

DOCUMENT	VENDOR	NAME	NAME2	ADDR1	ADDR2	ADDR3
304309	3387	NYC LEADERSHIP ACADEMY INC		10-27 46TH AVENUE		
308494	3387	NYC LEADERSHIP ACADEMY INC		10-27 46TH AVENUE		
335816	3387	NYC LEADERSHIP ACADEMY INC		10-27 46TH AVENUE		
362044	3387	NYC LEADERSHIP ACADEMY INC		10-27 46TH AVENUE		
496485	3387	NYC LEADERSHIP ACADEMY INC		10-27 46TH AVENUE		
509848	3387	NYC LEADERSHIP ACADEMY INC		10-27 46TH AVENUE		
534917	3387	NYC LEADERSHIP ACADEMY INC		10-27 46TH AVENUE		

DBA	CITY	STATE	ZIP	COUNTRY	INVOICE	P.O.	INV DATE	VOUCHER
	LONG ISLAND CITY	NY	11101		103118		43404	
	LONG ISLAND CITY	NY	11101		120418		43438	
	LONG ISLAND CITY	NY	11101		110419	20000374	43773	
	LONG ISLAND CITY	NY	11101		031620	20000374	43910	
	LONG ISLAND CITY	NY	11101		INV-00345	2401602	45329	
	LONG ISLAND CITY	NY	11101		INV-00379		45463	
	LONG ISLAND CITY	NY	11101		INV-00421	2501442	45686	

CHECK RUN	CHECK NO	INVOICE NET	USE TAX	DUE DATE	TYPE	STS
110918	42,258	3,700.00	0.00	43405	INV	PD
122118	42,634	300.00	0.00	43439	INV	PD
111519	45,235	7,000.00	0.00	43774	INV	PD
052220	46,661	8,000.00	0.00	43911	INV	PD
021624	58,021	23,050.00	0.00	45330	INV	PD
062724	59,418	6,800.00	0.00	45464	INV	PD
021425	61,885	19,700.00	0.00	45687	INV	PD

INVOICE DESCRIPTION**CHECK DATE**

SUPERINTENDENT EQUITY SESSION 10/12/18	43413
PROFESSIONAL SVCS 11/06/18	43455
DEI PRESENTER	43784
DEI PRESENTER	43973
THE LEADERSHIP ACADEMY	45338
CUSTOMIZED CLASSROOM WALKTHROUGHS-JUN24	45470
LEADERSHIP ACADEMY WILL PROVIDE TWO CLASSROOM WALK	45702



The Leadership Academy
10-27 46th Avenue
Long Island City, NY
11101
Phone (646) 666-8181
Tax ID# 03-0503570

INVOICE

V-3387

INVOICE #: INV-00345
DATE: 02/07/2024
DUE DATE: 02/29/2024
REF #:

POTH
2401602

BILL TO: Kent ISD

Inv# INV-00345 \$ 23,050.00
NYC LEADERSHIP ACADEMY INC
02/07/2024 # Pages 3 FP3 D0C438S4845
PO# 2401602

DESCRIPTION / MEMO	AMOUNT
The Leadership Academy Professional Services	
Development of Customized Classroom Walkthrough tool- ongoing June 2024	
Network Launch	
Classroom Walkthroughs- 4 total on-going June 2024	
	\$23,050.00
TOTAL AMOUNT:	\$23,050.00

X Ronald Bm

DB 2/17/24

Notes

Please make check payable to: The Leadership Academy
Please remit payment to:
Bernadette Pizzurro, Finance Department, 10-27 46th Avenue, Suite 101, Long Island City, NY 11101

Wire and ACH- JP Morgan Chase Bank, NJ, ABA#021000021, A/C#0000000530634899
Wire and ACH remit info to bpizzurro@leadershipacademy.org

On
the Pizzurro
2/12/24

KENT INTERMEDIATE SCHOOL DISTRICT

PURCHASE ORDER INQUIRY PROFILE REPORT



Purchase Order Type Normal Fiscal Yr 2024 04 PO# 02401602
Batch 081723 PO Date 10/25/2023
Requisition 00240676 SUPERINTENDENT
Department Code SUP
Allocation Code 00000000
Review Code
Buyer ID 1818howellc Collin Howell
Needed By Date
General Commodity 003387 NYC LEADERSHIP ACADEMY INC
Vendor 0000000000
Work Order 0
Activity
Ship To Address RCVNG
10-27 46TH AVENUE
LONG ISLAND CITY, NY 11101
KENT ISD MAINTENANCE/RECEIVING
1655 E BELTLINE NE
GRAND RAPIDS, MI 49525
Ship To Reference
Shipping Method
Bill To Address ESC
KENT ISD
2930 KNAPP NE
GRAND RAPIDS, MI 49525
PO Description THE LEADERSHIP ACADEMY
Special Handling None Status Printed Distribution 1

Total PO Amount \$46,100.00
Liquidated \$ 0.00
Canceled \$ 0.00
Open Encumbrance \$46,100.00

Line Item Details

Line 001 Commodity				
Req	240676	QTY 1.00	UOM EACH	Unit Price 46100.00000
% Disc	0.00	Credit	0.00	Freight 0.00

Qty Received		0.00	Line Item Total	\$46,100.00
Qty Canceled		0.00	Liquidated	\$ 0.00
			Canceled	\$ 0.00
			Line Item Open Encumbrance	\$46,100.00

Description				
THE LEADERSHIP ACADEMY WILL CO-DEVELOP A				
CLASSROOM WALKTHROUGH TOOL AND FACILITATE				
CLASSROOM WALKTHROUGHS USING THE				
INSTRUCTIONAL ROUNDS METHOD.				

Department	SUP	1099 Box	Capital Assetn Needed By	
Quote		Bid		
Ship To Address	RCVNG		KENT ISD MAINTENANCE/RECEIVING	
			1655 E BELTLINE NE	
			GRAND RAPIDS, MI 49525	

Ship To Reference				

KENT INTERMEDIATE SCHOOL DISTRICT
PURCHASE ORDER INQUIRY PROFILE REPORT



Allocation Details		
Account	Description	Encumbered Amt Bud

11-1-282-3190-000-9813-00000-1281-	OTHER SER	
	Liquidated	\$46,100.00 U
	Canceled	\$ 0.00
	Allocated Open Encumbrance	\$ 0.00
		\$46,100.00

** END OF REPORT - Generated by SHERRI HESS **



The Leadership Academy
10-27 46th Avenue
Long Island City, NY
11101
Phone (646) 666-8181
Tax ID# 03-0503570

INVOICE

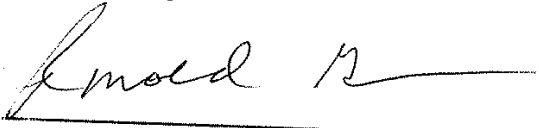
INVOICE #: INV-00379
DATE: 06/20/2024
DUE DATE: 07/12/2024
REF #: CULTURALLY RESPONSIVE
WALKTHROUGH

Inv# INV-00379 \$ 6,800.00
NYC LEADERSHIP ACADEMY INC
06/20/2024 # Pages 4 FP4 D0C444S1212

BILL TO: Kent ISD

PO# ~~24401602~~

Close PO after Payment

DESCRIPTION / MEMO	AMOUNT
The Leadership Academy Professional Services	
Development of Customized Classroom Walkthrough tools June 2024	\$6,800.00
Classroom Walkthroughs- June 2024	
	
TOTAL AMOUNT:	\$6,800.00

Charge to:

11-1-282-3190-000-9813-00000-1281

Q8 6/25/24

Notes

Please make check payable to: The Leadership Academy
Please remit payment to:
Bernadette Pizzurro, Finance Department, 10-27 46th Avenue, Suite 101, Long Island City, NY 11101

Wire and ACH- JP Morgan Chase Bank, NJ, ABA#021000021, A/C#000000530634899
Wire and ACH remit info to bpizzurro@leadershipacademy.org

DB
6/25/24

KENT INTERMEDIATE SCHOOL DISTRICT

PURCHASE ORDER INQUIRY PROFILE REPORT

Purchase Order Type Normal Fiscal Yr 2024 04 PO# 02401602
Batch 081723
Requisition 00240676
Department Code SUP
Allocation Code 00000000
Review Code
Buyer ID 1818howellc
Needed By Date
General Commodity 003387
Vendor 000000000
Work Order 0
Activity
Ship To Address RCVNG
Ship To Reference
Shipping Method
Bill To Address ESC
PO Description THE LEADERSHIP ACADEMY
Special Handling None Status Closed Distribution 1
Total PO Amount \$46,100.00
Liquidated \$23,050.00
Canceled \$23,050.00
Open Encumbrance \$ 0.00

Line Item Details

Line 001	Commodity																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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KENT INTERMEDIATE SCHOOL DISTRICT

PURCHASE ORDER INQUIRY PROFILE REPORT



Allocation Details		
Account	Description	Encumbered Amt Bud
11-1-282-3190-000-9813-00000-1281-	OTHER SER	
	Liquidated	\$46,100.00 U
	Canceled	\$23,050.00
	Allocated Open Encumbrance	\$23,050.00
		\$ 0.00

** END OF REPORT - Generated by SHERRI HESS **

As of 06/23/24 Comparison to PY Actual
Comparison to CY Budget

As of 06/23/24 Comparison to PY Actual
Comparison to CY Budget

Full Account Number	Responsib	Account Description	Type	Grant-Num	Status	24-25 Budget Original	24-25 Actual YTD	24-25 Encumbrances & Reqs	24-25 Remaining Balance	24-25 Percent Used	23-24 Budget Original	23-24 Budget Current	23-24 Actual YTD	23-24 Encumbrances & Reqs	23-24 Remaining Balance	23-24 Percent Used
11-1-281-1880-000-9813-00000-1281-	Gorman-Store-Grant	TEMP CLERICAL/ADMIN SUPPORT	E	G	A	-	-	-	-	-	-	19,000	11,237.50	-	6,762.50	62.43
11-1-281-2820-000-9813-00000-1281-	Gorman-Store-Grant	RETIREMENT	E	G	A	-	-	-	-	-	-	5,393	3,366.79	-	2,026.21	62.43
11-1-281-2820-000-9813-00000-1281-	Gorman-Store-Grant	RETIREMENT-UAL/147C	E	G	A	-	-	-	-	-	-	3,040	1,898.02	-	1,141.98	62.43
11-1-281-2830-000-9813-00000-1281-	Gorman-Store-Grant	FICA EMPLOYER	E	G	A	-	-	-	-	-	-	1,377	859.67	-	517.33	62.43
11-1-281-2840-000-9813-00000-1281-	Gorman-Store-Grant	WORKERS COMPENSATION	E	G	A	-	-	-	-	-	-	180	148.35	-	31.65	82.42
11-1-281-3190-000-9813-00000-1281-	Gorman-Store-Grant	OTH PROF SURVEYS & POLLING	E	G	A	174,983	-	44,300.00	130,683.00	25.32	297,500	196,924	102,417.94	13,210.31	83,995.75	58.13
11-1-281-3220-000-9813-00000-1281-	Gorman-Store-Grant	WORKSHOPS/CONFERENCES	E	G	A	-	-	-	-	-	-	-	1,354.15	-	(1,354.15)	-
11-1-281-7910-000-9813-00000-1281-	Gorman-Store-Grant	MISCELLANEOUS EXPENDITURES	E	G	A	-	-	-	-	-	-	-	-	-	-	-
11-1-282-3190-000-9813-00000-1281-	Gorman-Store-Grant	OTH PROF SERV	E	G	A	53,900	-	-	53,900.00	-	-	197,100	119,049.91	-	73,050.09	61.97
FILTER TOTALS						228,883	-	44,300.00	184,583.00	19.35	297,500	419,014	240,332.33	13,210.31	165,471.36	60.51



The Leadership Academy
10-27 46th Avenue
Long Island City, NY
11101
Phone (646) 666-8181
Tax ID# 03-0503570

✓-3387
R-2
INVOICE

INVOICE #: INV-00421
DATE: 01/29/2025
DUE DATE: 02/24/2025
REF #: PO# 2501662

2501442

BILL TO: Kent ISD

DESCRIPTION / MEMO	AMOUNT
<div>Inv# INV-00421 \$ 19,700.00 NYC LEADERSHIP ACADEMY INC 01/29/2025 # Pages 3 FP3 D0C486S216 PO# 2501442</div> <p>The Leadership Academy</p> <p>Provide two Classroom walkthroughs with up to 30 participants Walkthrough planning meetings prior to visits</p>	\$19,700.00
TOTAL AMOUNT:	\$19,700.00

David Stone

OK
2/10/25

DR 2/13/25

Notes

Please make check payable to: The Leadership Academy
Please remit payment to:
The Leadership Academy P.O. Box 24995, New York, New York 10087-4995

Wire and ACH- JP Morgan Chase Bank, NJ, ABA#021000021, A/C#0000000530634899
Wire and ACH remit info to bpizzurro@leadershipacademy.org

KENT INTERMEDIATE SCHOOL DISTRICT

PURCHASE ORDER INQUIRY PROFILE REPORT

Purchase Order Type Normal Fiscal Yr 2025 03 PO# 02501442
Batch 091024 PO Date 09/10/2024
Requisition 00250484 SUPERINTENDENT
Department Code SUP
Allocation Code 000000000
Review Code 1818howellc
Buyer ID Collin Howell
Needed By Date
General Commodity NYC LEADERSHIP ACADEMY INC
Vendor 003387
Work Order 000000000
Activity 0
Ship To Address RCVNG
10-27 46TH AVENUE
LONG ISLAND CITY, NY 11101
KENT ISD MAINTENANCE/RECEIVING
1655 E BELTLINE NE
GRAND RAPIDS, MI 49525
Ship To Reference
Shipping Method ESC
Bill To Address
KENT ISD
2930 KNAPP NE
GRAND RAPIDS, MI 49525
PO Description LEADERSHIP ACADEMY WILL PROVIDE TWO CLASSROOM WALK
Special Handling None Status Printed Distribution 1
Total PO Amount \$19,700.00
Liquidated \$ 0.00
Canceled \$ 0.00
Open Encumbrance \$19,700.00

Line Item Details

Line 001	Commodity					
Req	250484	Qty 1.00	UOM EACH	Unit Price 19700.00000		
% Disc	0.00	Credit	0.00	Freight	0.00	

Qty Received	0.00	Line Item Total	\$19,700.00			
Qty Canceled	0.00	Liquidated	\$ 0.00			
		Canceled	\$ 0.00			
		Line Item Open Encumbrance	\$19,700.00			

Description						
LEADERSHIP ACADEMY WILL PROVIDE TWO CLASSROOM WALKTHROUGHS WITH UP TO 30 PARTICIPANTS, ALONG WITH A PREPARATION MEETING PRIOR TO THE CLASSROOM VISITS.						

Department	SUP	1099 Box	Capital Assetn Needed By			
Quote	Bid					
Ship To Address	RCVNG		KENT ISD MAINTENANCE/RECEIVING			
			1655 E BELTLINE NE			

Ship To Reference						
			GRAND RAPIDS, MI 49525			

KENT INTERMEDIATE SCHOOL DISTRICT
PURCHASE ORDER INQUIRY PROFILE REPORT



Allocation Details		
Account	Description	Encumbered Amt Bud
11-1-282-3190-000-9813-00000-1281-	OTHER SER	
	Liquidated	\$19,700.00 U
	Canceled	\$ 0.00
	Allocated Open Encumbrance	\$ 0.00
		\$19,700.00

** END OF REPORT - Generated by SHERRI HESS **

APPROVED

By Cindy Conners at 1:49 pm, May 13, 2020



10-27 46th Avenue, 1st Floor
Long Island City, NY 11101
(646)666-8181
Tax ID# 03-0503570

Invoice No. 031620

INVOICE**Customer**

Name Kent ISD
Address 1 Attn: Cindy Conners
Address 2 2930 Knapp Street
City Grand Rapids MI 49525
Phone

Date 3/20/2020

On receipt

PO 20000374

Qty	Description	Unit Price	TOTAL
	NYCLA Professional services as per agreement		
	NYCLA facilitator David Reese presentations to the KISA superintendents Jan 16-17/2020		\$8,000.00
	Close PO after payment of this invoice per C. Conners		
			\$ 8,000.00
			\$ 8,000.00

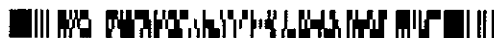
Notes

Office Use Only

Please make check payable to: NYC Leadership Academy

Please remit payment to:

Bernadette Pizzurro, Finance Department, 10-27 46th Avenue, 1st Floor, Long Island City, NY 11101



Inv# 031620 \$ 8,000.00
NYC LEADERSHIP ACADEMY INC
03/20/2020 # Pages 1 FP1 DOC252S161
PO# 20000374

00061885

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
3387	THE LEADERSHIP ACADEMY	61885	02/14/2025	\$19,700.00

FILE COPY
NON-NEGOTIABLE

KENT INTERMEDIATE SCHOOL DISTRICT

Accounts Payable
2930 Knapp St NE
Grand Rapids, MI 49525
(616) 365-2202
FAX (616) 365-2336

THE LEADERSHIP ACADEMY
PO BOX 24995
NEW YORK, NY 10087-4995

acct # 26-1-226-3191- 000-0000-10000-6400



45-18 Court Square, 2nd Floor
Long Island City, NY 11101
(718) 752-7365
Tax ID# 03-0503570

Invoice No. 103118


INVOICE

Customer

Name Kent ISD
Address 1 Ron Caniff
Address 2 2930 Knapp Street
City Grand Rapids MI 49525
Phone

Date 10/31/2018

On receipt

Qty	Description	Unit Price	TOTAL
	NYCLA Professional services as per agreement		
	NYCLA Facilitation of Superintendent Equity Session - Oct 12, 2018		\$3,700.00
 Inv# 103118 \$ 3,700.00 NYC LEADERSHIP ACADEMY INC 10/31/2018 # Pages 1 FP1 D0C190S1861			
			\$ 3,700.00
			\$ 3,700.00

Notes

Office Use Only

Please make check payable to: NYC Leadership Academy
Please remit payment to:
Bernadette Pizzurro, Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101

New ✓ # 3387 R-1

email 11-7



45-18 Court Square, 2nd Floor
Long Island City, NY 11101
(718) 752-7365
Tax ID# 03-0503570

Handwritten signature and date 11/4/19
Invoice No. 110419

INVOICE


Customer

Name Kent ISD
Address 1 Attn: Cindy Conners
Address 2 2930 Knapp Street
City Grand Rapids MI 49525
Phone _____

Date 11/4/2019

On receipt

PO 20000374

Qty	Description	Unit Price	TOTAL
	NYCLA Professional services as per agreement		
	NYCLA facilitator David Reese presentations to the KISA superintendents at the KISA October retreat in Big Rapids, Michigan		\$7,000.00
 Inv# 110419 \$ 7,000.00 NYC LEADERSHIP ACADEMY INC 11/04/2019 # Pages 1 FP1 DOC222S2682 PO# 20000374			
			\$ 7,000.00
			\$ 7,000.00

Notes

Office Use Only

Please make check payable to: NYC Leadership Academy
Please remit payment to:
Bernadette Pizzurro, Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101



45-18 Court Square, 2nd Floor
Long Island City, NY 11101
(718) 752-7365
Tax ID# 03-0503570

update Vendor Address ? NO see below

Vendor 3387

Invoice No. 120418

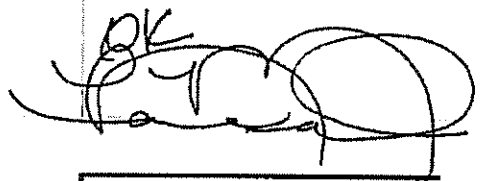
INVOICE

Customer

Name Kent ISD
Address 1 Laura Robinson
Address 2 Kent Career Tech Center
City
Phone

Date 12/4/2018

On receipt

Qty	Description	Unit Price	TOTAL
	NYCLA Professional services as per agreement		
	Teacher Leader Academy Session - Leading for Equity Starts with Self		\$300.00
	November 6, 2018		
	11-1-221-3120-0000-00000-9510		
			\$ 300.00
Notes			\$ 300.00

Office Use Only

Please make check payable to: NYC Leadership Academy
Please remit payment to:
Bernadette Pizzurro, Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101

Inv# 120418 \$ 300.00
NYC LEADERSHIP ACADEMY INC
12/04/2018 # Pages 1 FP1 DOC193S2432

This Agreement is entered into as of September 26, 2023, by and between THE LEADERSHIP ACADEMY, and KENT INTERMEDIATE SCHOOL DISTRICT (KENT ISD).

It is mutually agreed that:

THE LEADERSHIP ACADEMY will provide the following to KENT ISD, unless modified by the mutual written agreement of the parties:

1. Scope of Work

Timeline: September 2023 - June 30, 2024

- Co-develop a customized culturally responsive classroom walkthrough tool.
- Facilitate a series of classroom walkthroughs using the instructional rounds model.

Below you will find the details of each of the proposed activities.

Develop a Customized Classroom Walkthrough Tool

The Leadership Academy's [Culturally Responsive Walkthrough Guide](#) is designed to support school leaders in creating culturally responsive schools that are intentionally built to ensure children of every race, ethnicity, language, and other identity characteristics have what they need to achieve academic, social, and emotional success. The guide is built around The Leadership Academy's [eight core research-based actions](#) of a culturally responsive leader that have been found to create conditions for learning and success for all students, particularly those who have been minoritized.

To support Kent ISD in developing their own customized classroom walkthrough tool, The Leadership Academy will serve as a thought partner and support a core leadership team to:

- Leverage our existing [Culturally Responsive Classroom Walkthrough Guide](#).
- Review the MI Student Voice Perception Survey along with the last two years of results.
- Co-develop a draft classroom walkthrough aligned to the survey.
- Review the draft classroom walkthrough tool with Kent ISD's Continuous Improvement Team.
- Finalize the classroom walkthrough tool.

The Leadership Academy will provide a team made up of two facilitators, a project manager, and a member of our Research and Evaluation team. We will provide up to 7 total hours of co-developing and reviewing the classroom walkthrough with Kent ISD. If Kent ISD is interested in additional support, we are happy to adjust the scope of activities and make the necessary changes to the cost.

Classroom Walkthroughs

Using the classroom walkthrough tool we develop with Kent ISD, we propose facilitating 4 classroom walkthroughs with up to 30 participants per walkthrough during the school year 2023-2024. One walkthrough will take place in KENT ISD and three walkthroughs will take place in districts outside of KENT ISD. The Leadership Academy will provide 2 facilitators to support each classroom walkthrough. Prior to the visit, we will meet with the host leaders to prepare for the classroom visit and determine observation focus areas using the customized culturally responsive classroom walkthrough tool. We will then facilitate the half-day classroom walkthrough and debrief at the school site.

Additionally, we will lead a 90-minute virtual launch and a 90-minute virtual wrap-up session with network participants.

Cost

The Leadership Academy's price for the services described above is \$46,100.

This price includes Leadership Academy staff time and related out-of-pocket expenses. We have assumed that the two facilitators are local facilitators. Below you will find the cost breakdown for the main activities. This price does not include the district's staff time or travel costs, or any costs associated with space, A/V equipment/support, or participant food/beverage; the district will be responsible for these costs.

Development of Customized Classroom Walkthrough Tool	\$6,700
Network Launch & Closing with Network Participants	\$3,450
Classroom Walkthroughs (4 total)	\$39,400
Total	\$46,100

In Person vs Virtual Work

Given the ongoing public health concerns associated with COVID-19, we continue to carefully manage our in-person work and staff travel. While our final proposed plan may include in-person sessions, we reserve the right to shift these sessions from in-person to virtual if local COVID-19 transmission rates are high and/or require participants to wear masks during in-person sessions to protect our staff. As it relates to COVID-19 transmission rates, "local" includes rates in the locations where The Leadership Academy team members reside as well as the area of the district. We will work collaboratively with Kent ISD.

Payment will be due 30 days from receipt of invoice. Please remit to The Leadership Academy, Attention: Finance Department, 10-27 46th Ave, 1st Floor, Long Island City, NY 11101.

2. Coordination:

THE LEADERSHIP ACADEMY designates Mary Jo Dunnington, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 245-6748; mdunnington@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

KENT ISD designates, Ron Gorman rongorman@kentisd.org, as its representative and point of contact for all purposes.

3. Consultation

In the event that the scope of work or time-line set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of THE LEADERSHIP ACADEMY, THE LEADERSHIP ACADEMY will immediately notify KENT ISD in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, THE LEADERSHIP ACADEMY and KENT ISD shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

4. Independent Contractor

THE LEADERSHIP ACADEMY shall engage in performance of this contract as an independent contractor. No THE LEADERSHIP ACADEMY employee shall be deemed an employee, agent or representative of KENT ISD and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto.

5. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by The Leadership Academy in the performance of this Agreement shall rest in the Leadership Academy. However, The Leadership Academy grants the KENT ISD a royalty-free, nonexclusive, perpetual, and irrevocable license to reproduce, copy, adapt, distribute, publicly display, perform, make derivative works of or otherwise use the materials created pursuant to this Agreement. KENT ISD agrees not to license, assign or otherwise transfer any of the materials created by The Leadership Academy pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

6. Insurance

THE LEADERSHIP ACADEMY shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of KENT ISD against all hazards or risks of loss as herein specified.

7. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

8. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

9. Counterparts

This agreement may be executed in counterpart originals.

THE LEADERSHIP ACADEMY

KENT ISD

By

By

Mary Jo Dunnington

Ron Koehler

Print Name

Print Name

Mary Jo Dunnington

R Koehler

Signature

Signature

Sept 27, 2023

10/2/23

Date

Date

Purchase Order

Fiscal Year 2024

Page: 1 of: 1

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Kent Intermediate School District

2930 Knapp NE
Grand Rapids, MI 49525
TAX ID: 38-1712500
Phone: (616) 365-2208
FAX: (616) 365-2336

THIS NUMBER MUST APPEAR ON ALL
INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

2401602

Delivery must be made within doors of
specified destination.

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NYC LEADERSHIP ACADEMY INC
10-27 46TH AVENUE
LONG ISLAND CITY, NY 11101

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KENT ISD MAINTENANCE/RECEIVING
1655 E BELTLINE NE
GRAND RAPIDS, MI 49525
Phone: 616-365-2224

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference			
718-752-7365			240676				
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
10/25/2023	3387				SUPERINTENDENT		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	THE LEADERSHIP ACADEMY			1.0	EACH	\$46,100.00	\$46,100.00
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading						
	THE LEADERSHIP ACADEMY WILL CO-DEVELOP A CLASSROOM WALKTHROUGH TOOL AND FACILITATE CLASSROOM WALKTHROUGHS USING THE INSTRUCTIONAL ROUNDS METHOD.						

By: *Deni Bain*
Authorized Signature

VENDOR COPY

Total Ext. Price	\$46,100.00
PO Total	\$46,100.00

Purchase Order

Fiscal Year 2025

Page: 1 of: 1

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Kent Intermediate School District

2930 Knapp NE
Grand Rapids, MI 49525
TAX ID: 38-1712500
Phone: (616) 365-2208
FAX: (616) 365-2336

THIS NUMBER MUST APPEAR ON ALL
INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

2501442

Delivery must be made within doors of
specified destination.

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NYC LEADERSHIP ACADEMY INC
10-27 46TH AVENUE
LONG ISLAND CITY, NY 11101

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KENT ISD MAINTENANCE/RECEIVING
1655 E BELTLINE NE
GRAND RAPIDS, MI 49525
Phone: 616-365-2224

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference			
718-752-7365			250484				
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
09/10/2024	3387				SUPERINTENDENT		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	LEADERSHIP ACADEMY WILL PROVIDE TWO CLASSROOM WALK The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading			1.0	EACH	\$19,700.00	\$19,700.00
	LEADERSHIP ACADEMY WILL PROVIDE TWO CLASSROOM WALKTHROUGHS WITH UP TO 30 PARTICIPANTS, ALONG WITH A PREPARATION MEETING PRIOR TO THE CLASSROOM VISITS.						

By: *Dani Bain*
Authorized Signature

VENDOR COPY

Total Ext. Price	\$19,700.00
PO Total	\$19,700.00



Purchase Order

Fiscal Year 2020

Page: 1 of: 1

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O**Kent Intermediate School District**

2930 Knapp NE
Grand Rapids, MI 49525
TAX ID: 38-1712500
Phone: (616) 365-2208
FAX: (616) 365-2336

THIS NUMBER MUST APPEAR ON ALL
INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

20000374

Delivery must be made within doors of
specified destination.

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NYC LEADERSHIP ACADEMY INC
45-18 COURT SQUARE 3RD FL
LONG ISLAND CITY, NY 11101

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KENT ISD MAINTENANCE/RECEIVING
1655 E BELTLINE NE
GRAND RAPIDS, MI 49525
Phone: 616-365-2224

Vendor Phone Number		Vendor Fax Number	Requisition Number		Delivery Reference			
718-752-7365			200355		CINDY CONNERS			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location			
10/24/2019	3387				SUPERINTENDENT			
Item#	Description/PartNo				QTY	UOM	Unit Price	Extended Price
1	DEI PRESENTER The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading DAVID REASE, JR. ED.L.D. PRESENTATION TO THE KISA SUPERINTENDENTS AT THE KISA RETREATS IN OCTOBER, JANUARY AND APRIL. ALSO INCLUDES A 30 MINUTE PRESENTATION AT A KIASB SCHOOL BOARD DINNER ON JANUARY 16, 2020				1.0	EACH	\$22,000.00	\$22,000.00

By: Deni Bain
Authorized Signature

VENDOR COPY

Total Ext. Price	\$22,000.00
PO Total	\$22,000.00

Req No.
Account No. 11-1-283-3120-000-0000-00000-1200-3010

Kent Intermediate School District
AND
NYC Leadership Academy ~~David Rease, Jr. Ed.L.D.~~

CONTRACT/LETTER OF AGREEMENT

This Letter of Agreement is entered into this 4th day of September, 2019 between **Kent Intermediate School District**, a Michigan school district, whose address is 2930 Knapp Street NE., Grand Rapids, Michigan 49525, hereinafter referred to as KISD, and ~~David Rease, Jr., Ed.L.D.~~, referred to as Contractor, whose address is NYC Leadership Academy, 45-18 Court Square, 3rd Floor, Long Island City, NY 11101.

NYC Leadership Academy

SCOPE OF SERVICES

- A. Contractor agrees to perform these services for KISD under the terms and conditions set forth in this Agreement.

Facilitation of an Equity Series for KISA and Kent ISD at the KISA Retreats on October 10, 2019, January 17, 2020 and April 24, 2020. Includes facilitation of a virtual session to develop a scope and outcomes; design and onsite facilitation of three half-day sessions and facilitation of a short session review with the core Kent ISD team after each session. Also includes a 30 minute presentation at a KIASB school board dinner on January 16, 2020 at KCTC.

- B. Responsibilities of KISD:

Equipped meeting rooms and facilities for the October KISA Retreat at the Holiday Inn - Big Rapids, The January KISA retreat at the Kent Conference Center and the April KISA Retreat at Bay Point Inn; Educational supplies (paper, pencils etc), support personnel

CONDITIONS

- 1.1. **Term.** The responsibility to provide services will be accepted, and work will begin October 1, 2019. Work will be performed following execution of this Agreement. KISD agrees to retain Contractor through April 24, 2020, based on the availability of hours/dates as mutually agreed by Contractor and KISD.
- 1.2. **Compensation.** The Contractor shall be paid \$22,000 total, which includes all travel and related expenses to and from all meetings. Contractor will submit an invoice which will include: Contractor's name, address, dates and location of service provided, the itemized amount of the billing. \$7,000 will be paid after both the October and April retreat sessions and \$8,000 will be paid after the January retreat.

- a) KISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the completion of contracted services within 30 calendar days from receipt in the Business office.
- 1.3. **Meaning of the Services.** Service to be provided by Contractor generally means all obligations and responsibilities of Contractor under this Agreement, and in particular includes the scope of services as set forth above to be carried out in accordance with the standards of the Agreement and all applicable legal requirements, whether current or enacted in the future. Contractor assumes responsibility for the method and manner in which the services are rendered.
- 1.4. **Termination.** Either party may terminate this Agreement upon 30 days written notice. The Contractor shall have no claim for any of the balance of the Agreement price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
- 1.5. **Oversight.** Contractor and Ron Caniff or his designee shall meet at mutually agreed upon intervals (virtually, if necessary) to prepare for upcoming meetings and to review the quality of the Services or any other issue that may arise under the Letter of Agreement.
- 1.6. **Independent Contractor.** This Agreement is retained by KISD only for the purpose and to the extent set forth in this Agreement, and the Contractor's relationship with KISD shall, during the life of this Agreement, be that of an independent contractor. This Agreement does not create an employee/employer relationship. The Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to KISD in such manner as the Contractor sees fit. The Contractor shall not be entitled to participate in any plans, arrangements, or distributions by KISD pertaining to or in the connection with any fringe, pension, bonus, or similar benefits for KISD regular employees. KISD will not withhold or pay any sums, state, federal, or local taxes, social security (FICA), Michigan School Employees Retirement, unemployment (MESC) insurance, or worker's compensation insurance and the Contractor agrees to hold KISD harmless for the payment of such sum, interest, penalties, or costs in the collection of the same. All materials produced by the Contractor under this Agreement shall immediately become the property of the KISD and must be surrendered upon request, except, the Contractor shall share the non-exclusive right to utilize the intellectual properties developed under this Agreement for future projects.
- 1.7. **Family Educational Rights.** Student information is protected by the Family Educational Rights & Privacy Act (FERPA). Contractor will abide by policies and procedures with respect to confidentiality and student educational records per the FERPA Compliance Agreement attached to this document as Appendix A.
- 1.8. **Indemnification.** KISD and Contractor shall be legally responsible for his/her own conduct. Each party assumes independent liability for their own conduct or

misconduct, and will indemnify the other for any liability imposed as a result of their own conduct or misconduct.

- 1.9. **Insurance.** Contractor and KISD agree that each shall obtain and maintain in full force and effect such insurance as each deems necessary to cover all insurable risks associated with its obligations under this Agreement and to keep such insurance in force at all times during the term of the Agreement. Failure to obtain insurance shall not be construed as a waiver of Contractor obligation to secure the required insurance.
- 1.10. **Modifications.** Any modifications or addendum to this letter of agreement shall only be made in writing and signed by each of the parties hereto.
- 1.11. **Governing Law.** The laws of the State of Michigan shall govern this Agreement.
- 1.12. **Force Majeure.** In the event and to the extent either Party is unable to perform its obligations under this Agreement because of any act of nature, civil disturbance, fire, flood, riot, war, terrorist attack, picketing, strike, lockout, work stoppage, loss of transportation facilities, oil or fuel shortage or embargo, governmental action or any condition or cause beyond such Party's control, such Party shall be excused from performance of the Agreement.
- 1.13. **Attached Appendices.** All of the attached appendices form an integral part of the understandings and agreements between the Parties and are as such a part of the Agreement.
- 1.14. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. All prior discussions, agreements and understandings, whether verbal or in writing, are superseded by this Agreement. No amendment or modification to this Agreement, including any amendment or modification of this paragraph, shall be effective unless submitted in writing and signed by all parties.

SPECIAL CERTIFICATION

The individual(s) signing this agreement certifies by his/her signature that he/she is authorized to sign this agreement on behalf of the responsible governing board, official or agency.

Dated: 9/16/2019 By: [Signature]
Contractor
Print Name Nancy Gutierrez
Title PRESIDENT + CEO

For Office of Retirement Services purposes, please check box if you retired from a Michigan public school with an effective date on or after July 1, 2010 ☐ Yes ☒ No

If Yes, please complete the attached form: 3rd Party/Independent Contractor Retiree Rehire/Termination Certification

For REP (Registry of Educational Employees) Reporting purposes, please complete the following:

Gender: ☒ Female ☐ Male

Race: ☐ American Indian ☐ Asian American
☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander
☐ White or Caucasian ☒ Hispanic or Latino

Dated: 9/11/19 By: [Signature]
Kent Intermediate School District
Ron Caniff
Kent ISD Superintendent

Criminal Background Check required for Independent Contractor per Kent ISD Policy/Guidelines dated July 17, 2008?

☐ Yes ☒ No

By: [Signature]
Kevin Philipps
Asst. Superintendent/Budget Control Officer

Dated: 10/22/19 By: [Signature]
Coni Sullivan
Assistant Superintendent Human Resources

Attachment:

3rd Party/Independent Contractor Retiree Rehire/Termination Certification

Appendices

Appendix A – FERPA Compliance Agreement

Appendix B – Terms of Agreement

APPENDIX A
FERPA COMPLIANCE AGREEMENT

Kent Intermediate School District (KISD) requires any third party (other than as required by law) to whom student information is released for educational purposes to sign the following agreement. Failure to sign will be interpreted as a failure to agree and student information will not be released. The third party in this agreement is NYC Leadership Academy - David Rease, Jr. Ed. L.D. (referred to as the third party for purposes of this agreement).

Student information is protected by the Family Educational Rights & Privacy Act (FERPA). By signing this agreement, the third party:

- Agrees that all student information is confidential and subject to FERPA.
- Specifies in the attached body of the agreement the specific educational purpose for which the student information is required.
- Agrees to use the student information for the specific, limited educational purpose and intent stated in this agreement. Any other use is prohibited.
- Agrees that KISD reserves the right to modify or limit the requested student information and that the student information provided to the third party will be on a need-to-know basis, specifically limited to the educational purpose as outlined in the contract.
- Agrees that any and all student information will not be maintained, stored or kept on file (electronic or any other media) after the stated educational purpose has been fulfilled. Specifically, any and all student information is to be deleted from any electronic storage; paper copies or any other media are to be destroyed and notice of this destruction is to be sent to KISD. This includes any data in aggregate form if that aggregation requires the retention of individual student records.
- Agrees to limit the distribution of student information to only those employees who have a legitimate education need to access the information.
- Agrees that student information will not be re-disclosed to any other party without the prior knowledge and prior written consent of KISD.
- Agrees that any re-disclosure of student information will disqualify the disclosing party from receiving information in the future, and the third party under this compliance agreement, to whom the information was originally released, will indemnify the District against any and all liability (including but not limited to damages of any nature, attorney's fees and any and all legal costs) arising out of the third parties' use and disclosure of educational records and personally identifiable student information in violation of FERPA or in violation of any other statutory or common law privacy rights.
- Agrees to keep a log of any and all persons who have accessed the student information and present this log to KISD upon demand.

Appendix B Terms of Agreement

Compliance with Laws

According to state legislation and Kent ISD policy, an Independent Contractor will be responsible for supplying a criminal background history prior to starting work at Kent ISD. This applies to those individuals who provide services in school buildings on more than two occasions.

Books, Records and Reports

Contractor is responsible for maintaining and keeping all records for services provided under this agreement. Such records will be maintained and kept for four years after the close of the program year and made available for inspection as requested by either party. KISD shall have the right to inspect such records during normal business hours.

Taxes

Contractor shall be responsible for and pay all State, Federal and Local income taxes incurred by Contractor in its performance of this Agreement.

Assignments and Transfers

Contractor shall not voluntarily, involuntarily or by operation of the law, assign, or transfer its duties and obligations under this agreement without first obtaining the prior written consent of KISD. Any such attempted assignment or transfer shall be null and void, be of no force and effect and shall be a material, non-curable breach of this Agreement.

Titles

The title of the Sections of this Agreement are for convenience only and shall not in any way affect the interpretation of any clause of this Agreement.

Equal Opportunity Employer

Contractor recognizes the importance of diversity in employment and shall provide equal opportunities to people without regard to race, color, creed or religion, sex, national origin, age, marital status, height, weight, physical or non-qualifying handicap or any other protected group.

Appendix C
NYC Leadership Academy Proposal



**Advancing Equity Across Kent ISD:
A Proposal for a Facilitation of an Equity Series for KISA**

The NYC Leadership Academy would be pleased to support the continuing work with the Kent ISD and KISA member superintendents around helping district leaders confront local and regional equity-related challenges affecting students they serve.

At the request of KISD, the Leadership Academy proposes designing and facilitating a series of half- or full-day equity-focused sessions for KISA members as part of their quarterly retreats.

We propose that the Leadership Academy team will undertake the following:

- Facilitation of a virtual session with key individuals from KISD to develop outcomes and a scope and sequence for this series.
- Design and onsite facilitation of three half-day sessions for 30-40 KISA participants on the following dates as part of KISA's scheduled retreats: October 10, 2019; January 17, 2020; and April 24, 2020)
- Facilitation of short session review conversations with the core KISD team after each session to consider feedback and adjustments that need to be made to the series going forward.
- Facilitation of a 30-minute presentation at the KISA school boards dinner on January 16, 2020.

Leadership Academy National Leadership Facilitator Dr. David Rease, Jr., will lead this work for the Leadership Academy. David has designed curriculum and facilitated professional learning for clients such as Somerville Public Schools, MA, Lexington One School District, SC, and Kentwood Public Schools, MI. Prior to joining the Leadership Academy, David worked as the Executive Director for the Office of Continuous Systemic Improvement in Prince George's County, Maryland. In that role he worked to create coherence in how central offices and schools approached continuous improvement via the Data Wise Improvement Process. David brings to the Leadership Academy his experiences as a teacher in the Durham Public Schools, an instructional facilitator with the North Carolina Department of Public Instruction, and a consultant with McREL International. David holds a B.A. in history from Columbia University, an MAT in secondary social studies from Duke University, and a Doctor of Education Leadership degree from Harvard University.

Cost of Proposed Support

The cost of the Leadership Academy's services will be \$22,000. Costs quoted includes non-WMLA-based Leadership Academy personnel time and related costs, as well as any participant training materials.

Note that WMLA-based staff will provide planning and delivery support for this initiative, representing approximately \$6,500 worth of support that is already covered through the generous support of local funders.

Req No.
Account No.

Kent Intermediate School District
AND
Name of Independent Contractor

CONTRACT/LETTER OF AGREEMENT

This Letter of Agreement is entered into this **1st day of July, 2024** between **Kent Intermediate School District**, a Michigan school district, whose address is 2930 Knapp Street NE., Grand Rapids, Michigan 49525, herein after referred to as Kent ISD, and **The Leadership Academy** referred to as Contractor, whose address is 10-27 46th Ave 1st Fl, Long Island City, NY 11101.

SCOPE OF SERVICES

- A. Contractor agrees to perform these services for Kent ISD under the terms and conditions set forth in this Agreement.

Facilitate two classroom walkthroughs with up to 30 participants.

Provide two facilitators to support classroom walkthroughs

Meeting to prepare host leaders prior to walkthroughs

- B. Responsibilities of Kent ISD:

Provide financial compensation for coaching service

CONDITIONS

- 1.1. **Term.** The responsibility to provide services will be accepted, and work will begin **July 1, 2024**. Work will be performed following execution of this Agreement. Kent ISD agrees to retain Contractor through **June 30, 2025**, based on the availability of hours/dates as mutually agreed by Contractor and Kent ISD.
- 1.2. **Compensation.** The Contractor shall be paid **\$19,700**, (if appropriate) to and from all meetings and other reasonable expenses as approved by Kent ISD. Contractor will submit an invoice which will include: Contractor's name, address, dates and location of service provided, the itemized amount due to the Contractor.
- a) Mileage will be reimbursed at the current standard IRS rate.
 - b) The Contractor must submit detailed/itemized receipts for meals and other expenses for reimbursement.

c) Kent ISD will not reimburse for the following items:

1. Alcohol
2. Tobacco
3. Jewelry
4. Gifts
5. Fees for Golf
6. Any illegal substance

d) Kent ISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the completion of contracted services within 30 calendar days from receipt in the Business office.

1.3. **Meaning of the Services.** Service to be provided by Contractor generally means all obligations and responsibilities of Contractor under this Agreement, and in particular includes the scope of services as set forth above to be carried out in accordance with the standards of the Agreement and all applicable legal requirements, whether current or enacted in the future. Contractor assumes responsibility for the method and manner in which the services are rendered.

1.4. **Termination.** Either party may terminate this Agreement upon 30 days written notice. The Contractor shall have no claim for any of the balance of the Agreement price remaining to be paid at date of termination other than amounts related to services provided prior to termination.

1.5. **Oversight.** Contractor and **Dr. Ron Gorman** shall meet at mutually agreed upon intervals to review the quality of the Services or any other issue that may arise under the Letter of Agreement.

1.6. **Independent Contractor.** This Agreement is retained by Kent ISD only for the purpose and to the extent set forth in this Agreement, and the Contractor's relationship with Kent ISD shall, during the life of this Agreement, be that of an independent contractor. This Agreement does not create an employee/employer relationship. The Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to Kent ISD in such manner as the Contractor sees fit. The Contractor shall not be entitled to participate in any plans, arrangements, or distributions by Kent ISD pertaining to or in the connection with any fringe, pension, bonus, or similar benefits for Kent ISD regular employees. Kent ISD will not withhold or pay any sums, state, federal, or local taxes, social security (FICA), Michigan School Employees Retirement, unemployment (MESIC) insurance, or worker's compensation insurance and the Contractor agrees to hold Kent ISD harmless for the payment of such sum, interest, penalties, or costs in the collection of the same. All materials produced by the Contractor under this Agreement shall immediately become the property of the Kent ISD and must be surrendered upon request, except, the Contractor shall share the non-exclusive right to utilize the intellectual properties developed under this Agreement for future projects

- 1.7. **Family Educational Rights.** Student information is protected by the Family Educational Rights & Privacy Act (FERPA). Contractor will abide by policies and procedures with respect to confidentiality and student educational records per the FERPA Compliance Agreement attached to this document as Appendix A.
- 1.8. **Indemnification.** Kent ISD and Contractor shall be legally responsible for his/her own conduct. Each party assumes independent liability for their own conduct or misconduct, and will indemnify the other for any liability imposed as a result of their own conduct or misconduct to the extent permitted by law.
- 1.9. **Insurance.** Contractor and Kent ISD agree that each shall obtain and maintain in full force and effect such insurance as each deems necessary to cover all insurable risks associated with its obligations under this Agreement and to keep such insurance in force at all times during the term of the Agreement. Failure to obtain insurance shall not be construed as a waiver of Contractor obligation to secure the required insurance.
- 1.10. **Modifications.** Any modifications or addendum to this letter of agreement shall only be made in writing and signed by each of the parties hereto.
- 1.11. **Governing Law.** The laws of the State of Michigan shall govern this Agreement.
- 1.12. **Force Majeure.** In the event and to the extent either Party is unable to perform its obligations under this Agreement because of any act of nature, civil disturbance, fire, flood, riot, war, terrorist attack, picketing, strike, lockout, work stoppage, loss of transportation facilities, oil or fuel shortage or embargo, governmental action or any condition or cause beyond such Party's control, such Party shall be excused from performance of the Agreement.
- 1.13. **Attached Appendices.** All of the attached appendices form an integral part of the understandings and agreements between the Parties and are as such a part of the Agreement.
- 1.14. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. All prior discussions, agreements and understandings, whether verbal or in writing, are superseded by this Agreement. No amendment or modification to this Agreement, including any amendment or modification of this paragraph, shall be effective unless submitted in writing and signed by all parties.

SPECIAL CERTIFICATION

The individual(s) signing this agreement certifies by his/her signature that he/she is authorized to sign this agreement on behalf of the responsible governing board, official or agency.

Completed by Contractor

Dated: _____

By: Mary Jo Dunnington

Mary Jo Dunnington
The Leadership Academy

MICHIGAN PUBLIC SCHOOL RETIREMENT DISCLOSURE:

For **Office of Retirement Services** purposes, have you retired from a Michigan public school?

☐ Yes ☒ No

If Yes, please indicate the effective date of your retirement (when your ORS benefits began):

Month _____ Year _____

IMPORTANT NOTICE: If you retired from a Michigan public school via a bona fide separation with no expectation of re-employment, then you must complete a 30 day no contact period before returning to employment with any Michigan public school, whether as a direct hire or as a contractor and are subject to annual wage limitations. You must complete a 6-month separation period before returning to employment with any Michigan public school, whether as a direct hire or as a contractor, to not be subject to wage limitations. Failure to do so will impact your pension and benefits. It is the applicant's responsibility to ensure compliance with Michigan Office of Retirement Services (ORS) and to coordinate with the ORS to resume retirement pension and benefits if the retirement was paused at any point. Kent ISD shall not be responsible for impact or loss of pension compensation or benefits resulting from this agreement.

BACKGROUND CHECK

For REP (Registry of Educational Employees) reporting and preliminary background check purposes, please complete the following:

Gender:

Date of Birth:

Race:

Not Required Per HR

Completed by Kent Intermediate School District

Dated: AUG 15 2024

By: Ronald Gorman
Print Name: Dr. Ron Gorman
Superintendent

Dated: AUG 15 2024

By: Kevin Philipps
Print Name: Kevin Philipps
Asst. Superintendent/Budget Control Officer

Criminal Background Check required for Independent Contractor per Kent ISD
Policy/Guidelines dated July 17, 2008?

☐ Yes ☒ No

1 chat
Verified on
the 2 presenters
8.19.24 JWB

Dated: 8-15

By: Dave Rodgers
Dave Rodgers
Assistant Superintendent - Human Resources

Attachment:

Appendix A – FERPA Compliance Agreement

Appendix B – Terms of Agreement

APPENDIX A FERPA COMPLIANCE AGREEMENT

Kent Intermediate School District (Kent ISD) requires any third party (other than as required by law) to whom student information is released for educational purposes to sign the following agreement. Failure to sign will be interpreted as a failure to agree and student information will not be released. The third party in this agreement is The Leadership Academy (referred to as the third party for purposes of this agreement).

Student information is protected by the Family Educational Rights & Privacy Act (FERPA). By signing this agreement, the third party:

- Agrees that all student information is confidential and subject to FERPA.
- Specifies in the attached body of the agreement the specific educational purpose for which the student information is required.
- Agrees to use the student information for the specific, limited educational purpose and intent stated in this agreement. Any other use is prohibited.
- Agrees that Kent ISD reserves the right to modify or limit the requested student information and that the student information provided to the third party will be on a need-to-know basis, specifically limited to the educational purpose as outlined in the contract.
- Agrees that any and all student information will not be maintained, stored or kept on file (electronic or any other media) after the stated educational purpose has been fulfilled. Specifically, any and all student information is to be deleted from any electronic storage; paper copies or any other media are to be destroyed and notice of this destruction is to be sent to Kent ISD. This includes any data in aggregate form if that aggregation requires the retention of individual student records.
- Agrees to limit the distribution of student information to only those employees who have a legitimate education need to access the information.
- Agrees that student information will not be re-disclosed to any other party without the prior knowledge and prior written consent of Kent ISD.
- Agrees that any re-disclosure of student information will disqualify the disclosing party from receiving information in the future, and the third party under this compliance agreement, to whom the information was originally released, will indemnify the District against any and all liability (including but not limited to damages of any nature, attorney's fees and any and all legal costs) arising out of the third parties' use and disclosure of educational records and personally identifiable student information in violation of FERPA or in violation of any other statutory or common law privacy rights.
- Agrees to keep a log of any and all persons who have accessed the student information and present this log to Kent ISD upon demand.

Appendix B Terms of Agreement

Compliance with Laws

According to state legislation and Kent ISD policy, an Independent Contractor will be responsible for supplying a criminal background history prior to starting work at Kent ISD. This applies to those individuals who provide services in school buildings on more than two occasions.

Books, Records and Reports

Contractor is responsible for maintaining and keeping all records for services provided under this agreement. Such records will be maintained and kept for four years after the close of the program year and made available for inspection as requested by either party. Kent ISD shall have the right to inspect such records during normal business hours.

Taxes

Contractor shall be responsible for and pay all State, Federal and Local income taxes incurred by Contractor in its performance of this Agreement.

Assignments and Transfers

Contractor shall not voluntarily, involuntarily or by operation of the law, assign, or transfer its duties and obligations under this agreement without first obtaining the prior written consent of Kent ISD. Any such attempted assignment or transfer shall be null and void, be of no force and effect and shall be a material, non-curable breach of this Agreement.

Titles

The title of the Sections of this Agreement are for convenience only and shall not in any way affect the interpretation of any clause of this Agreement.

Equal Opportunity Employer

Contractor recognizes the importance of diversity in employment and shall provide equal opportunities to people without regard to race, color, creed or religion, sex, national origin, age, marital status, height, weight, physical or non-qualifying handicap or any other protected group