

# 2019-2020 KENT ISD SERVICE CATALOG



# KENT ISD SERVICE CATALOG

## MESSAGE FROM THE SUPERINTENDENT

Colleagues:

We are pleased to share the 2019-20202 Kent ISD Service Catalog with you.

This Catalogue is intended to serve two primary purposes:

1. To communicate the Kent ISD services that are available to you as an educator, school, district, or community member; and,
2. To help Kent ISD clearly articulate outcomes that will assist us in measuring and maximizing implementation and impact of our work.

Our goal is to ensure that Kent ISD provides you with the highest quality leadership and service so that every student in every classroom achieves their best every day.

Whether we have been partners for many years or this is the first time you are considering the services we provide, we hope this publication is beneficial, and we look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Caniff". The signature is fluid and cursive, with a large initial "R" and "C".

Ron Caniff, Superintendent  
Kent Intermediate School District

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## BUSINESS SERVICES

### DESCRIPTION

The purpose of the Kent ISD Business Services Department is to provide accurate, detailed financial service and information to internal and external customers, with an emphasis on continued improvement, collaboration, and customer satisfaction.

Service	What We Provide	Intended Outcomes
<b>Payroll Services</b>	Payroll processing for local districts. Services include processing payroll and issuing payroll checks; complete ORS reporting; submission of EPARS and demographic files; reconciling insurance and preparing invoices for payment; complete IRS form 941 quarterly reporting; reconciling, printing and filing W2 forms; and preparing fiscal year end payroll and compensated absences accruals.  <b>Note: Districts must use MUNIS financial software to participate.</b>	Efficiencies and expertise in payroll processing and reporting  Operational cost savings
<b>Accounts Payable Services</b>	Accounts payable services for local districts. Services include processing accounts payable checks weekly; processing and submitting purchase orders to vendors; review and follow up on monthly statements from vendors; maintaining vendor information on the financial system; collecting W9 forms from vendors; reconciling and printing 1099 forms.  <b>Note: Districts must use MUNIS financial software to participate.</b>	Efficiencies and expertise in accounts payable processing and reporting  Operational cost savings

For more information, please contact: [business@kentisd.org](mailto:business@kentisd.org)

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## CAREER READINESS

### DESCRIPTION:

The Career Readiness Department is driven by two central questions:

1. What do students want to be when they grow up?
2. How can schools, families, and communities help them explore their options?

Career Readiness consultants provide a variety of services and resources to help educators develop students' career maturity while enhancing their academic experiences in grades K-12. Additionally, they find local employers to work alongside educators as partners in this endeavor.

Educator Services	What We Provide	Intended Outcomes
<b>Teachers in Industry</b>	Visits to Employers - A full day out of the classroom visiting two different employers, exploring industry trends and ways to connect classroom content to the business world. Employers may host from one to thirty educators at a time for sixty - ninety minutes. Offered multiple times throughout the year.	<p>Teachers informed about local employer needs, labor market trends, and new technologies</p> <p>Awareness of how to connect classroom content to real world applications and business practices so that students are college-and-career ready</p> <p>Encouragement of meaningful collaboration between educators and the business community</p>
<b>Teachers in Industry LITE</b>	Visits to Employers - abbreviated version of the Teachers in Industry program, allowing buildings to use professional learning days or coordinated after-school programming to introduce Career Readiness concepts to staff.	<p>Teachers informed about local employer needs, labor market trends, and new technologies</p> <p>Awareness of how to connect classroom content to real world applications and business practices so that students are college-and-career ready</p> <p>Encouragement of meaningful collaboration between educators and the business community</p>
<b>Consultation</b>	Consultation and support for individual teachers or schools looking to incorporate more Career Readiness into planning and instruction. A liaison to support building relationships with local employers who will partner with schools in career preparation.	<p>Increased Career Readiness opportunities for students and more Career Readiness instruction in the curriculum</p> <p>Increase partnerships between schools and local employers</p>

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<p><b>Professional Learning</b></p>	<p>Professional learning that helps educators connect what they teach in the classroom to current practices in business and industry and demonstrate the real world relevancy of their lessons. Themes include the STEM Thinking Series, Soft Skill Development, Presentation Skills, Resume-building, STEM in the Classroom, Design Thinking and more. Offered in a variety of formats, including webinars viewable from anywhere.</p>	<p>Increased integration of career readiness and industry applications into teaching and learning</p> <p>Increased student engagement and relevancy of classroom content to real life application and future careers</p>
<p><b>STEM Network</b></p>	<p>Two days of interactive experiences under the theme “Connect, Explore, Achieve” where teachers visit local businesses to explore how they use educational content in industry; work with like-minded peers to develop engaging, standards-based real-world lessons that enable student success; and learn what other districts are doing in the world of STEM.</p>	<p>Classroom content connected to the world of work</p> <p>Resources to support STEM-based curriculum and instruction</p> <p>High levels of student engagement as they see the relationship between school and work.</p>
<p><b>STEM Technical Assistance</b></p>	<p>Consultation with specialists having both classroom experience and industry background in designing learning opportunities across science, technology, engineering, and math that will engage, excite, and demonstrate both application and relevance of content.</p>	<p>Increased connections of classroom content to the world of work, resulting in increased student engagement and achievement</p> <p>Improved educator efficiency by using problem-based learning to teach multiple standards simultaneously</p>
<p><b>Classroom Presentations</b></p>	<p>Guest speakers ranging from members of the Career Readiness team to local business representatives and professionals working in a wide range of fields. Enables students and teachers to hear from the experts without leaving the classroom.</p>	<p>Learners exposed to new career pathways</p>
<p><b>Business Problem Video Library</b></p>	<p>Five-to-ten minute videos created by the Career Readiness team and local business representatives presenting problems they’ve faced and describing how they solved the issue. We connect the academic standards so educators can use the videos to launch content inquiry, enhance lessons, demonstrate subject matter in action and boost industry and career field awareness. <a href="http://www.Bit.ly/KISDBPVL">www.Bit.ly/KISDBPVL</a></p>	<p>Understanding of the application of content to business</p> <p>Learners exposed to new career pathways</p>

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Student Services	What We Provide	Intended Outcomes
<p><b>Groundhog Shadow Day</b></p>	<p>An opportunity for high school students to explore a field of their choice through a single day job shadow experience. Participants travel directly to the employer location and spend five hours with a mentor. Industries of focus include all 16 national career clusters.</p>	<p>Connecting students to industry mentors</p> <p>Exposure of students to workplace environments, professional interactions, team dynamics, and job expectations in a career area of interest</p>
<p><b>MICareerQuest</b></p>	<p>An opportunity for high school students to explore a field of their choice through an annual job exposition.</p>	<p>Expansion of students' perception of career possibilities</p>
<p><b>Health Career Immersion</b></p>	<p>An opportunity for high school seniors to explore health careers by observing a variety of healthcare professionals such as nurses, radiologists, physical therapists, physician assistants and others in action. Students commit to approximately five hours each week for fifteen weeks.</p>	<p>Connection of students to health industry mentors</p> <p>Exposure of students to workplace environments, professional interactions, team interactions, and job expectations in health careers and expansion of students' perceptions of career possibilities</p>
<p><b>Talk &amp; Tour Career Series</b></p>	<p>Evening tours and presentations hosted by local businesses for 7th-12th grade students and their families to learn about in-demand careers.</p>	<p>Exposure to multiple educational avenues into a career pathway and the modern workplace</p> <p>Increased student and parent awareness of in-demand and economically-viable careers</p>
<p><b>Industry Tours for Students</b></p>	<p>Tours of local businesses and industries for up to thirty students where employers show what makes their organization and industry important and valuable to our region.</p>	<p>Exposure of students to workplace environments, professional interactions, team dynamics, and job expectations in a career area of interest</p> <p>Increased student and educator awareness of educational avenues and career pathways to achieve success in a given field</p>
<p><b>Educational Development Plans (EDPs)</b></p>	<p>Consultation around completion of Educational Development Plans</p>	<p>High quality Educational Development Plans</p>

For more information, please contact [careerreadiness@kentisd.org](mailto:careerreadiness@kentisd.org)

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## DATA SERVICES

**DESCRIPTION:**

The Data Services team focuses on helping districts, schools and their staff better organize data to help inform curricular and instructional decisions as well as other processes.

Service	What We Provide	Intended Outcomes
<b>Our School Data - Support</b>	Technical assistance with obtaining data from source systems and with loading data; user account management; and report development.	Clean data for local district use  Secure and appropriate access for staff  Transformation of data into information
<b>Our School Data – Training</b>	Customizable training for local district staff on how to access and utilize the application.	Access to Our School Data  Ability to navigate and use key features such as export, print, etc.  Report usage
<b>Our School Data – District Assessment</b>	Tools to create and manage district common assessments as well as tools to both manually input and scan student scores.	Assessment creation  Staff success with inputting data into Our School Data  Customized reporting of district data
<b>Custom Data Queries</b>	Development of custom data queries for districts for things such as grant applications, grant reporting and research projects.	Simplification of district processes for providing data to third parties  De-identification of student data, when appropriate

For more information, please contact [dataservices@kentisd.org](mailto:dataservices@kentisd.org)



# KENT ISD SERVICE CATALOG

## EARLY CHILDHOOD - BRIGHT BEGINNINGS

**DESCRIPTION:**

Bright Beginnings is a parent education and family support program designed to empower parents to give their children the best possible start in life. Bright Beginnings certified Parent Educators provide developmental information for children ages birth to kindergarten entry and suggest learning opportunities to encourage language, cognitive, physical and social/emotional growth.

Service	What We Provide	Intended Outcomes
<b>Home Visits</b>	Information on parenting behaviors, including attachment, discipline, health, nutrition, safety, sleep and transitions/routines predicated on the evidence-based Parents as Teachers Foundational Curriculum for home visits.	School readiness
<b>Screenings</b>	<p>Screening for children using the Ages and Stages Questionnaire, and Ages and Stages Social Emotional Questionnaire as well as screening for hearing, vision, and health.</p> <p>Screening of families using the Life Skills Progression family assessment to help identify family needs, plan home visits and make necessary referrals.</p>	Detection of possible concerns or delays, allowing early intervention
<b>Connections to Community Resources</b>	Connections to community resources.	Empower families with resources for success in school and life
<b>Playgroups</b>	Facilitation of playgroups in local elementary schools, including educational activities, stories, songs and snack time.	<p>Growth in the child’s social emotional skills</p> <p>High levels of preparedness for school</p> <p>Connections to other families</p>

For more information, please contact: [brightbeginnings@kentisd.org](mailto:brightbeginnings@kentisd.org)

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## EARLY CHILDHOOD - EARLY ON PROGRAM

### DESCRIPTION:

*Early On* helps families with babies and toddlers from birth to age three who have developmental delays or a disability. The goal is to provide services and support to help children reach their full potential.

Service	What We Provide	Intended Outcomes
<b>Developmental Evaluation</b>	An evaluation of the child's skills of self-help, thinking and reasoning, communication, physical development and social-emotional development at Kent ISD or in the family's home.	Identification of developmental delays that could be addressed in the <i>Early On</i> program for children who qualify  Parent understanding of children's strengths and concerns
<b>Early Intervention Services</b>	An individual plan developed with families and a teacher, social worker, speech pathologist or occupational therapist to help children who may be struggling with eating, moving, sleeping, playing, walking and talking.	Children who reach their full potential through foundational support for learning
<b>Child Find /Public Awareness</b>	Public awareness of services and support for families, including program brochures and information; the Kent ISD website; outreach to local hospitals and medical providers; professional development/community presentations; public service announcements on websites and media outlets; and collaboration and coordination with local school districts, Department of Health and Human Services, Head Start, Great Start and community organizations.	Empowerment of families with resources and support for success in school and life  A seamless system of services in Kent County for young children
<b>Technical Assistance and Intake for Local School Districts and Early Head Start 0-3 providers</b>	Data support through Power School and the <i>Early On</i> Help Desk.  Coordination of services of children with Individualized Family Service Plans who may be eligible for <i>Early On</i> and Special Ed.  Reception and processing of all ISD referrals for <i>Early On</i> through the statewide referral system.  Professional development, technical assistance, information and resources to local districts providing for their children birth to three.	A seamless system of services in Kent County for young children

For more information, please contact [earlyon@kentisd.org](mailto:earlyon@kentisd.org). To make a referral visit, please contact [www.1800earlyon.org](http://www.1800earlyon.org)

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### EARLY CHILDHOOD - GREAT START TO QUALITY KENT RESOURCE CENTER

**DESCRIPTION:**

Kent ISD Great Start to Quality Kent Resource Center supports early childhood providers in their efforts to improve their programs and helps parents find and choose quality programs that meet their children’s needs. GreatStarttoQuality.org makes it easy for families to identify quality childcare and preschool, helping them get the best for their child and the most for their money.

Service	What We Provide	Intended Outcomes
<b>Child Care and Preschool Referral</b>	Information on all licensed childcare and preschool education in Michigan through <a href="http://www.greatstarttoquality.org">www.greatstarttoquality.org</a> , a site that is searchable by zip code, special need and other options.	Informed decisions on child care or preschool education
<b>Star Rating For Child Care and Preschool Providers</b>	<p>Opportunity for child care and preschool providers to participate in a 5-Star quality rating and improvement system based on standards for care, safety, professional development and early learning.</p> <p>On-site help for licensed providers by Quality Improvement Specialists in understanding and completing the Self-Assessment Survey and documentation needed to obtain a Star rating.</p>	<p>Increased ease of program comparison for families when choosing high-quality child care and preschool</p> <p>Higher quality child care and preschool providers</p>
<b>Great Start to Quality Consultation</b>	<p>Support/Mentors for providers in working toward program improvements that result in a higher Star rating, including through participation incentives and improvement grants. Providers set goals for improvements that they want to make in their programs. A Quality Improvement Plan is developed and tracked.</p> <p>Marketing and promotional materials for Star-rated programs.</p>	Upward movement in Star level ratings, particularly for those programs rating as 1 and 2 Star programs
<b>Professional Learning for Licensed Providers</b>	Professional learning based on the gap analysis of the Self-Assessment Survey, the providers’ Quality Improvement Plans, and the scores from a Program Quality Assessment (PQA).	Higher levels of knowledge leading to high-quality care
<b>Lending Library</b>	A lending library for childcare providers and preschool teachers with over 2,000 resources on effective teaching, high quality child care/classroom environments, screening, assessment, curriculum, and improving adult-child interactions.	<p>Providers meet the goals of their quality improvement plan</p> <p>Improved preschool classrooms and teacher practice</p>

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<p><b>Community Outreach</b></p>	<p>Representation at community events where families with young children and other community members might gather to encourage child care providers to participate in Great Start to Quality and provide information to families about <a href="http://www.GreatStartToQuality.org">www.GreatStartToQuality.org</a>.</p>	<p>Informed parents and community members who can choose quality programs that meet their children’s needs</p> <p>Higher quality early childhood providers resulting from providers understanding how Great Start to Quality can support their improvement efforts</p>
<p><b>Early Childhood Resource Fair</b></p>	<p>Free Resource Fair for families and children offering “one-stop shopping” for information on child care, preschool and services.</p>	<p>Parents knowledgeable about child care and preschool resulting from opportunities to ask questions and learn about community services</p> <p>Sign-ups for 4-year old preschool</p> <p>Vision and hearing screening and referrals, if necessary</p> <p>Children having fun at Play, Learn, Explore</p>

For more information, please contact [kentresourcecenter@kentisd.org](mailto:kentresourcecenter@kentisd.org) or 616-447-5678

# KENT ISD SERVICE CATALOG

## EARLY CHILDHOOD - GREAT START READINESS PROGRAM

### DESCRIPTION

The Great Start Readiness Program (GSRP) is Michigan's state-funded preschool program for four-year-old children with factors that may place them at risk of educational failure. The program is administered by the Michigan Department of Education and the Office of Great Start. The Great Start Readiness Program is designed to promote Kindergarten readiness and later school success.

Service	What We Provide	Intended Outcomes
<p><b>Preschool Programming</b></p>	<p>The Great Start Readiness Program is located in nineteen school districts in Kent County as well as in many community-based organizations, with half-day and full-day options and a maximum of eight children in the classroom for every one adult to ensure maximum interaction between teachers and children. The GSRP uses the Creative Curriculum to help children develop a strong interest in learning. Ages and Stages Questionnaires and Teaching Strategies GOLD® are used to measure children’s kindergarten readiness. The GSRP strives to actively involve parents in their children’s education by encouraging them to join the Parent Advisory Committee and volunteering in the classroom.</p>	<p>Kindergarten readiness</p>
<p><b>Referrals</b></p>	<p>Connections to community resources, including home visiting services, special education services, local food pantries, and homeless shelters.</p>	<p>Families with resources</p>

For more information, please contact: [gsrp@kentisd.org](mailto:gsrp@kentisd.org)

# KENT ISD SERVICE CATALOG

## EDUCATIONAL TECHNOLOGY

**DESCRIPTION:**

The Kent ISD Educational Technology (Ed Tech) team focuses on improving student achievement through the infusion of technology into the learning process. Emphasis is placed on students learning *with* technology as opposed to merely learning *about* technology. The team assists teachers with the integration of technology, supports curriculum development related to instructional technology, and trains teachers to use technology in the most appropriate and effective manner.

Service	What We Provide	Intended Outcomes
<b>Consulting, Coaching, and Collaborative Services</b>	Assistance with technology selection, planning for implementation, lesson/curriculum development, and productivity through a variety of formats, including participation on school/district committees and phone/email support.	High levels of return on technology investment resources Effective technology implementation Higher levels of student engagement and achievement Highly efficient educators and support staff
<b>Professional Learning Delivery and Support</b>	Multiple means for area educators to build their capacity for educating students through the use of technology as well as to build the technology capacity of students. Options include online, blended and face-to-face methods.  Consultation and support for utilizing technology in professional learning, including creation and facilitation of online training courses, recording and organization of training resources (e.g. Learning Labs), and support for administrators to implement and monitor progress.	Effective technology implementation Higher levels of student engagement and achievement Highly efficient educators and support staff High levels of implementation/fidelity of district initiatives Professional learning based on individual need
<b>Instructional Design Consulting</b>	Training and support for selection, design, and organization of platforms that house digital resources, including assistance with ADA/Section 504 & 508 compliance.	Universal accessibility to learning resources and district communication  Highly efficient district processes  Reduced complaints about ADA/Section 508 compliance
<b>Communication</b>	LISTSERVs and the Kent ISD Ed Tech blog, with regular postings of useful information about the latest technology and how to use it to increase student learning.	Informed staff regarding technology-based strategies, tools and opportunities  Effective technology integration

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<p><b>Curriculum and Technology Integration</b></p>	<p>Assistance with identification of technology requirements in curriculum standards.</p> <p>Assistance with building structures for technology integration that supports consistent technology implementation.</p>	<p>Effective technology integration in district curriculum and school/district improvement plans</p> <p>Consistency of technology use within a district</p>
<p><b>Creating and Facilitating Digital Assessment Systems</b></p>	<p>Assistance in identification of and training in digital assessment tools/systems as well as in identification of a process for using a digital assessment system within a building or district.</p>	<p>Teachers/administrators skilled in building and implementing digital assessments and in organizing and analyzing data</p> <p>Students skilled in demonstrating learning through digital assessment</p>
<p><b>Technology Specialists Network</b></p>	<p>The Kent Education Technology Specialists (KETS) network is a group of instructional technology specialists engaged in deeper learning and collaboration to enhance the use of tech to support learning in our local districts. KETS meet multiple times a year in different learning environments.</p>	<p>High levels of student engagement and achievement</p> <p>High levels of collaboration around tech integration practices in the Kent ISD service area</p>

For more information, please contact: [edtech@kentisd.org](mailto:edtech@kentisd.org)

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## FACILITIES

### DESCRIPTION:

The Kent ISD Facilities Department strives to provide safe and healthy environments that are conducive to learning and meet the needs of all customers, including students, staff and outside guests. The Kent ISD Facilities Department is a resource for all issues related to maintenance, custodial and grounds operations in schools.

Service	What We Provide	Intended Outcomes
<b>Consultation</b>	Consultation on: <ul style="list-style-type: none"> <li>• Bidding &amp; purchasing</li> <li>• Compliance Issues: water testing, lead testing, storm water, air quality, asbestos, SDS Sheets, IPM</li> <li>• Energy efficiency/utility management</li> <li>• Building management controls</li> <li>• Construction management</li> <li>• Staff training</li> <li>• Collaborative bids: waste &amp; recycling</li> </ul>	Compliance with State of Michigan requirements  Operational cost savings

For more information, please contact: [facilities@kentisd.org](mailto:facilities@kentisd.org)



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## HEALTH EDUCATION

**DESCRIPTION:**

Health Education is a systematic process of improving healthy school environments, safe schools and personal health for students through policies, programs and curriculum. Health Education addresses risk and protective factors for students in six (6) behavioral priorities identified by the Center for Disease Control including: Injuries & Violence, Sexual Health, Alcohol & Other Drugs, Tobacco Use, Nutrition, and Physical Activity.

Service	What We Provide	Intended Outcomes
<p><b>Community – School Collaboration and Partnerships for Mental Health</b></p>	<p>Support for community-school partnerships to increase capacity, collaboration, development &amp; sustainability for an Interconnected Systems Framework in schools.</p> <p>Support for development of the essential elements of an Interconnected Systems Framework including:</p> <ul style="list-style-type: none"> <li>• Teaching Social &amp; Emotional Skills</li> <li>• Cultural &amp; Linguistic Competencies</li> <li>• Restorative Practices</li> <li>• Trauma Informed Schools</li> <li>• Small Group and Brief Interventions</li> </ul>	<p>Integration of mental health services within an Interconnect Systems Framework i.e. Multi-Tier System of Supports and Positive Behavior Interventions and Supports process</p> <p>Increase in the number of community partnerships to support Kent ISD and local district health education programs and services for students</p> <p>Increased student access to school based mental health services</p> <p>Improved student referrals for mental health services</p> <p>Decrease in the percentage of students reporting negative health risk factors</p> <p>Increase in the percentage of students reporting safer environments at school.</p> <p>Increase in the rates of student attendance and decrease in the rates of student absence in participating schools</p>
<p><b>Coordinated School Health</b></p>	<p>Support for improved school health systems through assessment, planning, policies, programs, curriculum, professional development and technical assistance services.</p>	<p>Improved assessment of health education needs for students</p> <p>Implementation of plans for health education and services</p>

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		<p>Periodic review and updating of school health policies and programs</p> <p>Integration of health education and services in district and school improvement plans</p>
<b>Comprehension School Health Education</b>	<p>Support for health education curriculum, professional development and resources for the Pre-k to 12 Grade Michigan Model for Health.</p> <p>Classroom nutrition education for students and support in policy, systems, and environmental changes that promote healthy eating and physical activity.</p>	<p>Policies and programs encouraging nutritional health in students</p> <p>Increase in knowledge, skills and behaviors leading to a healthy lifestyle</p> <p>Increase in the percentage of students reporting positive protective factors for health behaviors.</p>
<b>Reproductive Health and Sex Education</b>	<p>Coordination of reproductive health education, certification and policies through professional development and curriculum as well as direct instruction for students and parents.</p> <p>Consultation services to support local district reproductive health committees.</p> <p>Classroom sex education specifically designed for secondary special education students to increase their knowledge and skills in understanding puberty, develop positive and healthy relationships, and reduce risky behaviors.</p>	<p>Increase in the number of active reproductive health committees in schools</p> <p>Periodic review and improvement of reproductive health policies and programs</p> <p>Increased number of certified reproductive health education instructors</p> <p>Implementation of reproductive health curricula in schools</p> <p>High numbers of students participating in reproductive health education courses, including students who are mentally cognitively impaired</p> <p>Increase in the percentage of students reporting positive protective factors for health behaviors.</p> <p>Decrease in the percentage of students reporting negative health risk factors</p>

For more information, please contact: [healtheducation@kentisd.org](mailto:healtheducation@kentisd.org)

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## HUMAN RESOURCES AND LEGAL SERVICES

### DESCRIPTION

The Human Resources and Legal Services Team is committed to hiring, training, and supporting a talented, inclusive staff who have the tools and supports they need to meet the services needed by Kent County schools and districts and ensure that all students achieve the instructional goals set forth by KISA. The Team also provides best practice human resources and legal services to our customers.

Service	What We Provide	Intended Outcomes
<b>Regional Human Resource and Legal Support</b>	Services in the areas of hiring, onboarding, staff relations, staff development, negotiations, policy/procedure development, leave administration, legal compliance (FMLA, ADA, FLSA, FOIA, and FERPA), diversity practices, and educator evaluation.	Alignment of Kent ISD Human Resource and Legal services to the constituent district needs  Skilled and highly knowledgeable Human Resource staff across the county that consistently implement best practices  Maximum allocation of resources to student needs resulting from cost savings
<b>Human Resource Professional Network</b>	A Human Resource professional network that meets on a monthly basis.	Professional learning community among county Human Resource professionals  Transparency of human resource information
<b>Diversity Services</b>	Professional learning that impacts school climate and culture and enables support for minority and marginalized student populations.	Supportive school climate for all students, including safe spaces for marginalized populations  Equitable learning opportunities for all students

For more information, please contact: [humanresourcestaff@kentisd.org](mailto:humanresourcestaff@kentisd.org)

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## INFORMATION SYSTEMS

**DESCRIPTION:**

The Information Systems Team maintains and supports the flow of student data. The Team provides training and collaboration opportunities to districts through user group meetings and workshops. It ensures that the correct people receive the necessary data, securely, with high quality and in a timely manner. The Team works with federal, state and local systems to provide guidance and support. Additionally, it provides the infrastructure for several district student management systems. The Team ensures reliable systems to support data driven decisions in the classroom. It works with districts to create software solutions that improve the efficiency and effectiveness of teachers and administrators.

Service	What We Provide	Intended Outcomes
<p><b>PowerSchool – Support, Training and Customization</b></p>	<p>Hosting of the PowerSchool application, application upgrades, monitoring and alerting.</p> <p>Help desk service, real-time training and troubleshooting for users.</p> <p>Guidance on importing and exporting data, report writing and customization.</p> <p>Support for Pupil Accounting and State reporting.</p> <p>User training, collaboration, and workshops on effective use of PowerSchool.</p> <p>PowerSchool Professional Learning Community.</p> <p>Configuration of the TRIG Data Hub.</p> <p>New school implementation</p>	<p>Efficient, effective, and skilled use of PowerSchool</p> <p>PowerSchool sending data to the Michigan Data Hubs</p>
<p><b>Data</b></p>	<p>Facilitating the exchange, integration and reporting of data, including:</p> <ul style="list-style-type: none"> <li>● Data Integration (SWIS, 504, Tienet/PowerSchool Spec Ed, MiBLSI, School Messenger, Health)</li> <li>● Ancillary systems (Food Service, Library, Transportation)</li> <li>● Tienet/PowerSchool Special Education Integration (exchange of data from Student management system and Tienet/PowerSchool SE).</li> </ul>	<p>Program decisions based on reliable data</p> <p>Data being exchanged reliably and efficiently</p>

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<p><b>E-Rate</b></p>	<p>Support for USAC and E-Rate:</p> <ul style="list-style-type: none"> <li>● Bid processing: Create Form 470 and bid evaluation sheet for LEA</li> <li>● EPC administration users.</li> <li>● Create all district forms and submit information for PIA reviews</li> <li>● Meet with EPC administrators as necessary for USAC updates.</li> </ul>	<p>Discounted internet fees, resulting in additional dollars being available for instruction</p>
<p><b>Database Administration</b></p>	<p>Installing and maintaining healthy database systems.</p> <ul style="list-style-type: none"> <li>● Installation of SQL Server</li> <li>● Backup Plans</li> <li>● Maintenance Plans</li> <li>● Disaster Recovery</li> <li>● Management of Security</li> <li>● Monitoring of Database Systems</li> <li>● Capacity Planning</li> <li>● Troubleshooting DBMS</li> </ul>	<p>Reliable database systems</p>
<p><b>Online Enrollment Support for Kent ISD Programs</b></p>	<p>Support for registration of students for on-campus programs.</p> <ul style="list-style-type: none"> <li>● Account Management</li> <li>● Application Upgrades</li> <li>● Campus site visits scheduling</li> <li>● Enrollment requests for new students</li> <li>● Provide information about programs and requirements</li> </ul>	<p>Accessible and efficient enrollment process</p>

For more information, please contact [informationssystem@kentisd.org](mailto:informationssystem@kentisd.org)

# KENT ISD SERVICE CATALOG

## KENT CAREER TECH CENTER

**DESCRIPTION:**

Kent Career Tech Center will be the community's first choice to serve 11<sup>th</sup> and 12<sup>th</sup> grade students living in the Kent ISD attendance area by providing a world-class education focusing on career exploration, career preparation, and continuing education leading to successful employment. Every KCTC program provides the opportunity for students to earn industry-recognized certifications or articulated college credit in high tech, high demand, living wage career pathways.

Service	What We Provide	Intended Outcomes
<p><b>Career and Technical Education Programming</b></p>	<p>Twenty-two State approved CTE programs for 11<sup>th</sup> and 12<sup>th</sup> grade students with the intent of helping students explore and prepare for a variety of careers while developing strong career and employability skills. Additionally, we provide a 10<sup>th</sup> grade STEM career exploration course.</p>	<p>High school graduates with an awareness of their career interests and aptitudes</p> <p>Students who have earned high school elective and core academic credit</p> <p>Students who have earned college credit in a CTE-related course</p> <p>Students who have earned industry certifications</p> <p>Students who have developed strong career and employability skills including teamwork, problem solving, personal management, and career planning</p>
<p><b>Student Support Services (including Kent School Services Network)</b></p>	<p>Specialized services for students in need of learning supports due to a learning disability, being an English Language Learner, encountering social-emotional barriers or family circumstances that impact the student’s ability to learn and attend school regularly.</p>	<p>Academic success for students who have identified barriers to learning</p> <p>Students who demonstrate improved attendance and academic performance</p> <p>Students who develop and implement a post-high school plan for furthering their education or entering the workforce</p>

## KENT ISD SERVICE CATALOG

		Students with coping strategies and the knowledge of how to access community supports
<b>Work Based Learning</b>	“On-the-job” learning experiences in local businesses for KCTC students as a part of their CTE program. Development and refinement of students’ career planning skills. Collection of data on the placement of students into careers and college after completing a CTE program.	<p>Students with authentic industry experiences which further career awareness, exploration, and preparation</p> <p>Strong partnerships with local business and industry</p> <p>High levels of student career planning skills through classroom presentations, planned experiences, and industry exposure events</p>
<b>Pre-Apprentice Placements</b>	Education for instructors and local businesses regarding apprenticeship opportunities and placement of Kent ISD Secondary Program students into high school experiences, leading to formal Department of Labor apprenticeships.	<p>Increase in the pipeline of students who will enter the formal apprenticeship training model</p> <p>Partnerships with local business and industry which specifically align to apprenticeships</p> <p>High levels of student career planning skills through classroom presentations, planned experiences, and industry exposure events</p>
<b>Career Guidance Services (Career Development Facilitators)</b>	Support for prospective and current students in identifying career interests and aptitudes. Coordination of program visitors and small and large group tours of KCTC programs.	<p>Sustainable enrollment in all CTE programs which align to individual student career interests and aptitudes</p> <p>Production of quality program exposure experiences, events, and processes for students and other visiting groups which create awareness about KCTC programs</p> <p>Assistance for current and prospective students with career assessments and self-awareness to determine the program of best fit</p>
<b>Enrollment Services (Registrar)</b>	<p>Support for Local Education Agency personnel and parents of Homeschooled students in enrollment in KCTC programs.</p> <p>Management of the enrollment database and grade reporting for current and former students.</p>	<p>Efficient and well-communicated processes for enrollment of students into Kent ISD Secondary Programs</p> <p>Accurate enrollment and documentation of student enrollment changes</p>

## KENT ISD SERVICE CATALOG

		<p>Accurate course grade reporting, archiving, and communication</p> <p>Enrollment data</p>
<b>Auto Repair Services</b>	<p>Customer service in automotive service related to engine maintenance, brakes, tires, steering, suspension, electrical, and auto collision repairs. Repair services are subject to curriculum sequence and longer durations of keeping the customer vehicle.</p>	<p>Quality repairs, replacements, and installations reflecting industry standards</p> <p>High levels of customer satisfaction</p>
<b>Culinary Services (Front Line, Bakery, Restaurant, and Catering)</b>	<p>Customer service to students, staff, and the general public in the Front Line (lunch), bakery (some custom orders), Culinary Café (breakfast and lunch), and special catered events (on campus). Catering and other food services are subject to curriculum sequence.</p>	<p>Quality food and event preparation and execution reflecting industry standards</p> <p>High levels of customer satisfaction</p>
<b>Graphic Communications – Printing and Design Services</b>	<p>Customer service to students, staff, and Local Education Agencies in the area of high volume/high quality color digital design and printing for booklets, posters, postcards, invitations, etc. Printing and design services are subject to curriculum sequence.</p>	<p>Quality print and design production reflecting industry standards</p> <p>High levels of customer satisfaction</p>

For more information, please contact: [kctc@kentisd.org](mailto:kctc@kentisd.org)



# KENT ISD SERVICE CATALOG

## KENT INNOVATION HIGH

### DESCRIPTION

Kent Innovation High is designed as a lab school for 9<sup>th</sup>-12<sup>th</sup> grade students and serves as an incubator of educational change by being a community of passionate learners innovatively solving problems of today and the future. Kent Innovation High embodies its purpose through the connections it makes in the community for the projects that facilitators create to teach students the content and through which students give evidence of their learning.

Service	What We Provide	Intended Outcomes
<p><b>Innovative educational programming with a special emphasis on project-based learning</b></p>	<p>An educational experience that utilizes project-based learning, along with other innovative practices, to yield deeper learning in core content areas.</p>	<p>Students who graduate from high school with a deeper sense of their talents and their connectedness to community - students will have earned high core academic credit, some students will have earned college credit, and some students will have earned an industry certification (e.g., Project Management Certification)</p> <p>Students who have developed higher order thinking skills coupled with refined executive skills like relational agency, creative thinking, collaboration, problem-solving, and communication</p>
<p><b>Student Services, including Kent School Services Network</b></p>	<p>Specialized services for students in need of learning supports due to a learning disability, encountering social-emotional barriers or family circumstances that impact the ability to learn and attend school regularly.</p>	<p>Academic success for students who have identified barriers to learning</p> <p>Students who demonstrate improved attendance and academic performance</p> <p>Students who develop and implement a post-high school plan for furthering their education or entering the workforce</p> <p>Students with coping strategies and the knowledge of how to access community supports</p>

## KENT ISD SERVICE CATALOG

<p><b>Senior Experience</b></p>	<p>Collaboration with facilitators and local businesses to provide internship opportunities for KIH students.</p>	<p>Students with authentic industry experiences which bolster career awareness, career exploration, and career readiness</p> <p>Partnerships with local business and industry</p> <p>Students with an awareness of their options and networking potential</p>
<p><b>Tours</b></p>	<p>A twenty-minute opportunity for scheduled guests to immerse themselves in Kent Innovation High’s innovative learning space.</p>	<p>Understanding of the what, why and how of the Kent Innovation High educational experience, including an understanding of Project-Based Learning</p>
<p><b>Innovation Fellows &amp; Innovation’s Series of Seminars</b></p>	<p>Consulting and coaching to assist educators in deeper learning and effective implementation of innovative educational practices, including:</p> <ul style="list-style-type: none"> <li>• meaningful and intentional integration of technology,</li> <li>• authentic integration of community partners,</li> <li>• strategic and reflective execution of Problem-Based Learning (PrBL) and/or Project-Based Learning (PBL),</li> <li>• intentional utilization of protocols and processes that produces stronger student engagement,</li> <li>• exploration and integration of mental dispositions and processes that bolster adult culture and/or a growth mindset.</li> </ul> <p>Participants may also explore and/or implement authentic audience, school-wide learning outcomes, student voice/student choice, and curating culture.</p> <p>Seminars at Innovation High or as arranged, at local area high schools (i.e., Collaborative Work Sessions)</p>	<p>Understanding of the innovative practices at Kent Innovation High and how they might be applied in the participant’s home setting</p> <p>Deeper understanding of what it means to be an equity-minded educator</p>

For more information, please contact: [kih@kentisd.org](mailto:kih@kentisd.org)

# KENT ISD SERVICE CATALOG

## KENT TRANSITION CENTER

### DESCRIPTION

The Kent Transition Center provides adapted vocational training and work-based training for 11<sup>th</sup> and 12<sup>th</sup> grade students.

Service	What We Provide	Intended Outcomes
<b>Vocational assessment: Discovery Center</b>	Information for 10 <sup>th</sup> or 11 <sup>th</sup> grade students regarding the career options available to them and support for selecting a program/training that meets their needs.	<p>Students who make good training choices that align with their career interests</p> <p>Students knowledgeable about vocational aptitude and guided on good career fit</p>
<b>Vocational training</b>	Adapted vocational training support for students who struggle with academic content or soft skills issues.	<p>Students with elective credit in a career area</p> <p>Students with career related skills</p> <p>Students with employability skills</p> <p>Student ready for career employment</p> <p>Students knowledgeable about training options post-high school</p> <p>Students who have earned academic credit</p>
<b>Work-Based Learning</b>	On the job training generally in the second year of programming through Kent County employers. Students are paired with industry mentors for true on-the-job training. Staff from the Transition Center monitor and support the student.	<p>Students who have received job coaching and monitoring in job skills</p> <p>Students with mentors from local industries</p> <p>Students with support for soft skills and technical skills</p> <p>Students with paid work experience credit and unpaid work experience used for student high school credit</p>

## KENT ISD SERVICE CATALOG

<p><b>Transition services</b></p>	<p>In-house transition services and connection of students to transition services with other support agencies.</p>	<p>Successful students as a result of teacher consultant support</p> <p>Students and families connected with Michigan Rehabilitation Services, Disability Advocates, or other agencies to support them beyond the Transition Center</p>
<p><b>Student Services, including Kent School Services Network</b></p>	<p>Specialized services for students in need of learning supports due to a learning disability, encountering social-emotional barriers or family circumstances that impact the ability to learn and attend school regularly.</p>	<p>Academic success for students who have identified barriers to learning</p> <p>Students who demonstrate improved attendance and academic performance</p> <p>Students who develop and implement a post-high school plan for furthering their education or entering the workforce</p> <p>Students with coping strategies and the knowledge of how to access community supports</p>
<p><b>Enrollment Services (Registrar)</b></p>	<p>Support for Local Education Agency personnel and parents of Homeschooled students in enrollment in KTC programs.</p> <p>Management of the enrollment database and grade reporting for current and former students.</p>	<p>Efficient and well-communicated processes for enrollment of students into Kent ISD Secondary Programs</p> <p>Accurate enrollment and documentation of student enrollment changes</p> <p>Accurate course grade reporting, archiving, and communication</p> <p>Enrollment data</p>
<p><b>Auto Maintenance Services</b></p>	<p>Service to vehicles by students as they are trained in auto maintenance, including tire services, oil changes, and auto detailing.</p>	<p>Levels of student skill appropriate to the program and high levels of student job satisfaction</p> <p>High levels of customer satisfaction</p>
<p><b>Culinary Services</b></p>	<p>Take-home meals cooked by KTC students along with limited catered events. Special orders for holidays or special events are accommodated, when possible.</p>	<p>Levels of student skill appropriate to the program and high levels of student job satisfaction</p> <p>High levels of customer satisfaction</p>

For more information, please contact: [ktc@kentisd.org](mailto:ktc@kentisd.org)

# KENT ISD SERVICE CATALOG

## MEDIA SERVICES – REMC 8

### DESCRIPTION

Through leadership, collaboration, future thinking, and the visionary use of technology, Michigan's Regional Educational Media Centers (REMCs) promote equity and quality teaching and learning. REMC 8 serves public school districts and public school academies in Kent Ionia and Montcalm counties. The staff provides direct educational material support services to students and educators. REMC 8 staff help bring best practices to the classroom, impacting some 120,000 students. We help bring education's best to all students, including the 20,000 who need special education services.

Service	What We Provide	Intended Outcomes

# KENT ISD SERVICE CATALOG

## MULTI-TIER SYSTEM OF SUPPORTS

### DESCRIPTION

A Multi-Tier System of Supports (MTSS) is a district-wide framework to provide all students with the best opportunities to succeed academically and behaviorally in school.

Kent ISD partners with school districts to focus on

- creating successful and sustainable system change;
- providing high quality instruction and interventions matched to student need;
- monitoring progress frequently to make decisions about changes in instruction or goals;
- using data to allocate resources to improve student learning;
- supporting staff implementation of effective practices.

Kent ISD is working with [Michigan's Integrated Behavior and Learning Support Initiative](#) to develop structures for supporting our districts in the implementation of MTSS.

Service	What We Provide	Intended Outcomes
<b>District Implementation of MTSS</b>	Professional learning for a representative district-level team in their first year of partnership to help the district build its capacity to support schools with implementing MTSS.	Development of products and processes to support implementation of district-wide MTSS (communication protocols, selection and alignment tools, team structures, coaching systems, etc.)
<b>Positive Behavioral Interventions and Supports</b>	Professional learning for elementary and secondary school-level leadership teams to learn the foundations and big ideas of PBIS across all three tiers of support. Teams leave with tools and resources to develop and implement a PBIS framework in their buildings.	Increased positive interactions between staff and students  Decreased referrals to the office for problematic behaviors
<b>Elementary Reading Systems</b>	Professional learning for school-level leadership teams to learn the essential components of a school-wide reading model and how to coordinate and manage the school-wide assessment system, schedule assessments, and implement with fidelity across all three tiers of support. Teams work to establish or strengthen their existing system to improve reading achievement and prevent reading problems.	Implementation of universal screening, progress monitoring, ninety-minute Tier 1 reading block, building and grade-level data meetings, Tier 2 & 3 interventions  Increased reading achievement
<b>Secondary Content Area Reading</b>	Professional learning for school-level leadership teams to lead and coordinate the implementation of reading and academic engagement strategies across content areas in order to improve academic outcomes for students. Teams also focus on the system components	Implementation of reading strategies across content areas (explicit vocabulary instruction, text summarization, text evidence)  Increased student achievement and engagement

## KENT ISD SERVICE CATALOG

	for effective Tier 2 and 3 reading interventions for adolescent struggling readers.	
<b>Facilitated Data Reviews</b>	Support for school-level and district-level leadership teams as they focus on student outcome and fidelity data to problem-solve and develop an action plan for improved student achievement.	Development of building-level and district-level short term objectives and activities connected to school/district improvement goals based on a review of reading and behavior data
<b>Assessment Coordination and Technical Assistance</b>	Support for schools and districts in the implementation and analysis of student outcome, fidelity, and capacity assessments.	Accurate administration and interpretation of student outcomes, fidelity and capacity assessments
<b>Coaching Supports</b>	Support for district-wide MTSS capacity-building through the use of coaching service delivery plans. District teams work to develop internal coaching supports for both behavioral and academic systems in schools.	Increased capacity at the district level to implement MTSS with fidelity

For more information, please contact: [mtss@kentisd.org](mailto:mtss@kentisd.org)

# KENT ISD SERVICE CATALOG

## MYSCHOOL@KENT (INCLUDES SUCCESSLINK AND 21F/ONLINE COURSES)

### DESCRIPTION

MySchool@Kent (MS@K) is dedicated to providing an engaging world-class blended learning environment that provides flexibility and support to all students. The services provided by MS@K for Kent ISD students and constituent districts are designed to meet the “any time, any place, any way, any pace” options promoted by the State of Michigan.

Service	What We Provide	Intended Outcomes
<b>MySchool@Kent - Seat-time Waiver program</b>	Coursework for 9th-12th grade students from Kent ISD constituent districts needed to complete their high school diploma via online content with face-to-face support. Attendance requirements are flexible and reduced to meet the student’s needs.	Students who engage in weekly activity that staff monitor and support to promote course completion  Students who earn credit in high school courses and fulfill the graduation requirements of their local school to earn a diploma
<b>SuccessLink – offsite Seat-time Waiver program</b>	Coursework for 9th-12th grade students from Kent ISD constituent districts needed to complete their high school diploma via online content, with off-campus options for students with anxiety, transportation needs, and/or who have been expelled or long-term suspended.	Students who engage in weekly activity that staff monitor and support to promote course completion  Students who earn credit in high school courses and fulfill the graduation requirements of their local school to earn a diploma
<b>21F/Online Course Options and Support</b>	Courses that meet the State’s 21F and Online Course requirements. Kent ISD districts are able to utilize these courses to provide options and flexibility for their students. Support is provided to help district and school personnel understand the state requirements, explore options, and create their own program.	Flexibility for Kent ISD students and schools in online course options  LEA savings as a result of options that are equal or better at a reduced cost  Knowledgeable LEAs about online learning
<b>Course Plus - KCTC</b>	An opportunity for KCTC students to take an online high school class during their enrollment in KCTC in order to provide the necessary credits and/or flexibility for them to attend KCTC.	Students with scheduling conflicts having the opportunity to attend KCTC  Students with credit recovery needs having the opportunity to attend KCTC



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<p><b>Middle School – Online options</b></p>	<p>Solutions for middle school students in need of flexibility to prepare for high school and/or earn high school credit during their middle school career.</p>	<p>Middle school students having the opportunity to earn high school credit that would not normally be available</p> <p>Middle school students with medical, social/emotional, or behavioral needs having an alternative to successfully complete their middle school curriculum and meet high school readiness requirements</p>
<p><b>Summer School Program</b></p>	<p>Coursework for students from Kent ISD constituent districts who need to recover credit or accelerate their progress towards a high school diploma. Coursework is provided via an online tool, with tests and exams completed in a proctored setting on campus or at a satellite location. Testing is the only face-to-face requirement, and it is incumbent upon the student and/or parents to verify that credit will be accepted by their high school.</p>	<p>Students earning credit towards fulfilling the graduation requirements of their local high school</p> <p>Students having the opportunity to take classes outside the regular school year calendar to accelerate or stay on-pace with their classmates</p> <p>School districts having the flexibility to meet the diverse needs of their students by providing an opportunity to complete coursework in a flexible setting</p>

For more information, please contact: [infomyschool@kentisd.org](mailto:infomyschool@kentisd.org)

## KENT ISD SERVICE CATALOG

### ORGANIZATIONAL & COMMUNITY INITIATIVES – TRUANCY, GRANTS, LEGISLATIVE AFFAIRS, SCHOOL NEWS NETWORK, CRISIS AND GENERAL COMMUNICATIONS

#### DESCRIPTION

Organizational & Community Initiatives houses some of the most far-reaching programs of Kent ISD, stretching across the ISD and the region. Our role is to help districts anticipate the impact of important education issues, legislation and student needs and be ready to respond in ways that best serve students, families, and the community.

Service	What We Provide	Intended Outcomes
<b>Truancy &amp; Attendance - Policy Development &amp; Implementation</b>  <b>Professional Learning</b>  <b>Referral Follow-up</b>	Professional learning for any size group, at Kent ISD or in the local district, to assist with state laws, local standards, best practices, and developing and implementing district and building policies and procedures.  Response to referrals for absenteeism and expulsions.	High levels of compliance with state law and countywide attendance standards  Reduction in truancy  Reduction in absenteeism and alternative programming for expulsions

For more information, please contact: [truancy@kentisd.org](mailto:truancy@kentisd.org)

Service	What We Provide	Intended Outcomes
<b>Grants &amp; Resources e-Newsletter</b>	E-newsletter for teachers, administrators, parents and others covering grant-related topics, including lists of available classroom grants, technical information on working with grants and additional resources.	Access to grants and related resources that could supply funds for projects, supplies and educational experiences for students  Knowledge about how to apply for a grant and fulfill requirements

For more information, please contact: 365-2273

## KENT ISD SERVICE CATALOG

Service	What We Provide	Intended Outcomes
<b>Legislative Affairs - Legislative Policy &amp; Budget Presentations</b>	Leadership and representation in Lansing on matters relating to education policy and funding through the West Michigan Talent Triangle, an advocacy consortium between Kent, Muskegon and Ottawa Area ISDs.	Increased engagement in policy matters by informed stakeholders  Strengthened relationships between schools and elected officials  Removal of barriers to success for school districts through influencing of the legislative process  A pipeline for messages to legislators from school administration

For more information, please contact: [chrisglass@kentisd.org](mailto:chrisglass@kentisd.org)

Service	What We Provide	Intended Outcomes
<b>School News Network</b>	A professional online news site devoted to telling the everyday stories of Kent County public schools and to covering the major issues in education. SNN is staffed by journalists assigned to each district and publishes twice weekly through the website (130,000 unique readers annually and 255,000 page views) and the Weekly Headlines newsletter with 20,000 subscribers.	Media coverage for each school district, including a window into classrooms unavailable any other way  Increased knowledge and opinion of public education by the community

For more information, please contact: [snn@kentisd.org](mailto:snn@kentisd.org)

Service	What We Provide	Intended Outcomes

## KENT ISD SERVICE CATALOG

<b>Media, Crisis &amp; General Communications Consulting</b>	The context, basic knowledge and tools that district administrators need to successfully handle emerging communication needs for their districts.	Understanding of the context of emerging communication issues  Knowledge of the communication process and impact of public perception  Increased confidence of administrators in successfully navigating an emerging need
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For more information, please contact: [communications@kentisd.org](mailto:communications@kentisd.org)

Service	What We Provide	Intended Outcomes
<b>Title IX Services</b>	Resources and monitoring to ensure that all districts are compliant with the federal law - Title IX of the Education Amendments of 1972. Data is collected annually and a Gender Equity Comprehensive Audit is completed every five years.	District compliance with Title IX law

For more information, please contact: [cindyconners@kentisd.org](mailto:cindyconners@kentisd.org)

Service	What We Provide	Intended Outcomes
<b>Schools of Choice</b>	Administration, reporting and support of the collaborative School of Choice agreement between the 20 districts within Kent County. This agreement supercedes the State Schools of Choice offering.	Educational opportunity and choice for Kent County students

For more information, please contact: [cindyconners@kentisd.org](mailto:cindyconners@kentisd.org)

# KENT ISD SERVICE CATALOG

## PROFESSIONAL DEVELOPMENT HUB

### DESCRIPTION

The PD Hub serves local area districts by providing solutions to professional learning needs.

Service	What We Provide	Intended Outcomes
<b>Professional Learning for Districts, Schools and Individuals</b>	<p>Professional learning opportunities offered in a variety of formats to meet the availability and needs of each district, school and individual. Formats include, but are not limited to, online courses, face-to-face courses, blended learning courses, webinars, newsletters, and other resources.</p> <p>Technical assistance with registration, questions about credit, information about courses, payments and refunds.</p> <p>Technical assistance with State Continuing Education Clock Hours (SCECHs) and district-provided professional learning.</p> <p>Email and phone notifications regarding weather conditions, course reminders, course cancellations, what to bring, room or date changes, etc.</p>	<p>High levels of educator effectiveness and student achievement in every classroom</p> <p>Differentiation of professional learning and ready access to professional learning resources</p> <p>Access to professional learning that will renew teaching certification</p> <p>Up-to-date teacher credentialing</p> <p>High levels of implementation/fidelity of district initiatives</p>
<b>Professional Learning Data Collection for Districts, Schools and Individuals</b>	<p>Transcripts, certificates and other data on professional learning from the district to the individual level.</p>	<p>Improve efficiencies in district processes</p> <p>Accurate record-keeping for educators</p>

## KENT ISD SERVICE CATALOG

For more information, please contact: [pdhub@kentisd.org](mailto:pdhub@kentisd.org)

# KENT ISD SERVICE CATALOG

## SCHOOL IMPROVEMENT

### DESCRIPTION

School Improvement supports districts and schools in addressing three aspects of continuous improvement:

*A Mindset* -- A way of thinking, resulting in decisions being made with student achievement in mind.

*A Process* -- Implementation of instructional strategies with fidelity and consistency over time.

*A Product* -- The plan that guides the teaching for learning process on a daily basis.

Service	What We Provide	Intended Outcomes
<p><b>The Continuous Improvement Process for Schools and Districts</b></p>	<p>Professional learning regarding the components of the continuous improvement process and how to make it a reality in districts, schools and classrooms.</p> <p>Technical assistance in writing and submitting required information to the Michigan Department of Education, including the Program Evaluation Tool (PET).</p>	<p>Understanding of the Michigan Continuous Improvement Process and its application</p> <p>High-quality School/District Improvement Plans</p> <p>High-quality Program Evaluation Tools (PET)</p> <p>High levels of fidelity of implementation, monitoring, and evaluation of school/district improvement strategies</p>
<p><b>State and Federal Programs</b></p>	<p>Professional learning regarding various state and federal programs available to support students and teachers.</p> <p>Technical assistance in meeting federal and state programming requirements.</p>	<p>High-quality Title I plans</p> <p>High-quality written processes and procedures</p> <p>Successful On-Site Reviews by the Office of Field Services</p> <p>Compliance with state and federal regulations</p>
<p><b>AdvancED Accreditation</b></p>	<p>Professional learning about the accreditation and continuous improvement processes.</p> <p>Technical assistance for school and district accreditation.</p>	<p>Understanding of the accreditation process/requirements</p> <p>Successful AdvancED accreditation process</p> <p>Implementation of high quality leadership, instruction and resource systems</p>

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<p><b>Family Engagement</b></p>	<p>Professional learning for school staff on how to engage families in schools, based on the work of the National Network for Partnerships in Schools.</p> <p>Compliance on State and Federal Program requirements for Family Engagement.</p>	<p>High quality written processes and procedures</p> <p>Successful On-Site Reviews by the Office of Field Services Compliance with state and federal regulations</p> <p>High quality family engagement opportunities and experiences</p>
<p><b>Accountability</b></p>	<p>Professional learning and technical assistance on the Michigan accountability system.</p>	<p>Understanding the Michigan accountability system and its connection to the Continuous School/ District Improvement Process</p>
<p><b>Coaching and Group Facilitation</b></p>	<p>Planning, reflecting or problem-resolving conversations leading to decision-making and self-directedness.</p> <p>Facilitation of group conversations using protocols that lead to desired outcomes.</p>	<p>Successful decision-making</p> <p>Engaging and focused group conversations</p>
<p><b>Teaching and Engaging Students Living in Poverty</b></p>	<p>Professional learning and resources regarding how to meet the learning needs of students living in poverty.</p>	<p>A sense of urgency around the issue of poverty in schools</p> <p>Understanding the effect of poverty on the brain</p> <p>Identifying strategies that teachers can use in classrooms with students living in poverty</p>
<p><b>Data Analysis</b></p>	<p>Professional learning around the data analysis process and tools.</p> <p>Technical assistance and support for the data analysis process.</p>	<p>Understanding the purpose of data analysis and the components of the data analysis cycle</p> <p>Successful application of tools to the continuous school/district improvement process</p>
<p><b>Systems Alignment</b></p>	<p>Professional learning regarding the alignment of the components of a high-quality school/district system to support student achievement, including the Blueprint for Systemic Reconfiguration.</p>	<p>Understanding of the systems that comprise a high-quality school/district</p> <p>Understanding how systems alignment can increase student achievement</p>



## KENT ISD SERVICE CATALOG

		Development of aligned improvement practices within a grade level, building and district
<b>Surveys of Enacted Curriculum</b>	<p>Technical assistance in administering the Surveys of Enacted Curriculum.</p> <p>Professional learning around the use of reporting from the Surveys of Enacted Curriculum to impact curriculum, instruction, and assessment decisions.</p>	<p>Understanding of the current state of the school or district based on teacher perception data regarding curriculum, instruction and assessment</p> <p>An action plan for improvement leading to high quality curriculum, instruction and assessment</p>

For more information, please contact: [schoolimprovement@kentisd.org](mailto:schoolimprovement@kentisd.org)

# KENT ISD SERVICE CATALOG

## SPECIAL EDUCATION

### DESCRIPTION

Special Education provides services, resources and technical assistance to ensure that districts deliver high quality programs and services necessary for students with disabilities to derive an educational benefit.

Service	What We Provide	Intended Outcomes
<p><b>Monitoring &amp; Compliance</b></p>	<p>Professional learning opportunities based on the analysis of special education data, including graduation and dropout rates, discipline, educational environments, child find, timely IEP, timely transition, and Early On.</p> <p>Information and registration links to current workshops, training and professional learning opportunities in surrounding areas.</p> <p>Links, strategies, information and ideas across areas of compliance, including data collection, data analysis, documentation, and more.</p> <p>Information and documentation that supports effective IEP Team decision-making, including the evaluation process, service documentation, and data collection.</p>	<p>Highly skilled special education staff</p> <p>District and countywide systems change</p> <p>Materials and resources to support LEAs/PSAs</p>
<p><b>Assistive Technology</b></p>	<p>Online, blended and face-to-face training giving area educators multiple means for increasing their knowledge and building their capacity to educate students with disabilities.</p> <p>Information and resources through technical support across areas of need, including academic, communication, social, organizational and more.</p> <p>Information and documentation that supports effective Assistive Technology decisions by educators, including the SETT Framework, data collection forms and more.</p>	<p>High levels of educator capacity for assessing student need for assistive technology accommodations and implementing solutions</p> <p>Increased achievement for students with disabilities</p>

## KENT ISD SERVICE CATALOG

	<p>Assistive technology available for loan from Kent ISD for all area educators to determine effectiveness prior to long-term implementation/purchase.</p>	
<p><b>Behavioral Supports</b></p>	<p>Support to multi-disciplinary student support teams to problem solve interventions and other supports for students exhibiting challenging behavior. This may include student-environment observations, facilitation of problem-solving meetings, individual staff coaching, and tools to track student-level progress.</p> <p>Kent Collaborative Autism Network – Provides services and supports for students and families to improve the outcomes for students with Autism Spectrum Disorder (ASD) and other related disabilities. Priority areas include professional development with impact, coaching for implementation of Evidence-Based Practices (EBPs), secondary transition, peer-to-peer support, and family and community engagement.</p> <p>Support to schools and districts for the implementation and analysis of special education classroom programs, student outcomes, and program quality assessments.</p>	<p>Development of products and processes to support implementation of student-level supports. Student level data indicative of response to individualized interventions</p> <p>Improved district and building team knowledge and implementation of evidence-based practices. School-based transition staff and community partners are trained in the components of the Building Your Future Project and implementing components at the district level.</p> <p>A comprehensive peer-to-peer support program in the Regional Collaboration Network region.</p> <p>Increased parent and family involvement in the Regional Collaboration Network, particularly family members involved in local autism/disability organizations and community organizations</p> <p>Implementation of programmatic indicators of quality for district emotionally-impaired and autism spectrum disorder programs. Team assessment, action planning for continuous improvement and coaching</p>
<p><b>Medicaid</b></p>	<p>Training and support for administrators and staff. Submission of billing and compliance monitoring for 20 Local Education Agencies and 10 Public School Academies enrolled in the School Based Services Medicaid program.</p>	<p>Stakeholders updated on changing policy</p> <p>Maximum reimbursement while maintaining compliance and policy standards</p>
<p><b>SE Finance/Transportation</b></p>	<p>Administration of IDEA grant funds and coordination of state filings for 4096, 4094, and 4107. Coordination of maintenance of effort.</p> <p>Transportation for special education students from their home district to center-based programs.</p>	<p>District receipt of grant funds and adherence to rules/policies</p> <p>Maximization of state special education transportation funds and reduction of cost through volume</p>

## KENT ISD SERVICE CATALOG

<p><b>Power School Special Education</b></p>	<p>Level 1 help desk support to local education agencies and public school academies.</p> <p>Professional learning on the use of TIENET.</p> <p>Support for Service Capture.</p> <p>Maintenance of personnel files used for 4096.</p> <p>Specialized forms for General and Special Education</p>	<p>Meaningful and compliant Individual Educational Plans</p> <p>High levels of educator capacity in using data to drive instruction</p>
<p><b>Transition Services</b></p>	<p>Technical assistance to local education agencies and public school academies in the Michigan Department of Education’s secondary transition compliance and monitoring activities.</p> <p>Professional learning and guidance on best practices for transition planning that will prepare students for training, college and career options. Postsecondary transition planning begins in middle school and extends through age 26.</p> <p>Facilitation and coordination of community agencies around transition services.</p>	<p>Educators knowledgeable about transition services</p> <p>Students with transition plans aligned to their postsecondary goals</p> <p>Community collaboration around transition services</p>
<p><b>Related Services</b></p>	<p>Physical Therapy and Visual Impairment services to individual students identified as requiring this level of specialized instruction.</p>	<p>Growth/achievement in the areas of motor and visual needs</p>

For more information, please contact: [specialed@kentisd.org](mailto:specialed@kentisd.org)

# KENT ISD SERVICE CATALOG

## TEACHING AND LEARNING

### DESCRIPTION

The primary function of the Teaching and Learning Department is to assist and support districts in meeting their instructional needs. This function is carried out by support specialists, consultants, and instructional coaches through a broad range of services.

Service	What We Provide	Intended Outcomes
<b>Curriculum Consulting</b>	Consultation on the development or adoption of curricula that align to standards and demonstrate a progression.  Consultation on curriculum implementation.	The development of evidence-based curricular materials that align to standards and demonstrate a progression  Implementation of curriculum with fidelity
<b>Instructional Coaching</b>	Instructional coaching that is aligned to evidence-based best practices and supports implementation of curriculum and state standards.  Professional learning, modeling, co-planning, and feedback around research-supported best practices.	High levels of teacher knowledge and capacity for effective instruction  Implementation of best practices in instruction
<b>Professional Learning Coordination and Delivery</b>	Coordination that helps ensure systemic delivery of professional learning that is relevant, evidence-based, and efficient.	High quality professional learning that positively impacts classroom practice
<b>Special Populations Support</b>	Supports for Special Populations, including: English Language Learners, refugees, immigrants, migrant students, adjudicated youth, students experiencing homelessness, students who are at risk of academic failure, and students needing accelerated programs.	Students in special populations achieving at the same high levels as students in the general population  Accurate knowledge for educators about services to special populations, including about community resources

For more information, please contact: [teachingandlearning@kentisd.org](mailto:teachingandlearning@kentisd.org)