

Agenda of Regular Meeting

The Board of Trustees Van Buren ISD

A Regular meeting of the Board of Trustees of Van Buren ISD will be held July 12, 2023, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

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.

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. ORGANIZATIONAL MEETING

A. Approval of Election of Officers 2023-24 (**ROLL CALL VOTE**)

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MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: APPROVAL OF BOARD OF EDUCATION OFFICERS FOR 2023-2024

The current Board of Education officers of the Van Buren Intermediate School District are:

President	Mary Ann Middaugh
Vice President	John Weiss
Treasurer	Kenneth Kent
Secretary	John Faul
Trustee	Karen Makay

Recommend the following resolution:

RESOLVED, the Van Buren Intermediate Board of Education approve the election of officers to the Van Buren Intermediate School District Board of Education for 2023-24 as follows:

President –	_____
Vice-President –	_____
Treasurer –	_____
Secretary –	_____
Trustee –	_____

B. Approval of Board of Education Meeting Dates 2023-24 (**ROLL CALL VOTE**)

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MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: APPROVAL OF 2023-2024 BOARD OF EDUCATION MEETING DATES

RESOLVED, that the Van Buren ISD Board of Education meeting dates for the 2023-2024 school year are approved as shown below:

- July 12, 2023
- August 2, 2023
- September 6, 2023
- October 4, 2023
- November 1, 2023
- December 6, 2023
- January 3, 2024
- February 7, 2024
- March 6, 2024
- April 10, 2024
- May 1, 2024
- June 5, 2024
- July 10, 2024

C. Approval of Authorized Signatures for Distribution of District Funds
(ROLL CALL VOTE)

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MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: APPROVAL OF AUTHORIZED SIGNATURES FOR DISTRIBUTION OF DISTRICT FUNDS

The School Code requires that the Board of Education designate the person authorized to sign checks for distribution of ISD funds and electronic transactions using the automatic clearing house (ACH) system as outlined in Board Policy 6144.01.

Recommend the following resolution be passed:

RESOLVED, the following employees/individual are hereby authorized to sign checks written on accounts of the Van Buren Intermediate School District and electronic means using the automatic clearing house (ACH) system as outlined in Board Policy 6144.01.

David. D. Manson

Barbara Matthews

Kenneth Kent

D. Approval of Designation of Legal Counsel and Services (**ROLL CALL VOTE**)

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MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: **APPROVAL OF DESIGNATION OF LEGAL COUNSEL FOR DISTRICT
2023-24**

RESOLVED, that the following law firm be designated as legal counsel to the Board of Education for general and special education issues and that a retainer be paid:

Thrun Law Firm
2900 West Road Suite 400
PO Box 2575
East Lansing, MI 48826-2575

E. Approval of Depositories of District Funds 2023-24 (**ROLL CALL VOTE**)

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MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: APPROVAL OF DESIGNATION OF DEPOSITORIES FOR DISTRICT FUNDS

The School Code requires that the Board of Education identify financial institutions which are approved for deposit of district funds.

It is recommended that the following resolution be passed:

RESOLVED, the following financial institutions are designated as depositories for VBISD funds for 2023-24:

**Arbor Financial Credit Union
Huntington Bank
Michigan Liquid Asset Fund Plus
PNC**

II. REGULAR MEETING

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

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

1. Minutes

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The **2023-2024 Budget and Truth in Taxation Hearing** was held on **June 7, 2023** at 3:30 PM in the Board of Education office in Lawrence. Finance Director, Barb Matthews presented the **2023-24 Budget and Truth in Taxation** for the District to the Board. Motion to adjourn by Kent. Supported by Weiss. Voice vote. Hearing adjourned at 3:55 PM.

The regular meeting of the Van Buren Intermediate School District Board of Education was held and called to order on **June 7, 2023** in the Board of Education office and called to order at **4:00 PM**. The following members were present: Weiss, Faul, Makay, Kent, and Middaugh.

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

Makay moved to approve the Consent Agenda (*May 3, 2023 minutes, Voucher Budget Summary, Imprest, and Payroll Summaries*). Supported by Weiss. Roll call vote: Faul – yes, Weiss – yes, Kent – yes, Makay – yes, and Middaugh – yes. Motion carried.

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

The 2023 Biennial Election for Van Buren Intermediate School District was held on Monday, June 5, 2023 at the Conference Center. John Faul and Kenneth Kent were reelected to serve another six-year term expiring June 30, 2029. Various events held throughout the month of May were attended by board members, including graduation ceremonies at Maple Creek Education Center and Bert Goens Learning Center; PAC event, retirement celebration; end of year staff picnic, and MASB webinars.

Kent made motion to approve the following resolution:

RESOLVED, that this be the Final Amendment to the General Appropriations for the 2022-23 fiscal year; a resolution to make appropriations to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Van Buren Intermediate School District,

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds except pursuant to appropriations made by the Board of Education. Changes in the amount appropriated by the Board shall require approval of the Board.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General, Special Education, Career Technical Education and Food Service Funds of the Van Buren Intermediate School District for the 2022-23 school year are hereby appropriated in the amounts and for the purposes as shown on the Detail Budget Projections in Attachments 2-5.

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

Faul moved to approve the following resolution:

RESOLVED, that this resolution shall be the general appropriations of the Van Buren Intermediate School District for the fiscal year 2023-24. A resolution to make appropriations, provide for the expenditure of the appropriations, and provide for the disposition of all income received by the Van Buren Intermediate School District.

BE IT FURTHER RESOLVED, that the total number of mills of ad valorem property taxes to be levied on all properties for the purpose of funding the General, Special Education and Career Technical Education Funds of Van Buren Intermediate School District to be available for appropriations in the 2023-24 fiscal year, as indicated below, shall not exceed:

General Fund	0.1400 mills
Special Education	4.1969 mills
Vocational Education	<u>2.4763 mills</u>
TOTAL	6.8132 mills

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balances estimated to be available for appropriations in the various funds of the Van Buren Intermediate School District (General, Special Education, Career Technical Education, Food Service, Student/School Activities and Debt Service Funds) for fiscal year 2023-24 are listed on the Detail Budget Projections as shown in Attachments 6-11 and have been reviewed by the Board of Education.

BE IT FURTHER RESOLVED, that the total available to appropriate in each of the various funds of the Van Buren Intermediate School District are hereby appropriated in the amount as shown below and for the purposes as set forth on the Detail Budget Projections as shown in Attachments 6-11.

	<u>Expenditures</u>
General Fund	\$ 17,989,071
Special Education	\$ 41,926,148
Vocational Education	\$ 15,140,366
Food Service Fund	\$ 233
Student/School Activities Fund	\$ 10,000
Debt Service Fund	\$ 1,282,860

BE IT FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds except pursuant to appropriations made by the Board of Education. Changes in amounts appropriated by the Board shall require approval of the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education.

These appropriations are to take effect July 1, 2023.

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

Middaugh moved to approve the following resolution:

RESOLVED, the Board of Education approves the extension and changes to the Superintendent’s contract between David D. Manson and the Board as previously discussed at the board work session, by one year with an ending date of June 30, 2026.

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

Weiss moved to approve the following resolution:

RESOLVED, the Board of Education approves the staff member adjustments effective July 1, 2023 and other items as outlined below:

- 1) Increase all non-union wages by up to 3% unless otherwise noted
- 2) Adopt the Administrative Salary Chart – Attachment 12
- 3) Provide adjustments for the following staff in lieu of the 3% increase
 - a) Michael Wolfe - \$6,436 increase
 - b) Ryan Cox - \$3,280 increase
 - c) Brittany Millan - \$7,000 increase
 - d) David Johnson - \$6,160 increase
- 4) Provide \$1,000 stipends to the following staff for their work on the Learning Center cabling project, Jeff Bridges, Josh Hamelink, Matthew Rzonca, Michael Wolfe
- 5) Provide Barb Matthews with a one-time sell back of 10 vacation days
- 6) Allow the selling back of up to 10 unused vacation days based on year-end salary amounts as of June 30, 2023.
- 7) Allow the superintendent to make minor adjustments to work days for certain staff members who have special projects or grant requests, not to exceed 8 days per staff member, per school fiscal year.

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

Makay moved to approve the following resolution:

RESOLVED, the VBISD Board of Education adopts the guidelines below for the carryover of vacation time with an effective date of June 30, 2024 for all non-union staff members.

Maximum carry-over of vacation time for staff members
On 6-30-24, 44 days/330 hours will be the maximum vacation time that can be carried over into the next year.
On 6-30-25, 40 days/300 hours will be the maximum vacation time that can be carried over in the next year
On 6-30-26 and every June 30th thereafter, 36 days/270 hours will be the maximum vacation time that can be carried over in the next year

*Hours based on a 7.5 hour a day employee

**A staff member may accumulate more vacation hours than the maximum throughout the year, but cannot exceed the maximum hours each June 30th.

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

Kent moved to approve the following resolution:

RESOLVED, that the July 5, 2023 meeting date for the Board of Education be moved to Wednesday, July 12, 2023.

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

Faul moved to approve the following resolution:

RESOLVED, that the Board of Education approve the purchase of the HPE ProLiant DL380 Server configuration from Sehi Computer Products, Inc. at a total price not to exceed \$45,600.00.

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

Weiss made motion to approve the following resolution:

RESOLVED, that the Board of Education approves the purchase of 74 DELL laptop computers and 83 DELL desktop computers from Presidio, Inc. at a total price not to exceed \$141,300.00. Purchase to be made on or after July 1, 2023.

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

Motion made by Makay to approve the following resolution:

RESOLVED, that the Board of Education approve the purchase of up to 4,200 cases of 8 ½ x 11 white copy paper from Central Michigan Paper at a unit cost of \$34.50 per case. Total cost not to exceed \$144,900.

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

Motion by Kent to approve the following resolution:

RESOLVED, that the Board of Education accept the base bid and alternate 1 from Wyoming Asphalt for the removal, replacement, and striping of asphalt of multiple areas at a cost of \$701,300.

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

Faul moved to approve the following resolution:

RESOLVED, that the VBISD Board of Education approves the posting of the following positions designed to support the Grow Your Own grant requirements: 1 - Administrative Assistant; 2 - Coach/Consultants; 1 - Success Navigator.

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

Makay made motion to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the posting of a Director of Early Childhood.

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

Weiss made motion to approve the following resolution:

RESOLVED, that the Board of Education approves the increase of ancillary service days as shown below:

- Occupational Therapy Service: 3.5 days
- School Social Work Service: 5 days
- Speech & Language Pathology Service: 5 days
- Augmentative and Alternative Communication Provider: 5 days

In addition, it is requested that two School Psychology Interns and two School Psychology Practicum Students be hired.

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

Kent made motion to approve the following resolution:

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education authorizes Robert Smith, Director of CTE to sign all related paperwork in the listing and selling of the house located at 100 Bronson Street, Decatur, Michigan.

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

Faul made motion to approve the following resolution:

RESOLVED, that the Board of Education approve the employment of the staff listed below.

*Tiffany Knockeart, School Nurse BGLC	\$46,702.08 w/Sign On Bonus \$1,500 effective 5/9/2023
*Jodi Carroll, Occupational Therapist EO	\$76,283.00 w/Sign On Bonus \$1,500 effective 6/26/2023
*Tyler Hunt, IT Support Specialist	\$34,000.00 effective 6/12/2023
Jeff Malcolm, Law Enforcement Instructor	\$60,960.00 effective 8/21/2023
(Internal Transfer)	*salary prorated based on the start date

Supported by Weiss. Voice vote. Motion carried.

Makay made motion to approve the following resolution:

RESOLVED, that the Board of Education accept the continued employment of Terry Anserello beyond the original 5-13-2023 resignation/retirement date.

Supported by Kent. Voice vote. Motion carried.

Weiss made motion to approve the following resolution:

RESOLVED, that the Board of Education accept the resignation and retirements of the staff listed below.

<u>Name</u>	<u>Resignation/Retirement Date</u>
Abby DeVisser, ECSE Supervisor	6/30/2023
Heidi Olivares, Behavior and Trauma Coordinator	6/2/2023
Alexandria Scheer, Social Worker	8/20/2023

Supported by Kent. Voice vote. Motion carried.

Makay made motion to adjourn the meeting. Supported by Faul. Voice vote. Motion carried.

Meeting adjourned at 5:28 PM.

Respectfully submitted,



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

CONFERENCE ATTENDANCE
Superintendent/Board of Education
June 7, 2023

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST

Post Approval

NAME	DATES	LOCATION	COST
Kenneth Kent	April 27-29, 2023	MASB Spring Institute Lansing, Michigan	\$820
Karen Makay	April 27-29, 2023	MASB Spring Institute Lansing, Michigan	\$800
Mary Ann Middaugh	April 27-29, 2023	MASB Spring Institute Lansing, Michigan	\$220

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

REVENUES	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	AMENDED BUDGET 2022-23	FINAL BUDGET 2022-23
<i>Local Sources</i>	\$1,104,581	\$883,605	\$1,077,049	\$942,176	\$976,576
<i>Non-Educational Entity Sources</i>	4,967	3,867	1,847	1,847	1,847
<i>State Sources</i>	6,075,509	6,673,894	7,603,249	9,009,855	8,943,860
<i>Federal Sources</i>	2,696,021	2,452,713	2,472,531	2,972,224	2,889,971
<i>Other Transactions</i>	859,353	1,153,209	2,187,199	2,504,417	2,592,793
TOTAL REVENUES	10,740,431	11,167,288	13,341,875	15,430,519	15,405,047
EXPENDITURES					
<i>Instruction</i>					
<i>Basic Program</i>	1,271,293	1,584,614	1,772,479	2,088,733	2,093,382
<i>Added Needs</i>	1,089,505	1,054,733	1,032,915	1,320,583	1,379,662
<i>Adult Continuing Education</i>	57,461	46,960	85,109	87,231	69,931
<i>Supporting Services</i>					
<i>Pupil</i>	1,464,310	1,863,622	2,590,413	3,168,667	3,237,812
<i>Instructional Staff</i>	2,697,846	2,461,084	2,845,348	3,528,893	3,596,292
<i>General Administration</i>	462,305	595,393	609,029	503,899	532,087
<i>School Administraton</i>	13,000	15,000	19,200	20,400	20,400
<i>Business</i>	1,035,450	1,117,721	1,109,332	1,295,704	1,347,645
<i>Operations and Maintenance</i>	644,216	627,982	852,135	899,903	997,580
<i>Transportation</i>	149,754	92,406	262,339	366,554	396,890
<i>Central</i>	2,233,578	2,288,173	2,643,064	3,013,845	3,203,011
<i>Community Services</i>	321,592	279,582	267,133	392,180	382,967
<i>Facilities Construction and Improvements</i>	26,778	5,874	6,628	255,000	255,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	50,000
<i>Interest</i>	0	0	0	0	0
<i>Outgoing Transfers and Other Transactions</i>	1,273,491	832,990	738,751	660,796	659,595
TOTAL EXPENDITURES	12,740,579	12,866,134	14,833,875	17,602,388	18,222,254
EXCESS OF REVENUES OVER EXPENDITURES	(2,000,148)	(1,698,846)	(1,492,000)	(2,171,869)	(2,817,207)
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	0	0	3,200	0	0
<i>Other Financing Sources</i>	0	0	0	0	150,000
<i>Transfer In</i>	1,971,025	1,981,382	2,097,662	2,340,947	2,308,569
<i>Transfers out</i>	(120,363)	(50,549)	(90)	0	0
TOTAL OTHER FINANCING SOURCES (USES)	1,850,662	1,930,833	2,100,772	2,340,947	2,458,569
NET CHANGE IN FUND BALANCE	(149,486)	231,987	608,772	169,078	(358,638)
FUND BALANCE, JULY 1	2,333,603 *	2,184,117	2,416,104	3,024,876	3,024,876
FUND BALANCE, JUNE 30	\$2,184,117	\$2,416,104	\$3,024,876	\$3,193,954	\$2,666,238

* Fund Balance restated due to adoption of GASB Statement 84

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

REVENUES	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	AMENDED BUDGET 2022-23	FINAL BUDGET 2022-23
<i>Local Sources</i>	\$15,232,511	\$19,530,523	\$19,947,851	\$20,749,456	\$20,806,666
<i>Non-Educational Entity Sources</i>	44,023	34,275	59,493	55,368	55,368
<i>State Sources</i>	10,009,961	10,075,818	11,423,746	13,611,712	15,533,236
<i>Federal Sources</i>	4,121,195	4,359,242	4,596,819	6,138,086	5,890,077
<i>Incoming Transfers and Other Transactions</i>	273,199	148,877	175,715	163,763	163,763
TOTAL REVENUES	29,680,889	34,148,735	36,203,624	40,718,385	42,449,110
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	8,597,060	8,730,291	9,005,841	9,683,409	11,392,419
<i>Supporting Services</i>					
<i>Pupil</i>	10,230,460	10,640,089	11,719,318	13,886,563	13,676,550
<i>Instructional Staff</i>	3,152,973	3,060,063	2,968,805	3,378,482	3,487,333
<i>Business</i>	50,590	21,673	10,041	35,717	35,717
<i>Operations and Maintenance</i>	946,797	1,047,891	1,065,892	1,313,847	1,245,793
<i>Transportation</i>	2,322,619	2,767,310	2,681,437	3,260,278	3,096,642
<i>Central</i>	224,935	229,411	517,888	784,894	704,869
<i>Community Services</i>	25,762	31,212	36,749	71,060	69,149
<i>Facilities Construction and Improvements</i>	1,475,956	1,639,700	146,845	500,500	317,710
<i>Debt Service</i>					
<i>Principal</i>	0	0	120,336	102,483	105,353
<i>Interest</i>	0	0	0	15,300	12,304
<i>Outgoing Transfers and Other Transactions</i>	1,031,570	3,045,987	3,102,114	3,135,734	3,135,734
TOTAL EXPENDITURES	28,058,722	31,213,627	31,375,266	36,168,267	37,279,573
EXCESS OF REVENUES OVER EXPENDITURES	1,622,167	2,935,108	4,828,358	4,550,118	5,169,537
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	10,440	4,400	15,050	0	4,625
<i>Proceeds from Long term Loan</i>	0	541,925	0	0	0
<i>Transfer In</i>	132,189	45,517	20,501	0	90,000
<i>Transfers out</i>	(1,088,825)	(1,105,161)	(2,488,579)	(2,643,807)	(2,611,429)
TOTAL OTHER FINANCING SOURCES (USES)	(946,196)	(513,319)	(2,453,028)	(2,643,807)	(2,516,804)
NET CHANGE IN FUND BALANCE	675,971	2,421,789	2,375,330	1,906,311	2,652,733
FUND BALANCE, JULY 1	5,460,038 *	6,136,009	8,557,798	10,933,128	10,933,128
FUND BALANCE, JUNE 30	\$6,136,009	\$8,557,798	\$10,933,128	\$12,839,439	\$13,585,861

* Fund Balance restated for adoption of GASB Statement 84

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

REVENUES	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	AMENDED BUDGET 2022-23	FINAL BUDGET 2022-23
<i>Local Sources</i>	\$10,578,213	\$10,410,306	\$10,947,379	\$11,826,835	\$11,944,468
<i>Non-Educational Entity Sources</i>	33,020	25,709	35,102	32,668	32,668
<i>State Sources</i>	3,014,427	1,429,238	1,544,310	1,777,929	2,431,366
<i>Federal Sources</i>	146,527	145,652	203,016	210,985	236,235
<i>Incoming Transfers and Other Transactions</i>	322,567	308,172	445,189	455,000	494,800
TOTAL REVENUES	14,094,754	12,319,077	13,174,996	14,303,417	15,139,537
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	5,754,198	6,173,079	6,450,169	7,763,859	7,746,875
<i>Supporting Services</i>					
<i>Pupil</i>	1,189,294	1,145,126	1,337,799	1,544,307	1,748,903
<i>Instructional Staff</i>	627,801	618,900	603,004	726,021	758,686
<i>School Administration</i>	592,239	589,782	663,868	684,489	705,497
<i>Business</i>	66,196	69,979	76,967	76,233	76,733
<i>Operations and Maintenance</i>	781,085	786,283	888,767	1,088,563	1,138,033
<i>Transportation</i>	4,518	1,888	4,891	18,884	38,884
<i>Central</i>	37,643	47,021	121,674	192,733	235,090
<i>Community Services</i>	34,807	8,629	2,585	3,850	17,413
<i>Facilities Construction and Improvements</i>	342,958	188,871	792,368	2,630,095	1,947,345
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	0
<i>Interest</i>	0	0	0	0	0
<i>Outgoing Transfers and Other Transactions</i>	1,599,680	666	0	0	0
TOTAL EXPENDITURES	11,030,419	9,630,224	10,942,092	14,729,034	14,413,459
EXCESS OF REVENUES OVER EXPENDITURES	3,064,335	2,688,853	2,232,904	(425,617)	726,078
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	0	6,085	12,821	3,000	3,000
<i>Transfer In</i>	61,112	37,873	0	0	0
<i>Transfers out</i>	(2,866,763)	(2,695,803)	(1,100,892)	(975,000)	(1,065,000)
TOTAL OTHER FINANCING SOURCES (USES)	(2,805,651)	(2,651,845)	(1,088,071)	(972,000)	(1,062,000)
NET CHANGE IN FUND BALANCE	258,684	37,008	1,144,833	(1,397,617)	(335,922)
FUND BALANCE, JULY 1	9,221,202 *	9,479,886	9,516,894	10,661,727	10,661,727
FUND BALANCE, JUNE 30	\$9,479,886	\$9,516,894	\$10,661,727	\$9,264,110	\$10,325,805

* Fund Balance Restated for Adoption of GASB Statement 84

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

<u>REVENUES</u>	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	ORIGINAL BUDGET 2022-23	FINAL BUDGET 2022-23
<i>Local Sources</i>	\$4,902	\$1,272	\$1,947	\$0	\$0
<i>State sources</i>	457	8,099	0	4,304	233
<i>Federal Sources</i>	169,848	101,022	81,408	77,240	0
TOTAL REVENUES	175,207	110,393	83,355	81,544	233
EXPENDITURES					
<i>Supporting Services</i>					
<i>Operations and Maintenance</i>	7,434	0	0	0	0
<i>Food Services</i>	154,531	88,430	136,876	93,236	11,026
<i>Prior Period Adjustment</i>	0	0	2,912	0	0
TOTAL EXPENDITURES	161,965	88,430	139,788	93,236	11,026
EXCESS OF REVENUES OVER EXPENDITURES	13,242	21,963	(56,433)	(11,692)	(10,793)
OTHER FINANCING SOURCES (USES)					
<i>Transfer In</i>	0	0	0	0	0
<i>Transfers Out</i>	(7,200)	(1,221)	(6,732)	0	0
TOTAL OTHER FINANCING SOURCES (USES)	(7,200)	(1,221)	(6,732)	0	0
NET CHANGE IN FUND BALANCE	6,042	20,742	(63,165)	(11,692)	(10,793)
FUND BALANCE, JULY 1	47,407	53,449	74,191	14,341	11,026
FUND BALANCE, JUNE 30	\$53,449	\$74,191	\$11,026	\$2,649	\$233

**GENERAL FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

REVENUES	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	PROPOSED BUDGET 2023-24
<i>Local Sources</i>	\$1,104,581	\$883,605	\$1,077,049	\$976,576	\$908,633
<i>Non-Educational Entity Sources</i>	4,967	3,867	1,847	1,847	1,847
<i>State Sources</i>	6,075,509	6,673,894	7,603,249	8,943,860	8,148,416
<i>Federal Sources</i>	2,696,021	2,452,713	2,472,531	2,889,971	3,547,786
<i>Other Transactions</i>	859,353	1,153,209	2,187,199	2,592,793	2,572,059
TOTAL REVENUES	10,740,431	11,167,288	13,341,875	15,405,047	15,178,741
EXPENDITURES					
<i>Instruction</i>					
<i>Basic Program</i>	1,271,293	1,584,614	1,772,479	2,093,382	2,132,839
<i>Added Needs</i>	1,089,505	1,054,733	1,032,915	1,379,662	1,268,647
<i>Adult Continuing Education</i>	57,461	46,960	85,109	69,931	87,231
<i>Supporting Services</i>					
<i>Pupil</i>	1,464,310	1,863,622	2,590,413	3,237,812	3,190,948
<i>Instructional Staff</i>	2,697,846	2,461,084	2,845,348	3,596,292	3,557,886
<i>General Administration</i>	462,305	595,393	609,029	532,087	529,439
<i>School Administraton</i>	13,000	15,000	19,200	20,400	20,400
<i>Business</i>	1,035,450	1,117,721	1,109,332	1,347,645	1,345,208
<i>Operations and Maintenance</i>	644,216	627,982	852,135	997,580	876,886
<i>Transportation</i>	149,754	92,406	262,339	396,890	365,996
<i>Central</i>	2,233,578	2,288,173	2,643,064	3,203,011	3,186,016
<i>Community Services</i>	321,592	279,582	267,133	382,967	366,779
<i>Facilities Construction and Improvements</i>	26,778	5,874	6,628	255,000	400,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	50,000	0
<i>Interest</i>	0	0	0	0	0
<i>Outgoing Transfers and Other Transactions</i>	1,273,491	832,990	738,751	659,595	660,796
TOTAL EXPENDITURES	12,740,579	12,866,134	14,833,875	18,222,254	17,989,071
EXCESS OF REVENUES OVER EXPENDITURES	(2,000,148)	(1,698,846)	(1,492,000)	(2,817,207)	(2,810,330)
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	0	0	3,200	0	0
<i>Other Financing Sources</i>	0	0	0	150,000	0
<i>Transfer In</i>	1,971,025	1,981,382	2,097,662	2,308,569	2,310,673
<i>Transfers out</i>	(120,363)	(50,549)	(90)	0	0
TOTAL OTHER FINANCING SOURCES (USES)	1,850,662	1,930,833	2,100,772	2,458,569	2,310,673
NET CHANGE IN FUND BALANCE	(149,486)	231,987	608,772	(358,638)	(499,657)
FUND BALANCE, JULY 1	2,333,603 *	2,184,117	2,416,104	3,024,876	2,666,238
FUND BALANCE, JUNE 30	\$2,184,117	\$2,416,104	\$3,024,876	\$2,666,238	\$2,166,581

* Fund Balance restated due to adoption of GASB Statement 84

**SPECIAL EDUCATION FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

REVENUES	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	PROPOSED BUDGET 2023-24
<i>Local Sources</i>	\$15,232,511	\$19,530,523	\$19,947,851	\$20,806,666	\$22,479,700
<i>Non-Educational Entity Sources</i>	44,023	34,275	59,493	55,368	55,000
<i>State Sources</i>	10,009,961	10,075,818	11,423,746	15,533,236	13,853,562
<i>Federal Sources</i>	4,121,195	4,359,242	4,596,819	5,890,077	6,323,591
<i>Incoming Transfers and Other Transactions</i>	273,199	148,877	175,715	163,763	57,500
TOTAL REVENUES	29,680,889	34,148,735	36,203,624	42,449,110	42,769,353
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	8,597,060	8,730,291	9,005,841	11,392,419	9,770,792
<i>Supporting Services</i>					
<i>Pupil</i>	10,230,460	10,640,089	11,719,318	13,676,550	15,545,595
<i>Instructional Staff</i>	3,152,973	3,060,063	2,968,805	3,487,333	3,520,389
<i>Business</i>	50,590	21,673	10,041	35,717	35,717
<i>Operations and Maintenance</i>	946,797	1,047,891	1,065,892	1,245,793	1,424,433
<i>Transportation</i>	2,322,619	2,767,310	2,681,437	3,096,642	3,207,845
<i>Central</i>	224,935	229,411	517,888	704,869	985,295
<i>Community Services</i>	25,762	31,212	36,749	69,149	73,192
<i>Facilities Construction and Improvements</i>	1,475,956	1,639,700	146,845	317,710	921,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	120,336	105,353	108,302
<i>Interest</i>	0	0	0	12,304	9,355
<i>Outgoing Transfers and Other Transactions</i>	1,031,570	3,045,987	3,102,114	3,135,734	3,142,400
TOTAL EXPENDITURES	28,058,722	31,213,627	31,375,266	37,279,573	38,744,315
EXCESS OF REVENUES OVER EXPENDITURES	1,622,167	2,935,108	4,828,358	5,169,537	4,025,038
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	10,440	4,400	15,050	4,625	3,000
<i>Proceeds from Long term Loan</i>	0	541,925	0	0	0
<i>Transfer In</i>	132,189	45,517	20,501	90,000	92,000
<i>Transfers out</i>	(1,088,825)	(1,105,161)	(2,488,579)	(2,611,429)	(3,181,833)
TOTAL OTHER FINANCING SOURCES (USES)	(946,196)	(513,319)	(2,453,028)	(2,516,804)	(3,086,833)
NET CHANGE IN FUND BALANCE	675,971	2,421,789	2,375,330	2,652,733	938,205
FUND BALANCE, JULY 1	5,460,038 *	6,136,009	8,557,798	10,933,128	13,585,861
FUND BALANCE, JUNE 30	\$6,136,009	\$8,557,798	\$10,933,128	\$13,585,861	\$14,524,066

* Fund Balance restated for adoption of GASB Statement 84

**CAREER TECHNICAL EDUCATION FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

REVENUES	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	PROPOSED BUDGET 2023-24
<i>Local Sources</i>	\$10,578,213	\$10,410,306	\$10,947,379	\$11,944,468	\$12,643,614
<i>Non-Educational Entity Sources</i>	33,020	25,709	35,102	32,668	33,000
<i>State Sources</i>	3,014,427	1,429,238	1,544,310	2,431,366	2,134,110
<i>Federal Sources</i>	146,527	145,652	203,016	236,235	179,505
<i>Incoming Transfers and Other Transactions</i>	322,567	308,172	445,189	494,800	494,300
TOTAL REVENUES	14,094,754	12,319,077	13,174,996	15,139,537	15,484,529
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	5,754,198	6,173,079	6,450,169	7,746,875	7,532,156
<i>Supporting Services</i>					
<i>Pupil</i>	1,189,294	1,145,126	1,337,799	1,748,903	1,565,891
<i>Instructional Staff</i>	627,801	618,900	603,004	758,686	846,638
<i>School Administration</i>	592,239	589,782	663,868	705,497	688,956
<i>Business</i>	66,196	69,979	76,967	76,733	23,000
<i>Operations and Maintenance</i>	781,085	786,283	888,767	1,138,033	1,031,179
<i>Transportation</i>	4,518	1,888	4,891	38,884	23,884
<i>Central</i>	37,643	47,021	121,674	235,090	386,926
<i>Community Services</i>	34,807	8,629	2,585	17,413	16,536
<i>Facilities Construction and Improvements</i>	342,958	188,871	792,368	1,947,345	1,958,200
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	0
<i>Interest</i>	0	0	0	0	0
<i>Outgoing Transfers and Other Transactions</i>	1,599,680	666	0	0	0
TOTAL EXPENDITURES	11,030,419	9,630,224	10,942,092	14,413,459	14,073,366
EXCESS OF REVENUES OVER EXPENDITURES	3,064,335	2,688,853	2,232,904	726,078	1,411,163
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	0	6,085	12,821	3,000	0
<i>Transfer In</i>	61,112	37,873	0	0	0
<i>Transfers out</i>	(2,866,763)	(2,695,803)	(1,100,892)	(1,065,000)	(1,067,000)
TOTAL OTHER FINANCING SOURCES (USES)	(2,805,651)	(2,651,845)	(1,088,071)	(1,062,000)	(1,067,000)
NET CHANGE IN FUND BALANCE	258,684	37,008	1,144,833	(335,922)	344,163
FUND BALANCE, JULY 1	9,221,202 *	9,479,886	9,516,894	10,661,727	10,325,805
FUND BALANCE, JUNE 30	\$9,479,886	\$9,516,894	\$10,661,727	\$10,325,805	\$10,669,968

* Fund Balance Restated for Adoption of GASB Statement 84

**FOOD SERVICE FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

<u>REVENUES</u>	ACTUAL <u>2019-20</u>	ACTUAL <u>2020-21</u>	ACTUAL <u>2021-22</u>	FINAL BUDGET <u>2022-23</u>	PROPOSED BUDGET <u>2023-24</u>
<i>Local Sources</i>	\$4,902	\$1,272	\$1,947	\$0	\$0
<i>State sources</i>	457	8,099	0	233	0
<i>Federal Sources</i>	<u>169,848</u>	<u>101,022</u>	<u>81,408</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>175,207</u>	<u>110,393</u>	<u>83,355</u>	<u>233</u>	<u>0</u>
<u>EXPENDITURES</u>					
<i>Supporting Services</i>					
<i>Operations and Maintenance</i>	7,434	0	0	0	0
<i>Food Services</i>	154,531	88,430	136,876	11,026	0
<i>Prior Period Adjustment</i>	0	0	2,912	0	233
TOTAL EXPENDITURES	<u>161,965</u>	<u>88,430</u>	<u>139,788</u>	<u>11,026</u>	<u>233</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>13,242</u>	<u>21,963</u>	<u>(56,433)</u>	<u>(10,793)</u>	<u>(233)</u>
OTHER FINANCING SOURCES (USES)					
<i>Transfer In</i>	0	0	0	0	0
<i>Transfers Out</i>	(7,200)	(1,221)	(6,732)	0	0
TOTAL OTHER FINANCING SOURCES (USES)	<u>(7,200)</u>	<u>(1,221)</u>	<u>(6,732)</u>	<u>0</u>	<u>0</u>
NET CHANGE IN FUND BALANCE	6,042	20,742	(63,165)	(10,793)	(233)
FUND BALANCE, JULY 1	<u>47,407</u>	<u>53,449</u>	<u>74,191</u>	<u>11,026</u>	<u>233</u>
FUND BALANCE, JUNE 30	<u>\$53,449</u>	<u>\$74,191</u>	<u>\$11,026</u>	<u>\$233</u>	<u>\$0</u>

**STUDENT/SCHOOL ACTIVITIES FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

<u>REVENUES</u>	ACTUAL <u>2019-20</u>	ACTUAL <u>2020-21</u>	ACTUAL <u>2021-22</u>	FINAL BUDGET <u>2022-23</u>	PROPOSED BUDGET <u>2023-24</u>
<i>Local Sources</i>	\$ 10,256	\$ 1,371	\$ 2,335	\$ 8,000	\$ 5,000
<i>Other Transfers and Other Transactions</i>	N/A	N/A	0	0	0
TOTAL REVENUES	<u>10,256</u>	<u>1,371</u>	<u>2,335</u>	<u>8,000</u>	<u>5,000</u>
<u>EXPENDITURES</u>					
<i>Pupil Activities</i>	N/A	N/A	2,439	10,000	10,000
<i>Community Services</i>	13,480	2,534	0	0	0
<i>Other Transfers and Other Transactions</i>	N/A	N/A	0	0	0
TOTAL EXPENDITURES	<u>13,480</u>	<u>2,534</u>	<u>2,439</u>	<u>10,000</u>	<u>10,000</u>
EXCESS OF REVENUES OVER EXPENDITURES	(3,224)	(1,163)	(104)	(2,000)	(5,000)
FUND BALANCE, JULY 1	<u>36,287</u> *	<u>33,063</u>	<u>31,900</u>	<u>31,796</u>	<u>29,796</u>
FUND BALANCE, JUNE 30	<u>\$ 33,063</u>	<u>\$ 31,900</u>	<u>\$ 31,796</u>	<u>\$ 29,796</u>	<u>\$ 24,796</u>

* Fund Balance Restated for Adoption of GASB Statement 84

**DEBT SERVICE FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

REVENUES	ACTUAL <u>2019-20</u>	ACTUAL <u>2020-21</u>	ACTUAL <u>2021-22</u>	FINAL BUDGET <u>2021-22</u>	PROPOSED BUDGET <u>2022-23</u>
<i>Local Sources</i>	\$0	\$0	\$0	\$0	\$0
<i>State Sources</i>	0	0	0	0	0
<i>Incoming Transfers and Other Transactions</i>	0	0	0	0	0
TOTAL REVENUES	0	0	0	0	0
EXPENDITURES					
<i>Debt Service</i>					
<i>Principal</i>	0	0	1,225,000	1,240,000	1,260,000
<i>Interest</i>	0	0	25,000	45,300	30,420
TOTAL EXPENDITURES	0	0	1,250,000	1,285,300	1,290,420
EXCESS OF REVENUES OVER EXPENDITURES	0	0	(1,250,000)	(1,285,300)	(1,290,420)
OTHER FINANCING SOURCES (USES)					
<i>Transfer In</i>	0	0	1,272,650	1,277,860	1,282,860
<i>Transfers out</i>	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES (USES)	0	0	1,272,650	1,277,860	1,282,860
NET CHANGE IN FUND BALANCE	0	0	22,650	(7,440)	(7,560)
FUND BALANCE, JULY 1	0	0	0	22,650	15,210
FUND BALANCE, JUNE 30	\$0	\$0	\$22,650	\$15,210	\$7,650

Position	Days	Base Salary	Longevity	Annuity
Directors	230/ 260	\$118,500	\$250/yr not to exceed \$6,000	\$3,000 starting, \$1,000 increase every 3 years, not to exceed \$10,000
VB Tech Administrators	220	\$85,000	6-10 yrs - \$1,500 11-15 yrs - \$2,100 16-20 yrs - \$2,650 20+ yrs - \$3,250	N/A
Learning Center Principal & Monitor	220	\$98,000	6-10 yrs - \$1,500 11-15 yrs - \$2,100 16-20 yrs - \$2,650 20+ yrs - \$3,250	N/A
Maple Creek Principal	220	\$95,000	6-10 yrs - \$1,500 11-15 yrs - \$2,100 16-20 yrs - \$2,650 20+ yrs - \$3,250	N/A
CTC Principal	215	\$90,000	6-10 yrs - \$1,500 11-15 yrs - \$2,100 16-20 yrs - \$2,650 20+ yrs - \$3,250	N/A
Regional Supervisor & Asst Principal	205 200	\$83,000 \$81,000	6-10 yrs - \$1,500 11-15 yrs - \$2,100 16-20 yrs - \$2,650 20+ yrs - \$3,250	N/A

*Administrators currently making more than the base salary/longevity/annuity will be grand personed.

**Starting in 2024-25, the base salaries for new hires will be adjusted annually by the annual negotiated increase to keep up with market conditions.

A Special Meeting of the Van Buren Intermediate School District Board of Education was held on **June 21, 2023** in the Board of Education office and called to order at **8:00 AM**. The following members were present: Faul, Kent, Weiss, and Middaugh. Absent: Makay

Weiss moved to approve the draft agenda presented. Supported by Faul. Roll call vote.

Weiss – yes, Kent – yes, Faul – yes, and Middaugh – yes. Motion carried.

Weiss made motion to approve the following resolution:

RESOLVED that the Board of Education approves a two-year agreement with the VBIESPA for the period of July 1, 2023 through June 30, 2025.

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

Kent moved to approve the following resolution:

RESOLVED that the Board of Education approve the posting for an Automotive - Maintenance & Light Repair (MLR) Career & Technical Education instructor.

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

Faul moved to approve the following resolution:

RESOLVED that the Board of Education approves the adjustment to the Software Systems Specialist for Special Education position to a 260-day contract.

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

Weiss moved to approve the following resolution:

RESOLVED that the VBISD Board of Education approves the posting of one full-time ESL/Migrant position for the 2023-24 school year funded by consortium districts.

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

Faul moved to approve the following resolution:

RESOLVED that the VBISD Board of Education approves the pay adjustments outlined below for supporting the Covert Public Schools Business Services.

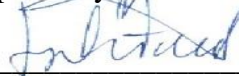
- Melissa Nelson, Administrative Secretary to Barb Matthews, provides the majority of processing the payroll for Covert. Recommending a stipend of \$9,000. Effective July 1, 2023.
- Rhonda Plumley, Payroll/Benefits Coordinator, continues to assist on the benefits side (health insurance, dental, vision, etc.). Recommending a stipend of \$4,000. Effective July 1, 2023.
- Shawn Fitzgerald, Payroll Specialist, ongoing support of payroll processing. Recommending a stipend of \$1,000. Effective July 1, 2023.
- Rebecca Drake, Grant Accountant, serving as Covert Business Manager for the 2023-24 school year \$25,750.

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

Kent made motion to adjourn the meeting. Supported by Weiss. Voice vote. Motion carried.

Meeting adjourned at 8:42 AM.

Respectfully submitted,



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

**Van Buren Intermediate School District
June 2023**

Imprest Fund Vouchers	\$ 1,099,941.88
Payroll Fund Vouchers	4,124,300.53
Purchasing Card Vouchers	66,391.67
EDUSTAFF ACH Payments	9,605.57
	\$ 5,300,239.65

Budget-to-Expenditure Comparison 22-23

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	15,986,977	14,592,708	1,394,269	728,145
Special Education	37,037,146	29,637,410	7,399,736	5,856,522
Career Tech Education	15,684,811	10,805,266	4,879,545	4,226,012
Food Service	93,236	53	93,183	89,299
Capital Projects	0	2,886,754	N/A	-2,886,754

**PAYROLL SUMMARY
JULY 2023**

GENERAL	465,616.24
SPECIAL EDUCATION	1,057,472.10
VOCATIONAL EDUCATION	296,140.14
STUDENT ACTIVITY FUND	0
FOOD SERVICE FUND	<u>0</u>
TOTAL PAYROLL	1,819,228.48

**IMPREST VOUCHER SUMMARY
JULY 2023**

FUND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	537,036.97		-11,187.37	525,849.60
Special Education	350,445.30		5,317.49	355,762.79
Vocational Education	73,341.25		5,869.88	79,211.13
Capital Projects	499,844.18			499,844.18
Health Consortium	211.7		0	211.7
Student Activity Fund	<u>0</u>		<u>0</u>	<u>0</u>
TOTAL	1,460,879.40	0	0	1,460,879.40

C. Communications
D. Public Comments
III. INFORMATIONAL ITEMS

37

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

A. Board Updates
B. Superintendent Update

39

Date: July 12, 2023
To: Board of Education
From: David D. Manson, Superintendent
Subject: Superintendent Update

Early Childhood Restructuring: (Staff Relations, Business & Finance, Instructional Leadership)

Susan Reynolds has been named as the new Director of Early Childhood. This position will oversee both the general and special education Early Childhood departments and begin the implementation of the following major goals:

- Blend GE and SE early childhood programs and services, as practicable
- Increase inclusive opportunities with appropriate support
- Reduce barriers for families
- Create efficiencies (staffing, financial, supervision, etc.)
- Promote learning, collaboration and alignment across early childhood teams

Opening Day Agenda: (Governance & Board Relations, Staff Relations, Instructional Leadership)

On August 22nd, the annual VBISD opening day will be held at the Paw Paw Performing Arts Center which will allow all VBISD to be in attendance together. At the moment, we are considering a “beach” theme and the following agenda:

- 8-8:15a - Arrival, registration
- 8:15-9:15a - VBISD updates and awards
- 9:15-9:30a - Break
- 9:30-11a - Monica Genta, Building Strong Relationships
- 11-11:15a - Closure
- 11:15-11:30a - (optional) Support staff review of pay spread options
- 11:15-12p - Lunch

Michigan Association of Intermediate School Administrators (MAISA) Summer Conference: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

On June 21-23, I had the opportunity to attend the MAISA Summer Conference. This conference is attended by the superintendents of all ISD in the state and is the primary opportunity for us to get together as a group. Many topics were covered during the 2½ day event including these areas:

- How to “multiply” rather than “diminish” the contributions of those in your organization
- Governor’s Office update
- Commitment to literacy
- Educator shortage progress
- State Superintendent update
- Financial update

VBISD Annual Administrative Retreat: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

On August 11, the VBISD annual administrative retreat is scheduled to take place at the Michigan Maritime Museum in South Haven. This retreat is an opportunity to get all VBISD administrators under one roof for the purpose of increasing communication and collaboration. While the agenda for this event is still under construction, here are some of the main topics that will be highlighted:

- Emergency management procedures
- Review of union contracts
- Consistency with salary advancement, internal transfers, job offers, secretarial placement
- Review of common board policies and procedures
- District improvement planning
- Staff feedback for administrators

C. Department Updates
1. Special Education

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MEMO



VBISD Special Education Department:
Serving kindness and quality since 1960

DATE: JULY 5, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE

Featuring the Community-Based Transition Center Leadership, Level of Professional Awareness, Creativity & Innovativeness, Decision Maker, Planner & Organizer, Supervisor, School Plant & Facilities, Student Personnel, Community Relations, Student Achievement

The Community-based Transition Center (CTC) serves adult students with disabilities who need support to achieve their transition goals. In general, transition goals fall into the following categories: employment, adult living, post-secondary education or training, and community participation. Participation at the CTC is voluntary and many students enjoy attending workshops and connecting with their peers; however, some adult students are no longer interested in participating in a school-setting, but still need support. To serve these students, a new program called CTC By Appointment has been piloted and will begin full scale this fall. At the board meeting, more information about this program will be provided in addition to the new partnership with Charles River Laboratories International in Mattawan, which involves having a CTC classroom onsite at Charles River to provide structured job training with the end goal of paid employment.

Build Up Team Leadership, Level of Professional Awareness, Evaluator, Faculty & Staff Personnel, Student Achievement

Build Up is a program within the Early Childhood Special Education Department that helps parents and their children, ages three through five, receive educational support and learn skills needed to enter kindergarten. This support includes an evaluation to determine if a child meets the requirements for early childhood special education programs and/or services. Similar to the increases in elementary and secondary schools, there has been a sharp increase in evaluations at the preschool level. Specifically, the VBISD Build Up program has documented a 49 percent increase in requests for evaluation, 88 percent of which involve communication concerns or delays. To meet these needs, it is proposed that two additional days per week of speech and language service be approved for the Build Up team.



New AAC Position Leadership, Level of Professional Awareness, Resourcefulness, Decision Maker, Supervisor, Faculty & Staff Personnel, Community Relations, Student Achievement

AAC refers to Augmentative and Alternative Communication and this can take many forms. For some students it involves a special device used to communicate. Since the pandemic, there has been an increase in the number of students needing complex communication support, including special devices. To serve these students, an AAC Provider position was added to support students across the county. To the right is an image of LAMP, short for



Language Acquisition through Motor Planning, which provides voice output to give students with autism and other developmental disabilities a method to develop independent and spontaneous communication. LAMP provides words to build sentences to communicate wants, needs and ideas by pressing buttons on a speech generating device, such as an iPad.

2023-2024 School Year Slogan Contest Leadership, Level of Professional Awareness, Creativity & Innovativeness, Personality, Planner & Organizer, Faculty & Staff Personnel

Over the last several years, each new school year was kicked off with a slogan. One year it was “We Are Family” to honor the relationships built with staff and students. The following year buttons were distributed that read “I’m part of the village” to recognize the impact of the collective work done by our staff. After the shutdown, the slogan was “We Can Do This.” This past year it was “Serving quality and kindness since 1960” to emphasize the importance of both quality and kindness in our work and because the first special education employee was hired in 1960. Just for fun, a contest was held to select a slogan for the upcoming school year. Twenty-one people submitted suggestions and 63 people voted. The winner of the slogan contest was Monica Mansfield, who wrote: *Embrace the Challenge. Lead the Change.* Monica is working on the design, which will be featured throughout the new school year.



Congratulations to Cecilia Norcross! Faculty & Staff Personnel

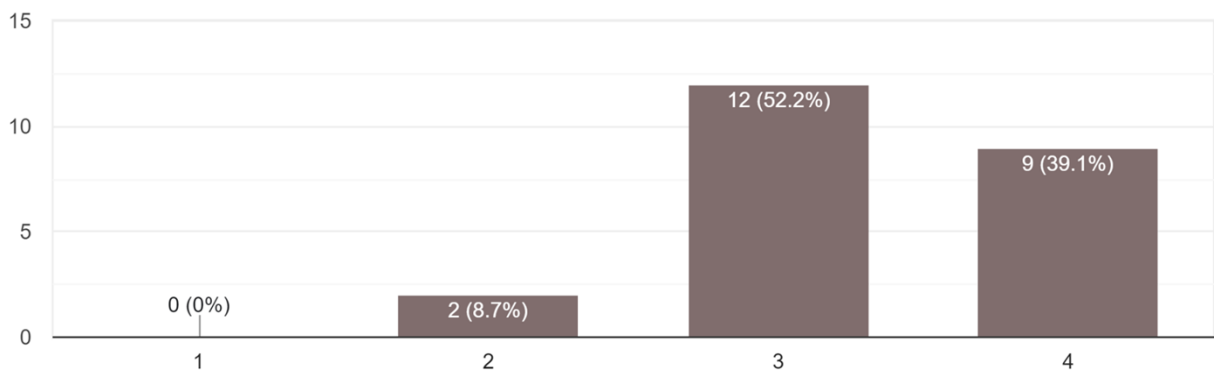
Cecilia Norcross was honored on May 5, 2023, as the recipient of the Michigan Division for Early Childhood Jane Scandary Award to honor Cecilia’s major and significant contributions to young children with special needs and their families in the state of Michigan. Cecilia is the VBISD Early On Coordinator and has served young children and their families in Van Buren County for over 30 years. Cecilia is retiring this month and will be greatly missed.

Bridge Regional Model Leadership, Level of Professional Awareness, Creativity & Innovativeness, Decision Maker, Planner & Organizer, Supervisor, Evaluator, Faculty & Staff Personnel, Community Relations, Student Achievement

The Bridge Team consists of experienced and highly trained individuals who respond to requests from local school district teams for support. Assistance provided includes building behavior and academic intervention plans, providing professional learning, training staff, etc. This support, under a different name, began in the 1990s and has changed over the years in response to local needs. Beginning this past fall, the Bridge Team was expanded to provide regional teams. Survey feedback collected by administrators and educators across the county in November, 2022, and again in May, 2023, confirmed that the new regional model is a success. Below is a summary of these data, respectively.

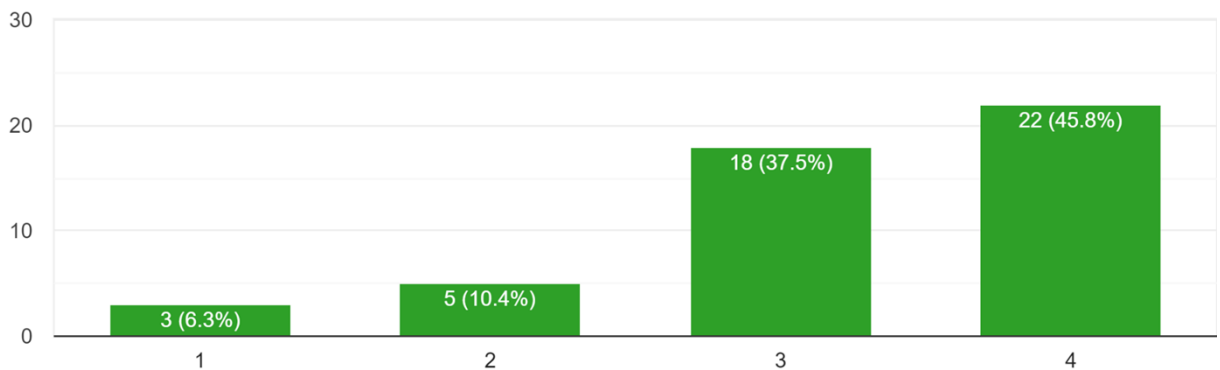
Overall, on a scale of 1-4, how would you rate the new model?

23 responses



Overall, on a scale of 1-4, how would you rate the new model?

48 responses



Bridge Regional Model (Continued)

In addition to the quantitative data, survey respondents were asked a few qualitative questions regarding the advantages and disadvantages of the new regional model. Many positives were described and one concern was expressed regarding the difficulty associated with having a team serve more than two districts. To remedy this issue, a sixth team will be added this fall.

Celebrating 2023 Retirees Leadership, Faculty & Staff Personnel

On June 2, 2023, we honored VBISD retirees. From the Special Education Department, we thanked the following for their many years serving students with disabilities and their families.

- Doreen Cole, Occupational Therapist
- Lanna Gawel, Special Education Teacher at the Bert Goens Learning Center
- Barb Guritz Houser, Program Assistant at the Bert Goens Learning Center
- Randy Hood, Supervisor at the Transportation Department
- Kristi Kerr, Braille Transcriptionist
- Ruth Koenes, School Psychologist
- Wendy Minor, Administrator of Program Accountability
- Cecilia Norcross, Early On Coordinator
- Cheri Reeves, School Psychologist

A Special, Special Education Professional Learning Day Leadership, Level of Professional Awareness, Creativity & Innovativeness, Planner & Organizer, Supervisor, Faculty & Staff Personnel

On May 15, 2023, the Special Education Department professional learning day included a community service project that was selected by individual regional and program teams. Examples included donuts and coffee delivered to the Van Buren County Sheriff's office, beach clean up in South Haven, book donations, Cards for Kidz, and goodie baskets for the Lawrence Library, Police & Fire, and Knights of Columbus, as pictured below.



Special Education Department PAC Award Winners Leadership, Level of Professional Awareness, Personality, Planner & Organizer, Faculty & Staff Personnel, Community Relations, Student Achievement

Congratulations go to the following members of our Special Education family who were honored on April 28, 2023, with a Parent Advisory Council Excellence in Education Award.

- Deb Kollar, School Social Worker at the Bert Goens Learning Center
- LaShonia Leonard, Special Education Teacher at the Community-based Transition Center
- Bill Nelson, Career Readiness Program Special Education Teacher at VB Tech
- Bloomingdale Special Education Team, including School Psychologist Nathan Nelson, School Social Worker Alex Scheer, Occupational Therapist BrieLynn Sturm, and Speech & Language Pathologist Maggie Wright
- Katie Potts, School Social Worker at Hartford
- Leslie Rafferty, Physical Therapist, Cross County
- Lisa Stephayn, Special Education Teacher with the Early Childhood Special Education Program

A special thank you goes to Heather Burleson for all of her work in making the ceremony as special as the people it honored.



Academic Achievement: Final Report Leadership, Supervisor, Policy Implementer, Student Achievement

On the following pages are the final academic achievement reports for Maple Creek Education Center and the Bert Goens Learning Center.

**Maple Creek Education Center
Sec. 98b Goal Progress Report Grades K-8**

Table A: Building Goals that were established by September 15, 2022

Goal Category	Goal Related to Achievement or Growth on K - 8 Benchmarks as required by law (PA 144 Sec 98b and Sec 104h)
Middle of the Year Reading Goal	Using the standardized assessments of NWEA, 50% of students in grades K-8 will maintain or improve their reading fluency and comprehension skills to meet grade level benchmark norms.
End of the Year Reading Goal	Using the standardized assessments of NWEA, 55% of students in grades K-8 will maintain or improve their reading fluency and comprehension skills to meet grade level benchmark norms.
Middle of the Year Mathematics Goal	Using the standardized assessment of NWEA, 30% of students in grades K-8 will maintain or improve their mathematics computation and concepts/application skills to meet grade level benchmark norms.
End of the Year Mathematics Goal Achieved	Using the standardized assessment of NWEA, 35% of students in grades K-8 will maintain or improve their mathematics computation and concepts/application skills to meet grade level benchmark norms.

Table B: Achievement or Growth on Benchmark Assessment (Student Demographics N<30)

Reporting Category Suggest reporting on subgroups where n≥30	By First Board Meeting in February 2023		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
All Students Grades K-8	50% (10/20)	20% (4/20)	45% (10/22)	41% (9/22)

Sec. 98b Goal Progress Report Grades 9-12

Table A: Building Goals that were established by September 15, 2022

Goal Category	Grades 9-12 Goal Related to Achievement or Growth as required by law (PA 144 Sec 98b)
Middle of the Year Academic Goal	Using the standardized assessments of NWEA, 35% of students in grades 9-12 will maintain or improve their <u>reading fluency and comprehension skills</u> to meet grade level benchmark norms.
End of the Year Academic Goal	Using the standardized assessments of NWEA, 40% of students in grades 9-12 will maintain or improve their <u>reading fluency and comprehension skills</u> to meet grade level benchmark norms.

Additional Academic Goal: Middle of the Year	Using the standardized assessment of NWEA, 30% of students in grades 9-12 will maintain or improve their <u>mathematics computation and concepts/application skills</u> to meet grade level benchmark norms.
Additional Academic Goal: End of the Year	Using the standardized assessment of NWEA, 35% of students in grades 9-12 will maintain or improve their <u>mathematics computation and concepts/application skills</u> to meet grade level benchmark norms.

Maple Creek Education Center (Continued)

Table B: Achievement Related to Academic Goals

All students at Maple Creek Education Center will be assessed in Reading and Math using the NWEA standardized assessment measure. Benchmark assessments occur 3 times a year and are incorporated into teacher evaluation, programing and instructional decisions. For grades 9-12 goals were not achieved; however, some progress was made. 6% growth in reading and 2% growth in math.

Reporting Category	By First Board Meeting in February 2023		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
All Students Grades 9-12	24% (4/17)	18% (3/17)	30% (3/10)	20% (2/10)

Bert Goens Learning Center

Sec. 98b Goal Progress Report Grades K-8

Table A: Building Goals that were established by September 15, 2022

Goal Category	Goal Related to Achievement or Growth on K - 8 Benchmarks as required by law (PA 144 Sec 98b and Sec 104h)
Middle of the Year Reading Goal	All students, K-8, will increase their ULS Reading Benchmark score by 1%.
End of the Year Reading Goal	All students, K-8, will increase their ULS Reading Benchmark score by 2%.
Middle of the Year Mathematics Goal	All students, K-8, will increase their ULS Mathematics Benchmark score by 1%.
End of the Year Mathematics Goal	All students, K-8, will increase their ULS Mathematics Benchmark score by 2%.

Table B: Achievement or Growth on Benchmark Assessment (Student Demographics <30)

Reporting Category Suggest reporting on subgroups where n≥30	Fall Benchmark with first 9 weeks of the school year		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
All Students Grades K-8	56%	51%	64%	69%

Sec. 98b Goal Progress Report Grades 9-12

Table A: Building Goals that were established by September 15, 2022

Goal Category	Grades 9-12 Goal Related to Achievement or Growth as required by law (PA 144 Sec 98b)
Middle of the Year Academic Goal	All students, 9-12, will increase their ULS Reading Benchmark score by 1%.
End of the Year Academic Goal	All students, 9-12, will increase their ULS Reading Benchmark score by 2%.
Additional Academic Goal: Middle of the Year	All students, 9-12, will increase their ULS Mathematics Benchmark score by 1%.
Additional Academic Goal: End of the Year	All students, 9-12, will increase their ULS Mathematics Benchmark score by 2%.

Bert Goens Learning Center (Continued)

Table B: Achievement Related to Academic Goals

All students at the Learning Center will be assessed in Reading and Math using our Curriculum Based Measure - ULS. Benchmark assessments occur 3 times a year and are incorporated into teacher evaluation, programing and instructional decisions.

Reporting Category Suggest reporting on subgroups where n≥30	Fall Benchmark with first 9 weeks of the school year		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
All Students Grades 9-12	49%	42%	72%	72%



VBISD's Community-based Transition Center

Supporting students in their transition from school to adult life since 2009



Who attends the CTC?

Students who:

- Are 18-26 who are eligible to receive Special Education services.
- Attended 4 years of high school from all 11 local high schools and other VBISD programs.
- Have elected to attend the CTC program.

2022-2023 School Year:

- Enrolled 77 students.
- Added a classroom from BGLC.

2023-2024 School Year:

- Enrolling 27 new students.
- Increasing programming options!



What do students study at the CTC?

- Employment
- Adult Living
- Community Participation & Access

Students at CTC select their own goals related to the three areas of transition and an individualized program is developed based on those goals. Additionally, students are connected with a variety of agencies and programs that can provide resources to them throughout their life.



CTC Fun Facts!

- **Employment:** CTC engaged 25 students in Work Based Learning, hired 7 students as paid co-ops, and saw 15 students achieve competitive, paid employment in the community.
- **Community Participation:** Of 15 students participating in the CTC Driving Workshop, 10 successfully earned their drivers permit...13 students in total earned drivers permits during the 22-23 school year!
- **Adult Living:** Students enrolled in the following workshops- Self Advocacy, Personal Health, Nutrition and Fitness, Healthy Relationships, Housing, Money Skills, Kitchen Basics, Home Maintenance/DIY (in addition to workshops related to Employment and Community Participation!)



Exciting New Opportunities 23-24!

- Transition “liaison” services to assist local high school teachers with preparation and planning for exiting students.
- Increasing opportunities for students who don’t want/need a program, yet still have transition needs (CTC by Appointment).

**Introducing:
CTC’s Transition to
Work Program!**



Transition to Work Program (TWP)

***Program Modeled after Similar Programs Already
Established in Michigan***



Program Concept

The Transition-to-Work Program (TWP) is a unique, business-led, one-year employment preparation program that takes place entirely at the workplace. Total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and hands-on training through worksite rotations. The program culminates in individualized job development.

A Glimpse of a Similar Program and The Whys... :)



Who's Eligible?

TWP serves young people with intellectual and developmental disabilities. Typically, these are high school or CTC students who are on an Individual Education Program (IEP) and in their last year of school

The most important criterion for acceptance into TWP is a **desire to achieve competitive employment.**

Key Points

- One of the biggest challenges in starting this program up is finding a business that wants to collaborate AND..... we have a GREAT one (Charles River)
- Student interns can come from referrals from local high schools or CTC
- Application process to be chosen to participate in TWP
- One year, 4 days/week unpaid internship program
- Three 10-week internships/rotations to explore a variety of career paths at the same facility
- Team that includes the family, CTC teacher and job coach and agency support (MRS/DN/CMH)
- Focus on employment skills development to lead to paid employment in the community
- Transportation to/from TBD

Benefits to Charles River/Business

- The ability to work with individuals with disabilities and their families to provide them training opportunities to have a better quality of life
- Ability to look at the needs of your department/division-are there needs/jobs not getting done due to lack of staff/resources
- Access to a new, diverse talent stream with skills that match labor needs
- People with disabilities represent one of the fastest growing market segments in the US
- Increased regional and national recognition through marketing of this unique program
- Dramatic increase in performance and retention in some high-turnover, entry-level positions

What Does Charles River Need to Provide?

- Partnership with Community-based Transition program to provide this opportunity for students
- Contact person for each department where student interns are assigned
- Access to an on-site training room that can accommodate up to 12 interns + 2 staff
- WORK :)! - Again, looking at YOUR needs and where you could use some extra set of hands
- Ability for staff to participate in a short disability awareness training session



Sample Day of a TWP Intern

7:50 - Arrival at host business site classroom

8:00 - Employability Skills curriculum

9:00 - Internships – learning competitive, marketable skills


11:30 - Lunch

12:00 - Internships (continued)

2:00 - Return to classroom, review of day, journaling

2:30 - Adjournment for the day

Job Development and Community Connections



- Final weeks are spent with student interns locating paid job opportunities within the community - career portfolio is created in the classroom for each intern to showcase their skills/abilities/experience
- Work with student interns and community partners for successful job placement - Monthly progress report meetings with MRS



Statistics from Other TWP-like Programs

- ★ Competitive employment rate after finishing program: 75%
- ★ Over 500 programs like this across the country (already ones established in Kalamazoo, Cass, Ingham, Kent, St. Joseph, etc.)-wide variety of businesses



**THANK YOU for supporting this
program!!**

Questions, ⁶⁶comments??

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: BARB MATTHEWS
RE: FINANCE & OPERATIONS UPDATE

Highlights of 2023-24 State School Aid Budget (2,8,19)

On June 28, 2023 the Michigan legislature passed the 2023-24 School Aid Budget. The Governor is expected to sign the bill soon. Highlights of the budget from the Conference Committee Report are listed below.

- Sec.31n6 - ISD Mental Health and Support Services - allocation increases to \$87.245 million from \$62.8 million and revises the cap per ISD to \$1,003,100 from \$955,300. The funds are allocated on a per-pupil basis. Estimated increase in ISD funding is \$287,920.
- Sec 31n10 – ISD Mental Health Program Administration – increase in allocation from \$500,000 to \$5 million to be split by ISD’s on an equal basis. Increase of \$80,357 for the ISD.
- ****NEW**** - Section 31aa – Per-Pupil Mental Health Grant – Adds ISDs as eligible recipients. Our allocation would be \$51,085 and the funds could be used for mental health and activities to improve student safety.
- 32p - Early Childhood Block Grants – appropriation is increased by \$6 million to \$19.4 million. ISD share of the increase is \$75,234.
- 32p4 – Home Visitation Grant appropriation increases by \$1 million to \$3.5 million. The ISD share is \$22,558.
- ****NEW**** - 32p6 - Dolly Parton Imagination Library Payment. VBISD is slotted to receive \$60,194. Funds are used for improving access to books and other literacy materials for children ages birth to age 5 by enrolling eligible children in services through the Dolly Parton Imagination Library. Funds can also be used for Reach Out and Read Michigan or any other program that provides books and literacy materials to children ages birth to age 5.
- Section 35a4 – Early Literacy Teacher Coaches - increases by \$10.5 million and the cap increases to \$125,000 from \$112,500 per coach. Each ISD is allowed funding for two coaches and the remaining funds are distributed based on the percentage of low-income K-3 pupils. Overall increase is \$175,000 for the ISD.

- Sec. 51e - Special Education Foundation Payments. Appropriation increases by \$140 million. This section pays districts the foundation allowance for special education students. In 2023-24 the payment will be based on 100% of the foundation allowance rather than 75% as paid in 2022-23. The foundation allowance is also increasing by \$450 per pupil to \$9,608. This equates to a \$634,000 increase in funding for the VBISD
- Section 81 –Intermediate School District General Operations is increasing by 5%. This adds \$80,430 of revenue to the District.

Audits (1, 4, 8, 10, 19)

This is our year for audits. We started the 2022-23 annual fiscal audit preliminary work the last week in June and will resume the audit in September. Besides the fiscal audit, we are either undergoing or have scheduled the following audits or reviews:

- Medicaid audit for 2020-21 which started in February 2023 and is still open.
- Governmental Accounting Standards Board Statement Number 67 – Financial Reporting for Pension Plans (GASB 67) and Governmental Accounting Standards Board Statement Number 74 – Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (GASB 74) audit by the Michigan Office of the Auditor General (OAG) for the period of October 1, 2021 through September 30, 2022. The purpose of this audit is to validate the Office of Retirement Services (ORS) financial reporting of pension and OPEB plans by verifying the accuracy of data we submit to ORS
- Michigan State Police compliance review to ensure compliance with current Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy (Appendix J), federal and state laws regarding a NCJA access, use, storage, and dissemination of criminal history record information (CHRI).
- Technical Review, Assistance and Compliance (TRAC) review from the MDE Office of Career and Technical Education (OCTE) for the 2022-2023 school year. Per the Technical Review, Assistance and Compliance (TRAC) Manual. 2023-2024 Edition, the purpose of the process is to meet state and federal requirements for monitoring sub-recipients, it also uses the TRAC process to provide technical assistance to district administrators, teachers, and other staff for continual improvement of state-approved career and technical education (CTE) programs by identifying local and regional strengths, best practices, and areas for program improvement.
- Annual Workers’ Compensation Audit.

MEMO

DATE: JULY 12, 2023

TO: BOARD OF EDUCATION

FROM: DAMIAN KOOB

RE: TECHNOLOGY SERVICES BOARD REPORT

Fiber Connection at Community-based Transition Center (CTC) (Leadership, Communication Skills, Professional Preparation, Planner and Organizer)

The redesign of our Wide Area Network (WAN), our connection to all the Districts in the county, afforded us the opportunity to explore options on how to best connect the Community-based Transition Center (CTC) in Paw Paw to the ISD. An idea we have been looking into for a few years is to run a fiber line from CTC to the Paw Paw Later Elementary building, where Paw Paw Public Schools ran new fiber to this past Fall.

After a few conversations with Dan Grimm, PPPS Technology Director, we decided to use the E-rate bidding process and see if we could use the discounted E-rate Category 1 funds to perform this fiber run. Our goal was to show that we are collaborating with one of our local districts to become more efficient with our resources. The folks at the FCC approved the project and we received one bid that came in well below the Board policy threshold...so we went ahead with the project. With an 82% E-rate discount, the project came in at just under \$4000, which this line would have cost us over \$4000 per year if we were to lease it, as we have done the past 5 years.

I appreciate the Board's continued support of the work we are doing in the Tech Services Department to collaborate and become more efficient with the resources available to us. This was a great project to demonstrate the good things we are doing for the staff and students we service. Thanks you!

Help Desk Work Order Summary for the 22-23 School Year (Leadership, Professional Awareness, Communication Skills, Professional Preparation)

The VBISD Technology Services department had a very productive year with service orders this past school year (2022-2023) and wanted to highlight some of the numbers for you. We fielded a total of 12,978 tickets from July 1, 2022 to June 28, 2023. Last school year we fielded a total of 11,549. The increase is due to the addition of Hartford Public Schools, Gobles Public Schools, and the increased PowerSchool Student Information Systems districts and PowerSchool Special Programs support. These numbers include the 'Ordering' and 'Onboarding/Off-boarding' categories in our work order system as these tasks make up a good portion of our calls as well.

We offer three ways for staff to submit a ticket to the help desk:



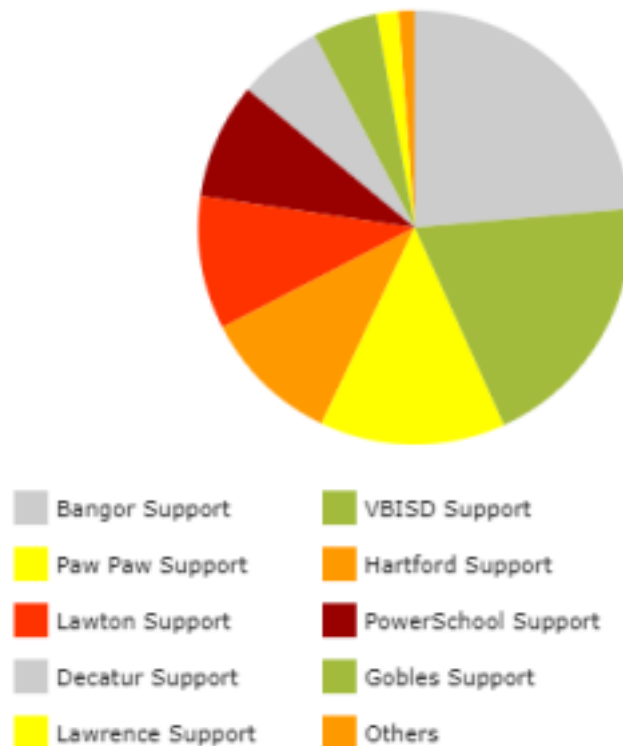
1. Email the Help Desk: helpdesk@vbid.org
2. Call the Help Desk hotline: 269-539-5181
3. Submit a ticket to our online portal

Below is a graphical reference to the number and types of calls that we receive:



Pending tickets are mostly orders that we are waiting on delivery and onboarding/off-boarding of staff for certain future dates.

Tickets by Category



Thank you to the Board and Mr. Manson for allowing me to build such a great team that is able to help our staff and students! 😊

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: LISE BLACK, EARLY CARE & EDUCATION

Note: this is the final report to focus solely on the general education early childhood services of the VBISD. As we move forward with the integration of the general and special education early childhood programs the content will reflect the wider array of services.

General Updates (all programs)
2 Level of Professional Awareness; 9 Decision Maker

The FY24 state aid fund had favorable outcomes for early childhood, especially for the GSRP preschool services. The Great Start Collaborative system also saw an increase for the first time in several years, but unfortunately it was at a level significantly less than originally proposed by the governor. Below is a chart with the highlights impacting programs here at VBISD:

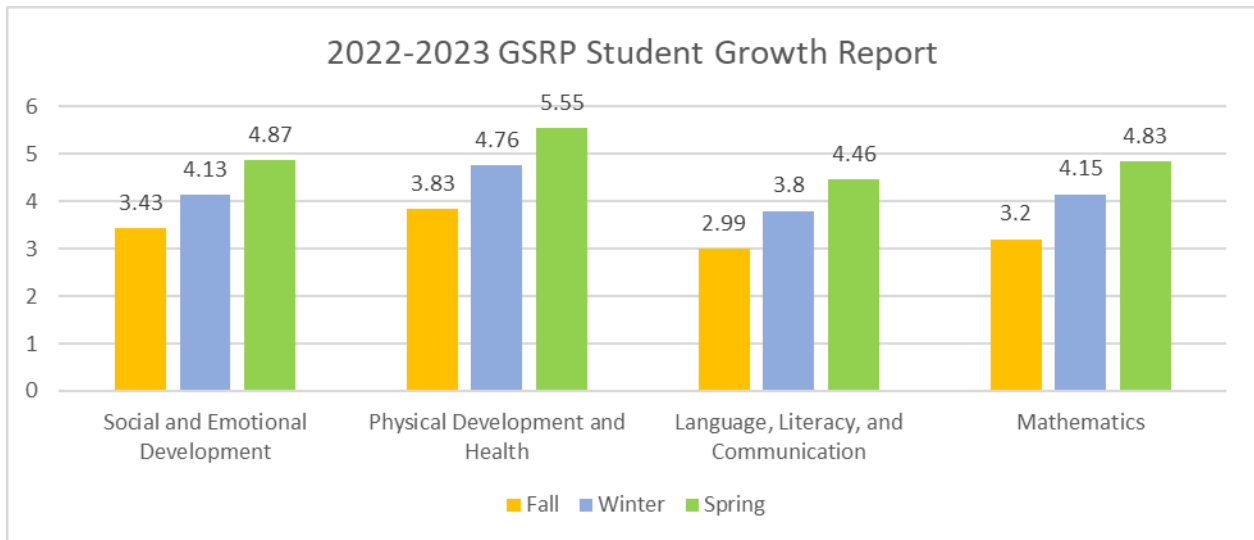
GSRP Grant (Sections 32d, 32e, & 39)	
Per Pupil Fund	Increased 5% to \$9,608 per full day student. This is aligned with K-12.
Total GSRP Funding	Increased over \$100,000,000 to support continued expansion with all monies now in state aid funds (vs. split with federal funds)
Free Student Lunches	GSRP included with the K-12 state-wide option for free meals for every student.
Family Income Cap	Increased eligibility cap from 250% FPL to 300%FPL, allowing more families to qualify.
Transportation	Increased funding from up to \$300 per student to \$500 per student.
GSRP Staff Qualifications	Added language to allow more flexibility in offering compliance plans to individuals with preschool work experience.
Marketing & Outreach	\$5,000,000 for statewide outreach campaign (no details on this point. ISD must participate in order to retain 2% from sub-recipients for this work.
Expansion Grants	\$25,000 per new or expanded classrooms. Details still being defined, but appears to cover both FY23 & FY24.
Extended Year GSRP Option	Option to increase services to 5 days per week and a minimum of 36 weeks. Per pupil allocation for this option is 1.2 FTE/\$11,530.
GSRP Reserve Fund	Established as separate account in the state aid fund
Section 32p Funds	
Great Start Collaborative (GCS)	Increase of \$1,000,000 state-wide to support work of the GSCs and Family Coalitions (new title)
Home Visiting Grant 32p(4)	Increase of \$1,000,000. No indication if this will go to current recipients or used for additional grants.
Early Childhood Reading 32p(6)	One year, \$4,000,000 statewide fund for family access to literacy programs (ex. Dolly Parton Imagination Library)

The Van Buren Child Abuse & Neglect Prevention Council (CAN) is directly connected to our early childhood efforts through our GSC work. Members of VBISD early childhood programs have historically provided leadership roles for this work on the prevention of child abuse. We were recently notified that we are receiving a \$2,500 increase to our current \$5,000 allocation. As a group, we identified the importance of the Great Start Safe Sleep project in reducing risk to children. We are allocating the majority of these additional funds to sleep crib kits for distribution by our Early On team and the area's Maternal Infant Health Program.

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

20 Student Achievement

Below is a chart showing the growth for our GSRP students in key developmental areas. This data comes from our COR Advantage system used by all the GSRP staff to track student development. The leadership team will use this information to support the planning of PD for the coming school year..



The Growth Report shows the average of the highest score observed for the selected students by assessment period.

IV. ACTION ITEMS

A. Approval of Temporary Assistant Director of Finance and Operations
Position and Employment of Position (**ROLL CALL VOTE**)

77

DATE: July 12, 2023
TO: Board of Education
FROM: David D. Manson, Superintendent
SUBJECT: **Approval of Temporary Assistant Director of Finance and Operations Position and Employment of Position**

Over the past several years, VBISD has had to step in and assist Covert, Bangor, Bloomingdale, Decatur, Hartford and Paw Paw during periods in which they were unable to locate adequate staffing to maintain their business office services. Presently, Rebecca Drake is serving as the primary individual overseeing our ongoing support to Covert, Bangor and Bloomingdale.

In addition to providing this support, VBISD is also looking at succession planning to ensure that we are able to maintain continuity in our own operations. Hence, I am recommending the following resolution:

RESOLVED, the VBISD Board of Education approves a temporary position of Assistant Director of Finance and Operations and transfers Rebecca Drake from Grant Accountant to Assistant Director of Finance and Operations retroactive to July 1, 2023 with compensation aligning to the Director level of the newly adopted administrative base table.

B. Approval of Interim Administrator of Program Accountability
Position (**ROLL CALL VOTE**)

79

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL OF INTERIM ADMINISTRATOR OF PROGRAM ACCOUNTABILITY**

Due to a change in leadership positions, the Administrator of Program Accountability is vacant. The work associated with this role occurs throughout the summer months, so it is important to assign this role without delay.

Laura Thornburg meets the requirements for this position and it is recommended that the Board approve her as Interim effective July 1, 2023.

RESOLVED, that the Board of Education approves Laura Thornburg to be Interim Administrator of Program Accountability effective July 1, 2023.

MEMO

Date: July 12, 2023
To: VBISD Board of Education
From: Dave Manson, Superintendent
Subject: Approval of Substitute Rates for SY23-24

Periodically, rates for substitute teachers, program assistants and transportation staff need to be adjusted to stay competitive with surrounding districts. Given staff shortages, the following adjustments in sub rates are being recommended.

RESOLVED, the VBISD Board of Education approves a change in the following substitute rates effective July 17, 2023.

Teachers (7-7.5 hour day) - \$130 per day; (4 hours or less) \$65 per ½ day
Program Assistants (7-7.5 hour day) - \$95 per day; (4 hours or less) \$50 per ½ day
GSRP Program Assistants (8 hour day) - \$100 per day; \$55 per ½ day
Transportation - \$15 per hour (Drivers); \$14 per hour (Attendants)
Custodians - \$15 per hour
Clerical/Secretarial - \$15 per hour

Retired or Experienced Professional Staff - daily rate based full day/half day

- Less than 5 years of experience in public schools - Step 1 of the appropriate pay scale
- 5 or more years of experience in public schools - Up to the Step 10 of the appropriate pay scale with proper documentation

Retired or Experienced Support Staff - daily rate based full day/half day

- Less than 5 years of experience in public schools - Step 1 of the appropriate pay scale
- 5 or more years of experience in public schools - Up to the Step 8 of the appropriate pay scale with proper documentation

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

Current VBISD Support Staff Rates

Classification	Sub For	Number of Days To Sub	Rates
Support	Support	5 or Less Days	Current hourly rate
Support	Support	6+ Days	Current hourly rate or hourly rate of the corresponding pay scale/step/base rate, whichever is greater
Support/PSM	PSM	19 or Less Days	\$130 per day or current hourly rate, whichever is greater
Support/PSM	PSM	20+ Days	Step 1 or current hourly rate, whichever is greater

**Migrant program excluded

D. Approval of Transportation Staff Stipend (**ROLL CALL VOTE**)

84

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL OF TRANSPORTATION STAFF STIPEND**

Due to significant staff shortages, the following individuals took on additional duties during the 2022-2023 school year to ensure safe and regular transportation for students attending VBISD programs and Lawrence Public Schools. To acknowledge this extra work, it is recommended that the following individuals receive a \$500.00 stipend.

- Terry Lechenet, Transportation Supervisor
- Sunny Hudson, Assistant Transportation Supervisor
- Karen King, Transportation Secretary

RESOLVED, that the Board of Education approves a \$500.00 stipend for Terry Lechenet, Sunny Hudson and Karen King.

E. Approval of Additional Build Up Program Staff (**ROLL CALL VOTE**)

86

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL OF ADDITIONAL BUILD UP STAFF**

To meet increased needs, additional Build Up staff services are requested for the 2023-2024 school year. Specifically, two additional days of Speech & Language Services are needed to increase the number of days evaluations may be offered, which would decrease parent wait time and increase the number of evaluations offered to young children across Van Buren County.

RESOLVED, that the Board of Education approves an additional two days per week of Speech & Language services for the Build Up program, beginning August 21, 2023.

F. Approval of Additional Administrator Days (**ROLL CALL VOTE**)

88

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL OF ADDITIONAL SUPERVISOR DAYS**

Due to increased workload demands and to create consistency across Regional Supervisors of Special Education, it is necessary to add five additional days to the following supervisors' contracts:

- Callie Campbell, Regional Supervisor in Bangor and Covert
- Amy Paul, Regional Supervisor in Bloomingdale and Gobles

RESOLVED, that the Board of Education approves an increase of additional 5 days per school year for Callie Campbell and Amy Paul.

G. Approval of GSRP Summer Training Stipend (**ROLL CALL VOTE**)

90

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: APPROVAL OF GSRP SUMMER TRAINING STIPEND

Background:

We have an opportunity to send lead and associate teachers to a HighScope Preschool Curriculum Course (PCC) Weeks 1 & 2 training. The ten-day training will be the weeks of July 31st and August 7th and is being coordinated by Heritage Southwest ISD. The location is the Southwest Michigan College campus. This is the first two weeks of the four-week training, with weeks 3 & 4 to be held summer 2024. To support staff attendance, a daily stipend was written into the budget. This \$175/day stipend covers their time and travel with meals on their own. These expenses are exclusively from the FY23 GSRP Curriculum Grant. We have a total of six GSRP staff that have signed up; three lead teachers and three associate teachers.

Recommend the following resolution:

RESOLVED, the Van Buren Intermediate Board of Education approve the \$175/daily stipend for the GSRP staff attending the HighScope PCC summer training, with funds coming from the FY23 GSRP Curriculum Grant.

H. Approval of Purchase of Furniture/Equipment for Cosmetology Program
(ROLL CALL VOTE)

92

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CAREER & TECHNICAL EDUCATION
RE: APPROVAL OF PURCHASE FOR COSMETOLOGY LAB FURNITURE

REVIEW

As part of the VB Tech Cosmetology Lab renovation project, Van Buren Tech is interested in purchasing furniture to replace the old, existing furniture.

OVERVIEW

Since April of this year, the Van Buren Tech Cosmetology Lab has been under construction to remodel the entire space in connection with industry expectations. As a part of that project, Van Buren Tech will be renovating the entire lab space and there will be a need to replace the existing, dated, furniture throughout the lab. Bids for this project went out on Thursday, June 22, 2023 and were opened on Thursday, July 6th. Four bids were received. Bids were compared in 12 categories, including: Shampoo Bowls, Styling Chairs, Manicure Chairs, Pedicure Chairs, Facial Chairs, and Mirrors. Please see the total bid amounts below. We are recommending that VBISD accept the bid from American Beauty Equipment given that the equipment will be the easiest to install given our construction/architectural designs.

American Beauty Equipment:	\$97,234
Collins Manufacturing:	\$123,619.76
Buy-Rite Beauty:	\$87,933
Learning Environments:	\$139,558.23

RESOLUTION

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, approves the purchase of the Cosmetology Lab furniture from American Beauty Equipment for a total cost of \$97,234.

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

94

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR
RE: APPROVAL OF EMPLOYMENT OF NEW STAFF

BACKGROUND

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

<u>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Daniel Schaser, RR Teacher, Maple Creek	\$63,025	\$1,500	8-17-23
Maribel Quiroz, Speech & Language Pathologist	\$59,902	\$1,500	8-17-23
Hali Thompson, Diagnostic Teacher Consultant	\$78,626	\$1,500	8-17-23

<u>Early Childhood Programs</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Donna Hellenthal, ECSE Teacher	\$68,357.51	\$1,500	8-1-23
Susan Reynolds, Director of EC Programs (Internal Transfer)	\$118,500		7-1-23
Anna Austin, EC Supervisor (Internal Transfer)	\$94,000		7-10-23

<u>VB Tech</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Rachel Stout, Math/Science Consultant	\$67,010		8-17-23
Austin Kelly, Construction Trades Instructor	\$60,960	\$1,500	8-17-23

<u>Instructional Services</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Russell Lee, Math Consultant	\$72,318	\$1,000	8-17-23

RECOMMENDATION

RESOLVED, that the Board of Education approve the employment of the staff listed above.

MEMO

DATE: JULY 12, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: **STAFF RETIREMENTS/RESIGNATIONS**

BACKGROUND

Following is a list of retirements and resignations. Copies of letters are attached.

<u>Name</u>	<u>Resignation/Retirement Date</u>
Kelli Pattison, Special Education Teacher	Resignation - 7-7-23
Chris Garzella, Construction Trades Instructor	Resignation - 6-13-23
Sara Cruchelow, Teacher, Vision Impaired	Resignation - 6-9-23
Brittany Busch, EI Consultant	Resignation - 6-13-23
Alicia Sarco-Villagomez, Adult Education Teacher	Resignation - 6-29-23

RECOMMENDATION

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

Attachments

V. OTHER BUSINESS

A. Adjournment

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

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

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