associate degree program

## Article III
## Agreement of Program Articulation

Kent ISD and the University agree that a person who has completed Collaborative Education Program (Dual Enrollment) course(s) with a C (2.0) or better through this Memorandum of Understanding may continue onto an associate's degree or bachelor's degree program at the University and will not be required to take duplicative coursework, except where minimum grade expectations are not met for sequential classes. The selection of a bachelor degree program at the University will determine the extent of credit applied.

It is further agreed that Kent ISD and the University will continue to cooperate in the development of additional program plans. Such plans will come under this Memorandum of Understanding and will be added to this document upon approval of Assistant Superintendent of Career and Talent Development at Kent ISD and the Associate Director of Transfer Articulation at the University or their designees.

## Article IV
## Agreement of Confidentiality and Reporting

The University and Kent ISD agree to abide by all state and federal laws as well as the College and the Kent ISD policies and procedures in respect to confidentiality and student educational records under the Family Educational Rights and Privacy Act (FERPA).

The University shall report in the STARR, the District shall maintain normal reporting requirements to the Michigan Department of Education (e.g. MSDS, CTEIS if applicable, etc.). Kent ISD will engage in Michigan Dual Enrollment Association (MDEHSA) data reporting as feasible.

## Article V
## Agreement on Communication

Kent ISD and the University agree to cooperate by communicating with each other and with common and respective publics concerning the established relationship between courses and programs at Kent ISD and the University. Communication will include the development of various kinds of publications to inform people who might benefit personally from the opportunities provided by an associate degree and/or a bachelor degree program at the University based on completion of coursework leading to an associate degree through this Memorandum of Understanding.

Kent ISD and the University further agree to communicate concerning curriculum changes that affect the associate or bachelor degree programs and to communicate concerning the development of plans that might lead to further opportunities for programs between the institutions. Responsibility for communication related to this Memorandum of Understanding will be given to the Assistant Superintendent of Career and Talent Development at Kent ISD and the Associate Director of Transfer Articulation at the University or their designees.

All joint program information, communication, and public relations activities as well as the use of logos, trademarks, crests, coats-of-arms, etc. of each institution by the other institution on promotional material will be done only with prior notice and reasonable opportunity for input and any edition. Each institution reserves the right of refusal of any such use if agreement of use is not reached.

## Article VI
## Agreement on Financial Responsibilities

Tuition and fees will be paid per established guidelines. Kent ISD will be responsible for arranging the payment of tuition and mandatory fees.

The University-approved textbooks, syllabi, supplemental materials, and course outlines shall apply to the courses and all students in the courses when offered under the provisions of this agreement. All associated costs for textbooks and supplemental materials required for classes, as determined by the College and its faculty, will be the responsibility of the student and/or the District.

## Article VII
## Agreement on Advising

The parties agree to supply adequate counseling and support for the Collaborative Education Program (Dual Enrollment) students, including academic advising services to students enrolled in the University degree programs. The University agrees to supply professional development opportunities to the District counselor(s) and/or college navigator(s) so that they can provide accurate advising to students. The University also agrees that students who need academic advising beyond the capabilities of the staff provided by the Kent ISD should use an advisor at the University. Kent ISD and the University shall provide distinct wrap-around services to ensure the success of each Collaborative Education Program (Dual Enrollment) student, including:

a. Guidance and counseling
b. Career and the College readiness curriculum support
c. A designated Collaborative Education Program (Dual Enrollment) liaison to answer student questions
d. Behavior and misconduct obligations

## Article VIII
## Renewal and Termination of Agreement

This MOU may be amended by mutual written agreement of both parties. This MOU will be in force for one (1) year following signing and is renewable annually based on the consent of the signatory parties. The University and the Kent ISD reserve the right to terminate this MOU upon service of a 30-day written notice to the other party. After notification, a one (1) year period of participation and operation of the programs shall be continued to allow for an orderly transition at the University and Kent ISD. Should the expiration of a one (1) year period fall during the academic year, the agreement shall be extended to the end of the current academic year.

## Kent ISD Collaborative Education Program (Dual Enrollment) Program Details

### Collaborative Education Program (Dual Enrollment) Agreement
This agreement is effective for the 2026-2027 Academic Year. Kent ISD and the University will review this agreement and program details on an annual basis.

### Student Enrollment
Courses offered as part of the Collaborative Education Program (Dual Enrollment) will be face to face, on campus instruction with a minimum enrollment of ten (10) students required to run each course section. Due to lab space limitations, each cohort is limited to a maximum of sixteen (16) students. The program may accommodate up to two (2) cohorts per semester, for a maximum total enrollment of thirty-two (32) student.

### Faculty Credentialing
Kent ISD faculty must be credentialed as a University faculty member to be able to teach University classes.

### Student Eligibility Criteria
Students must satisfy all State of Michigan and Michigan Department of Education Collaborative Education Program (Dual Enrollment) Qualifications. Other eligibility requirements may be required and will be determined by the high school and/or the University.

- Family Educational Rights and Privacy Act (FERPA) authorization must be submitted.
- Students may also need to meet additional criteria specified by Kent ISD.

### Determination of College-Level English and College-Level Math Preparation/Placement
All students interested in participating in the Collaborative Education Program (Dual Enrollment) program must demonstrate college-level English and college-level math preparedness. Students who do not demonstrate college-level English and college-level math preparedness will not be accepted into the Collaborative Education Program (Dual Enrollment) program.

### Orientations
Students should go to my.davenport.edu and click on My Connections. On the Student Connections page under the Advising Tools - Registration section click on the New Student Orientation option.

### Communication
University faculty and staff will communicate with Collaborative Education Program (Dual Enrollment) students via their Panther Mail (Davenport University student email). Students must frequently check their Panther Mail. Students should also send communications to their advisors and faculty via PantherMail. Students may forward their PantherMail to their personal email.

### Tuition Rate
Kent ISD will be charged the current University Collaborative Education Program (Dual Enrollment) Tuition rate for the respective academic year.

The tuition rate charged will be the current academic year published Dual/Collaborative Education Program (Dual Enrollment) Tuition rate, which for the 2026-27 academic year is $223/credit.

Any course or course change request, (i.e. length, meeting day/time, delivery format, etc.), which exceeds the University's standardized instructional time parameters will incur an additional cost.

**Future Tuition Rates:** Tuition rates are reviewed and updated on an annual basis. Tuition for subsequent years will be announced no later than April 30th prior to the academic year commencing.

**Books and Supplemental Materials**
University-approved textbooks, syllabi, supplemental materials, and course outlines, shall apply to the courses and all students in the courses when offered under the provisions of this agreement. All textbooks, supplemental materials, access codes, and course-related fees required for classes, as determined by the University and its faculty, will be the responsibility of Kent ISD. A fee for instructor mileage may occur when an instructor does not reside in the district or region.

**Student Confidentiality and Records**
All rules regarding the records of students taking courses for credit under this agreement shall comply with current University policies. To comply with the Family Educational Rights and Privacy Act (FERPA), all students enrolled in the Collaborative Education Program (Dual Enrollment) program must complete a FERPA waiver from the University to allow the Kent ISD and parents/guardians access to students' records.

**Transportation**
Transportation and any related transportation costs will be the responsibility of the student and/or High School.

**Online Classes**
The University's online course offerings provide an interactive, technology-based learning environment as another educational option to meet students' unique learning and lifestyle needs. Using Blackboard Learn, students will link with faculty members as well as fellow students in their classroom. Assignments include discussion boards, team projects, papers, journals, and simulations.

Students are expected to meet assignment deadlines established in advance by the instructor.

Online coursework relies heavily on written communication, teamwork, and problem-solving skills.

Minimum computer skills such as the ability to set up a computer file, knowledge of various internet browsers, and the availability of high-speed internet are necessary. In addition, students must have functional skills in email, word processing, and spreadsheet application.

**Academic Calendar**
Courses for the Collaborative Education Program (Dual Enrollment) programs will be delivered according to the University academic calendar. Courses taught at a DU campus or through DU online will be scheduled according to the campus (days and times) or online offerings.

**Attendance Policy**
Students attending classes at a DU campus or online will be required to comply with existing attendance policy requirements. Unexcused or excessive absences may result in administrative withdrawal from a class. Students should refer to the university catalog for details regarding the Attendance Policy for both in-seat and online courses.

Students should notify University faculty if they are going to be absent from class.

**Student Alerts/Attendance Alerts**
The University is committed to connecting students with resources that may assist a student in meeting educational and career goals. The University recognizes that early intervention is critically important to a student's long-term academic success. To that end, University faculty regularly communicate with students and their advisors, including Kent ISD designee(s), regarding academic progress and other concerns related to performance or attendance.

**Failing a Class/Tentative Dismissal Status/Appeal & Reinstatement Process**
A student who fails a class will be required to work with his/her University advisor and Kent ISD designee to determine the best course of action for the student to continue in the Collaborative Education Program (Dual Enrollment) program. The University will notify the Kent ISD designee when a student fails a course. If the failed course is a prerequisite course, it may affect the student's remaining sequence of courses and the program completion date. Kent ISD will be responsible for any tuition, books, and fees incurred by repetition of a failed class.

**DU Faculty Illness or Inability to Hold Class**
If a DU faculty member teaching at KENT ISD is unable to hold a class, DU **will not** be responsible for providing a substitute teacher. The DU faculty member will contact Kent ISD and students as soon as an absence becomes necessary. Students will be expected to follow the course syllabus and keep to the proposed schedule of course activity.

**Cancellation of Classes held on the University Campus**
It is the University's policy that all students and staff must report to campus for their class during its regularly scheduled meeting time, unless they are directed otherwise. Students are expected to check all forms of communication (phone, the DU website (www.davenport.edu), PantherMail, Blackboard, and local news stations) for any notices or alerts of canceled courses for any reason.

**Transcripts**
After a student completes a University class and the final grade is posted, the University Registrar's Office will send the student's official grades to Kent ISD at the end of each academic semester. Some high school classes will count for articulated credit toward University programs. At the completion of each academic semester, the high school counselor will complete the University articulation form and forward it along with the student's official transcripts to the University for college credit to be posted.

**Additional Agreement Terms**

1. The University will provide staff and support services, as necessary, to deliver academic programs for Kent ISD.
2. Instructional needs and staff assignments will be determined by the University Associate Department Chairs.
3. University offerings at Kent ISD will be consistent with the content and quality of all other University programs, regardless of location.
4. Kent ISD and the University will each designate a liaison to coordinate solutions to issues that arise in the administration of this Agreement and to resolve any concerns or unusual circumstances.

The University will:

1. Employ and compensate faculty teaching University courses for Kent ISD. Courses will be scheduled to run as necessary to fulfill the University minute standards. Additional tuition charges will be incurred by Kent ISD for course requests that run beyond University minute standards.
2. Provide Kent ISD with a list of all registration and calendar activities that affect each semester.
3. Market classes within Kent ISD.
4. Assist Kent ISD to determine the college-ready criteria for appropriate academic placement of students.
5. Assist with recruitment of students while adhering to the University admissions standards and processes.
6. Provide student orientation.
7. Provide the University faculty orientation with Collaborative Education Program (Dual Enrollment) concepts and ideals.
8. Adhere to all appropriate criminal background investigations (fingerprinting) of its staff and/or faculty required by Kent ISD.
9. Coordinate resources and efforts related to facility and operational needs.
10. Provide information as needed by Kent ISD administration including, but not limited, to textbooks, class lists, final grades, and invoices/billing statements.
11. Conduct in-service training for designated Kent ISD personnel regarding University forms, procedures, and student policies, as needed.
12. Provide academic advising, online tutoring, and other student services, as deemed appropriate by the University.
13. Provide specifications for appropriate classroom space, network infrastructure, equipment and material storage, utilities, facility maintenance, and custodial services consistent with standards for other University classrooms.
14. Provide invoices in a timely fashion.

Kent ISD will:

1. Assist in developing the calendar of activities/schedule of classes for the Collaborative Education Program (Dual Enrollment) program.
2. Provide the University with a list of all calendar activities that affect each semester.
3. Adhere to University guidelines regarding academic standards.
4. Make every effort to provide the University with a master calendar by June 1, but no later than August 1 before the start of the school year. Kent ISD understands that the University's ability to schedule preferred classes will be diminished if calendars are received after June 1.
5. Assist with the recruitment of students for the Collaborative Education Program (Dual Enrollment) program while adhering to the University admissions requirements, including a 2.5 or higher cumulative grade point average. Students in the Collaborative Education Program (Dual Enrollment) program must be active and current high school students.
6. Collaborate on the design of program and curricular offerings.
7. Recruit and enroll no less than 10 students unless otherwise agreed upon. The University will determine the maximum number of students per class.
8. Submit student applications no later than August 1st for the Fall semester and November 30th for Winter semester.
9. Abide by all state and federal laws as well as the University's and Kent ISD's policies and procedures in respect to confidentiality and student educational records (FERPA).
10. Assist in promoting the University courses within Kent ISD.
11. Provide technology support to assist University faculty and students with any technology problems.
12. Communicate inclement weather decisions in a timely manner. Lost class time is not required to be made up due to inclement weather.
13. Process and pay invoices in a timely manner.
14. After course schedules have been approved, Kent ISD will make recommendations/requests for schedule changes to the Manager of Collaborative Education Program (Dual Enrollment). If feasible, any recommendation/requests must be approved by the academic dean's office where the course lies.

Miscellaneous:

1. Collaborative Education Program (Dual Enrollment) students must use the University Course Concern Procedure when providing a complaint.

**Insurance:**

The University shall maintain a general liability insurance policy for University students and faculty. Such insurance shall cover the acts and omissions of the students and/or faculty members while at Kent ISD facility pursuant to this Agreement.

The University and Kent ISD agree that each shall carry appropriate General Liability insurance which shall be subject to each party providing a certificate of insurance to show proof of coverage.

**Indemnification and Hold Harmless:**

The University shall indemnify and hold harmless Kent ISD from any and all claims brought on behalf of any faculty member, staff, student, employee, agent or other third parties arising out of the act or omission by a faculty member, staff or student of the University while involved in educational activities on the premises of Kent ISD.

Kent ISD shall indemnify and hold harmless the University from any and all claims arising out of the act or omission by a faculty member, staff, student, employee, agent or other third parties arising out of the act or omission by a faculty member, staff or student of Kent ISD while the University is involved in educational activities on the premises of Kent ISD.

**Non-Exclusive:**

This agreement shall not prohibit either party from providing educational services to other community agencies.

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

BETWEEN

KENT INTERMEDIATE SCHOOL DISTRICT

AND

DAVENPORT UNIVERSITY

This Addendum is made this 1st day of July, 2026, and between Davenport University (hereinafter referred to as the University) and Kent Intermediate School District (hereinafter referred to as Kent ISD), collectively referred to as "the parties." This Addendum supplements the Memorandum of Understanding (MOU) executed on July 1, 2026.

**Article IX**
**Withdrawal Policy**

All students enrolled in Collaborative Education Program (Dual Enrollment) courses under this MOU are required to follow the University's official withdrawal policy. It is the responsibility of Kent ISD to ensure that students are informed of and comply with the University's withdrawal timelines and procedures.

**Article X**
**Financial Provisions for Kent ISD-Instructed Courses**

When a Dual Enrollment course is taught by a Kent ISD instructor, Davenport University will provide a credit of $900 per credit hour toward tuition for that course. No additional adjunct pay from Davenport University shall be provided to Kent ISD instructors teaching such courses.

**Article XI**
**Facility Usage**

The Parties agree that there will be no additional facility costs assessed to Kent ISD or the University for the use of classroom space to teach the additional Collaborative Education Program (Dual Enrollment) class on Fridays.

**Article XII**
**Effect of Addendum**

All other terms and conditions of the Memorandum of Understanding dated July 1, 2026, remain in full force and effect. In the event of a conflict between the MOU and this Addendum, the provisions of this Addendum shall govern.

MEMORANDUM OF UNDERSTANDING SIGNATORIES

Ron Gorman, Ph.D.
Superintendent
Kent ISD

Anthony Anderson
Interim President
Davenport University

Sue Gardner
Assistant Superintendent of Career and Talent
Kent Career Technical Center

Gilda Gely, Ph.D.
Executive Vice President for Academics and Provost
Davenport University

# BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action _ __X___

Item: MOUs for Early Middle College and Dual Enrollment Programs

Submitted by: Joe Lienesch Date: September 14, 2026

Recommended by: Sue Gardner Board Meeting Date: September 17, 2026

**RECOMMENDATION:**

Memoranda of Understanding (MOU) have been established between Kent ISD and several local colleges and universities to grow Early Middle College and CTE Dual Enrollment offerings for our students throughout the county. The following copies of each organizations' executed MOUs have been provided for review:

CTE Dual Enrollment:

- Davenport University (26-27)
- Grand Valley State University (26-27)

Early Middle College (LaunchU)

- Grand Rapids Community College (26-27)

**BACKGROUND:**

Kent ISD is committed to expanding opportunities for students to earn college credit and experience meaningful postsecondary coursework while still in high school. Early Middle College and CTE Dual Enrollment programs provide students with valuable pathways to college and career readiness while helping them make progress toward their postsecondary goals. These efforts align with the Michigan Department of Education's emphasis on increasing access to high-quality postsecondary opportunities and strengthening college and career readiness. To support these opportunities, Kent ISD has developed Memoranda of Understanding with the three colleges and universities that currently partner with Kent ISD to provide Early Middle College and/or CTE Dual Enrollment opportunities for students.

# BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action _ _ x ___

Item: Purchased Services – Regional Programs

Submitted by: Joe Lienesch Date: _9/14/26____

Recommended by: Sue Gardner Board Meeting Date: 9/21/26___

**RECOMMENDATION:**

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

- Center for Medical Training: CTE CNA Program Training, 1st semester Cost $37,000
- Next Step of West Michigan: CTE Woodworking, Cost $116,880
- West Michigan Construction Institute: CTE Construction & Electrical, Cost $468,000

**BACKGROUND:**

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

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