

# Agenda of Regular Meeting

## The Board of Trustees Van Buren ISD

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A Regular meeting of the Board of Trustees of Van Buren ISD will be held March 8, 2023, beginning at 4:00 PM in the Van Buren Conference Center  
490 S Paw Paw Street  
Lawrence, MI 49064.

Van Buren ISD is in compliance with the Michigan Department of Health and Human Services Epidemic Order under MCL 333.2221.

The public is invited to attend the Van Buren Intermediate School District Board of Education meetings. If you require accommodations to access these meetings or would like to provide input or ask questions on any business that will come before the Van Buren Intermediate School District Board of Education at the meeting, please contact Dave Manson, Superintendent at [dmanson@vbisd.org](mailto:dmanson@vbisd.org).

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

### I. REGULAR MEETING

A. Approval of Draft Agenda (**ROLL CALL VOTE**)

B. Consent Agenda - (**ROLL CALL VOTE**)

1. Minutes

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The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **February 1, 2023**, at the Conference Center and called to order at **4:00 PM**. The following members were present: Faul, Makay, Weiss, Kent, and Middaugh.

Kent moved to approve the draft agenda for February 1, 2023, as presented. Supported by Weiss. Roll call vote. Weiss – yes, Kent – yes, Faul – yes, Makay – yes, and Middaugh – yes. Motion carried.

Makay moved to approve the Consent Agenda (*January 4, 2023 minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary*). Supported by Faul. Roll call vote: Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Faul moved to approve the Board/Superintendent Travel for February. Supported by Kent. Roll call vote. Kent – yes, Faul – yes, Weiss – yes, Makay – yes, and Middaugh – yes. Motion carried.

On January 16, 2023, Board members Makay, Kent, Faul, and Middaugh attended the District-wide professional development event at the Conference Center. Kent and Faul participated in the FFA interview process. Makay is actively taking CBA classes through MASB. Department updates along with the superintendent's update were presented to the Board.

Kent moved to approve the following resolution:

**RESOLVED**, the VBISD Board of Education approves the LEA Business Manager position.

Supported by Weiss. Roll call vote. Faul – yes, Kent – yes, Weiss – yes, Makay – yes, and Middaugh – yes. Motion carried.

Weiss made the motion to approve the following resolution:

**RESOLVED**, the VBISD Board of Education approves the following system of retention and referral bonuses.

- **Newly hired VBISD support staff employees** will receive a \$750 retention bonus if they begin work with VBISD between January 1, 2023, & March 31, 2023, and remain employed by VBISD through June 1, 2023.
- **Newly hired VBISD support staff employees** will receive a \$750 retention bonus if they begin work with VBISD between April 1, 2023, & June 30, 2023, and remain employed by VBISD through September 30, 2023.
- Beginning January 1, 2023, **all VBISD staff** are eligible to receive a \$250 referral bonus **if they refer any individual that is hired by VBISD** between January 1, 2023, & March 31, 2023, and remains employed by VBISD through June 1, 2023.
- Beginning April 1, 2023, **all VBISD staff** are eligible to receive a \$250 referral bonus **if they refer any individual that is hired by VBISD** between April 1, 2023, & June 30, 2023, and remains employed by VBISD through September 30, 2023.

*\*Note: Referral bonuses will only be paid to individuals remaining employed by VBISD at the time they are eligible to receive them.*

Supported by Makay. Roll call vote. Kent – yes, Weiss – yes, Faul – yes, Makay – yes, and Middaugh – yes. Motion carried.

Faul moved to approve the following resolution:

**RESOLVED**, the VBISD Board of Education approves the temporary hiring of Carly Edinger at a rate of \$75/hr for 22.5 hours/wk. This hire will be discontinued at the end of the school year OR when a permanent replacement can be hired and is not a member of the VBIEA and will not be provided employee benefits or mileage.

Supported by Makay. Roll call vote. Makay – yes, Weiss – yes, Kent – yes, Faul – yes, and Middaugh – yes. Motion carried.

Makay made the motion to approve the following resolution:

**THEREFORE, BE IT RESOLVED**, that the Van Buren Intermediate School District Board of Education approves the sale of the Off-Site Construction Trades home located at 217 Corwin Meadows Dr., Lawrence, Michigan to Mr. & Mrs. John Gremaux for the price of \$220,000. The Board of Education also authorizes Robert Smith, Director of CTE or Superintendent’s designee to sign all related paperwork for the closing of the house.

Supported by Kent. Roll call vote. Makay – yes, Weiss – yes, Kent – yes, Faul – yes, and Middaugh – yes. Motion carried.

Kent moved to approve the following resolution:

**RESOLVED** that the Board of Education approve the employment of Joshua Hamelink, IT Support Specialist beginning January 16, 2023, and salary prorated based on start date of \$34,000.

Supported by Faul. Voice Vote. Motion carried.

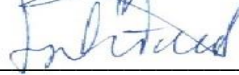
Weiss moved to approve the following resolution:

**RESOLVED** that the Board of Education accept the resignation of Breanna Orman, Social Worker, effective 1-27-2023 and the retirement of Doreen Cole, Occupational Therapist effective 6-13-2023 and Cecelia Norcross, ECSE effective 7-31-2023.

Supported by Kent. Voice Vote. Motion carried.

Motion by Makay to adjourn the meeting. Supported by Faul. Voice vote. Motion carried. Meeting adjourned at **5:20PM**.

Respectfully submitted,



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Van Buren Intermediate School District  
Board of Education, Lawrence, Michigan



**Van Buren Intermediate School District**  
**February 2023**

Imprest Fund Vouchers	\$ 850,399.65
Payroll Fund Vouchers	3,661,871.00
Purchasing Card Vouchers	86,347.57
EDUSTAFF ACH Payments	8,272.60
	\$ 4,606,890.82

**Budget-to-Expenditure Comparision 22-23**

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	15,986,977	9,400,693	6,586,284	591,168
Special Education	37,037,146	17,326,006	19,711,140	5,822,210
Career Tech Education	15,684,811	7,088,265	8,596,546	2,714,742
Food Service	93,236	1,814	91,422	56,458
Capital Projects	0	1,798,522	N/A	(1,798,522)

**Cash Flow Summary**

	Ending Balance 12/31/2022	Cash Receipts	Cash Disbursements	Ending Balance 1/31/2023
General	1,316,023	2,769,650	2,686,886	1,398,787
Special Education	3,471,190	2,078,863	2,113,131	3,436,922
Career Tech Education	6,253,292	860,319	839,293	6,274,319
Student Activity Fund	29,537	0	58	29,479
Food Service	49,759	63	0	49,822
Capital Projects	2,789,290	0	145,921	2,643,369
	13,909,090	5,708,896	5,785,289 *	13,832,698

\* The cash disbursements total includes amounts transferred electronically. Non-payroll related electronic transfers were made to other VBISD aCHounts. A listing of these transactions are available upon request. This statement is in accordance with Policy #6144.01



## IMPREST VOUCHER SUMMARY

### February 2023

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>
General Fund	188,085.57	30,148.64	(15,191.69)
Special Education	218,476.26	36,759.71	4,645.16
Vocational Education	434,335.32	19,439.22	10,546.53
Capital Projects	9,502.50	0.00	0.00
Health Consortium	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00
<b>TOTAL</b>	<b><u>850,399.65</u></b>	<b><u>86,347.57</u></b>	<b><u>0.00</u></b>

**PAYROLL SUMMARY**  
**February 2023**

GENERAL	1,013,035.28
SPECIAL EDUCATION	2,028,709.91
VOCATIONAL EDUCATION	620,125.81
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,661,871.00

C. Board/Superintendent Travel (**ROLL CALL VOTE**)

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**CONFERENCE ATTENDANCE**  
Superintendent/Board of Education  
**March 8, 2023**

***Pre-Approval***

NAME	DATES	LOCATION	ESTIMATED COST
Kenneth Kent	February 24-26, 2023	MASB Winter Institute 2023 Virtual Conference	<b>\$594.00</b>

***Post Approval***

NAME	DATES	LOCATION	COST
Karen Makay	February 24-26, 2023	MASB Winter Institute 2023 Virtual Conference	<b>\$693.00</b>
John Weiss	February 24-26, 2023	MASB Winter Institute 2023 Virtual Conference	<b>\$297.00</b>
Kenneth Kent	February 24-26, 2023	MASB Winter Institute 2023 Virtual Conference	<b>\$594.00</b>

D. Public Comments

E. SET/SEG Education Excellence Award Presentation - Breaking Barriers  
with Bilingual Books - Jeff Mills

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Zenia Gutierrez reads a book to students from the bilingual library at Bloomingdale Elementary School northwest of Kalamazoo.



"These students are among our most vulnerable populations due to the language barrier. They come from unique backgrounds. Their parents work hard to provide for their families and want to provide a good education for their children," says Gutierrez.



Gutierrez hopes to continue creating and expanding bilingual libraries at other school districts across the state.<sup>15</sup>



"These kids depend on us to provide these resources so they have an equitable education just like their peers. And their parents deserve the same rights ... and resources where they are able to also be part of their education at home," says Gutierrez.





II. INFORMATIONAL ITEMS  
A. Board Updates  
B. Superintendent Update

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Date: March 8, 2023  
To: Board of Education  
From: David D. Manson, Superintendent  
Subject: Superintendent Update

**Conference Center Remodel:** (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

On February 27th and 28th, the architect firms of Tower Pinkster & C2AE were invited to tour our Conference Center facility and begin exploring a potential remodeling project. The initial concept will be split into two phases. Phase 1 would consist of renovating/remodeling the back area for administrative offices (Business offices, HR, Superintendent) and include upgrades to our current conference spaces. Phase 2 would repurpose the current administrative offices for other departments, additional meeting spaces and ISD growth. (See attachment)

**Governor's Budget Summary:** (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

On February 8, 2023, Governor Whitmer released her FY24 School Aid Fund and General Fund budget recommendations. At first glance, these recommendations are school friendly and will undergo the political process over the next several months. Here is a high-level summary of the recommendations impact on schools:

**ISDs**

1. 5% increase for Section 81
2. \$80 m increase for Special Ed (this is for the new section 51 formula)
3. \$29 m increase for 31n
4. Inclusion in 147a (retirement offset)
5. Inclusion in section 97 school safety grants

**GSRP**

1. Expand the number of slots
2. Set eligibility at 300% poverty
3. \$18 m for transportation
4. \$75 m for grants to transition to five days per week
5. \$50 m grants for 2000 new classrooms
6. Establish \$1k - \$3k refundable tax credit for professionals working in licensed childcare

7. \$50 m to “strengthen the pipeline for early educators and professionals

### **Early Literacy**

1. \$300 m over 2 years for professional development, curriculum and supports
2. \$11m for salary increases for literacy coaches and one additional coach for each ISD
3. \$15m for literacy grants
4. \$1m for literacy hubs

### **\$1 B Infrastructure Fund**

1. \$300m for Mi Healthy Schools
2. \$500m reserve deposit for infrastructure grants
3. \$150m for EV Buses
4. \$25m grants for school-based health care facilities
5. \$9m for cyber security assessments
6. \$15m one-time grant program for CTE equipment

### **MPSERS**

1. Total MPSERS contributions at \$2.3 B
2. \$500m one-time MPSERS reserve fund deposit
3. \$202m for MPSERS payroll growth planning
4. \$12m to include ISDs in MPSERS offset.

**Rain Day Fund** - \$900m deposit. This is a newly created reserve fund.

### **LEAs**

1. 5% increase to foundation allowance. \$458 per pupil increase. Foundation will be at \$9608.
2. 5% increase for At Risk
3. 5% increase for English Language Learners
4. 5% increase for Section 22(d)
5. \$200 m to provide free lunch
6. \$214 per pupil for school safety
7. \$214 per pupil for mental health

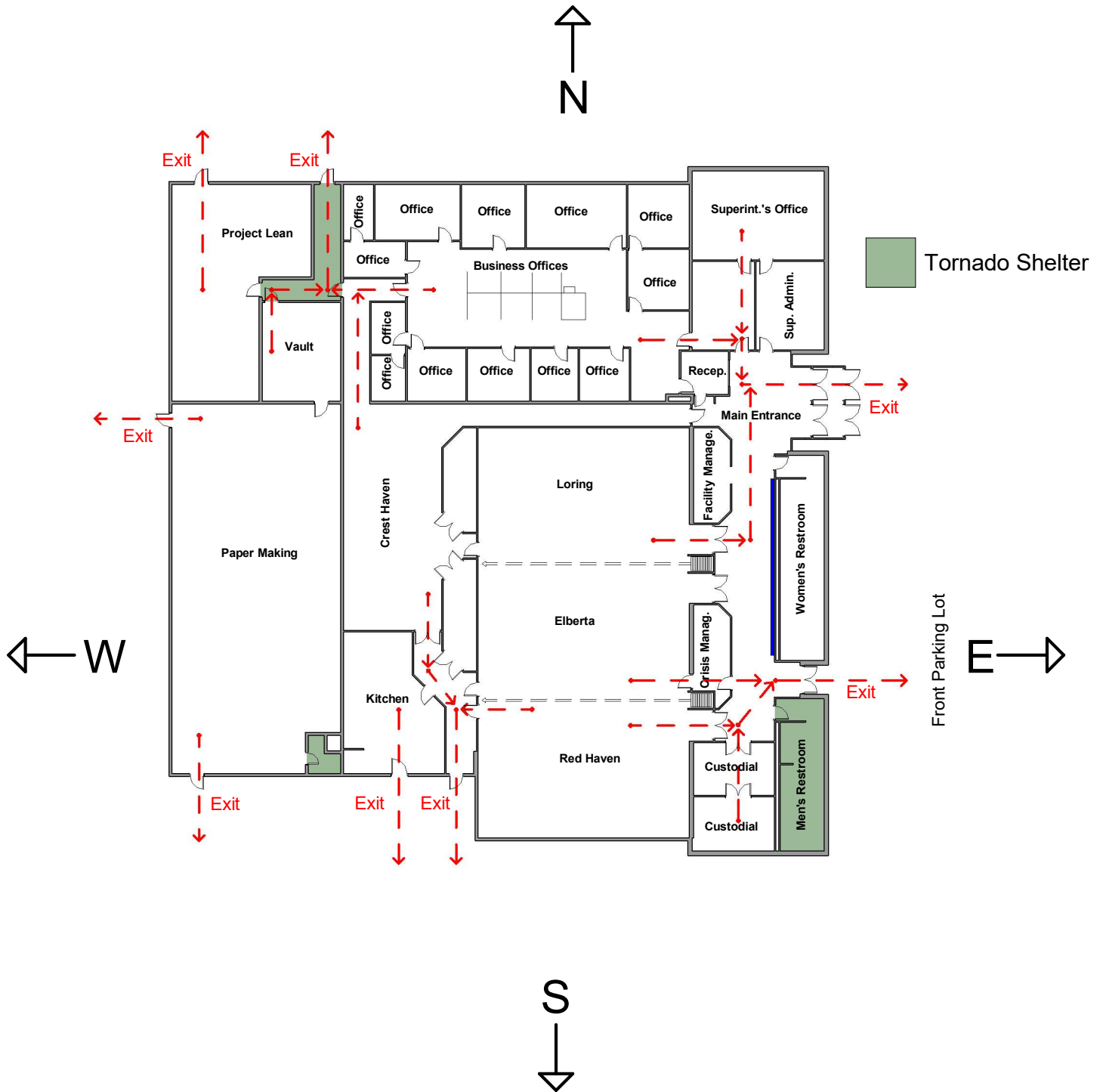
### **FY 23 Supplemental**

\$300m for “MI Kids Back on Track”. This is the summer school/tutoring program that the Governor wants passed by spring break to be implemented this summer.

**English Learners/Migrant Department Feedback:** (Staff Relations, Instructional Leadership)

On March 10, 2023, Angie Gutierrez and I will be performing short individual feedback interviews with most of the VBISD employees in the EL/Migrant department. The purpose of these interviews is to gather feedback directly from staff that will help shape the future of the department. Some of the questions we will be asking include: What is working well? What needs improvement? What solutions/changes might you have to assist students/families/staff? Angie and I are hopeful that these meetings will set the stage for future growth mindsets in the department.

# Van Buren Intermediate School District Conference Center



C. Department Updates  
1. Finance

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## MEMO

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**DATE:** MARCH 8, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** BARBARA MATTHEWS  
**RE:** FINANCE & OPERATIONS DEPARTMENT UPDATE

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**Budget Amendment (5, 10, 19)**

The budgets for the General, Special Education and Career Technical Education Funds were reviewed and adjusted this past month. A summary of the significant changes in various sections of the budgets is provided. The amended budgets are presented in this Board packet under the action items.

## Summary of Significant Changes made to 2022-23 Budgets

The proposed changes to the 2022-23 budgets are predominately a result of new or increased funding sources which resulted in the hiring of new staff and program expansion. In addition, a budget was created for a Debt Service Fund. This fund will record the receipt of tax funds from the Special Education Fund and the principal and interest payments related to the 2021 Building and Site Bonds.

The following table describes the changes that were out of the norm and/or had a significant impact on the budget.

Type	Description	Net increase (decrease)
<b>GENERAL FUND</b>		
State Sources	Increase in MPSERS UAAL Rate Stabilization	\$439,623
	Increase for Trails Program Grant	\$892,857
	Increase in GSRP Program Grant	\$225,358
	Increase in Section 81 Intermediate Districts	\$79,513
Federal Sources	Increase for federal revenue earned in 2021-22 but not recognized until 2022-23	\$136,696
	Decrease due to completion of WMU HIL grant	\$(231,596)
Incoming Transfers and Other Transactions	Increase for Technology Services to Local Schools	\$130,282
	Increase in Mental Health Services to Local Schools	\$219,553
	Increase for ESL Services to Local Schools	\$103,740
Financing Sources	Increase in indirect cost from other funds	\$184,293
Instruction-Basic Needs	Increase in GSRP Programming and adding additional site	\$296,000
Instruction-Added Needs	Added two additional ESL instructors	\$150,000
Support Services-Instructional Staff	Increase for TRAILS program	\$892,857
	Decrease due to completion of WMU HIL grant	\$(257,131)
Support Services-Transportation	Increase for creating position of Transportation Supervisor	\$85,000
Support Services-Central	Increase Related to Staffing Changes in Technology Services	376,000

	<b>SPECIAL EDUCATION FUND</b>	
State Sources	Increase in State Aid Special Education Funding	\$1,925,000
Federal Sources	Increase in Anticipated Use of Federal Grants	\$795,000
Supporting Services- Transportation	Increase for purchase of school buses and 10 Passenger Vans	\$400,745
	<b>CAREER TECHNICAL EDUCATION FUND</b>	
State Sources	Increase in State Aid	\$203,000
Instruction Added Needs	Decrease due to not having Collision Program as anticipated	\$(194,000)



# MEMO

**DATE:** MARCH 8, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** KATY HOLVERSTOTT  
**RE:** SPECIAL EDUCATION UPDATE



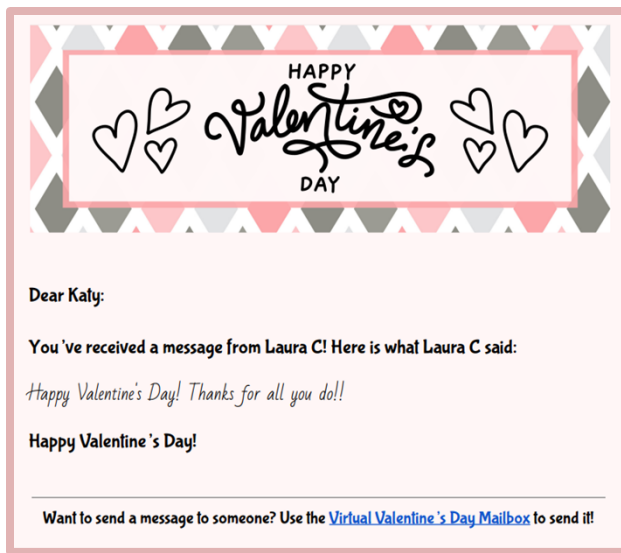
VBISD Special Education Department:  
*Serving kindness and quality since 1960*

## **A Happy Valentine's Day Leadership, Personality, Faculty & Staff Personnel, Community Relations**

The French writer Voltaire wrote, "Appreciation is a wonderful thing: It makes what is excellent in others belong to us as well."

One of the goals for the 2022-2023 school year is to support staff and to promote self-care and healthy habits. Taking time to appreciate others has been scientifically proven to be an effective self-care habit.

With this in mind, during the month of February, the Special Education Department was invited to send virtual valentines to one another to share appreciation and just for fun. To the right is an example. To date (February 19), over 200 valentines have been delivered!



Special appreciation is given to Jennifer Korinek for designing this activity for us.

## **Staffing Update Leadership, Level of Professional Awareness, Planner & Organizer, Crisis Manager, Faculty & Staff Personnel**

This continues to be a difficult time in education. While the Department has openings, we are faring better than many of our neighbors and we're thankful for all of the extra work our staff is doing to help out during this time.

- Program Staff: There is a Teacher opening at Maple Creek and several program assistant openings at the Bert Goens Learning Center.

- Local District Assigned Ancillary Staff: There are two School Social Work positions open. One is located in Bangor and the other in Mattawan.

**Staffing Update (Continued)**

- Transportation Staff: The Transportation team has welcomed several new staff, which has made a big difference in their ability to run routes without staff or administrator volunteers. Like all programs, the Transportation team continues to seek substitute drivers and aides. It is also noted that the VBISD Transportation Department is almost always helping our member school districts with evening and weekend events.

**In Appreciation to the Paw Paw Knights of Columbus**

*Leadership, Faculty & Staff Personnel, Community Relations, Fiscal Management, Student Achievement*



The guiding principle of the Special Education Department is *“Partnering to improve lifelong outcomes for every student with Respect, Integrity, Compassion and Excellence.”*

Just after the holidays, Phil Hover, former VBISD employee, delivered a generous donation to the Special Education Department from the Knights of Columbus Paw Paw Council #3798. The Special Education Department is very fortunate to have the Paw Paw Knights of Columbus as a partner and appreciates their annual donation, which will be used to support professional learning opportunities.

**New Administrator of Program Accountability & Program**

**Improvement** *Leadership, Level of Professional Awareness, Decision Maker, Planner & Organizer, Supervisor, Faculty & Staff Personnel, Community Relations*



The Special Education Department welcomes Susan Reynolds as the new Administrator of Program Accountability and Improvement. Susan is currently the Principal of the Bert Goens Learning Center and she comes to her new position with both program and local district supervisor experience, as well as the knowledge and energy

to lead the VBISD and member districts in improving compliance and positive outcomes for students.

For over 15 years, this position has been held by Wendy Minor, who is retiring in July. Wendy has been a rock, a sage, and has gracefully navigated the Department through many difficult situations. She will be greatly missed.

As approved by the Board in January, this position will no longer be shared with Allegan AESA. With this extra time comes opportunities for expansion and restructuring. On the following page are the roles and expectations of this position that will guide its redevelopment.

### **New Administrator of Program Accountability & Program Improvement (Continued)**

- Consistent, clear and concise technical assistance skills that may be delivered in a variety of formats and methods on issues pertaining to special education rules, regulations and best practices.
- Data collection and data analysis skills to assist the VBISD and member districts in taking action to improve compliance and the delivery of effective special education programming and services.
- Professional presentation skills and the ability to lead and coordinate professional learning for the VBISD Special Education Department, as well as for special educators across Van Buren County.
- Effective communication skills and strategies to promote information sharing, understanding, and transparency.
- Relationship building skills and the ability to quickly establish and maintain professional rapport and collaboration with administrators, professional staff and parents.
- Investigation, mediation and conflict resolution skills to assist with complaints and other difficult and contentious situations in a respectful and professional manner.
- Management skills necessary for the ongoing development and management of PowerSchool Special Programs, school-based Medicaid program, pupil accounting, and general supervision.
- Leadership skills to improve VBISD and member district compliance with state and federal law, policy and best practices promoted by the research literature, including interpretations and implications for rural school districts.
- Supervision skills to lead and support a team of staff members to provide effective and efficient services.

### **VBISD Parent Advisory Committee *Leadership, Level of Professional Awareness, Planner & Organizer, Community Relations***

The VBISD Parent Advisory Committee (PAC) has new leadership: Parents. Facilitated by Heather Burleson, Assistant Principal of the Bert Goens Learning Center, and Katy Holverstott, several parents have come forward to drive the work of PAC, which will focus on creating more parent resources such as parent training, parent toolkit, and assistance with IEPs.

The PAC is also busy planning the PAC Awards Ceremony, which will honor those who contribute to the education and success of children with disabilities. Award categories are provided on the following page.

### **VBISD Parent Advisory Committee (Continued)**

PAC Award Categories:

- Administrators
- General Education Teachers
- Special Education Teachers (ISD Program)
- Special Education Teachers (Local School District)
- Ancillary Staff Personnel
- Support Staff Personnel
- School District Team
- Volunteers

The PAC Award ceremony has been scheduled for the evening of May 4, 2023. Here is the link to the nomination form: [bit.ly/excelnom](https://bit.ly/excelnom).



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## MEMO

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**DATE:** MARCH 1, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** LISE BLACK, EARLY CARE & EDUCATION

### **Early Care & Education**

*10 Planner and Organizer; 18 Community Relations*

Jayne Bartz, Home Visiting Supervisor and Sherry Bennett, Great Start Collaborative Coordinator have spent the last few months working on the launch of Van Buren's HELP ME GROW system. We will officially open for business in March!



Van Buren ISD and the county's agencies supporting young children and families have long worked well together, but the lack of a single point of connection has been a barrier. Families have told us for years that the myriad of services with their unique qualifiers are confusing. Help Me Grow Van Buren will be that single connection and support connections on early childhood services.

Van Buren is now an official affiliate of Help Me Grow Michigan. We have used our CEE Grant from the state to produce the local website: [www.helpmegrowvanburen.org](http://www.helpmegrowvanburen.org) While a lot of man hours and grant resources have gone into getting us to this point, the real work of connecting people to needed resources is just beginning. We have a mailing campaign planned and will be sharing at community meetings and events. After many years of discussion on this project, we are excited to see it finally come into existence.

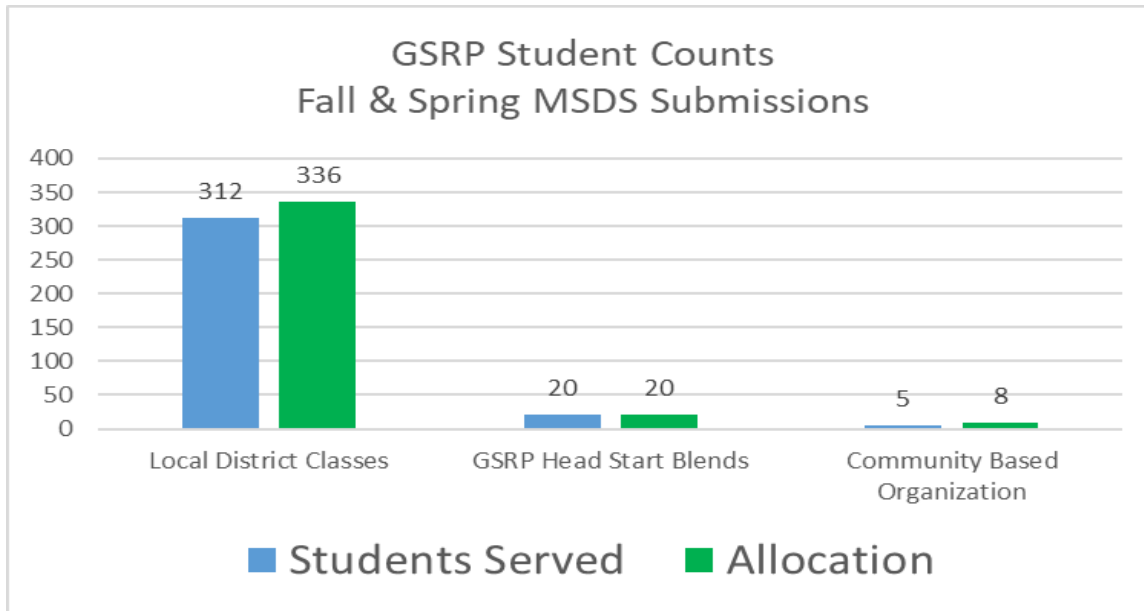
### **GSRP (Great Start Readiness Program - preschool for at-risk children)**

*9 - Decision Maker: 19-Fiscal Management*

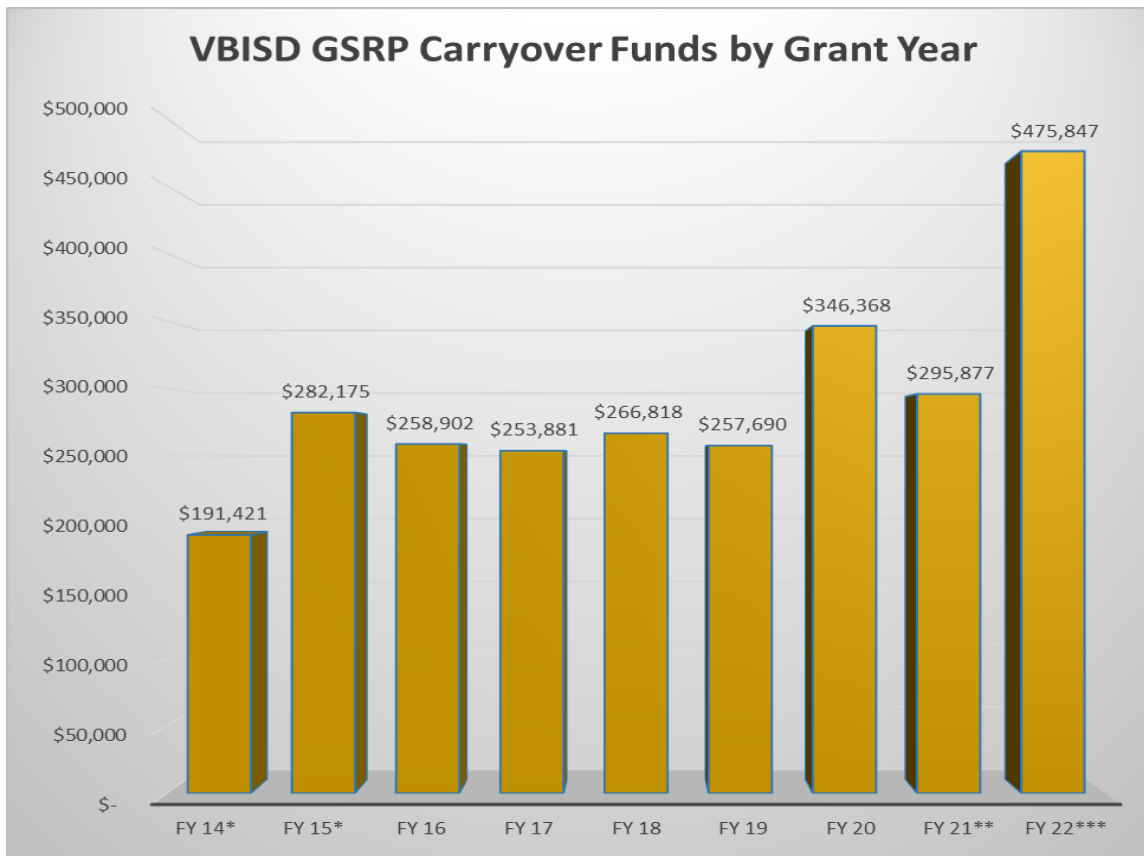
With the February submission of our Spring MSDS (Michigan School Data System) student information report we now have a tentative final count (SEE CHART 1) and funding allocation. Unfortunately, we did not fill all centers. There will be a financial grant reduction of around \$233,000, with most of it being for ISD run classrooms.

The good news is that we have a healthy carryover balance (SEE CHART 2) and have \$75,000 of unallocated funds in this year's grant. With some careful spending, I expect that we will only need to use around \$150,000 of carryover funds. While we won't want to continue with this deficit model, the carryover fund balance allowed us to not lay off any teaching staff. We will need to make some important decisions soon about the number and location of next year's classrooms.

**CHART 1**



**CHART 2**

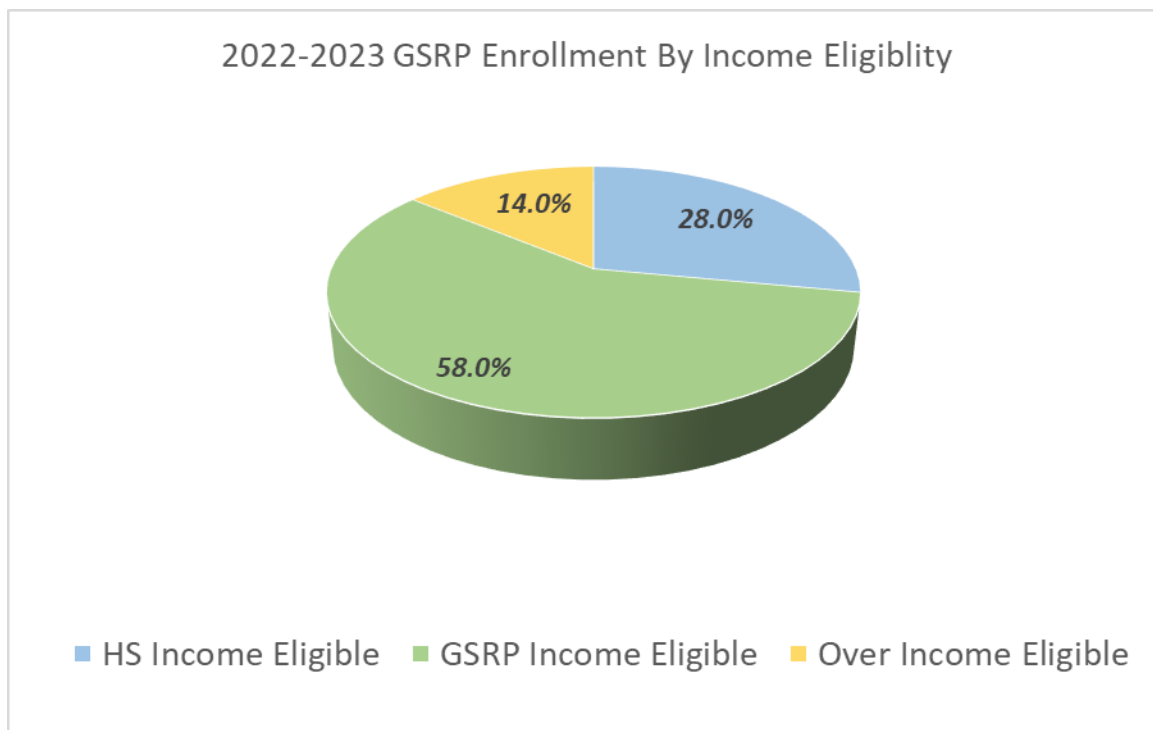


\*GSRP Summer Migrant Grant: resulted in significant ISD carryover  
 \*\*COVID: full allocation received  
 \*\*\*COVID: sliding scale allocation-we received full allocation

An ongoing monitoring pieces for GSRP enrollment is the cap on the number of over-income students we place. The state allows for no more than 15% to be from families with incomes above 250% FPL (federal poverty level). These students do have additional eligibility factors putting them at risk. We remained below this cap (SEE CHART 3), Unless their student has an educational IEP, they pay a very low tuition fee of \$500 for the year. The funds collected are used across the programs to support family literacy, program improvements, and staff training.

The Governor’s proposed budget for FY 24 moves the income cutoff for free services up to 300% FPL. Assuming this passes, we will have significantly less tuition funds next year. In that case we will continue to prioritize the family literacy project and pull back on the other.

### CHART 3





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# MEMO

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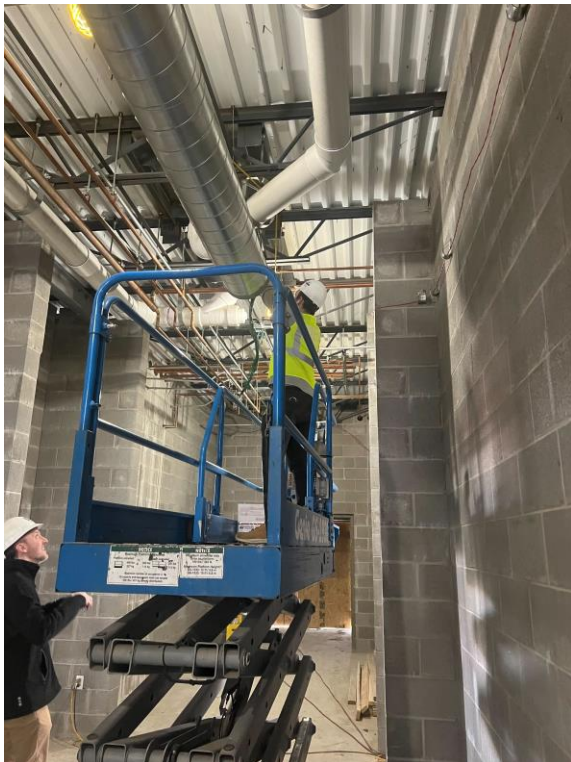
**DATE:** MARCH 8, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** DAMIAN KOOB  
**RE:** TECHNOLOGY SERVICES BOARD REPORT

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**Cablings New Construction at Bert Goens Learning Center** (Leadership, Professional Standards and Ethics, Communication Skills, Planner and Organizer, Professional Preparation)

Jeff Bridges and Josh Hamelink answered the call to run network cable and security access lines in the new construction sections of the Bert Goens Learning Center this past month. It seems there was some miscommunication with the architect and construction folks as to who was going to run these 117 lines for this project, so they contacted me to help resolve the issue. After receiving a bid for \$67,000 for this project, Ryan Cox, Michael Wolfe, and myself determined that we could utilize our awesome duo of Jeff and Josh to complete this project for less than \$10,000.

The Technology Services staff doesn't normally get involved in a project of this size, but we really felt that we could save the ISD the fiscal burden of this very high bid and utilize our own staff to complete the project. We were also on a very tight timeline with the ceiling folks one our heels, so time was of the essence. This crew has stepped up in the past with the wiring of the new Dental Classroom, which included 48 network cables. I know I say this quite often, but I am truly appreciative of the Board and Mr. Manson for allowing me to hire such great staff.



**County Tech Director Meeting Update (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)**

We held our fifth County Tech Director meeting of the 2022-23 school year on February 15<sup>th</sup>. We had all but one District represented, which meeting notes were taken and shared to keep everyone updated.

Much of the discussion for this meeting revolved our insurance carrier's questionnaire on the security of our data and networks. We discussed best practices for staff and students on PC security, email phishing solutions, and how our new VBISD Firewall can help alleviate these threats. In most cases, holes in firewalls and staff clicking on phishing email links is most widely used for such attacks. This prompted the discussion we are having at the State level to leverage E-Rate funds to purchase cyber security solutions.

This is a very cordial group willing to share ideas and ask for assistance/recommendations. I appreciate the collaboration we have between all the Districts within the county. Most Districts utilize the same or very similar solutions, which helps with our talks and discussions. I'm appreciative of these folks and our conversations.

**Michigan Association for Educational Data Systems (MAEDS) Executive Board Appointment (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)**



through professional development and networking opportunities for the educational technology professionals throughout Michigan's education space.

This past December I was honored to be nominated and selected by my professional peers to serve on the MAEDS executive governing board. This is a great honor to assist this organization's mission to provide, promote, encourage, advise, and cooperate in the use of technology to support the educational enterprise. This is achieved

The commitment for this position is to meet once a month with the full board of executive members, discuss the Spring and Fall PD events, and have conversations with partners in the K-12 educational tech space to create resources for MAEDS members. The professional development opportunities this organization provides is modeled by many organizations throughout Michigan and other states.

**Michigan Education Technology Leaders (METL) (Leadership, Professional Standards and Ethics, Communication Skills, Planner and Organizer, Professional Preparation)**

The Michigan Education Technology Leaders (METL) are essentially the State's ISD/RESA/ESA Technology Directors/Leaders. We meet once a month to gather information from the various state organizations regarding education and technology to disseminate back to our local districts. We also have various committees and taskforces that look into specific issues within the State's educational processes. Here are a couple of the discussion items that we talked about as a group at our February 16, 2023 meeting:

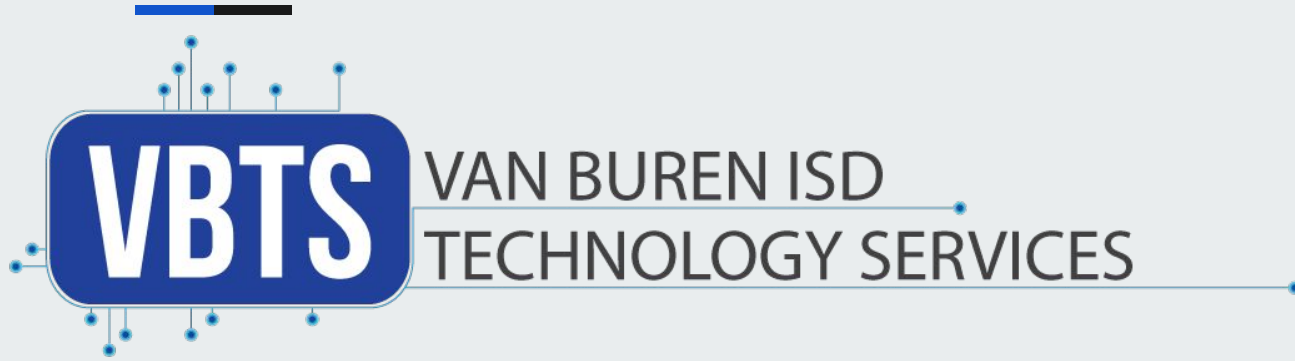
- MiDataHub
  - [MiDataHub Annual Report](#) published.
  - Migration of MiDataHub to Amazon Web Services
  - Benchmark Assessment Focus
    - Great progress made over the last month getting districts completed
- ChatGPT and the positives/negatives of AI (artificial intelligence) in education.

Beyond the topics above, there was a great discussion regarding insurance carriers sending out cybersecurity surveys to Districts and looking to revamp how Districts must protect their networks and data. This will be a hot topic for public entities moving forward and will be looking at ways to protect our assets.

**PowerSchool Services Team Presentation** (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

The VBISD Technology Services PowerSchool Team of Lukas Enciso, Lisa Thorne, Kim DeBoom, Marilyn Mead, Dawn Everett, and Pam Manning will be presenting to the Board for this meeting. This group has done a tremendous job creating, maintaining, and supporting PowerSchool for many Districts throughout Southwest Michigan and beyond. They are an incredible group and I am thankful for the opportunity to have them present.





Student Information Systems Team

# Lukas Enciso

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- Graduated from Spring Arbor University
- Married for 17 Years
- 3 kids
  - Emma - 12
  - Hannah - 10
  - Ava - 10
- Worked in Education since 2001
  - Adult Education
  - Adjunct Professor
  - Decatur
  - VBISD
- Western Michigan University - Masters in Educational Technology
- Received my CTO from MSBO in 2021



# Kim deBoom

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- Bachelors in Elementary Education and Masters in Education Technology from Western Michigan University
- Paw Paw SIS Admin and county support
- Married with 1 son in college (Kettering)
- Started in 2019 with VBISD, 21 years for Hartford
- State Reporting support for our districts
  - Fall, Spring and EOY General Collections
  - TSDL
  - SID
  - WIDA
  - State Testing
  - CRDC (National Test)
  - NAEP (National Test)



# Lisa Thorne

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- Graduate of WMU
- PowerUser Certifications; Certificate in Life Coaching
- 6 years with VBISD; 13 years supporting PowerSchool
- Software System Specialist/PowerSchool Support
  - Monthly PSUG meetings 40+ participants
  - 250 members on PSUG listserv
  - Implementing new districts to PowerSchool



# Marilyn Mead

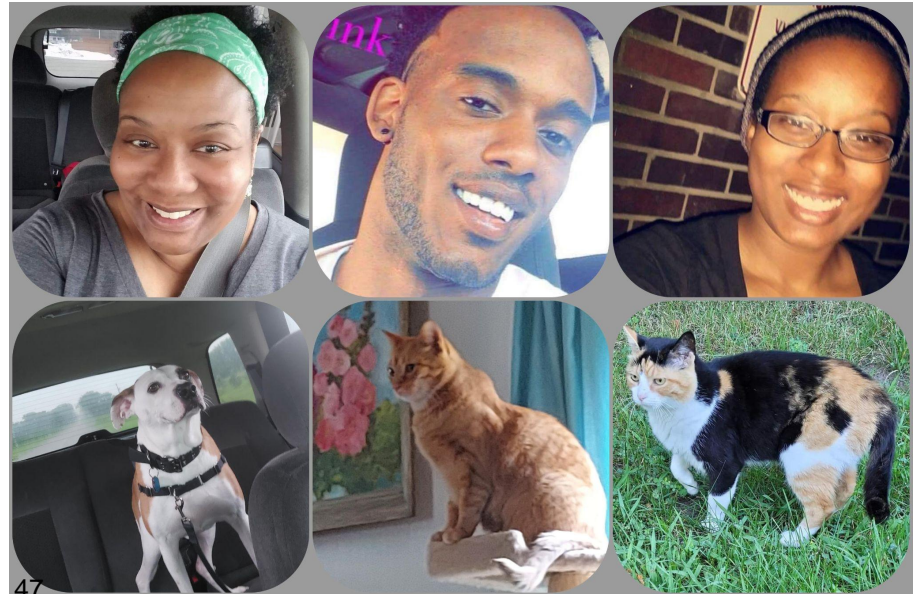
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- Married with one son who is 12.
  - Love to ride/race dirtbikes
- Hartford SIS admin/PS Support
- Been in education since 2014
  - 1 year with VBISD, 9 years with PS
- DataHub
  - UIC location through PowerSchool
  - Integrations-Inbound, Outbound and API
  - Custom Exports
  - MILEARN



# Dawn Everett

- Associates from Lake Michigan College
- 2 Children
  - Christian Alexander - 31
  - Megan Elisabeth - 28
- Worked in Education since 1997
  - Covert (Systems Administrator) - 17
  - Bangor (Technology Coordinator) - 8
  - PowerSchool SIS Admin for Bangor & Gobles - 2
- Integrations & Plugins
  - Schoology
  - Performance Matters
  - MBA Plugins



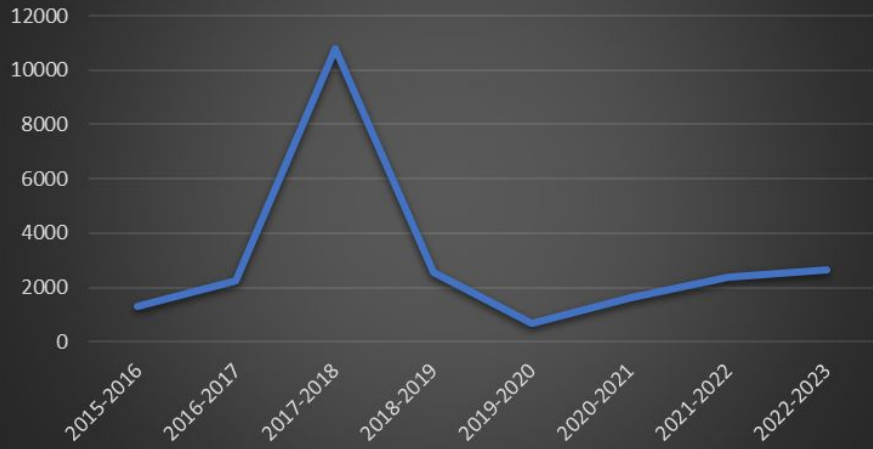
# Pam Manning

- Married for 29 years
- 3 Kids -
  - Luke - 23
  - Kyle - 21
  - Karly - 19
- Worked in education 22 yrs
  - 1 year at Eau Claire High School
  - 21 years with VBISD
- System Support Specialist
- Special Programs
  - Support integrations for Van Buren, Kalamazoo and Allegan county school districts from PowerSchool data to Special Programs
  - Support state reporting data flow from Special Programs to all three counties student information systems
  - Customizations to application

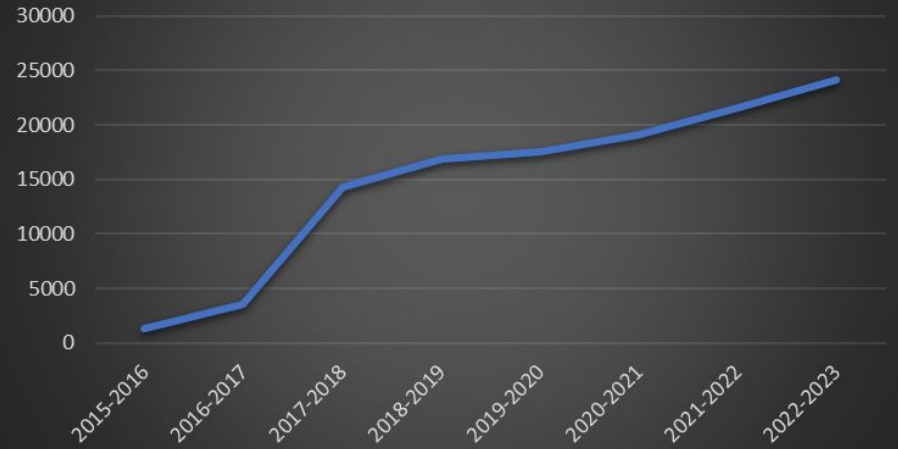


# PowerSchool Impact

## Number of New Students



## Total Students Served



# PowerSchool SIS and Special Programs

## PowerSchool SIS

- 2015-2016
  - Special Ed - New (294)
- 2016-2017
  - Bloomingdale - New (1062)
  - Lawrence - New (410)
  - Decatur (771)
- 2017-2018
  - Hastings (2750)
  - AAESA (775)
  - Glenn (31)
  - Litchfield (330)
  - Outlook (53)
  - EFE/EFA (2747)
  - Fennville (1288)
  - KCA (165)
  - Bangor - New (1146)
  - Covert - New (331)
  - Lawton - New (1164)

## PowerSchool SIS

- 2018-2019
  - Paw Paw - New (2455)
  - Saginaw Covenant Academy (106)
- 2019-2020
  - KRESA - New (663)
- 2020-2021
  - Gobles - New (835)
  - Martin - New (621)
  - MCA (168)
- 2021-2022
  - Homer (927)
  - Hartford (1443)
- 2022-2023
  - Plainwell - New

## PowerSchool Special Programs

- 2019
  - Support TRIVAK
- 2022
  - Hosting and Support TRIVAK
  - Hosting and Support DIISD

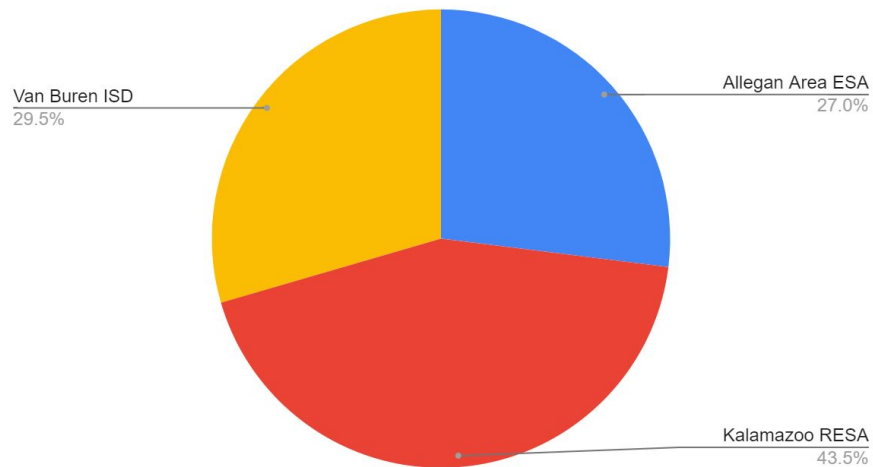
# Third Party Integrations

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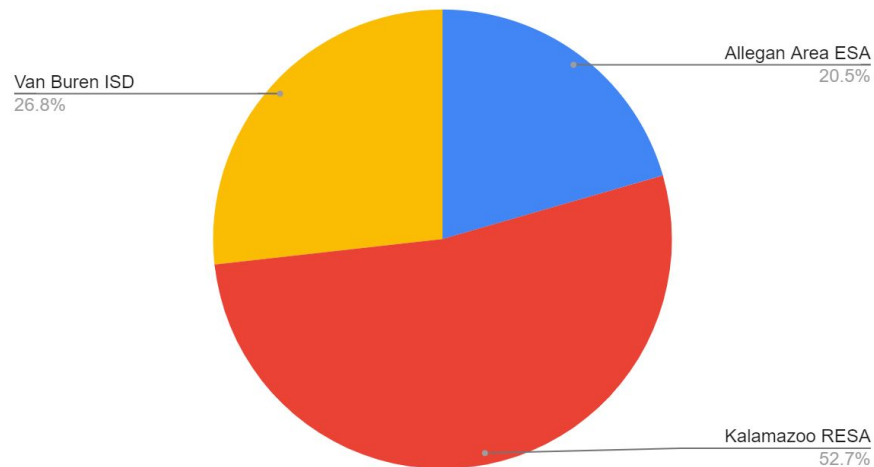
- Clever
- Notification Systems
  - SchoolMessenger
  - SwiftK12
  - Aptegy
- Food Service
  - MealMagic
  - PS1000
- Transportation
  - VersaTrans
  - Traversa
  - Transfinder
  - SafeRoutz
- Library Management
  - Follet/Destiny
- Testing
  - NWEA
  - Delta
  - Fitnessgram
  - Performance Matters
  - Star
  - State
- Account Creation
  - LevelData
  - District produced
- Single Sign On
- PowerSchool Special Programs
  - IEP/504/State Reporting/Non public service Plans
  - C4S Plan
  - Compuclaim
- Forms/Enrollment
  - Ecollect/Enrollment Express
  - Final Forms

# PowerSchool Special Programs

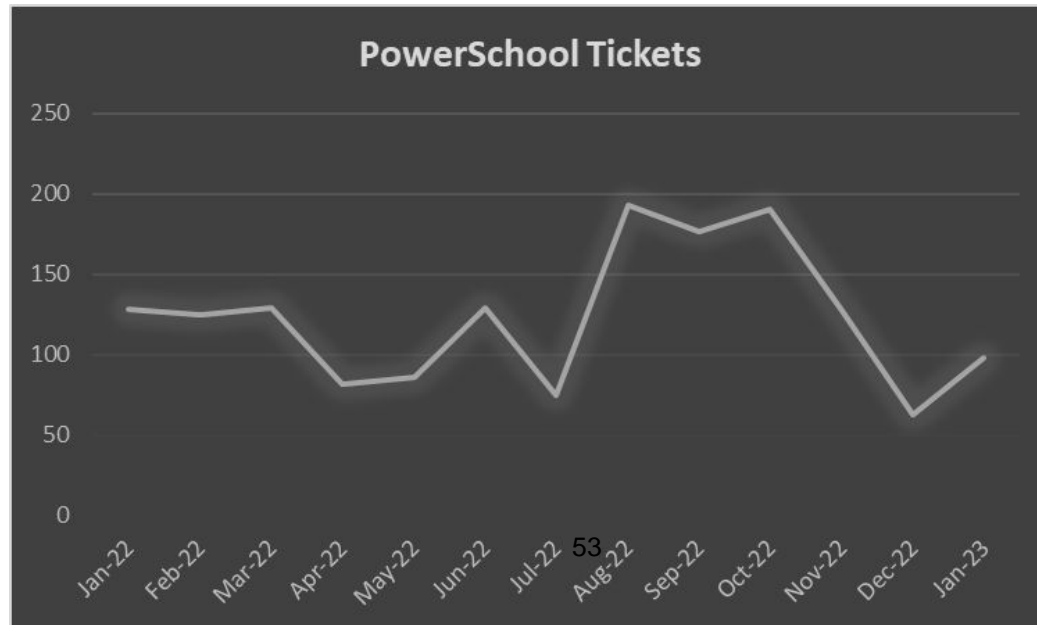
504's Supported



IEPs Supported



# How we've helped over time



# Questions?



III. ACTION ITEMS

A. Approval of Appointment of School Board Vacancy for Covert Public Schools **(ROLL CALL VOTE)**

56

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**MEMO**

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**DATE:** MARCH 8, 2023

**TO:** BOARD OF EDUCATION

**FROM:** DAVE MANSON, SUPERINTENDENT

**RE:** **APPROVAL OF VACANCY APPOINTMENT TO COVERT PUBLIC SCHOOLS BOARD OF EDUCATION**

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***RESOLVED*** that the Van Buren Intermediate School District Board of Education moves to approve the appointment of \_\_\_\_\_ to fill the vacancy board seat for the Covert Public Schools Board of Education for the remainder of the term expiring November, 2026.

**B. Approval of Amendments to General Appropriations 2022-23 (ROLL  
CALL VOTE)**

58

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## MEMO

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**DATE:** MARCH 8, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** BARBARA MATTHEWS  
DIRECTOR OF FINANCE AND OPERATIONS  
**RE:** AMENDMENT TO THE 2022-23 GENERAL APPROPRIATIONS

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The revisions to the 2022-23 VBISD budgets for the General, Special Education and Career Technical Education Funds are attached for your review. The budget revisions are necessary due to changes that have occurred from the original budget approved last June. The following summary provides the total projected revenues, expenses and other financing sources and uses for the 2022-23 fiscal year for each of the funds.

	<b>REVENUE (Including Other Financing Sources)</b>	<b>EXPENSES (Including Other Financing Uses)</b>
<b>General Fund</b>	\$17,771,466	\$17,602,388
<b>Special Education Fund</b>	\$40,718,385	\$38,812,074
<b>Career Technical Education Fund</b>	\$14,306,417	\$15,704,034

**Recommend the following resolution be passed:**

***RESOLVED***, that the general appropriations for the General, Special Education and Career Technical Education Funds of the Van Buren Intermediate School District for the 2022-23 school year are amended as shown on the following attachments.

**GENERAL FUND  
DETAIL BUDGET PROJECTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

	<b>ACTUAL 2019-20</b>	<b>ACTUAL 2020-21</b>	<b>ACTUAL 2021-22</b>	<b>ORIGINAL BUDGET 2022-23</b>	<b>PROPOSED BUDGET 2022-23</b>
<b>REVENUES</b>					
<i>Local Sources</i>	\$1,104,581	\$883,605	\$1,078,896	\$983,370	\$942,176
<i>Non-Educational Entity Sources</i>	4,967	3,867		1,985	1,847
<i>State Sources</i>	6,075,509	6,673,894	7,603,249	7,278,605	9,009,855
<i>Federal Sources</i>	2,696,021	2,452,713	2,472,531	3,083,616	2,972,224
<i>Incoming Transfers and Other Transactions</i>	859,353	1,153,209	2,187,199	2,021,300	2,504,417
<b>TOTAL REVENUES</b>	<b>10,740,431</b>	<b>11,167,288</b>	<b>13,341,875</b>	<b>13,368,876</b>	<b>15,430,519</b>
<b>EXPENDITURES</b>					
<i>Instruction</i>					
<i>Basic Program</i>	1,271,293	1,584,614	1,772,479	1,769,463	2,088,733
<i>Added Needs</i>	1,089,505	1,054,733	1,032,915	1,163,534	1,320,583
<i>Adult Continuing Education</i>	57,461	46,960	85,109	80,887	87,231
<i>Supporting Services</i>					
<i>Pupil</i>	1,464,310	1,863,622	2,590,413	3,145,828	3,168,667
<i>Instructional Staff</i>	2,697,846	2,461,084	2,845,348	3,053,139	3,528,893
<i>General Administration</i>	462,305	595,393	609,029	491,503	503,899
<i>School Administraton</i>	13,000	15,000	19,200	19,200	20,400
<i>Business</i>	1,035,450	1,117,721	1,109,332	1,193,723	1,295,704
<i>Operations and Maintenance</i>	644,216	627,982	852,135	843,673	899,903
<i>Transportation</i>	149,754	92,406	262,339	262,003	366,554
<i>Central</i>	2,233,578	2,288,173	2,643,064	2,598,149	3,013,845
<i>Community Services</i>	321,592	279,582	267,133	435,299	392,180
<i>Facilities Construction and Improvements</i>	26,778	5,874	6,628	175,000	255,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	10,968	0
<i>Interest</i>	0	0	0	588	0
<i>Outgoing Transfers and Other Transactions</i>	1,273,491	832,990	738,751	744,020	660,796
<b>TOTAL EXPENDITURES</b>	<b>12,740,579</b>	<b>12,866,134</b>	<b>14,833,875</b>	<b>15,986,977</b>	<b>17,602,388</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>(2,000,148)</b>	<b>(1,698,846)</b>	<b>(1,492,000)</b>	<b>(2,618,101)</b>	<b>(2,171,869)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<i>Proceeds from Sales of Capital Assets</i>	0	0	3,200	0	0
<i>Transfer In</i>	1,971,025	1,981,382	2,097,662	2,156,654	2,340,947
<i>Transfers out</i>	(120,363)	(50,549)	(90)	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,850,662</b>	<b>1,930,833</b>	<b>2,100,772</b>	<b>2,156,654</b>	<b>2,340,947</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(149,486)</b>	<b>231,987</b>	<b>608,772</b>	<b>(461,447)</b>	<b>169,078</b>
<b>FUND BALANCE, JULY 1</b>	<b>2,333,603 *</b>	<b>2,184,117</b>	<b>2,416,104</b>	<b>3,024,876</b>	<b>3,024,876</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$2,184,117</b>	<b>\$2,416,104</b>	<b>\$3,024,876</b>	<b>\$2,563,429</b>	<b>\$3,193,954</b>

\* Fund Balance restated due to adoption of GASB Statement 84  
59

**SPECIAL EDUCATION FUND  
DETAIL BUDGET PROJECTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

<b>REVENUES</b>	<b>ACTUAL 2019-20</b>	<b>ACTUAL 2020-21</b>	<b>ACTUAL 2021-22</b>	<b>ORIGINAL BUDGET 2022-23</b>	<b>PROPOSED BUDGET 2022-23</b>
<i>Local Sources</i>	\$15,232,511	\$19,530,523	\$19,947,851	\$20,682,929	\$20,749,456
<i>Non-Educational Entity Sources</i>	44,023	34,275	59,493	59,500	55,368
<i>State Sources</i>	10,009,961	10,075,818	11,423,746	11,666,751	13,611,712
<i>Federal Sources</i>	4,121,195	4,359,242	4,596,819	5,342,231	6,138,086
<i>Incoming Transfers and Other Transactions</i>	273,199	148,877	175,715	138,100	163,763
<b>TOTAL REVENUES</b>	<b>29,680,889</b>	<b>34,148,735</b>	<b>36,203,624</b>	<b>37,889,511</b>	<b>40,718,385</b>
<b>EXPENDITURES</b>					
<i>Instruction</i>					
<i>Added Needs</i>	8,597,060	8,730,291	9,005,841	9,747,771	9,683,409
<i>Supporting Services</i>					
<i>Pupil</i>	10,230,460	10,640,089	11,719,318	12,683,576	13,886,563
<i>Instructional Staff</i>	3,152,973	3,060,063	2,968,805	3,265,180	3,378,482
<i>Business</i>	50,590	21,673	10,041	35,717	35,717
<i>Operations and Maintenance</i>	946,797	1,047,891	1,065,892	1,238,332	1,313,847
<i>Transportation</i>	2,322,619	2,767,310	2,681,437	2,883,753	3,260,278
<i>Central</i>	224,935	229,411	517,888	754,830	784,894
<i>Community Services</i>	25,762	31,212	36,749	32,475	71,060
<i>Facilities Construction and Improvements</i>	1,475,956	1,639,700	146,845	598,000	500,500
<i>Debt Service</i>					
<i>Principal</i>	0	0	120,336	150,145	102,483
<i>Interest</i>	0	0	0	17,853	15,300
<i>Outgoing Transfers and Other Transactions</i>	1,031,570	3,045,987	3,102,114	3,070,000	3,135,734
<b>TOTAL EXPENDITURES</b>	<b>28,058,722</b>	<b>31,213,627</b>	<b>31,375,266</b>	<b>34,477,632</b>	<b>36,168,267</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>1,622,167</b>	<b>2,935,108</b>	<b>4,828,358</b>	<b>3,411,879</b>	<b>4,550,118</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<i>Proceeds from Sales of Capital Assets</i>	10,440	4,400	15,050	0	0
<i>Proceeds from Long term Loan</i>	0	541,925	0	0	0
<i>Transfer In</i>	132,189	45,517	20,501	0	0
<i>Transfers out</i>	(1,088,825)	(1,105,161)	(2,488,579)	(2,559,514)	(2,643,807)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(946,196)</b>	<b>(513,319)</b>	<b>(2,453,028)</b>	<b>(2,559,514)</b>	<b>(2,643,807)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>675,971</b>	<b>2,421,789</b>	<b>2,375,330</b>	<b>852,365</b>	<b>1,906,311</b>
<b>FUND BALANCE, JULY 1</b>	<b>5,460,038 *</b>	<b>6,136,009</b>	<b>8,557,798</b>	<b>10,933,128</b>	<b>10,933,128</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$6,136,009</b>	<b>\$8,557,798</b>	<b>\$10,933,128</b>	<b>\$11,785,493</b>	<b>\$12,839,439</b>

\* Fund Balance restated for adoption of GASB Statement 84

**CAREER TECHNICAL EDUCATION FUND  
DETAIL BUDGET PROJECTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

<b>REVENUES</b>	<b>ACTUAL 2019-20</b>	<b>ACTUAL 2020-21</b>	<b>ACTUAL 2021-22</b>	<b>ORIGINAL BUDGET 2022-23</b>	<b>PROPOSED BUDGET 2022-23</b>
<i>Local Sources</i>	\$10,578,213	\$10,410,306	\$10,947,379	\$11,716,550	\$11,826,835
<i>Non-Educational Entity Sources</i>	33,020	25,709	35,102	35,102	32,668
<i>State Sources</i>	3,014,427	1,429,238	1,544,310	1,563,528	1,777,929
<i>Federal Sources</i>	146,527	145,652	203,016	167,316	210,985
<i>Incoming Transfers and Other Transactions</i>	322,567	308,172	445,189	455,000	455,000
<b>TOTAL REVENUES</b>	<b>14,094,754</b>	<b>12,319,077</b>	<b>13,174,996</b>	<b>13,937,496</b>	<b>14,303,417</b>
<b>EXPENDITURES</b>					
<i>Instruction</i>					
<i>Added Needs</i>	5,754,198	6,173,079	6,450,169	7,964,068	7,763,859
<i>Supporting Services</i>					
<i>Pupil</i>	1,189,294	1,145,126	1,337,799	1,559,945	1,544,307
<i>Instructional Staff</i>	627,801	618,900	603,004	617,494	726,021
<i>School Administration</i>	592,239	589,782	663,868	688,489	684,489
<i>Business</i>	66,196	69,979	76,967	76,083	76,233
<i>Operations and Maintenance</i>	781,085	786,283	888,767	1,039,106	1,088,563
<i>Transportation</i>	4,518	1,888	4,891	18,884	18,884
<i>Central</i>	37,643	47,021	121,674	241,733	192,733
<i>Community Services</i>	34,807	8,629	2,585	3,850	3,850
<i>Facilities Construction and Improvements</i>	342,958	188,871	792,368	2,560,400	2,630,095
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	37,738	0
<i>Interest</i>	0	0	0	2,021	0
<i>Outgoing Transfers and Other Transactions</i>	1,599,680	666	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>11,030,419</b>	<b>9,630,224</b>	<b>10,942,092</b>	<b>14,809,811</b>	<b>14,729,034</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>3,064,335</b>	<b>2,688,853</b>	<b>2,232,904</b>	<b>(872,315)</b>	<b>(425,617)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<i>Proceeds from Sales of Capital Assets</i>	0	6,085	12,821	2,000	3,000
<i>Transfer In</i>	61,112	37,873	0	0	0
<i>Transfers out</i>	(2,866,763)	(2,695,803)	(1,100,892)	(875,000)	(975,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(2,805,651)</b>	<b>(2,651,845)</b>	<b>(1,088,071)</b>	<b>(873,000)</b>	<b>(972,000)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>258,684</b>	<b>37,008</b>	<b>1,144,833</b>	<b>(1,745,315)</b>	<b>(1,397,617)</b>
<b>FUND BALANCE, JULY 1</b>	<b>9,221,202 *</b>	<b>9,479,886</b>	<b>9,516,894</b>	<b>10,661,727</b>	<b>10,661,727</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$9,479,886</b>	<b>\$9,516,894</b>	<b>\$10,661,727</b>	<b>\$8,916,412</b>	<b>\$9,264,110</b>

\* Fund Balance Restated for Adoption of GASB Statement 84

C. Approval of District Provided Professional Development Reported as Instructional Time for 2023-2024 School Year (**ROLL CALL VOTE**)

63

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## MEMO

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**DATE:** MARCH 8, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVE MANSON, SUPERINTENDENT  
**RE: APPROVAL OF DISTRICT-PROVIDED PROFESSIONAL DEVELOPMENT REPORTED AS INSTRUCTIONAL TIME**

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**BACKGROUND:**

Per Section 101(10) of the State School Aid Act, MCL 388.1701(10), a district may count up to 38 hours of qualifying professional development time for teachers as hours of pupil instruction if all requirements are satisfied.

The VBISD is seeking Board approval for the [VBISD Plan for District Provided Professional Development \(DPDD\) Reported as Instructional Time](#), which includes advisory committee members, assurances and agreement to count up to 29 hours of qualifying professional development time for teachers as hours of pupil instruction for the 2023-2024 school year.

**RECOMMENDATION:**

**RESOLVED** that the Board of Education approve up to 29 hours of professional development to count as hours of pupil instruction for the 2023-2024 school year.

D. Approval of 2023 Summer Migrant Program Staff Pay Scale (**ROLL CALL VOTE**)

65

**Date: March 8, 2023**

**To: VBISD Board of Education**

**From: Angie Gutiérrez, Whole Child Administrator**

**Subject: Approval of 2023 Migrant Summer School Pay scale**

The Migrant Federal Fund grant pays wages for Van Buren Intermediate School District Summer Migrant Education Program employees. Due to the increased demand for temporary employees whose starting wages are well above the Michigan minimum wage, we have adjusted the salaries to be compatible. We have also added longevity stipends to positions that are in high demand to be competitive to surrounding programs.

**RESOLVED**, the VBISD Board of Education approves the 2023 Migrant Summer School Pay scale

# 2023 Summer Migrant Education Hourly Pay Rates

## Migrant 2023 Instructional Staff Payrates

Positon	Hourly Rate	Longevity Stipend
Lead Teacher	\$38	*\$50-\$100 per year of service in the VBISD Migrant Program
Teacher/Counselor	\$35	*\$50-\$100 per year of service in the VBISD Migrant Program
HQ Parapro w/ETS,60 credit hours, or grandfathered in with work keys	\$16	*\$50-\$100 per year of service in the VBISD Migrant Program
HQ Parapro with a Bachelor's degree, Certified Lifeguard,and Home Outreach Staff	\$18	*\$50-\$100 per year of service in the VBISD Migrant Program

*\*Longevity stipend will be based on what the Summer Migrant Grant can support and capped at 10 years of service. Instructional staff cannot miss more than 2 days to be eligible for stipend. Part-time staff members are not eligible for the stipend*

## Migrant 2023 Misc. Staff Pay Rates

- Certified Medical Assistants, Nurse assistants, or Nurses (LPN/RN) will receive \$18-\$35 based on certifications, licenses, and years of experience
- Lead Recruiter, Recruiters, and Parent Involvement lead \$17-25.00 per hour

Tiers	Clerical Summer Staff	Custodial Summer Staff
I	\$14.25	\$14.25
II	\$15.00	\$14.75
III	\$15.75	\$15.25
IV	\$16.50	\$15.75
V	\$17.25	\$16.00
VI	\$18.00	\$16.50
VII	\$18.75	\$17.25

**\*Tiers are every three years of experience at the Migrant Directors discretion\***

- Bus Driver & Bus Attendant hourly pay rates for 2023 will be the same as the VBISD pay scale for bus driver and bus attendant rates. Bus Drivers from other districts that work for the Summer Migrant Program will be rewarded their years of experience on the VBISD transportation pay scale for the 2023 Summer Migrant Program. Bus drivers/Bus Aides are guaranteed 2.5 hours per run.
- Bus Drivers or aides cannot miss more than two days to be eligible for the stipend, including the last week of the program. Bus Drivers will receive anywhere from \$750-\$1000 stipend and Bus Aides will receive a \$375-\$500 Stipend. Part time staff are not eligible for the stipend.
- \$2,000 stipend for a staff member to take lead on routing bus stops for the summer migrant program and communicating with bus drivers

*\*Stipends are contingent on the grant allocation*



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## MEMO

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**DATE:** MARCH 8, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON SUPERINTENDENT  
**RE:** APPROVAL OF POLICIES – FIRST READING

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***RESOLVED***, that the Board of Education approve the following policies as presented for first reading:

<i>Policy 0144.1</i>	<i>Compensation</i>
<i>Policy 6108</i>	<i>Authorization to Use Electronic Fund Transfers - New</i>
<i>Policy 6460</i>	<i>Vendor Relations</i>
<i>Policy 6700</i>	<i>Fair Labor Standards Act (FSLA)</i>
<i>Policy 7440.01</i>	<i>Small Unmanned Aircraft Systems</i>
<i>Policy 9150</i>	<i>School Visitors</i>

Book Policy Manual  
 Section Board Review 37.1  
 Title Copy of FAIR LABOR STANDARDS ACT (FLSA)  
 Code po6700  
 Status  
 Adopted December 17, 2005

**6700 - FAIR LABOR STANDARDS ACT (FLSA)**

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, computer or executive exemption under the FLSA. Teachers are generally exempt, even if they are paid on an hourly basis.

Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40).

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

The work week is established as Sunday to Saturday.

To the extent that an employee's individual contract or collective bargaining agreement provides for greater benefits than mandated by the FLSA, the contract or bargaining agreement will be honored.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to **their/his/her** salary, the employee should immediately report this information to the Superintendent, Director of Finance, or **their/his/her** immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

**Reasonable Break Time for Nursing Mothers**

**As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed their infants by providing additional unpaid reasonable break time, as necessary, for a qualified employee to express breast milk for their nursing child, for one (1) year after the child's birth, on District premises.**

**Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding their infant(s), and of their need to express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.**

**The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view.**

**An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.**

**Notice**

Information regarding the Fair Labor Standards Act may be found on the U.S. Department of Labor's website .

This policy is intended to comply with and explain the employees' rights under the Fair Labor Standards Act. To the extent there is any conflict, or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

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Legal 29 C.F.R. Part 541  
 29 U.S.C. 201 et seq.

Legal 29 U.S.C. 201 et seq.  
 29 C.F.R. Part 541

Book Policy Manual  
 Section Board Review 37.1  
 Title Vol. 37, No. 1 - September 2022 Revised (Legal Code) SMALL UNMANNED AIRCRAFT SYSTEMS  
 Code po7440.03  
 Status

**REVISED POLICY (LEGAL CODE) - VOL. 37, NO. 1**

**7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS**

**[X ] [OPTION 1]**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy (~~X~~) may be ( ) shall be [END OF OPTION] referred to local law enforcement.

**[END OF OPTION 1]**

~~OR~~

~~**[ ] [OPTION 2]**~~

~~The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.~~

~~The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.~~

~~To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.~~

~~A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG \_\_\_\_\_)~~

~~Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG \_\_\_\_\_ may result in loss of authorization to operate a drone to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.~~

~~**[END OF OPTIONS]**~~

**86 FR 4314**

14 C.F.R. Part 107

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Legal 86 FR 4314  
 14 C.F.R. Part 107

Book	Policy Manual
Section	Board Review 37.1
Title	Copy of SCHOOL VISITORS
Code	po9150
Status	
Adopted	February 23, 1996
Last Revised	October 5, 2011

9150 - **SCHOOL VISITORS**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the District, it is necessary to invoke visitor controls.

The Superintendent or the director/principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the director/principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

**Individuals who are registered sex offenders and wish to participate in school activities may be allowed on campus. Conditions may be imposed by the Superintendent on the individual's campus visit(s) governing the terms and conditions of the visit. These conditions may include, but are not limited to, the need to receive prior permission before entering campus, required check-in, an approved escort in the building or at an event, and time or location limitations while on campus.**

~~[ ] Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed including, but not limited to, the following: must have prior permission, must check-in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.~~

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of **their/his/her** child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members are encouraged to visit programs or facilities on an unofficial basis. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the President.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a facility or program, a Board member observes a situation or condition which causes concern, **the Board members/he** should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

Revised 7/11/07

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Book	Policy Manual
Section	Board Review 37.1
Title	Copy of COMPENSATION
Code	po0144.1
Status	
Adopted	February 23, 1996
Last Revised	July 6, 2005

**0144.1 - COMPENSATION**

Board members shall receive not more than \$ 30 per meeting per meeting up to a total of fifty-two (52) meetings (including committee meetings) as compensation for their services. Any proposed increase in the amount of compensation must be approved by a majority vote of the Board in accordance with procedures established in statute. Expenses of a Board member shall be reimbursed when incurred in the performance of the Board member's ~~his/her~~ duties, as authorized by the Board and duly vouchered. Any expense paid for or reimbursed by the District for out of State travel must be approved by the Board.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

A. In addition to activities listed in this section, the following activities will also be reimbursed to each Board member up to fifty-two (52) meetings per year.

1. Meetings with the Superintendent (when called by the Superintendent or Board member). Not more than two (2) Board members will be present at these meetings.
2. Award ceremonies requesting VBISD representation.
3. All community activities requiring Board invitation.
4. Special events requesting VBISD representation.

B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.

C. Attendance at Board approved conferences should be at the location closest to the District.

D. Purchase of any printed to other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$60.

E. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.

F. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement. Board approval is required for all travel.

Board members shall not accept any money, goods, or services with a value in excess of the amount established annually by the State Department of Instruction (\$44 within any one (1) month period as of December 31, 2004) from any person who does business or seeks to do business of any kind with the District.

Board members may use District credit or debit cards only in accordance with Board Policy 6423 and the accompanying administrative guidelines.

Revised 10/2/96

Revised 3/2/05

Revised 5/4/05

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Legal	M.C.L. 380.634
	M.C.L. 380.621, 380.1254

Book Policy Manual  
Section Board Review 37.1  
Title Vol. 37, No. 1 - September 2022 New AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS  
Code po6108  
Status

**NEW POLICY - VOL. 37, NO. 1**

**6108- AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS**

In accordance with the provisions of law, the Board of Education authorizes the acceptance and distribution/transmission of electronic fund transfers (ETFs) and automatic clearing house arrangements (ACH). The Superintendent shall put in place measures to protect the integrity and security of such transactions to comply with mandates of State and Federal agencies or programs, including Medicaid.

**Definitions**

"ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.

"ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house.

"Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments including, but not limited to, the national automated clearing house association and the Federal reserve system.

"Electronic transactions officer" or "ETO" means the Superintendent or another person designated by the Board to have the responsibilities of the ETO as prescribed in the Michigan Electronic Transactions of Public Funds Act.

All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

**ACH Transactions and Arrangements**

The Superintendent or another employee designated by the ETO is authorized to engage in electronic transfer of funds and ACH arrangements in accordance with this policy. The Superintendent shall be responsible for overseeing the District's ACH transactions, including payment approval, accounting, reporting, and compliance with this ACH policy.

**Internal Controls**

The Superintendent is responsible for disbursement of funds and shall submit appropriate documentation to the Board. Such documentation shall include:

- A. information regarding the goods or services purchased;
- B. the cost of goods or services;
- C. the date of the payment; and
- D. departments serviced by the payment.

This documentation shall be contained in the District's electronic general ledger software system or in a separate report to the Board. ACH invoices must be reviewed and approved prior to payment.

The District's system of internal controls (see Policy 6111 - Internal Controls) shall be used to monitor the use of ACH transactions.

**[X ]** The Superintendent is authorized to develop administrative guidelines concerning the use of electronic fund transfers and ACH transactions.

M.C.L. 124.301 - 124.305

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Legal M.C.L. 124.301 - 124.305

Book Policy Manual  
 Section Board Review 37.1  
 Title Copy of VENDOR RELATIONS  
 Code po6460  
 Status  
 Adopted February 23, 1996

6460 - VENDOR RELATIONS

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which ~~the persons/they~~ is the author and which has been properly approved for use in the schools of this District. For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L.A. 15.321 et. seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might be reasonably deemed to influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

~~[-] Preferred Vendors for Non-District Purchases~~

~~The District may provide a vendor with exclusive access to market its products to parents/guardians and/or students at school events that the District considers to be limited public forums or nonpublic forums. Students and/or parents/guardians are not required to purchase goods or services from a preferred vendor; however, the District may choose to limit access to a preferred vendor to minimize distractions and maximize its ability to educate and/or communicate with parents and students. To select a preferred vendor, the Superintendent or purchasing agent must solicit proposals for exclusive access from vendors and specifically identify the particular school event(s) at which the successful vendor will have exclusive access. The Superintendent or purchasing agent may interview potential vendors as part of the selection p~~

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Legal M.C.L.A. 15.321 et seq.

F. Approval of Employment of Staff (**VOICE VOTE**)

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## MEMO

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**DATE:** MARCH 8, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR  
**RE:** APPROVAL OF EMPLOYMENT OF NEW STAFF

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### **BACKGROUND**

Following is a list of new staff, their position, salary and start date. Copies of resumes are attached.

<b><u>Special Education</u></b>	<b><u>Salary</u></b>	<b><u>Start Date</u></b>
*Susan Reynolds, Special Education Administrator of Program Accountability	\$106,500	4/10/2023

*\*Salary may be prorated based on start date*

### **RECOMMENDATION**

**Resolved** that the Board of Education approve the employment of the staff listed above.



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## MEMO

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**DATE:** MARCH 8, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES  
**RE:** STAFF RETIREMENTS/RESIGNATIONS

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### **BACKGROUND**

Attached is the letter of resignation for the following:

<b><u>Name</u></b>	<b><u>Resignation/Retirement Date</u></b>
Cheri Reeves, School Psychologist	Retirement - 7/1/2023
Wendy Minor, Special Ed. Administrator of Program Accountability	Retirement - 6/30/2023
Sara Way, School Nurse	Resignation - 3/15/2023
Shelby Myrkle, School Nurse	Resignation - 3/10/2023
Ruth Koenes, School Psychologist	Retirement - 6/13/2023
Wendy Pierce, School Social Worker	Retirement - 6/30/2023

### **RECOMMENDATION**

***Resolved*** that the Board of Education accept the resignation and retirements of the staff listed above.

Attachments

#### IV. OTHER BUSINESS

##### A. Adjournment

##### 1. Motion to Adjourn Meeting (**VOICE VOTE**)

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Director of Special Education, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.