

# 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 January 5, 2022, beginning at 3:00 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. Consent Agenda - **(Roll Call Vote)**

##### 1. Minutes

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A **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **December 1, 2021**, in the Board of Education office and called to order at **4:01 PM**. Members Present: Kent, Middaugh, Sage and Weiss. Members Absent: Crandall. Middaugh moved to approve the Consent Agenda (*November 3, 2021 Minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary*). Supported by Weiss. Roll call vote: Kent – yes, Weiss – yes, Middaugh – yes, and Sage – yes. Motion carried.

Weiss moved to approve Superintendent/Board Travel as presented and shown in Attachment 1. Supported by Kent. Roll call vote: Middaugh – yes, Weiss – yes, Kent – yes, and Sage – yes. Motion carried.

Board members Crandall, Middaugh, Weiss, Kent and Sage recently attended the MASB Annual Leadership Conference held on November 11-14, 2021 at the Amway Grand Plaza in Grand Rapids, Michigan.

Middaugh made motion to approve the following resolution:

**RESOLVED**, that the Board of Education moves to cancel the purchase of three (3) 10 passenger vehicles from Tapper Ford and amend the resolution to reflect purchasing from Seeyle Ford three (3) model year 2022 Ford Transit 150 XL AWD at a cost of \$116,853.

Supported by Kent. Roll call vote: Weiss – yes, Middaugh – yes, Kent – yes, and Sage – yes. Motion carried.

Kent made motion to approve the following resolution:

**RESOLVED**, that the VBISD Board of Education approves the wage scale increases as presented and shown in Attachment 2 effective January 3, 2022.

Supported by Weiss. Roll call vote: Kent – yes, Middaugh – yes, Weiss – yes, and Sage – yes. Motion carried.

Weiss made motion to approve the following resolution:

**RESOLVED**, the VBISD Board of Education approves a change in the school board meeting schedule by moving the March 2, 2022 meeting date to March 9, 2022.

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

Weiss made motion to approve the following resolution:

**RESOLVED**, the VBISD Board of Education approves a change in the following substitute rates effective January 3, 2022.

**Teachers** - \$110 per day; \$55 per ½ day

**Program Assistants** - \$82 per day; \$41 per ½ day

**GSRP Program Assistants** (8 hour day) - \$90 per day; \$45 per ½ day

**Transportation** - Step 1 of Bus Attendant or Driver pay scale

**Custodians** - \$13 per hour

**Clerical/Secretarial** - \$13 per hour

**Retired or Experienced Teachers** - up to Step 1 of the BA pay scale (at the discretion of administration)

**Retired or Experienced Program Assistants** - up to Step 1 of the Program Assistant pay scale (at the discretion of administration)

**Long Term Support Substitutes** - (defined as 20 or more consecutive school days) - up to Step 1 of the appropriate pay scale.

**Long Term Professional Staff Substitutes** - (defined as 20 or more consecutive school days) no recommended changes.

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

Kent made motion to approve the following resolution:

**RESOLVED**, that the Van Intermediate School District Board of Education approve the first reading of Policy 8450.06 – COVID-19 Vaccination, Testing and Face-Covering Policy.

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

Middaugh made the motion to approve the following resolution:

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

Policy 0100	<i>Bylaw Definitions – Revised</i>
Policy 167.3	<i>Bylaw – Public Participation at Board Meeting – Revised</i>
Policy 3120	<i>Employment of Professional Staff – Revised</i>
Policy 4120	<i>Employment of Support Staff – Revised</i>
Policy 5722	<i>School-Sponsored Publications and Productions - NEW</i>
Policy 6114	<i>Cost Principles- Spending Federal Funds – NEW</i>
Policy 6152	<i>Student Fees, Fines, and Supplies - Revised</i>
Policy 7450	<i>Property Inventory-Revised</i>
Policy 8310	<i>Public Records– Revised</i>
Policy 8320	<i>Personnel Files - Revised</i>
Policy 8330	<i>Student Records – Revised</i>

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

Weiss made the motion to approve the following resolution:

**RESOLVED**, that the Board of Education employs the staff listed below:

<b><u>Administration</u></b>	<b><u>Salary</u></b>	<b><u>Start Date</u></b>
Angie Gutierrez- <i>Administrator of Whole Child Services</i>	\$83,000*	01/01/2022
<b><u>Technology</u></b>	<b><u>Salary</u></b>	<b><u>Start Date</u></b>
Sean Devers- <i>IT Support Specialist</i>	\$34,000*	11/22/2021
<b><u>Professional Staff Members</u></b>	<b><u>Salary</u></b>	<b><u>Start Date</u></b>
Necia Anjorin- <i>Mental Health Clinician</i>	\$59,314*	12/06/2021

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


Supported by Kent. Voice vote. All aye. Motion carried.

Middaugh made the motion to approve the following resolution:

**RESOLVED**, that the Board of Education accept the resignations of **Ashley Cencer** effective November 23, 2021, and **Frank Lima** effective December 17, 2021.

Meeting adjourned at **4:56 PM**.

Respectfully submitted,

  
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John Weiss, Secretary  
Van Buren Intermediate School District  
Board of Education, Lawrence, Michigan

**CONFERENCE ATTENDANCE***Superintendent/Board of Education***December 1, 2021*****Pre-Approval***

<b>NAME</b>	<b>DATES</b>	<b>LOCATION</b>	<b>ESTIMATED COST</b>
Dave Manson	January 17-20, 2022	MASA Mid-Winter Conference 2022 Amway Grand Plaza, Grand Rapids, MI	<b>\$760.00</b>

***Post Approval***

			<b>COST</b>
James Crandall	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	<b>\$831.70</b>
Kenneth Kent	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	<b>\$1745.84</b>
Mary Ann Middaugh	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	<b>\$586.84</b>
Frances Sage	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	<b>\$835.02</b>
John Weiss	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	<b>\$1377.70</b>

**Program Assistant**

Step	Contract rate	Employee #s	Proposed rate	Increase in \$
1	12.96		14.25	1.29
2	13.22	2	14.50	1.28
3	13.48	3	14.75	1.27
4	13.74	5	15.00	1.26
5	14.00	9	15.25	1.25
6	14.36	4	15.50	1.14
7	14.73	7	15.75	1.02
8	15.08	6	16.00	0.92
9	15.45	6	16.50	1.05
10	15.81	5	16.75	0.94
11	16.18	4	17.00	0.82
12	16.54	3	17.25	0.71
13	16.90	2	17.50	0.60
14	17.32	1	17.75	0.43
15	17.73	13	18.15	0.42
Old 14	21.94	4	22.04	0.10

**Bus Driver**

Step	Contract rate	Employee #s	Proposed rate	Increase in \$
1	13.75		15.50	1.75
2	14.43		15.80	1.37
3	15.13	1	16.10	0.97
4	15.81		16.50	0.69
5	16.51		17.25	0.74
6	16.60		17.50	0.90
7	16.67	2	17.75	1.08
8	16.74	1	17.90	1.16
9	16.82	2	18.10	1.28
10	16.90	1	18.25	1.35
11	16.99	5	18.50	1.51
12	17.07	3	18.60	1.53
13	17.55	8	18.75	1.20

**Bus Attendant**

Step	Contract rate	Employee #s	Proposed rate	Increase in \$
1	12.71	1	\$14.00	\$1.29
2	13.39	1	\$14.30	\$0.91
3	14.10	1	\$14.60	\$0.50
4	14.78		\$15.00	\$0.22
5	15.47	2	\$15.75	\$0.28
6	15.56	2	\$16.00	\$0.44
7	15.64	1	\$16.25	\$0.61
8	15.71		\$16.40	\$0.69
9	15.79		\$16.60	\$0.81
10	15.86	1	\$16.75	\$0.89
11	15.95		\$17.00	\$1.05
12	16.03		\$17.10	\$1.07
13	16.52		\$17.25	\$0.73

**Non CDL**

Step	Contract rate	Employee #s	Proposed rate	Increase in \$
1	12.26		13.00	0.74
2	12.47		13.30	0.83
3	13.13	3	13.60	0.47
4	13.79		14.00	0.21
5	14.45		14.75	0.30
6	14.51		15.00	0.49
7	14.57		15.25	0.68
8	14.65	1	15.40	0.75
9	14.72		15.60	0.88
10	14.78		15.75	0.97
11	14.85		16.00	1.15
12	14.91		16.10	1.19
13	15.35		16.25	0.90

**Custodian**

Step	Contract rate	Employee #s	Proposed rate	Increase in \$
1	12.69		14.00	1.31
2	12.82		14.20	1.38
3	12.96		14.40	1.44
4	13.10	1	14.60	1.50
5	13.25	1	14.80	1.55
6	13.38	1	15.00	1.62
7	13.52	1	15.20	1.68
8	13.66		15.40	1.74
9	13.79		15.60	1.81
10	13.94		15.80	1.86
11	14.07		16.00	1.93
12	14.23		16.20	1.97
13	14.73	3	16.40	1.67
Old	16.50	1	16.75	0.25

**School Facility**

Step	Contract rate	Employee #s	Proposed rate	Increase in \$
1	14.50		15.75	1.25
2	14.64		16.00	1.36
3	14.78		16.15	1.37
4	14.91		16.30	1.39
5	15.06		16.45	1.39
6	15.20		16.60	1.40
7	15.33		16.75	1.42
8	15.48		16.90	1.42
9	15.61	1	17.05	1.44
10	15.75		17.20	1.45
11	15.88	1	17.35	1.47
12	16.05	3	17.50	1.45
13	16.54		17.65	1.11

<b>Specialized</b>	Flat .10 cent increase
<b>Family Ed</b>	Flat .10 cent increase
<b>Nutrition Ed</b>	Flat .10 cent increase

A Special Board Work Session meeting of the Van Buren Intermediate Board of Education was held in person on Wednesday, **December 8, 2021** at the Community-based Transition Center in Paw Paw, Michigan. The following board members were present: Middaugh, Weiss, Sage, and Kent. Absent: Crandall Also present: Dave Manson, Heather Visco, and Katy Broddaus (Thrun Law)

Meeting called to order at **12:18 PM** by Vice President Sage.

Motion made by Weiss to enter into closed session for the purpose of attorney/client privilege to discuss personnel issues. Supported by Kent. Roll call vote: Middaugh – yes, Kent – yes, Weiss – yes, and Sage – yes. Motion carried. Board entered into closed session at 12:18 PM.

Motion made by Weiss and supported by Middaugh to return to open session. Roll call vote: Weiss – yes, Middaugh – yes, Kent – yes, and Sage – yes. Motion carried. Board returned to open session at 1:18 PM.

Kent made motion to approve the following resolution:

**RESOLVED**, that the Van Buren Intermediate School District Board of Education approves the waiving of attorney/client privilege on investigation results and authorizes Human Resources Administrator, Heather Visco to communicate the result with complainants.

Supported by Middaugh. Roll call vote: Kent – yes, Weiss – yes, Middaugh – yes, and Sage – yes. Motion carried.

The following items were discussed and reviewed by the Board:

- 1) Career & Technical Education and Special Education Updates – *Manson, Holverstott, Smith*
- 2) Administrative Structure within Van Buren ISD - *Manson*
- 3) Proposed Non-Union Wage Adjustments - *Manson*
- 4) COVID-19 Review - *Manson*
- 5) Superintendent's Performance Review - *Manson*

Kent made motion to approve the following resolution:

**RESOLVED**, that the Van Intermediate School District Board of Education approve the second reading of VBISD Policy 8450.06 – COVID -19 Vaccination, Testing, and Facing-Covering Policy.

Supported by Weiss. Roll call vote: Weiss – yes, Middaugh – yes, Kent – yes, and Sage – yes. Motion carried.

Meeting adjourned at **3:38 PM**

Respectfully submitted,



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John Weiss, Secretary  
Van Buren Intermediate Board  
Of Education, Lawrence, Michigan

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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**Van Buren Intermediate School District**  
**December 2021**

Imprest Fund Vouchers	\$ 888,124.09
Payroll Fund Vouchers	3,577,003.61
Purchasing Card Vouchers	44,010.45
EDUSTAFF ACH Payments	7,238.08
	\$ 4,516,376.23

**Budget-to-Expenditure Comparison 21-22**

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	13,384,937	6,109,655	7,275,282	25,108
Special Education	37,024,404	10,649,580	26,374,824	6,319,939
Vocational Education	12,780,600	4,512,113	8,268,487	1,345,662
Food Service	103,755	41,311	62,444	6,243
Capital Projects	0	184,453	N/A	(184,453)

**Cash Flow Summary**

	Ending Balance 10/31/2021	Cash Receipts	Cash Disbursements	Ending Balance 11/30/2021
General	1,197,558	1,218,963	1,152,921	1,263,601
Special Education	4,622,947	739,378	2,010,357	3,351,968
Vocational Education	7,114,040	(251,696)	992,300	5,870,044
Student Activity Fund	32,200	1,166	321	33,045
Food Service	75,306	537	6,494	69,350
Capital Projects	109	0	109	(0)
	13,042,161	1,708,349	4,162,503 *	10,588,008

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



**PAYROLL SUMMARY**  
**Dec 2021**

GENERAL	942,734.01
SPECIAL EDUCATION	1,995,814.02
VOCATIONAL EDUCATION	638,455.58
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,577,003.61

**IMPREST VOUCHER SUMMARY**  
**December 2021**

FUND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	167,721.05	20,490.44	13,499.67	201,711.16
Special Education	266,835.00	12,334.77	(16,768.77)	262,401.00
Vocational Education	450,752.22	11,185.24	3,400.78	465,338.24
Capital Projects	0.00	0.00	0.00	0.00
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
Food Service Fund	2,684.14	0.00	0.00	2,684.14
<b>TOTAL</b>	<b>887,992.41</b>	<b>44,010.45</b>	<b>131.68</b>	<b>932,134.54</b>

B. Board/Superintendent Travel (**Roll Call Vote**)

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## CONFERENCE ATTENDANCE

Superintendent/Board of Education

**January 5, 2022**

### *Pre-Approval*

NAME	DATES	LOCATION	ESTIMATED COST
John Weiss	April 1-4, 2022	NSBA 2022 Conference April 1-4, 2022 San Diego, CA	<b>\$2800</b>

### *Post Approval*

			COST



## **Administrator Evaluation Guide Reference**

- 1 - Leadership
- 2 - Level of Professional Awareness
- 3 - Professional Standards and Ethics
- 4 - Communication Skills
- 5 - Resourcefulness, Creativity, and Innovativeness
- 6 - Personality
- 7 - Demeanor, Appearance, and Style
- 8 - Professional Preparation
- 9 - Decision Maker
- 10-Planner and Organizer
- 11-Supervisor
- 12-Evaluator
- 13-Policy Implementer
- 14-Crisis Manager
- 15-Faculty and Staff Personnel
- 16-School Plant and Facilities
- 17-Student Personnel
- 18-Community Relations
- 19-Fiscal Management
- 20-Student Achievement

D. Public Comments  
II. INFORMATIONAL ITEMS  
A. Board Updates  
B. Superintendent Update

18

Date: January 5, 2021  
 To: Board of Education  
 From: David D. Manson, Superintendent  
 Subject: **Superintendent Update**

**Attract, Prepare & Retain Grant: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)**

After a few starts and stops, it finally appears that VBISD will be asked to serve as the fiscal agent for Section 94d of the School Aid Fund. This section allocates \$1,500,000 “to create and support a task force that will develop a comprehensive multi-year plan to attract, prepare and retain qualified personnel for children with disabilities.” While VBISD is unlikely to lead the entire process, our inclusion as the fiscal agent will allow our team to have significant input into the concepts and ideas that will be adopted throughout the state.

Attract	Prepare	Retain
<ul style="list-style-type: none"> <li>• Alternative Routes to Certification</li> <li>• Changing Public Perception</li> <li>• Funding and Loan Forgiveness</li> <li>• Grow Your Own Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Micro-credentials</li> <li>• Practice-Based Opportunities</li> <li>• Residencies</li> <li>• Simulations</li> </ul>	<ul style="list-style-type: none"> <li>• Enhancing Professional Leadership</li> <li>• Induction and Mentorship</li> <li>• Ongoing Professional Learning</li> <li>• Professional Empowerment</li> <li>• Supportive Workplace Environments</li> </ul>

**Emergency Temporary Standard (ETS) Update: (Governance & Board Relations, Staff Relations, Business & Finance)**

The following update was recently sent to VBISD staff over the holiday break:

*“The Emergency Temporary Standard (ETS) issued by the Occupational Safety and Health Administration (OSHA) was recently upheld by the 6th Circuit Court of Appeals. If you recall, once adopted by MIOSHA, this standard will require all Michigan*

*employers with 100 or more employees to ensure that all employees are either fully vaccinated or provide a weekly negative test and wear a face covering while working indoors.*

*While this process may be paused again with an appeal to the Supreme Court, VBISD needs to begin preparing for implementation. If the process is not paused again, we have been given the likely date of January 10th by which we need to gather vaccine status & implement masking and February 9th for the testing of individuals who are not vaccinated.*

*As a result, VBISD needs to begin collecting proof of vaccination from employees. Hence, we are asking all VBISD employees that have been vaccinated to submit evidence of their vaccination by January 7th via this [google survey](#). If you have lost your vaccination card, please see the [CDC guidance for employees to obtain proof of vaccination](#) OR contact [hvisco@vbisd.org](mailto:hvisco@vbisd.org) for additional options. If you need technical support with the survey or attaching your vaccination documentation, please contact [helpdesk@vbisd.org](mailto:helpdesk@vbisd.org).*

*VBISD is required by law to maintain vaccination records as part of the private and protected medical records. Information about vaccines can be found at the [CDC's Key Things to Know About COVID-19 Vaccines website](#). Information on penalties for false statements and records can be found at the OSHA website.*

***Please understand that VBISD is NOT requiring employees to be vaccinated or enforcing the ETS at this time.** We are simply preparing for the potential implementation of this requirement. If you are unvaccinated OR do not wish to submit documentation of your vaccination, you **may** be required to undergo weekly testing with a likely start date of February 9th.”*

**Project Lean Update:** (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

Over the past 90 days, I have had an opportunity to learn a great deal about Project Lean and I am excited to join Daisy Manriquez in revitalizing nutrition education at VBISD. This revitalization has already begun with a four step plan:

- 1) Strive to fill the multiple vacancies we currently have on our Project Lean team.
- 2) Re-establish collaborative relationships with MSU Extension and Bronson as partners in delivering nutrition education across the region.
- 3) Ensure continued funding by working directly with the Michigan Fitness Foundation to shift our programming and improve our annual proposal for funding.
- 4) Continue to build capacity by focusing more on “Policies, Systems and Environmental Change” work in addition to our direct classroom services.

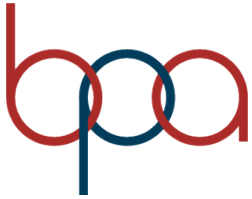
C. Department Updates  
1. Career & Technical Education

22

# MEMO

**DATE:** JANUARY 5, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR  
**RE:** CAREER & TECHNICAL EDUCATION BOARD UPDATE

## BUSINESS PROFESSIONALS OF AMERICA (1, 2, 4,8,9,10,11,15,17,18,20)



**BUSINESS  
PROFESSIONALS  
of AMERICA**

During the week of November 15, Van Buren Tech finalized registration for 86 students in the Business Professionals Of America (BPA) Career & Technical Student Organization. Students from the four CTE programs listed below will participate in the BPA Region 1 Leadership Conference Competition, which will be held January 7th, 2022 at Davenport University in Grand Rapids, Michigan. Students in the top 5 individual and top 2 team events

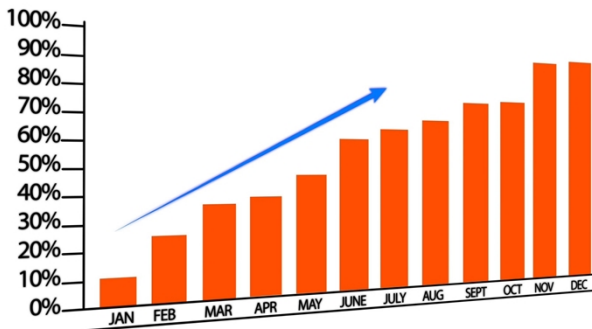
will qualify for the BPA State Leadership Conference March 10th through the 13th at the Amway Grand Plaza and Devos Place in Grand Rapids, Michigan. Students that place in the top ten in various national virtual events will qualify for the National Leadership Conference May 4th through the 8th in Dallas Texas.

Commercial Design - Heather Macyaski  
Finance, Investment & Technology - Ken Grinage  
Software Engineering - Dr. John Hinckley's  
Cyber Security & Computer Network Technology - Denis Huffman

This year marks Van Buren Tech's 26th year with Business Professionals Of America Career & Technical Student Organization and the overall positive results speak for themselves. Attached is a summary of student participation in the BPA Regional, State and National Leadership Conferences since 2004.

<https://docs.google.com/document/d/1V3BpiU6fyZmBTFYkk34A3xpKQ8nse0MF/edit?usp=sharing&ouid=109125206795750381995&rtfpof=true&sd=true>

## APPLIED ACADEMICS AT VAN BUREN TECH (1, 2, 4, 8, 11, 15, 17, 20)



Applied Academics are what we're all about at Van Buren Tech. CTE Instructors consistently partner with Integrated Academics teachers to help students see the relevance and application of math, science, and English in the business and industry setting. Recently, Paul Mayuiers, Allied Health Technologies Instructor, Carol Sue Anderson, Allied Health Student Coordinator, and Bill Semrau, Integrated Math/Science teacher, teamed up to teach students not only how to properly measure infant length and weight as one of the many clinical skills that students learn in the program, but to also teach them how to chart the data and apply it in an authentic Center for Disease Control (CDC) height and weight growth chart. Critical thinking skills were emphasized

as students analyzed data and graphs that sometimes reveal concerning growth patterns or potential health issues infants may be having. The team share anecdotal information to illustrate how this data was used to diagnose health issues of their own children, which lead to treatment plans such as diet changes or surgery to improve their health. Under this team approach, students quickly learned how understanding and properly applying these math concepts in the real world can lead to the

identification of health concerns and ultimately save lives.

### 10TH GRADE VISITS (1, 4, 5, 18, 20)

During the weeks of December 6<sup>th</sup> and December 13<sup>th</sup>, Van Buren Tech hosted its annual 10th-grade visit event, where approximately 1,387 10th graders came to visit and explore what Career & Technical Education has to offer. Students from all Van Buren County high schools, as well as students from Marcellus and Watervliet, toured programs and got a close up look at what being a student at Van Buren Tech looks and feels like. With enrollment for next year just around the corner, students were able to use this visit as a way to explore potential future careers, as well as assist them in deciding whether or not to attend VB Tech next year and/or during their senior year. To prepare for the event, students worked with Van Buren Tech counselors in their local districts to identify a cluster of 2-3 programs to visit. This year's event was structured somewhat differently than in past years; specifically, the event took place over 8 days instead of 5 to allow for additional distancing and prevent overlap of schools attending at the same time. Overall, the changes were well received and the event was again a huge success. Great job to all involved!



### MARKETING UPDATE - TECH TIMES & JINGLE (1,2,4,5,8,10,15,18)

As reported in October, Van Buren Tech Communications/Marketing Specialist, Brittany Millan, has been doing an excellent job evaluating Van Buren Tech's marketing needs and creating a comprehensive marketing plan to not only market VB Tech to various stakeholders, but also rid ourselves of the "Best Kept Secret in Van Buren County" label that we have become accustomed to over the years. In addition to increasing our social media presence, utilizing QR Codes, and TikTok videos, Brittany has also been working closely with programs to gather information about positive news stories and sharing them via print and broadcast media outlets. Below are two recent editions of the "Tech Times" newsletter that Brittany has revived this year and has published in the Van Buren Reminder newspaper. In addition, Brittany and members of the Marketing Committee at VB Tech have been working with Midwest Family Southwest and Advanced Concepts to create a new Van Buren Tech musical Jingle based off of our current tagline... "Your Career... Your Future... Your Life." If you listen to any of the various Midwest Radio Stations I'm sure you will hear it soon (see file below). Great job Brittany!

November: <https://drive.google.com/file/d/1Jw84RwmE64lUNAKsNwIOj9Q82YsNS2hV/view?usp=sharing>

December: [https://drive.google.com/file/d/1UJklKztwguzkJAsHf-k46mRAeJ-3gQ\\_1/view?usp=sharing](https://drive.google.com/file/d/1UJklKztwguzkJAsHf-k46mRAeJ-3gQ_1/view?usp=sharing)

VBT Jingle: [https://drive.google.com/file/d/1HYzreMDWvUi\\_AKUqLksB4amKRNi-RklE/view?usp=sharing](https://drive.google.com/file/d/1HYzreMDWvUi_AKUqLksB4amKRNi-RklE/view?usp=sharing)

## FIRE SCIENCE DONATION (1,4,8,11,15,16,17,18)



The Van Buren Tech Fire Science Academy and Regional Firefighter Training Center received an early Christmas present on Thursday, December 17th. Angie Solomon, her husband Steve Funk, and their dog Zeus from MI Rescue Resources donated and delivered a set of Genesis extrication tools. Included in the tool set are spreaders (the jaws of life), cutters and a dual manifold/dual stade gas powered pump. In addition, MI Rescue Resources has committed to participating in the program's annual vehicle extrication class (held at the end of February). The donation is worth about \$20,000 dollars and their expertise and partnership is invaluable. Words cannot express the gratitude felt by the students and our academy instructor, James Robertson. Thank you MI Rescue Resources for your generous donation!

## MIDDLE COLLEGE STUDENT SUCCESS

(1,4,8,10,11,15,17,18,20)



The current Van Buren Middle College 13th year students that attend Kalamazoo Valley Community College (KVCC), recently completed their pre-audits for degree completion. Out of forty-one 13th year students at KVCC, thirty-one are projected to complete their Associate's Degrees at the end of the school year (pending Winter courses and final grades). In addition to KVCC, our only 13th year student at Lake Michigan College (LMC) is also on track to obtain an Associate's Degree at the end of spring term and our only 13th year Southwestern Michigan College (SMC) student will not finish the Degree, but will be very close. All in all, we are looking at potentially 32 degree completers this Spring. Congratulations students! AWESOME NEWS!!!

## CALENDAR EVENTS

January 3	Return from Holiday Break.
January 4	Virtual Staff Meeting
January 5	School Board Meeting
January 17th	VBISD Professional Development Day - No Students
January 21	End of 1st Semester
January 20	Regional Principals Meeting
January 28th	County-Wide Superintendents Meeting



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# MEMO

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**DATE:** JANUARY 5, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** KATY HOLVERSTOTT  
**RE:** SPECIAL EDUCATION UPDATE

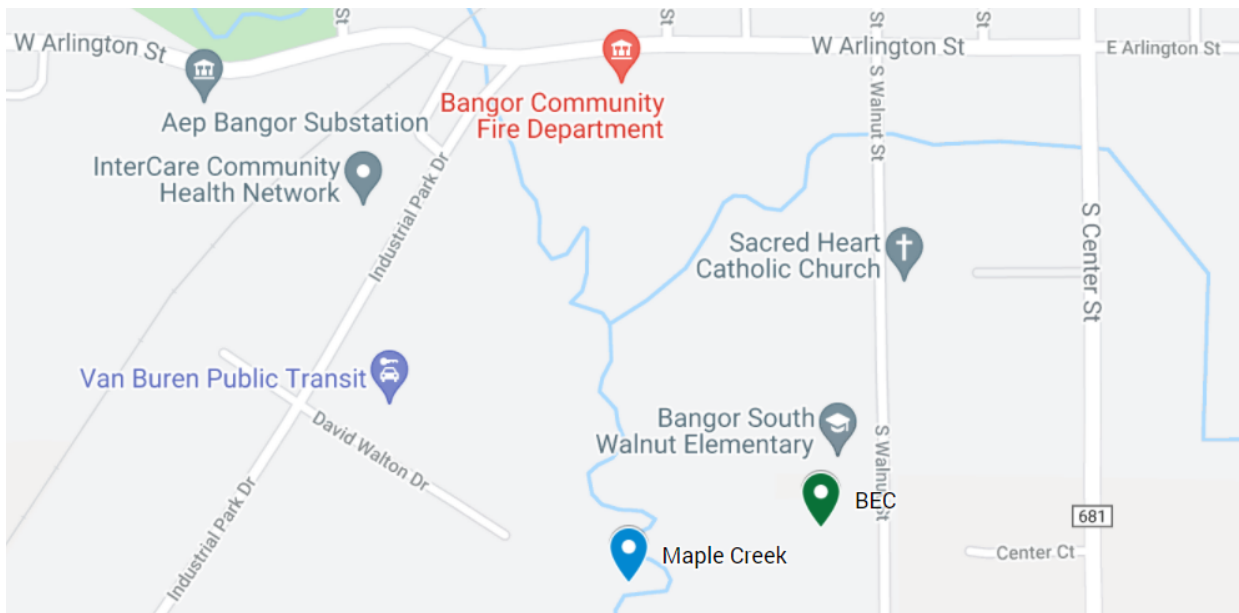


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**Introducing “Maple Creek Education Center”** *Leadership, Decision Maker, School Plant & Facilities, Community Relations*

As shared in a previous board report, it was suggested that the Behavior Education Center change its name. One reason for this change is that the term “behavior” in all its forms, has a negative connotation, which can create unwanted biases, assumptions and stereotypes. In addition, when BEC students share with others the name of their school, they share information about their disability.

To identify a more neutral name, the BEC staff worked together to identify alternatives and are recommending that the Board consider adopting the name “Maple Creek Education Center.” The staff feel this name is fitting because Maple Creek runs through the property just behind the school building. See map below.



At the board meeting on January 5, 2022, Monica Mansfield and Amanda Chiotti, BEC Principal and Assistant Principal (respectively) will provide a brief presentation to the Board in support of this name change.

**NEW Specialized Support Staff Training Series Leadership, Level of Professional Awareness, Resourcefulness, Creativity & Innovativeness, Community Relations, Student Achievement**

Managing staff shortages and staff retention requires creative problem solving. One idea gaining traction across our county is the development of a new position called a “Behavior Specialist.” This position is different from other support staff positions because the staff member has extensive experience and training in the area of behavior management. Given more experience and training, this position is paid at a higher pay rate, which will hopefully attract more candidates.

To assist member districts in training new Behavior Specialists, the Special Education Department is adding a new professional learning series available at no charge. This series will include Crisis Prevention Institute (CPI) training, emergency use of restraint and seclusion, and a collection of evidence-based practices to build positive behavior and coping skills for students and staff alike.

Due to a lack of substitutes, professional learning presentations for this series will include a hybrid of pre recorded content, available at the convenience of the learner, combined with live sessions for group discussion and idea sharing.

**Personal Property Replacement Level of Professional Awareness, Personality, Policy Implementer, Crisis Manager, Faculty & Staff Personnel**

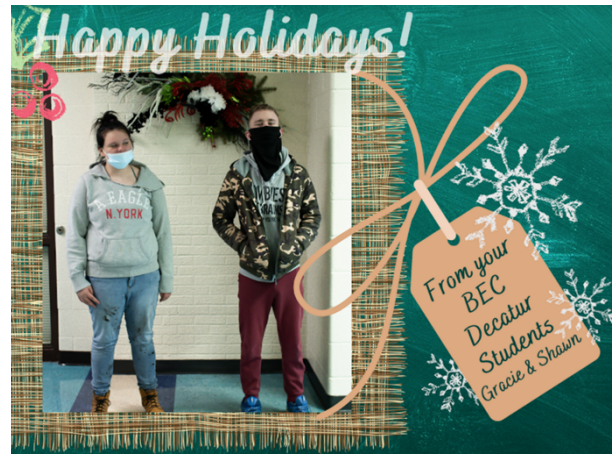
As discussed at the Board Work Session on December 8, 2021, there are times when staff members’ personal property is damaged as a result of the work environment. An example of this is when a staff member’s glasses are broken by a student struggling with a behavior outburst.



Given the fact that these situations are unavoidable and not due to the fault of the staff member, a new policy is recommended to use donated funds to replace personal property. See draft [VBISD SE Depart Personal Property Reimbursement Policy](#).

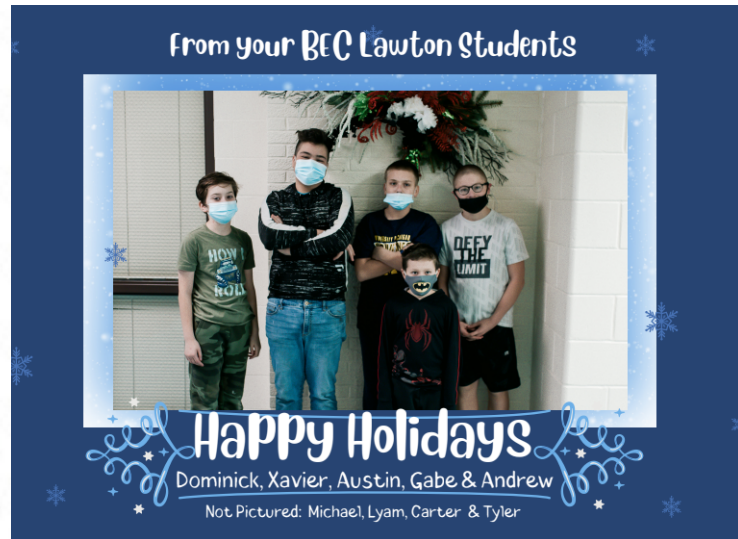
**Happy Holidays! Leadership, Level of Professional Awareness, Communication Skills, Community Relations**

Our VBISD Special Education programs work to keep our students connected with their home school districts. One way to do this is to provide holiday greetings with photos of students from each member school district. On the following page are a few examples of holiday cards that were delivered to each district this past December.



From all of us at the Bert Goens Learning Center, we want to wish you Happy Holidays!

Here are a few faces to go with the names of your students who attend the BGLC! We thought you might enjoy their smiles, we sure do!





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# MEMO

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**DATE:** JANUARY 5, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** LISE BLACK, EARLY CARE & EDUCATION  
**SUBJECT:** EARLY CARE & EDUCATION UPDATE

## Great Start Collaborative (GSC) & Family Links Home Visiting (2, 5, 10)

Van Buren is designated as an official *Talking is Teaching* campaign, supported primarily by funds from the temporary Trusted Advisor Grants. The messaging from the national campaign shares the importance of building strong oral language skills through the simple ever day use of talking, singing, and reading with young children. While to those of us in education this seems logical, we know through research that many of the children that arrive unprepared for school have not had these simple, yet critical experiences. *Talking is Teaching* works to change this one small experience at a time.

In January we enter our final round of Trusted Advisor Grant funding. We are now working on changes to sustain the campaign. We wrote the work into this year's MDE approved GSC Work Plan and included some funds from that grant. We have shifted the key messaging for the weekly Family Links Playgroups to Talking is Teaching (see recent Facebook post below) and are building out a framework that will position us to apply for funds from outside sources. Our goal is to keep the campaign going for many years to come.

**JOIN US FOR PLAYGROUP!**

TALKING IS TEACHING. TALK READ SING

Join Miss Susie for 45 minutes of TALKING, READING, SINGING, DANCING, and SOCIALIZING every Monday at 10:00 am!

Zoom link: [bit.ly/Phygrp](https://bit.ly/Phygrp)  
Meeting ID: 335 513 8102 / Passcode: 6MgS3n

ONLINE Monday's 10am-10:45  
[bit.ly/Phygrp](https://bit.ly/Phygrp)

Let's TALK ABOUT OUR COMMUNITY

Simple interactions can help boost children's brain and language development, setting them up for success in school and beyond.

Talk, read and sing to them every day!

December's Featured Book:  
**Pete the Cat Play Ball!**  
by James Dean

Attend playgroup twice a month & get the featured mailed to you!

**GSRP** (Great Start Readiness Program - preschool for at-risk children) (9, 20)

The GSRP classrooms use the COR Advantage child assessment system to track and monitor the students' development over time. The tool requires the staff to document ongoing observations of the students across multiple domains with 34 different key items. We have three defined periods and at the end of each period the teachers need to have sufficient documentation in for all their students. The system has multiple reports that the teachers, early childhood coaches and the ISD can then use to guide decision making and planning.

The Benchmarks Report compares our students' levels relative to a set of national averages for students in the same age group.

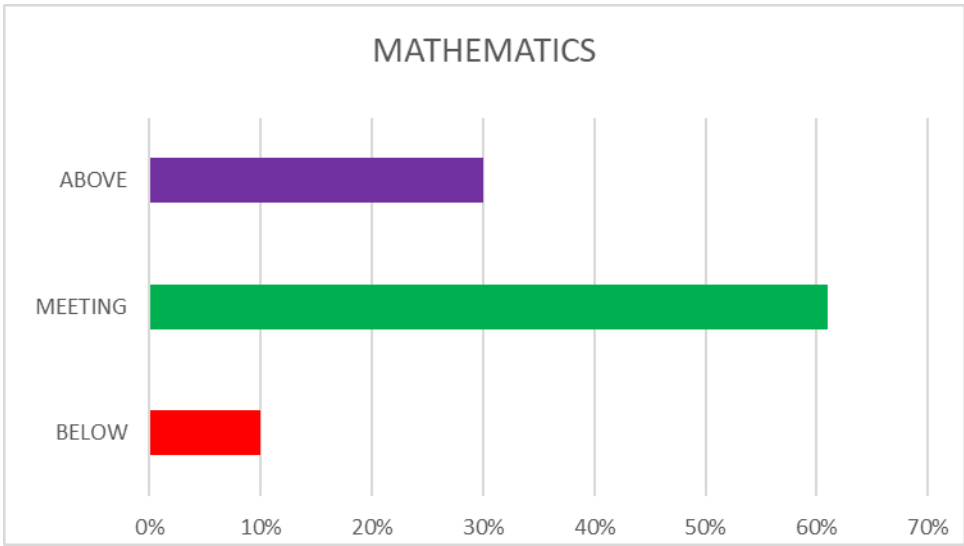
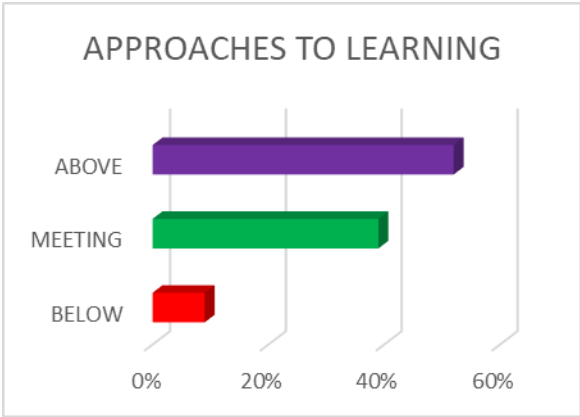
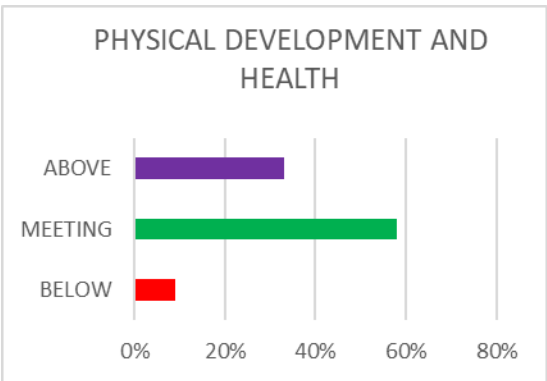
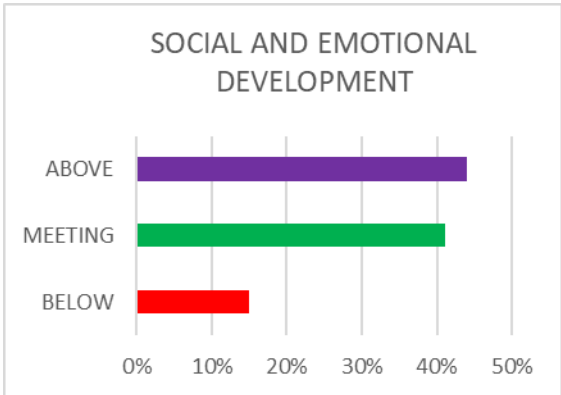
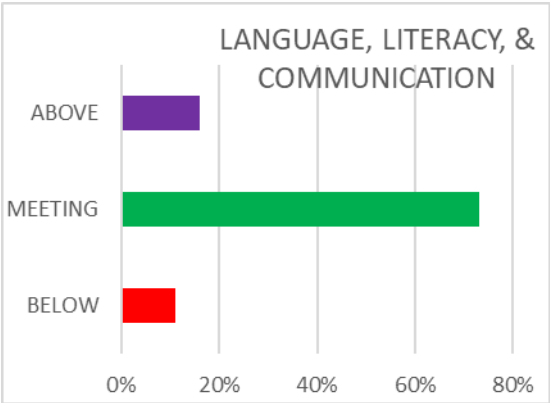
**Above = Performing above age-level norms (top 25%)**

**Meeting = Performing consistent with age-level norms (middle 50%)**

**Below = Performing below age-level norms (bottom 25%)**


The last page of this report shows the students in the 21 GSRP classrooms for Period 1 which ended in November. Despite the challenges presented by the pandemic, our students are performing very well. Having reports such as these help the teaching teams look more objectively at their students' performance and make more accurate decisions for instruction. The teachers can also dig deeper into the data to determine which students are in the BELOW (red) category and make plans for the support they need.

# VBISD GSRP Child Assessment Period 1-Benchmarks Report





Memorandum	
<b>Date:</b>	January 2022
<b>To:</b>	VBISD Board of Education
<b>From:</b>	Cheryl-Marie A. Manson <i>Director of Instructional Services</i>
<b>Subject:</b>	Instructional Services Monthly Update



	<p><b>State Level</b></p> <p><i>(Leadership, Level of Professional Awareness, Resourcefulness, Creativity and Innovativeness, Planner &amp; Organizer)</i></p>
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**Literacy:**

The second statewide quarterly coaches meeting was held on December 7th. Topics included the following:


- Time to reflect and review as coaches around Chapter 3 and 4 from Dr. Gholdy Muhammad’s book, [Cultivating Genius](#)
- Dr. Nell Duke and Dr. Tanya Wright presenting around the importance of using research by reviewing how to:
  - read research critically
  - look for research around one topic
  - walk through tools
- Dr. Susan L’Allier
  - -next steps in examining writing practice

**Social Emotional Learning:**

Heidi continues to attend MDE’s Social Emotional Learning Community of Practice with representatives from 19 other school buildings throughout the state. This month the focus was on building multidisciplinary teams in order to promote sustainability for this work.

**Mental Health:**

As a Project Aware team we continue to seek the perfect candidate to serve as a School Based Liaison with VBCMh, working to help strengthen our community partnerships regarding Youth Mental Health and strengthening our System of Care.

	<p style="text-align: center;"><b>County Level</b> <i>(Leadership, Professional Standards &amp; Ethics, Decision Maker, Planner &amp; Organizer, Faculty and Staff Personnel, and Student Achievement)</i></p>
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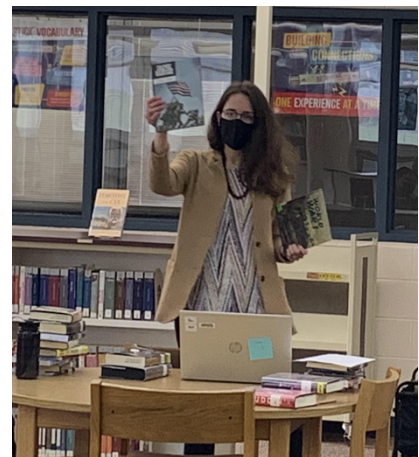
**Literacy:**

Van Buren County’s Early Literacy Network met for the second time on December 15th. The agenda included:

- Time to review the Top 10 Resources utilized and requested by our local districts in order to increase accessibility and usage of them
- Review of word study and how to integrate it into instruction
- A debunking of writing myths
- Roundtable time for impromptu discussion of topics brought forth by the group

Local partnerships with Van Buren District Library have been improving throughout this year. Currently, in three districts, library staff are bringing in books to share with students that can be checked out through a teacher card. This is increasing book access and also raising the level of awareness in our students of the local public library.

**Pictured is Elissa Zimmer, VBDL’s Districtwide Program Coordinator,** giving a book talk to students in Decatur. Elissa is in regular communication with teachers and library staff in local districts to arrange these visits and also to ensure she is bringing book titles which may be of interest.



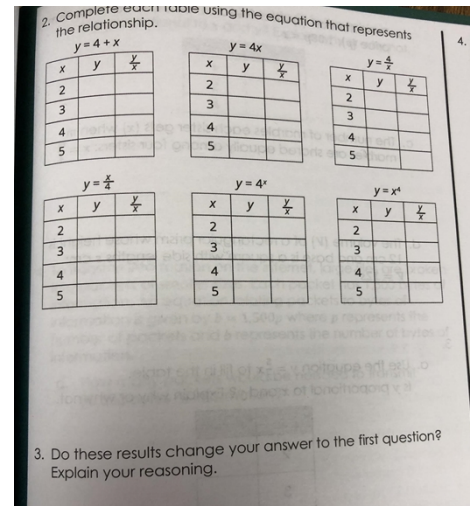
We have one additional district who will be coordinating with their local branch starting in January. Additionally, Elissa is working to create text sets for our preschool classrooms to utilize. Teacher cards for everyone in Van Buren County is a goal moving forward.



**Math:**

7th Grade Math Nation curriculum review, classroom observation, and teacher interview

Continuing conversation with special education teachers and interventionists on the use of multi grade-level formative assessment options



Van Buren County Math Leadership Meeting for December had 11 of us- we discussed EIP #4, 5, and 7 using [this jamboard](#). Next meeting January 28- then we should complete our study of the EIPs.

**Social Emotional Learning:**

This month we spent time with principals exploring countywide Panorama data and some of the trends that we are seeing with youth. We also spent time in our county Social Work Collaborative talking through our MTSS supports for student wellbeing, aligning roles, and discussing how we can all work together to create a more comprehensive system of support for our students.

**Mental Health:**

We are excited to announce a new training featuring Dr. Lia Gaggino, who will be joining us to provide a training on Youth Safety Planning for Suicide. We are excited to bring her to Van Buren County, and even more so to be able to offer this training free of charge to our Van Buren County Educators and community partners.



## Building Level

*(Leadership, Professional Standards & Ethics, Faculty and Staff Personnel, and Student Achievement)*

### Literacy:

Throughout this shortened month, and with increased challenges across districts due to recent events in the state, we are still getting into buildings throughout the county to coach one-on-one, work in small groups with teachers, and also meet with administrators. Our most recent work has been encompassed by:

- Modeling lessons and supporting teachers with their explicit writing and strategy instruction
- Daily 5/CAFE professional learning
- Support for implementation and refinement of individualized instruction with explicit letter-sound instruction, which is a continuation of the work around [How to Plan Differentiated Reading Instruction](#)

Locals, as always, are guiding our work and level of support. Since March of 2019, our mantra has been to give grace and space. That has not changed.

### Social Emotional Learning (SEL):

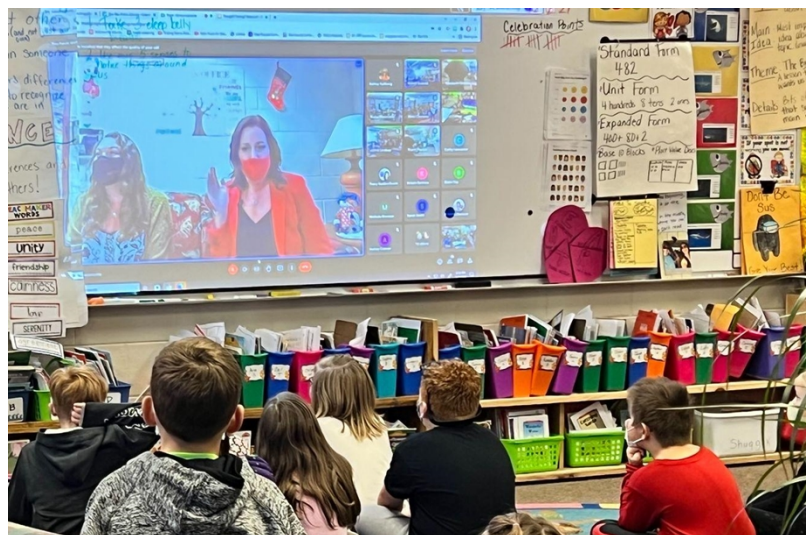
Janine Loughrin has been virtually teaching TRAILS Social Emotional Learning in a first grade classroom at Gobles. The experience has been shared as an enjoyable one for all, with the students actively engaging in the SEL lesson and integrating skills learned into the classroom setting.

Heidi had the opportunity to visit Paw Paw Early Elementary, where [Melissa Remillard](#) and Deb Doyle joined each classroom virtually during morning announcements to reveal “Happy Trails”, an avenue

they are using to implement the TRAILS SEL curriculum schoolwide. Paw Paw was recently featured in a [national story from Associated Press](#) highlighting their work with the TRAILS curriculum.

### **Mental Health:**

This has been a month full of adult learning in many different areas. This month Deb Faling and Paula Kana'an presented an all day training in Mattawan to the district's new teachers. The presentation was on Social Emotional Learning (SEL), self-care, and mindfulness. Deb and Paula are also presenting to the district's para-professionals on December 15th on trauma in the school. On December 10, Lissette Mira-Amaya presented to Early On and the Early Childhood Special Education Department on issues impacting children of Latino families. Kelly Lynn Touchtone collaborated with Paw Paw Public Schools and co-facilitated a virtual parent chat about Social Emotional Learning that is occurring across the district. Additionally, [Kelly Tauschek-Hill](#) has joined our principal's meetings this month to provide information on supporting LGBTQIA+ youth in our schools.





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## MEMO

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**DATE:** JANUARY 5, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** HEATHER VISCO  
**RE:** HUMAN RESOURCES UPDATE

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### **Human Resources Update (1,2,3,4,5,8,9,10,13,15,18)**

#### **COVID-19 update**



In late December Human Resources participated in a Miller Johnson webinar regarding the OSHA ETS. On December 17, 2021, the Sixth circuit court dissolved the Fifth Circuit's stay on the ETS Vaccination and Testing Standard. With that said, the ISD now has until December 10, 2022 to collect vaccination status data from staff and shall begin testing by February 9, 2022. We have been working diligently to understand the information, working through the policy, drafting forms and moving forward with the requirements.

#### **General update**



This past month, I attended the Michigan Association of School Personnel Administrators (MASPA) conference in Lansing. There were a lot of interesting topics that were covered such as, Teacher Retention and Supply in Michigan, Growing your Own, Employee Well Being, and of course, legal updates. There were many great presenters and I certainly learned a lot attending the conference.



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# MEMO

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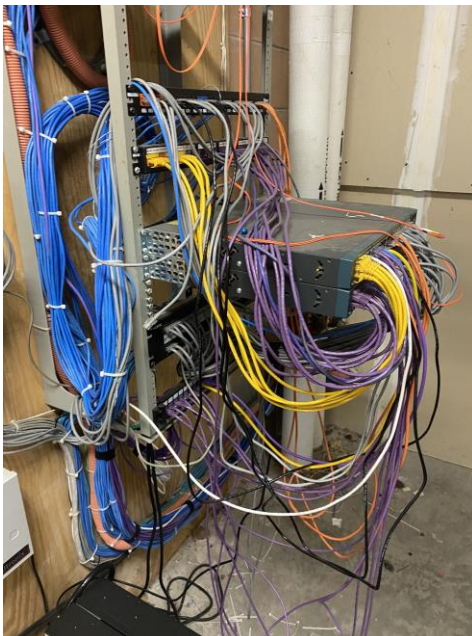
**DATE:** JANUARY 5, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** DAMIAN KOOB  
**RE:** TECHNOLOGY SERVICES BOARD REPORT

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**Shared Services Update** (Leadership, Communication Skills, Professional Preparation, Community Relations)

The Technology Services team was busy this past month preparing and replacing networking equipment, PCs, and servers for our hosted and partnered Districts. The Team took advantage of the two-week holiday break to replace networking equipment in a couple of our Districts, which would normally have huge implications of downtime during a regularly scheduled day when staff is around. We have also taken advantage of the time to reimage and replace hundreds of PCs and Chromebooks for staff and students. This mid-year refresh is sometimes necessary to make sure the second half of the school year functions as smoothly from a tech perspective as it can.

One of the ‘points of pride’ for my team is how we can take advantage of a holiday break like this and clean up some messy data closets that were left behind from previous groups. When given the chance, we make sure to go the extra mile to ensure these closets are clean and organized for the next person. Below are a couple before and after pics of what this looks like.



Before



After

One last item that I reported on last month is that Gobles Public Schools has approved an agreement to join our Technology Shared Services model. With this signed agreement, I will be asking for Board approval to start the search of a District Site Coordinator and an IT Support Specialist for this partnership. Once again, thank you again for allowing me to assemble this great team. ☺

**METL Data Governance Task Force (Leadership , Communication Skills, Professional Preparation, Planner and Organizer)**

I've previously reported on my involvement with the Data Governance Task Force and wanted to highlight a couple items that we are working on with his group. The purpose of this group is to provide a published document to be used as guidance on data security and stewardship for Superintendents, Technology departments, and Business departments for all K-12 School Districts. Data Governance is the people, processes and tools to manage and protect data in order to guarantee the data is understandable, correct, complete, trustworthy, secure and discoverable.

Much of what we are focusing on in this document are the guidelines to ensure privacy, security, and accuracy of data and who is responsible for each. Many institutions have developed similar guidelines and policies, but the read is quite extensive and not easy to follow. We want to make sure that this guidance is suited for our K-12 administrators and partners. We have a document that we sent to the entire METL membership to take a look at and are gathering their feedback before publishing to our fellow constituents. I appreciate the Board's support in the activities that myself and my team do to assist other Districts in our county and throughout the State.





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## MEMO

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**DATE:** JANUARY 5, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** BARBARA MATTHEWS  
**RE:** FINANCE & OPERATIONS DEPARTMENT UPDATE

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### **Annual Web Reports (13, 19)**

PA 630 of 2007 required that intermediate school districts annually post certain information on our website. Our 2020-21 report is posted and available to view.

Our web-based Budget Transparency Report has been updated with 2020-21 information. As in the past, we disclose the amount of expenses reimbursed to Board Members and employees during the fiscal year. The expense reimbursements decreased to \$130,743.02 for 2020-21 from \$235,142.42 for 2019-20. This decrease was a result of having less employee travel costs due to the COVID pandemic and periods of remote learning during the 2020-21 school year.

### **Hard Cap Limits (2, 13, 19)**

MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan. For medical benefit plan coverage years beginning on or after January 1, 2013, the law provides that the dollar amounts be adjusted annually by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. For calendar year 2020, the limits are increased 3.7 on the amount that a public employer may contribute to a medical benefit plan and are set to the following:

- \$ 7,304.51 times the number of employees and elected public officials with single-person coverage
- \$15,276.01 times the number of employees and elected public officials with individual-and spouse coverage or individual-plus-1-nonspouse-dependent coverage

- \$19,921.45 times the number of employees and elected public officials with family coverage.

In an unrelated topic, changes were made to the Delta Dental and VSP vision plans which provided added coverage for our union personnel. These changes in benefits will result in approximately \$40,000 of additional premium cost to be paid by the District.

**New State Aid Grant (2, 10, 19)**

Our December State Aid payment included a new grant in the amount of \$96,429. The grant falls under Section 31p of the State School Aid Act of 1979. The funds are to be used for the TRAILS Program. Per Section 31p(2) of the Act, “the TRAILS program described in this subsection must improve youth access to evidence-based mental health services by training school mental health professionals in effective practices, such as cognitive behavioral therapy and mindfulness.”



## MEMO

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DATE: JANUARY 5, 2021  
TO: BOARD UPDATES  
FROM: TONDA BOOTHBY  
RE: ESSA/ESL/TITLE III/MIGRANT EDUCATION

### **SWMMRC Christmas Basket Project**

*(Leadership, Plan/Organize, Supervise, Fiscal Management)*

The Christmas Basket Event for migrant and seasonal farmworkers was well attended on Saturday, December 11. This event probably brought the most people to the VBISD Conference Center since March 13, 2020. Approximately 225 families came to pick up their food boxes, personal care items and a toy bag from Santa. Southwest Michigan Migrant Resource Council (SWMMRC) had representatives from the following agencies assisted with the event: Michigan State Police, State Trooper Outreach Partnership (S.T.O.P.), Van Buren County Sheriff's Department, Michigan State University Cooperative Extension, Michigan Department of Labor and Economic Opportunity, VBISD Great Start Collaborative, Hartford Public Schools Migrant Program, Studio One Photography and Design, Feed the Children, Western Michigan University College Assistance Migrant Program and Upward Bound Program, Conagra, Van Buren-Cass County Health Department, Van Buren County Friend of the Court, Van Buren County Clerk, Paul DeYoung, Intercare, United Christian Services, Huntington Bank, Arbor Financial Credit Union, Southwest Michigan Community Action Agency, U.S. Marine Corps Toys for Tots Program, Michigan Department of Health and Human Services at Allegan, Berrien, Cass, Calhoun and Van Buren Counties and the VBISD custodial, conference center and shipping and receiving staff members as well as the VBISD Migrant Education Program.

I particularly appreciate all of those who helped with selecting toys for children, including WMU Upward Bound students, WMU Latino Student Alliance Program, Citlali Salgado and our board members, Mary Ann Middaugh and John Weiss. We had just a handful of toys left at the end of Saturday. Agencies worked together on Monday to get the food boxes and other items to approximately seventy-five families who were not able to come to the VBISD on Saturday. By the end of Monday, all of the toys were dispersed and the few leftover boxes of food will be taken to families who are seasonal farmworkers but were not referred.

The vaccine clinic that Intercare staff held was particularly successful and was busy all day on Saturday. Many people who heard about the clinic came to get vaccinated even though they were not receiving a Christmas basket. The exact numbers have yet to be shared, but Tammy Schrock from Intercare was extremely pleased with the number of adults and children who received COVID vaccines or boosters. This clinic was one of the first for vaccines for children ages 5 to 11 and because it was held on a Saturday, parents did not have to take off time from work to bring their child(ren) for a vaccine.

Rene Rodriguez, from Studio One, shared the attached photos from the event. Masks were taken off for pictures or eating and worn the rest of the time.



Toy bags from Santa



Brief moment with Santa and Mrs. Claus without masks

III. ACTION ITEMS

A. Approval of Non-Union Wage Adjustments (**ROLL CALL VOTE**)

51

# MEMO



**DATE:** January 5, 2022  
**TO:** Board of Education  
**FROM:** David D. Manson, Superintendent  
**SUBJECT:** **Approval of Non-Union Pay Adjustments and Other Items**

In the past, we have made mid-year adjustments to staff members in an effort to reward exceptional performance and to keep up with market conditions. This year has been particularly challenging due to the ongoing pandemic and staff shortages. As a result, I am seeking the board's approval of the following:

- 1) Increasing GSRP Associate Teachers by .50 per step. This change keeps this group in alignment with the recent support staff increase and will be covered by increased funding in GSRP. This group remains one of the most difficult positions to fill and retain in the organization (**see attached**)
- 2) Our current secretarial scale is in need of restructuring to keep up with market conditions and the important roles that VBISD secretaries play in our day-to-day functioning. For example, we currently have a category labeled as "clerk" but have not hired anyone in this category for years. Given this, I hope to suggest a restructured pay structure for 2022-2023. In the meantime, I would like to recommend a \$300 stipend as a mid-year bonus for this group of individuals. This stipend is smaller than the increase given to the support staff recently, but helps make up for the difference given to professional and support staff at the beginning of the year (2.4% v 2%).
- 3) All of the VBISD team members have seen a significant increase in their workloads as a result of the pandemic and staff shortages, but perhaps none as significant as the transportation and custodial. Therefore, I am recommending the following adjustments:
  - a) Terry Lechenet & Randy Hood - \$1,750 salary adjustment, due to the addition of Lawrence Public Schools, covering for staff shortages and increased mechanic services.
  - b) Karen King & Judy Allison - \$1,750 stipend, due to the addition of Lawrence Public Schools & covering for staff shortages.
  - c) Randy Olds - \$1,750 salary adjustment, for working on multiple building projects, ongoing COVID cleaning and covering for staff shortages
- 4) The conversion from our current financial system to PowerSchool has been and continues to be a huge undertaking. As a result, I am recommending a one-time stipend of \$750 for Rhonda Plumley & Shawn Fitzgerald, a one-time stipend of \$500 for Barb Matthews & Matthew Murphy-DuBay and a one-time stipend of \$250 for Carol Grant & Julie Zantello.
- 5) Approve an increase in the days for Diana Stump (not to exceed 15 days)
- 6) The current top step for Professional Staff Members is \$77,202 per year for 187 days (\$413/day). Grant the Superintendent the ability to make pay adjustments up to \$413 per day to administrators who supervise Professional Staff Members.
- 7) Technology Services report for staff adjustments (**see attached**)

GSRP Associate Teachers

	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Compliance Plan	\$ 12.29	N/A						
Proposed Increase	\$ 0.50							
New Wage	\$ 12.79							

	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
CDA Certification	n/a	\$ 13.50	\$ 13.85	\$ 14.20	\$ 14.55	\$ 14.90	\$ 15.25	\$ 15.60
Proposed Increase		\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
New Wage		\$ 14.00	\$ 14.35	\$ 14.70	\$ 15.05	\$ 15.40	\$ 15.75	\$ 16.10

	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
AA Degree	n/a	\$ 14.00	\$ 14.35	\$ 14.70	\$ 15.05	\$ 15.40	\$ 15.75	\$ 16.10
Proposed Increase		\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
New Wage		\$ 14.50	\$ 14.85	\$ 15.20	\$ 15.55	\$ 15.90	\$ 16.25	\$ 16.60

Staff	18
Daily Hrs.	8
Total Hrs./day	144
Increase/hr	\$ 0.50
Daily Cost	\$ 72.00
Contract Days	182
Total Wages	\$ 13,104.00
Benefits	\$ 9,424.00
<b>Prjoect Cost</b>	<b>\$ 22,528.00</b>





**DATE:** January 5, 2022  
**TO:** Board of Education  
**FROM:** David D. Manson, Superintendent  
**SUBJECT:** **Approval for Posting of Accounting Supervisor**

The VBISD business office has been a bright spot in the organization for years, but needs to begin the process of restructuring. Factors contributing to the need for restructuring include:

- Significant growth in our own organization
- Increased assistance provided to our local districts
- Conversion to new payroll and accounting systems
- Increased oversight and training of non-business office staff
- Potential retirements of several long standing business office staff

As a result, I am seeking approval to post for an additional accounting supervisor.

***RESOLVED***, the VBISD Board of Education approves the posting of an accounting supervisor.



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## MEMO

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**DATE:** JANUARY 5, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** DAMIAN KOOB, DIRECTOR OF TECHNOLOGY SERVICES  
**RE:** **APPROVAL OF NEW TECHNOLOGY POSITIONS**

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### **BACKGROUND**

VBISD has recently partnered with Gobles Public Schools to provide technology services for their district. With this partnership, there is a need to hire for two positions; one IT Support Specialist and one District Technology Coordinator.

### **RECOMMENDATION**

***RESOLVED*** that the Board of Education approves the Technology Department to post for the two positions needed at Gobles Public Schools.



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## MEMO

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**DATE:** JANUARY 5, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON, SUPERINTENDENT  
**RE:** APPROVAL OF POLICIES – 2ND READING

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

Policy 0100	<i>Bylaw Definitions – Revised</i>
Policy 167.3	<i>Bylaw – Public Participation at Board Meeting – Revised</i>
Policy 3120	<i>Employment of Professional Staff – Revised</i>
Policy 4120	<i>Employment of Support Staff – Revised</i>
Policy 5722	<i>School-Sponsored Publications and Productions - NEW</i>
Policy 6114	<i>Cost Principles- Spending Federal Funds – NEW</i>
Policy 6152	<i>Student Fees, Fines, and Supplies - Revised</i>
Policy 7450	<i>Property Inventory – Revised</i>
Policy 8310	<i>Public Records– Revised</i>
Policy 8320	<i>Personnel Files - Revised</i>
Policy 8330	<i>Student Records - Revised</i>

Book	Policy Manual
Section	Board Approved - January 2022
Title	DEFINITIONS - Revised
Code	po0100
Status	Second reading
Adopted	April 10, 2019
Last Revised	December 1, 2021
Last Reviewed	January 1, 2022

**0100 - DEFINITIONS**

Whenever the following items are used in these bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

**Administrative Guideline**

A statement, based on policy, is usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

**Agreement**

A collectively negotiated contract with a recognized bargaining unit.

**Apps and Services**

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between, staff, students, and parents, Board members, and/or other stakeholders and members of the community.

**Board**

The Board of Education.

**Bylaw**

Rule of the Board for its own governance.

**Classified or Support Employee**

An employee who provides support to the District's program and whose position does not require a professional certificate.

**District**

The School District.

### **Due Process**

Procedural due process requires prior knowledge (a posted discipline code), a notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel, and/or confrontation or cross-examination of witnesses, depending upon the situation.

### **Family Member**

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

### **Full Board**

The authorized number of voting members is entitled to govern the District.

### **Information Resources**

The Board defines Information Resources to include any data/information in electronic, audio-visual, or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

### **May**

This word is used when an action by the Board or its designee is permitted but not required.

### **Meeting**

Any gathering which is attended by or open to all of the members of the Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

### **Parent**

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

### **Personal Communication Devices**

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

### **Policy**

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or maybe taken to establish and/or maintain those expectations.

### **President**

The chief executive officer of the Board of Education. (See Bylaw 0171.1)

### **Principal**

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

### **Professional Staff Member**

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

### **Relative**

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

### **Secretary**

The chief clerk of the Board of Education. (See Bylaw 0171.3)

### **Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

### **Social Media**

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, weblogs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

### **Student**

A person who is officially enrolled in a school or program of the District.

### **Superintendent**

The chief executive officer of the School District is responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives, the Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

### **Technology Resources**

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers, and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

### **Treasurer**

The chief financial officer of the District. (See Bylaw 0171.4)

### **Vice-President**

The Vice-President of the Board of Education. (See Bylaw 0171.2)

## **Voting**

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty or for any other purpose permitted by law, Board members must be physically present to have their vote officially recorded in the Board minutes.

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

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Book	Policy Manual
Section	Board Approved - January 2022
Title	PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	po0167.3
Status	Second reading
Adopted	February 6, 2019
Last Revised	February 6, 2019
Last Reviewed	January 5, 2022

**0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business of this Board and/or at a time as determined by the presiding officer.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the designated portion(s) of a meeting. Attendees must register their intention to participate in the public participation of the meeting upon their arrival.
- C. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name.
- D. Each statement made by a participant shall be limited to five (5) minutes duration.
- E. No participant may speak more than once on the same topic.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. The presiding officer may:
  - 1. Prohibit public comments which are frivolous, repetitive, or harassing;
  - 2. interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (ie. statements meant to frighten or intimidate one or more specified person into believing that they will be seriously harmed by the speaker to someone acting in the speaker's behalf.)
  - 3. request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or progress of the meeting;

4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the conduct and/or orderly progress of the meeting;
5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
6. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

The board may permit individuals to attend meetings remotely; however, public participation will be limited to those who are in attendance at the meeting site only. The board is not responsible for any technology failures that prevent or disrupt any individual attending remotely.

Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

Revised 9/1/04

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Legal

M.C.L.A. 15.263(4)(5)(6), 380.1808

Book	Policy Manual
Section	Board Approval - December 2021
Title	EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	Second reading
Adopted	February 23, 1996
Last Revised	July 1, 2015
Last Reviewed	January 5, 2022

**3120 - EMPLOYMENT OF PROFESSIONAL STAFF**

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. The Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. **Administrators**
- B. **Those persons specified in the agreement with V.B.I.E.A.**
- C. **Others except those specified in Policy 4120**

All professional staff are subject to a criminal history record check. See Policy 3121. Such approval shall be given only to those candidates for employment recommended by the Superintendent. When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation. All applications for employment shall be referred to Human Resources.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved and is not placed in a position in which s/he would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a non-administrator shall receive a recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in

process, except as otherwise permitted by law.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623

R 390.1105

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Legal M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623

R 390.1105

Book	Policy Manual
Section	Board Approved - January 2022
Title	EMPLOYMENT OF SUPPORT STAFF
Code	PO4120
Status	Second reading
Adopted	February 23, 1996
Last Revised	July 1, 2015
Last Reviewed	January 5, 2022

**4120 - EMPLOYMENT OF SUPPORT STAFF**

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent personnel.

The Superintendent shall approve the employment, and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each support staff member employed by this District.

Individuals employed in the following categories shall be considered members of the support staff:

- A. **those persons specified in the contract with V.B.I.E.S.P.A.**
- B. **clerical**
- C. **classified as non-exempt under Fair Labor Standards Act (FLSA).**

All support staff are subject to a criminal history record check. See Policy 4121 All applications for employment shall be referred to the Director of Human Resources.

Relatives of the Board and staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any support staff member's intentional misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 4120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

When appropriate, no candidate for employment as a support staff member shall receive a recommendation for such employment without having proffered visual evidence of his/her certification or documentation of necessary qualifications.

The Superintendent shall prepare procedures for the recruitment and selection of all support staff.

**REQUIREMENTS FOR TITLE I PARAPROFESSIONALS**

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associate's degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
  - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
  - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. provide instructional assistance in a computer laboratory;
- C. provide instructional support in a library or media center;
- D. provide instructional services to students, if working under the direct supervision of a teacher;
- E. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

Revised 10/2/96

Revised 1/1/99

Revised 9/1/04

Revised 6/7/06

Revised 1/10/07

01/05/22

Revised

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Legal M.C.L.A. 37.2101 et seq., 380.17901, 380.1230 et seq.  
20 U.S.C. 6319

Book	Policy Manual
Section	Board Approved - January 2022
Title	SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS - NEW
Code	po5722
Status	Second reading
Last Reviewed	January 5, 2022

**5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term "publication" shall include distribution, transmission, and dissemination of a student publication regardless of its medium. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts, and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, Apps and Services (as defined in Bylaw 0100, webpages/sites, weblogs ("Blogs"), video or audio clips, (postings of Social Media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, text, wireless broadcast, or other similar distribution/dissemination).

The "term performance" shall include the presentation and broadcast of a student production. "Student productions" shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not listed to, radio and television programs, video blogs ("vlogs"), podcast, Social Media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available broadcast technology).

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

Book	Policy Manual
Section	Board Approved - January 2022
Title	COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	Second reading
Adopted	August 3, 2016
Last Reviewed	January 5, 2022

**6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

**Cost Principles**

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or appropriation;

3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of the actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
  1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
  2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

### **Selected Items of Cost**

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

### **Cost Compliance**

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

#### **Determining Whether a Cost is Direct or Indirect:**

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but the allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

#### **Timely Obligation of Funds**

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

**Period of Performance**

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period, unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e) (2), the Period of Performance will be amended to end at the completion of the extension. If termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458  
 2 C.F.R. 200.474(b)  
 34 C.F.R. 76.707-.708(a), 75.703

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Legal                                    2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a),200.458  
    2 C.F.R. 200.474(b)  
    34 C.F.R. 76.707-.708(a), 75.703

Book	Policy Manual
Section	Board Approved - January 2022
Title	STUDENT FEES, FINES, AND SUPPLIES
Code	po6152
Status	Second reading
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Last Revised	March 2, 2005
Last Reviewed	January 5, 2022

**6152 - STUDENT FEES, FINES, AND SUPPLIES**

**Fees**

The Board of Education may assess certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, and as well transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the Superintendent or his/her designee for each fee-based activity at the conclusion of the activity, along with remission of any fees not expended.

**Fines**

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Any fees or fines collected by members of the staff are to be turned in to the Business Office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Business Office to take the student and/or his/her parents to Small Claims Court for collection.

**Supplies**

The District will provide all basic supplies needed by the student to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

## **Payment**

For convenience to families, the Board may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.

## **Students Experiencing Homelessness - McKinney-Vento Act**

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll or attend school, achieve academic success, or cause the student to be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming. Students experiencing homelessness who are able to pay fees or fines and refuse to do so may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts.

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Book	Policy Manual
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Title	Revised PROPERTY INVENTORY
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Last Revised	August 3, 2016
Last Reviewed	January 5, 2022

#### 7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment and supplies and follow Generally Accepted Accounting Principles ("G.A.A.P.") reporting requirements.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs **at least \$5,000** to replace as a single unit and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is **less than \$500**.

It shall be the duty of the Director of Finance and Operations to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

The Director of Finance and Operations shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. description and identification;
- B. manufacturer;
- C. year of purchase;
- D. initial cost;
- E. location;
- F. condition and depreciation;
- G. evaluation in conformity with insurance requirements.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310, and AG 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.
- H. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.
- I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

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2 C.F.R. 200.313

Book	Policy Manual
Section	Board Approved - January 2022
Title	PUBLIC RECORDS
Code	po8310
Status	Second reading
Adopted	February 23, 1996
Last Revised	September 2, 2009
Last Reviewed	January 5, 2022

**8310 - PUBLIC RECORDS**

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Michigan for inspection and reproduction.

The public records of this District include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees, subject to certain exemptions according to the Michigan Freedom of Information Act (FOIA). The District shall not disclose the confidential address of a student or of an employee who has provided proper notice of a participation card issued by the department of the attorney general under the address confidentiality program act.

Any person may make a written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The District shall respond to such requests within five (5) working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act.

An individual may purchase copies of the District's public records upon payment of a fee. No original public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individuals except as authorized by law (see Policy 8350 and AG 8350).

The Board chooses not to provide for enhanced access to any of its public records.

The Board has determined that personal and confidential information provided to and retained by the District on parents, students, staff, and others will be considered exempt from disclosure pursuant to a Freedom of Information Act request unless advised specifically by the District's legal counsel that the particular information must be released. Such personal and confidential information shall include home addresses, telephone numbers, e-mail addresses or website pages (e.g. My Space, Facebook), except as they are specifically related to the operation of the schools, or specifically authorized for release by the individual, or the parent/guardian if the individual is a minor.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The Superintendent is authorized to dispose of correspondence on a daily basis including those transmitted by means of voice mail or E-mail, providing the message does not alter existing District records.

The Superintendent is responsible for the transmission of data contained in the single record student database established by the Michigan Department of Education. Such transmission shall be in accordance with procedures established by the Van Buren Intermediate School District and the Center for Educational Performance and Information (CEPI).

The Superintendent shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the Freedom of Information Act.

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Legal M.C.L. 15.231 et seq.  
M.C.L. 445.81 et seq.  
Michigan Federation of Teachers v. University of Michigan, 481 Mich. 657 (2008)

Book	Policy Manual
Section	Board Approved - January 2022
Title	PERSONNEL FILES
Code	po8320
Status	Second reading
Adopted	February 23, 1996
Last Revised	January 1, 2003
Last Reviewed	January 5, 2022

**8320 - PERSONNEL FILES**

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

The District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee's personal information system to the Superintendent or his designee.

Only that information that pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

An employee may review their personnel record upon written request. The employee may periodically review their file at reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or designee;
- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating the date and person reviewing.

Personnel records shall not be available to Board members and school administrators except as may be required in the performance of their jobs. The personnel files shall be reviewed annually and material no longer required shall be destroyed. Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with the law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11-inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

### **Records Retention**

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A and State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

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M.C.L. 423.501 et seq

Book	Policy Manual
Section	Board Approved - January 2022
Title	STUDENT RECORDS
Code	po8330
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Last Revised	June 7, 2017
Last Reviewed	January 5, 2022

### 8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

If the parent or legal guardian of a student provides the District with notice that s/he/they have received a participation card issued by the attorney general under the address confidentiality program act, the District shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Superintendent shall develop a process to ensure that a student's participation in the address confidentiality program act is appropriately noted to avoid disclosure of this information to any person or entity.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes the collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
  - 1. interest inventories and aptitude tests,
  - 2. vocational preference inventories,
  - 3. achievement tests,
  - 4. standardized intelligence tests

- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than the representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

This written agreement must include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroys all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such a shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive an explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon his/her written request:

- A. the specific information that was disclosed;
- B. the name and contact information of each person, agency, or organization to which the information has been disclosed;
- C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provision of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
- E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
- F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
- G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

## DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A.  a student's name;
- B.  address (except for students participating in the address confidentiality program act);
- C.  telephone number;
- D.  date and place of birth;
- E.  major field of study;
- F.  participation in officially recognized activities and sports;
- G.  height and weight, if member of an athletic team;
- H.  height if member of an athletic team;
- I.  weight, if member of an athletic team which requires disclosure to participate;
- J.  dates of attendance;
- K.  date of graduation;
- L.  awards received;
- M.  honor rolls;
- N.  scholarships;
- O.  telephone numbers for inclusion in school or PTO directories;
- P.  school photographs or videos of students participating in school activities, events or programs

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes  and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The Superintendent or his designee will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within \_\_\_\_ days after receipt of the District's public notice.

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, District-assigned email addresses (if available) (except for students participating in the address confidentiality program act), and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny the release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's education records. This does not apply to any of the following situations:

- A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement
- B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town, unless a parent is prohibited from doing so due to a student's participation in the address confidentiality program act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least 10 work days before the scheduled date of the activity. The instrument will be provided to the parent within five business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities; and
- F. student recognition programs.

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information

once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

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Legal

M.C.L. 380.1135, 380.1136

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education

34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

E. Approval of Employment of New Staff (**VOICE VOTE**)

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**MEMO**

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**DATE:** JANUARY 5, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVE MANSON, SUPERINTENDENT  
**RE:** **APPROVAL OF EMPLOYMENT FOR NEW STAFF**

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**BACKGROUND:**

Due to resignations of staff and new positions, several jobs opened up. Following is a list of new staff, their position, salary and start date. Copies of resumes and Interview Candidate Selection Forms are attached.

**RECOMMENDATION:**

<b><u>GSRP</u></b>	<b><u>Salary</u></b>	<b><u>Start Date</u></b>
Lesley Bryant	\$34,500*	01/03/2022
Destiny Dullock	\$38,165*	01/03/2022

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

**RESOLVED** that the Board of Education employ the staff listed above.

Attachments



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## MEMO

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**DATE:** JANUARY 6, 2022  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON  
**RE:** STAFF RESIGNATIONS

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### **BACKGROUND**

Attached are the letters of resignation for Amy Wotring, and Jeff Wykrent.

### **RECOMMENDATION**

**RESOLVED** that the Board of Education accept the resignations of Amy Wotring effective 11/30/2021 and Jeff Wyrkent effective 1/21/2022.

Attachment

## IV. OTHER BUSINESS

### A. Adjournment

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.