

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 November 1, 2023, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

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

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

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

I. REGULAR MEETING

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

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

1. Minutes (10/04/23)

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The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **October 4, 2023**, in the Board of Education office and called to order at **4:00 PM**. The following board members were present: Faul, Weiss, Kent, Makay, and Middaugh. Absent: None.

Kent moved to approve the 10/04/23 draft agenda as presented. Supported by Faul. Roll call vote. Weiss – yes, Faul – yes, Kent – yes, Makay – yes, and Middaugh – yes. Motion carried.

Makay moved to approve the Consent Agenda (*September 6, 2023 Minutes; Voucher Budget Summary, Imprest and Payroll Summaries*). Supported by Weiss. Roll call vote: Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Superintendent Manson gave an update along with the following department updates from Career & Technical Education, Early Childhood, Human Resources and Multilingual and Migrant Services with a presentation on Grow Your Own program from the Instructional Services Department by Cheryl-Marie Manson.

Weiss made the motion to approve the following resolution:

RESOLVED, that the Board of Education approve the addition of a second Home-based Special Education Teacher.

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

Kent moved to approve the following resolution:

RESOLVED, the VBISD Board of Education approves amending the Van Buren Intermediate School District Tuition Assistance Plan to include student loan forgiveness as presented in the attached plan document (Attachment 1) with an effective date of October 4, 2023.

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

Faul made motion to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the hiring of Rebecca (Drake) DePas as the new Director of Finance and Operations effective November 1, 2023.

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

Makay made motion to approve the following resolution:

RESOLVED, the VBISD Board of Education adopts the following updated cell phone reimbursement agreement.



Cell Phone Reimbursement Agreement

revised October 4, 2023

VBISD recognizes that the performance of certain job responsibilities requires an employee to conduct business through the use of an employee's personal cellular phone. As a result, VBISD has developed a reimbursement plan that is reasonably calculated as to not exceed expenses the employee actually incurred and is not intended to substitute for a portion of the employee's regular wages. This reimbursement is a non-taxable fringe benefit to the employee.

Reimbursement Plan

To be eligible for the reimbursement, an employee must meet one of the following eligibility requirements:

- The employee needs to be accessible outside of scheduled or normal working hours (24/7) where time-sensitive decisions/notifications are necessary (\$50/month).

OR

- The employee's assignment is one in which they meet at least one of the following criteria throughout the work day(\$30/month):
 - The employee provides services in student homes or in community settings on a regular basis.
 - The employee frequently travels across the county, oftentimes on a daily basis, so that a predictable schedule is not feasible
 - The employee regularly transports students without access to a transportation communication system

Administrative Approval

District administrators and department directors are responsible for identifying employees who meet the eligibility requirements. The need for reimbursement should be reviewed **prior to the start of each school year** to determine if the existing plan should be continued, changed or discontinued. The reimbursement is neither permanent nor guaranteed, and VBISD reserves the right to modify or cancel the reimbursement plan, or deny any requests. **Reimbursement is discontinued in July and August unless the employee is scheduled to work during the majority of those months.**

In exchange for the reimbursement, employees are expected to carry and respond to their cell phone in a timely manner throughout the work day. The administration reserves the right to ask for verification of cell phone use. Reimbursements can be revoked for employees who are unable to meet these expectations or eligibility requirements.

Certification

By signing below, the Employee and Director certify that the selected eligibility requirements exist:

_____	_____
Employee Name	Employee Signature
_____	_____
Director Name	Director Signature
_____	_____
Department	Effective Date

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

Kent made motion to approve the following resolution:

RESOLVED that the Board of Education approve the employment of the staff listed below:

<u>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Elisabeth Dewey, School Social Worker	\$64,359.00	\$1,500.00	10/09/2023
Jodi Johnson, Speech & Language Path	\$47,326.00	\$1,500.00	09/25/2023
Laurie Arboreal, Speech & Language Pathologist	\$49,292.00		11/06/2023
<u>VB Tech</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Melvin Clark, Automotive Instructor	\$54,781.00	\$1,000.00	09/07/2023
<u>Instructional Services</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Crystal Hughes, Mental Health Clinician	\$59,050.00		10/09/2023
<u>ESL</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Carlos Cortes, ESL/Migrant Teacher	\$65,209.00		09/20/2023

**Salary may be prorated based on start date*

Supported by Weiss. Voice vote. Motion carried.

Weiss made motion to approve the following resolution:

RESOLVED, that the Board of Education accept the resignation of Josh Hamelink, IT Support Specialist, effective 09/15/2023.

Supported by Faul. Voice vote. Motion carried

Motion by Weiss, supported by Faul to adjourn the meeting. Voice vote. Motion carried. Meeting adjourned at 5:11 pm.

Respectfully submitted,



John Faul, Board Secretary

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

**Van Buren Intermediate School District
September**

Imprest Fund Vouchers	\$ 1,485,414.38
Payroll Fund Vouchers	4,035,964.96
Purchasing Card Vouchers	83,038.82
EDUSTAFF ACH Payments	10,027.49
	\$ 5,614,445.65

Budget-to-Expenditure Comparision 22-23

October 15, 2023

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	17,989,071	4,471,319	13,517,752	775,494
Special Education	41,926,148	8,075,781	33,850,367	4,152,679
Career Tech Education	15,140,366	4,793,047	10,347,319	(377,107)
Food Service	10,000	0	10,000	2,917
Capital Projects	0	208,682	N/A	(208,682)

Cash Flow Summary

	Ending Balance 8/31/2023	Cash Receipts	Cash Disbursements	Ending Balance 9/30/2023
General	1,746,222	2,935,191	1,629,880	3,051,533
Special Education	14,635,391	334,502	2,766,476	12,203,417
Career Tech Education	15,041,220	202,708	1,341,845	13,902,083
Student Activity Fund	31,173	0	0	31,173
Food Service	11,384	0	0	11,384
Capital Projects	434,865	110,000	543,355	1,510
	31,900,254	3,582,401	6,281,556 *	29,201,099

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

PAYROLL SUMMARY
October 2023

GENERAL	1,145,016.99
SPECIAL EDUCATION	2,205,607.97
VOCATIONAL EDUCATION	685,340.00
STUDENT ACTIVITY FUND	0
FOOD SERVICE FUND	0
TOTAL PAYROLL	4,035,964.96

IMPREST VOUCHER SUMMARY
October 2023

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>	<u>TOTAL</u>
General Fund	310,192.36	18,662.46	(8,472.72)	320,382.10
Special Education	497,978.55	30,878.61	2,416.41	531,273.57
Vocational Education	616,819.41	33,497.75	6,056.31	656,373.47
Capital Projects	60,424.03	0.00	0.00	60,424.03
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
TOTAL	1,485,414.35	83,038.82	0.00	1,568,453.17

Upcoming Events/Key Dates November and December 2023

10/31	VB Tech Halloween Costume Contest & Preschool Trick or Treaters
11/1	**November Board Meeting, 4 pm
11/3	End of 1st Marking Period at VB Tech
11/9-11/11	**MASB Conference in Lansing
11/10	Kids in the Kitchen by Project SHINE 5:30 - 7:00 pm
11/15	*Learning Center Thanksgiving, 11:00 am
11/16	*Community-based Transition Center Thanksgiving Feast, 11:30 am
11/22 to 11/24	Thanksgiving Break for Union Staff
12/2	*Holiday Dance, 3-5p
12/4-12/8	VB Tech 10th Grade Visits
12/5	Whole Child Holiday Celebration 5:30 - 7:00 pm
12/6	**December Board Meeting, 4 pm
12/15	*Holiday Breakfast @ VB Tech, 7-10a

KEY: Informational only

*Board attendance voluntary

****Board attendance requested**

D. Public Comments
II. INFORMATIONAL ITEMS

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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

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Date: November 1, 2023
To: Board of Education
From: David D. Manson, Superintendent
Subject: **Superintendent Update**

Van Buren County Youth Center - Steering Committee: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

A countywide steering committee has been created to serve in an advisory capacity for whomever is identified as the Project Director. This committee was strategically selected to provide representation across the county from a number of different agencies. The committee will consist of the following individuals:

- 1) Dave Manson - VBISD Superintendent
- 2) Rebecca DePas - VBISD Finance
- 3) Brook Blanchard - Youth Development Company
- 4) Kurt Doroh - County Commissioner
- 5) Paul Schincariol - County Commissioner/Luc's Light
- 6) Maria Bowater - Red Arrow Ministries
- 7) Gail Patterson-Gladney - County Commissioner
- 8) Leigh Schincariol - Luc's Light
- 9) Debra Hess - Van Buren Community Mental Health
- 10) Jennifer Tryan - Van Buren Community Mental Health
- 11) Paula Kana'an - VBISD Mental Health
- 12) Corey Harbaugy - Paw Paw Public Schools
- 13) Kerry Hagy - South Haven Center for the Arts
- 14) Rosalie Plechaty - Mitten Children's Museum
- 15) Katy Holverstott - VBISD Special Education
- 16) Hailey Santana - Bronson - South Haven

Building Risk Assessments: (Community Relations, Staff Relations, Business & Finance)

Over the last six months, VBISD's main buildings have participated in building risk assessments by Secure Education Consultants (SEC). These risk assessments have resulted in a comprehensive summary of common findings as well as several site specific findings. The VBISD Emergency Management department is utilizing these reports to begin implementing necessary changes across our buildings to ensure the consistent application of all safety and communication protocols. Here is a snippet of the SEC report:

SEC conducted targeted interviews with key personnel including both school and district level personnel. SEC found the staff in all areas to be cooperative and forthcoming with information and documentation as requested. The priority of all VBISD staff was clearly the safety and security of their students. There was no reluctance to share information or ideas and it was felt that the open nature of the communications reflected everyone's desire for continuous improvement and building on the foundation of the programs in place.

The interviews established a solid foundation for understanding the various components that make up the district's culture and environment, and how security and emergency response are approached within the environment.

Interviews included but were not limited to the following:

Heather Burlison - Assistant Principal, Bert Goens Learning Center

Amanda Chiotti - Assistant Principal, Maple Creek Education Center

Melanie Giddings - Special Education Supervisor, Community Based Transition Center

Tracy Johnson- Dean of Students, Van Buren Tech

Bob Kirk- Administrator of Emergency Management, VBISD

Monica Mansfield - Principal, Maple Creek Education Center

Dave Manson - Superintendent, VBISD

Susan Reynolds - Principal, Bert Goens Learning Center

Steven Smith - Emergency Management Specialist, VBISD

Matt Whitman - Student Achievement Coach, Van Buren Tech

Amy Zmick - Truancy & Emergency Management Assistant, VBISD

Each interviewee demonstrated in-depth knowledge of the safety and security processes and elements of their school(s) or facility.

The interviewees were asked questions related to security, access controls, external and internal threats, prior security-related events, policies and procedures, communications, and emergency response. They were also asked an open-ended question relating to risk at VBISD. The interviews assisted in guiding the assessment to ensure all concerns were considered.

Van Buren County Healthcare Consortium: (Governance & Board Relations, Staff Relations, Business & Finance)

Each year, VBISD leads a countywide healthcare consortium composed of superintendents and union representatives designed to select medical, vision and dental plans that will be offered to members beginning on January 1st of each year. The consortium was designed to create a group large enough to receive discounted plans and to withstand significant fluctuations in rates. The following is a snapshot of the consortium rates over the past 5 years.

Renewal Year From	Renewal Year To	Consortium Rate Increase	Statewide Rate Increase
01/01/2024	12/31/2024	7.1% (+2.2%)	4.9%
01/01/2023	12/31/2023	5.7% (-1.5%)	7.2%
01/01/2022	12/31/2022	0.4% (-3.5%)	3.9%
01/01/2021	12/31/2021	0.3% (-3.7%)	4.0%
01/01/2020	12/31/2020	2.1% (+1.2%)	0.9%

C. Department Updates

1. Presentation - Financial Audit FY2223 - Maner Costerisan
2. Special Education

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MEMO

DATE: NOVEMBER 1, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE



Fall Celebrations Faculty & Staff Personnel, Community Relations, Student Achievement

On October 7, 2023, the Transportation Department participated in the Tractor, Truck or Treat at Van Buren County Fairgrounds. Sponsored by the Van Buren County 4-H, this event was a combination of touch-a-truck and trunk-or-treat. Treaters decorated a tractor, truck, emergency vehicle or, in our case, a school bus to distribute treats to children. Participation in this community event also provided an opportunity to recruit staff. Staff volunteers pictured include Terri Windiate,



Amy Mortimore, and Allison Frank.



On Friday, October 20, the Bert Goens Learning Center celebrated homecoming, which included carnival games, and a parade featuring each class at the Learning Center. To the left is a picture of the Homecoming King and Queen, Chris and Brittany. Trick-or-treating is scheduled for October

26 and will feature a dance party!

Maple Creek plans on having festivities on Halloween Day, but a few classrooms have a head start. Pictured to the right is Mr. Schaser and a few of his students carving pumpkins.



New this month is the Maple Creek News, which is a newsletter created by the Maple Creek Broadcast Club. (See picture on the following page.) Appreciation goes to Amanda Chiotti, Maple Creek Assistant Principal, for developing this opportunity for student voice.

Maple Creek

NEWS

Week of October 23rd

Classroom Corner

Students in Middle School worked on their STEM skills this week. The goal was to build the highest tower that would hold a lego without collapsing.



Upcoming Events

October 31st is Halloween. Remember: you may wear a costume but it is to be brought in a separate bag when you arrive and will not be worn until the party in the afternoon. No blood or weapons!



Fun Friday plans

- Roe: Wii games
- Schaser: Electronics
- Raasch: Spooky Moves
- Andrus: Spooky Moves
- Boes: Movies and Snacks
- Mansfield: Movies and Snacks

Principal Message

When you appreciate the things around you, you will find that you already have the most precious things in the world. Take the time to admire the leaves changing color and a moment to inhale a breath of crisp autumn air. Focus on what you are, not what you aren't and be proud of yourself for the positive direction you are heading!

MCEC Shoutout: From an anonymous source: Shout out to Isaiah Donovan for speaking with confidence last week during morning announcements!

Fall Celebrations (Continued)

Thanksgiving celebrations are coming soon! On November 15, 2023, at 11:00 a.m., the Bert Goens Learning Center will host a Thanksgiving luncheon. The following day, on November 16, 2023, at 11:30 a.m., the Community-based Transition Center will prepare their annual Thanksgiving feast.

As a Department, Thanksgiving will be honored by practicing gratitude. Research shows that practicing gratitude is important for self-care and can decrease anxiety and depression. For these reasons, and just for fun, all staff have been invited to share gratitude statements. These statements will be collected and distributed for everyone's enjoyment during the week of Thanksgiving. Below is an image of the survey sent to staff.



Thanksgiving Share Out

Share your gratitude! Your statements will be shared with our department, but no personal identifying information will be collected unless you include it in your statement.

This Thanksgiving, I'm thankful for...

Your answer

As shared in September, Van Buren County schools have collectively been determined by the Michigan Department of Education to “need intervention” with regard to special education results and compliance. Results and compliance refers to the participation and performance of students with disabilities on state assessments, graduation and drop out rates of students with disabilities, the quality of Individual Education Programs for transition-age students (ages 16 to 26), and timely submission of data.

To make needed improvements, representatives from the VBISD Special Education Department attended a two-day workshop in October hosted by the Michigan Office of Special Education to analyze local district data and to select a local district to participate in further training to identify areas of strengths and needs, develop and implement interventions, and measure progress.

Bloomington Public School was selected and has agreed to participate in seven training dates across the rest of the school year. Target areas for improvement have been identified as graduation and dropout rates and state assessment participation and proficiency on the PSAT. Below is a list of the combined VBISD and Bloomington team.

- Deanna Dobbins, Bloomington Superintendent
- Brandon Lukes, Bloomington Middle and High School Principal
- Tristan Livock, Bloomington Curriculum Coordinator
- Katy Holverstott, VBISD Director of Special Education
- Laura Thornburg, VBISD Administrator of Program Accountability
- Amy Paul, VBISD Regional Supervisor of Special Education
- Karla Vandenberg, VBISD Consultant
- Jennifer Korinek, VBISD Consultant



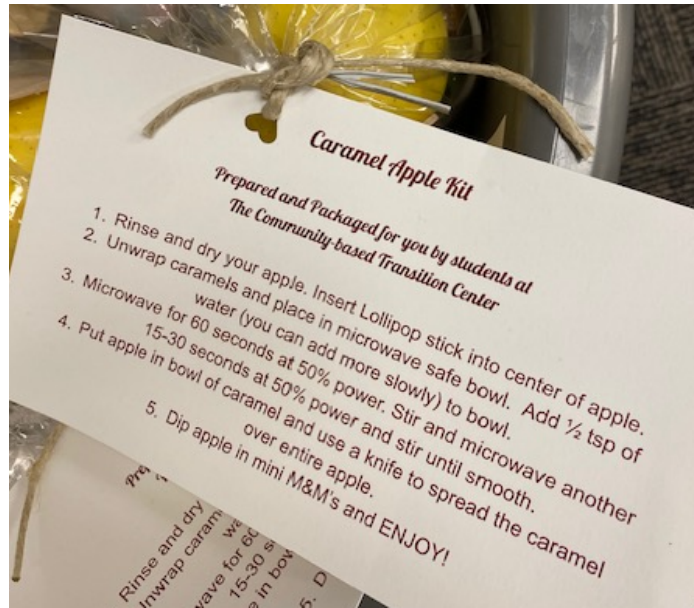
We hope that this collaboration will result in an effective system that may be replicated across the county to improve results and compliance data, as well as positive outcomes for students countywide.

Staff Shortage Update Leadership, Level of Professional Awareness, Resourcefulness, Decision Maker, Planner & Organizer, Faculty & Staff Personnel, Fiscal Management, Student Achievement

Efforts continue to fill the last few openings in the Department. Since the last report, two Speech and Language Pathologists and a School Social Worker were hired. The shortage of School Psychologists is being supported by our community of Diagnostic Teacher Consultants, other School Psychologists and our School Psychology Interns. Compensation has been provided to these staff and all others working outside of their normal hours to provide coverage.

Staff Shortage Update (Continued)

For a fun way to appreciate our staff and their extra work, 200 caramel apple kits (pictured below) were assembled by our students at the Community-based Transition Center to be distributed during the week of October 23.



Necessity is the mother of invention, and our continued need for School Social Workers sparked a creative solution. For the first time, the Special Education Department has posted for a Specialized Social Work Assistant. This new support staff position, designed in collaboration with the School Social Work Department, will work in tandem with a School Social Worker to support students with complex behavior and/or emotional needs. Requirements for this position include a Bachelors in Social Work or enrollment in a BSW program. We believe this position is an important addition that provides a needed service, as well as an opportunity to “grow our own.”

Team Highlight Leadership, Faculty & Staff Personnel

One of the best things about VBISD is our staff. Each month moving forward the Special Education Department News & Notes will feature one of our teams.


To the right is the Covert Ancillary Team, which includes (left to right) Laura Wyglinski, School Psychologist; Callie Campbell, Regional Supervisor; Sarah Carpp, Speech & Language Pathologist; Theresa Zaszczurynski, School Social Worker; and Jill Priebe, Occupational Therapist. We're thankful for our Covert team!

VBISD Parent Advisory Committee



The Michigan Administrative Rules for Special Education requires each intermediate school district to establish a Parent Advisory Committee (PAC). Made up of parents of children with disabilities representing member school districts, the PAC can give advice and feedback and provide opportunities for learning and understanding of complex special education processes. For the new school year, one of the goals of the VBISD PAC is to develop a resource to help parents have meaningful participation in the IEP process. While we look forward to this project and others, we continue to seek parent participation in PAC. Below is the new flier that is being used to recruit more parents.

Van Buren ISD
**PARENT
ADVISORY
COMMITTEE**




The Parent Advisory Committee (PAC) is comprised of a group of parents who have one thing in common: a child with a disability. Members serve as a voice for the families whose children attend special education programs or receive special education services within Van Buren County.

- Attend and participate in meetings and professional learning. Meetings are open to anyone!
- Learn about family resources and community agencies.
- Serve as a support to other parents of students with disabilities.
- Help honor individuals who have gone above and beyond in educating and supporting students with Individualized Education Programs (IEPs) through our annual Excellence in Education Award ceremony.

BECOME A PAC MEMBER TODAY!

Contact Callie Campbell, VBISD PAC Liaison, to learn more or to join. Your voice matters!
Phone: 269-519-8266
Email: ccampbell@vbisd.org

The VBISD Parent Advisory Committee is authorized under the Michigan Special Education Rules to ensure parents have input into the development of the countywide plan for special education programs and services.



MEMO

DATE: NOVEMBER 1, 2023
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

Midwest PowerSchool User Group Fall Conference (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)



Our VBISD Technology Services Student Information Systems crew of Lukas Enciso, Kim DeBoom, Marilyn Mead, Dawn Everett, and Pam Manning attended the Fall Midwest PSUG (PowerSchool User Group) conference September 25th-27th, 2023 in Kalamazoo. The conference is a great opportunity to network with other PowerSchool users from around the Midwest and attend valuable sessions on best practices, new features, and tips and tricks.

The staff reported that many of the sessions were packed with great info and afforded them the time to connect with PowerSchool engineers/developers, as well as folks with similar knowledge to bounce ideas off each other. I greatly appreciate the Board's commitment to our professional development and opportunity to attend this conference. Thank you!

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

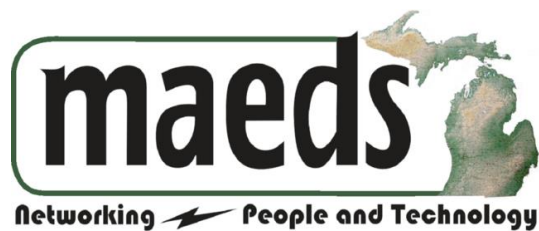
We held our second County Tech Director meeting of the 2023-24 school year on October 12th. We had all but one District represented, which meeting notes were taken and shared to keep everyone updated.

We had a great discussion on the immergence of artificial intelligence (AI) within the educational space and how Districts plan to address concerns with student/staff use of AI. Most districts are working through their policies and professional development avenues to either embrace or block completely. The majority of the group felt that the professional development route for teaching staff to embrace this emerging technology was where they were shifting their focus.

The other topic that generated a lot of discussion was the purchase of cybersecurity solutions to address security and ransomware concerns. Michael Wolfe (VBISD Network Server Admin), Lukas Enciso (VBISD Student Information System Director), and I have been reviewing solutions for the past 2 months and presented our recommendation to the group...with consortium pricing. We will be looking to purchase very soon to ensure that our security posture is up to date.

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

Michigan Association for Educational Data Systems (MAEDS) Fall Conference (Leadership, Professional Standards and Ethics, Communication Skills, Planner and Organizer, Professional Preparation, Community Relations)



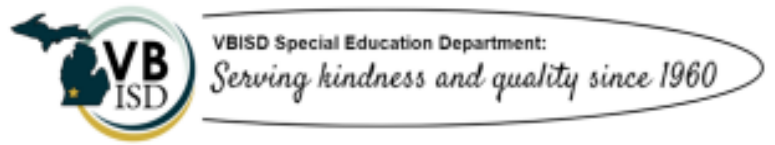
Lukas Enciso, Michael Wolfe, Dan Grimm, Matt Rzonca, Kevin Wanko, Ryan Cox, Drew Dolby, Andrew Barnes and I ventured north to Acme, MI for the Annual Fall MAEDS conference. This organization and conference caters to the Technology Directors/Coordinators and System Analysts that work

in educational technology. The conference has great sessions including Google Apps for Education Admins, Integrated System with the Michigan DataHub, and a few Cybersecurity discussions. These in-depth sessions play a major role in many of the discussions that we have within the Technology Services department. I was asked to present on Tech Staff customer service for the 3rd straight year...so am very flattered that the MAEDS Board asked me to present again. ☺

I feel that the best aspect of this conference is the networking that we get to do with folks from other ISDs/RESAs and local Districts that are experiencing the same sort of things that we do. The theme for this year's conference was 'Networking people and technology'. There was much collaboration between our staff and folks from other Districts/ISDs to the point where we were asked by a few Districts to assist with some of their initiatives. The other great part of this conference was the team building that occurred within the Technology Services department as well. The department greatly appreciates the Board's commitment to our professional development and opportunity to attend this conference. Thank you!

MEMO

DATE: NOVEMBER 1, 2023
TO: BOARD OF EDUCATION
FROM: SUSAN REYNOLDS
RE: EARLY CHILDHOOD UPDATE



County-wide Recognition for Early On

VBISD Early On has been named as an **Agency Partner Hero** by United Christian Services of Van Buren County! This honor highlights their exceptional collaborative work for children ages newborn - age 5, including developmental screenings, safe sleep initiatives, diaper bank and more. We are proud of our Early On staff and are confident our county's youngest learners are in great hands. Check out the [United Christian Services' October 2023](#) Newsletter where our very own Bonita Suter is highlighted for her leadership.

Trunk or Treat Resource Fair

Our Early On team participated in the Van Buren DHHS Trunk or Treat Resource Fair on Monday, October 23rd. Staff used this opportunity to hand out resources, take referrals, and give books and treats to families of Van Buren County.



Preschool Teams Becoming One

Collaboration amongst preschool teams continues to occur through shared training, joint student case conferences and open conversation. Both GSRP and ECSE teams are committed to bridging the gap between general education and special education in order to best serve all students. Training topics have included:

curriculum development, visual support implementation, special education evaluation process, and more. Teachers are also engaging in a "peer to peer" support system where they are paired with various colleagues across disciplines. These teams discuss pertinent topics and develop solutions together.



District Specific Data for Early Childhood Services

VBISD Early Childhood services students from all over Van Buren County. Below is a closer look at some of our services from a local district perspective.

GSRP Classrooms

District	Classrooms	Capacity	Total Assigned	Current Openings	Waitlist
Bangor	2	32	32	0	1
Bloomingtondale	1	16	10	6	
Covert	1	16	16	0	2
Decatur	1	16	16	0	4
Gobles	2	32	25	7	
Hartford	3	48	48	0	2
Lawrence	1	16	16	0	2
Lawton	2	32	32	0	
Mattawan	2	32	31	1	
Paw Paw	2	32	32	0	
Pullman	1	16	12	4	
South Haven-Lincoln & Maple Grove	3	48	47	1	
Total	21	336	317	19	11

Early Childhood Special Education Programs

Early Childhood Special Education Programs	East Hub Mattawan	Central Hub Paw Paw	West Hub Covert	Total
Number of students (max 48 per hub)	20	32	31	83

Early On Referrals 0-3 years

School District	July 2023	Aug 2023	Sept 2023	TOTALS
Bangor	3	4	8	15
Bloomingtondale	4	5	2	11
Covert	1	1	2	4
Decatur	2	4	2	8
Gobles	3	3	1	7
Hartford	3	2	2	7
Lawrence	0	6	0	6
Lawton	1	3	0	4
Mattawan	3	6	4	13
Paw Paw	0	1	6	7
South Haven	4	7	4	15
OUT OF AREA		1		1
Totals	24	43	31	98

Great Start Family Coalition

Our Great Start Collaborative - Family Coalition continues to serve our community by making strong connections with local agencies and businesses. We've got a couple of family fun events planned for this fall. [Fall Farm Visit](#) at Bumbleberry Acres in South Haven. We also have a cooking event - [Kids in the Kitchen](#) in November taking place at the VBISD Conference Center sponsored by Project SHINE, Family Links, VBISD, Safe Kids Greater South Haven and Van Buren District Library.

Parents as Teachers Blue Ribbon Affiliate!

Our PAT Family Links program has earned Blue Ribbon Affiliate status! Blue Ribbon Affiliates are recognized as exemplary affiliates, delivering high-quality services to children and families.

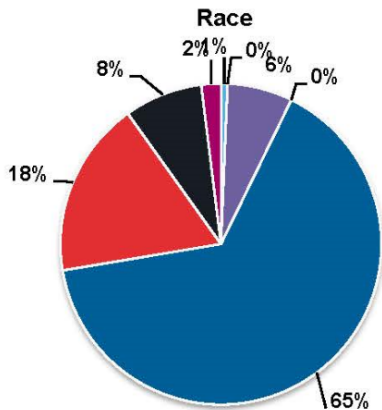
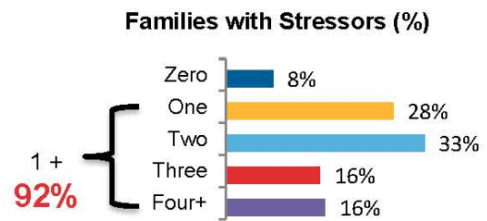
To achieve this endorsement an affiliate must meet a rigorous set of standards of quality through the Parents as Teachers Essential Requirements. Our Blue Ribbon is valid for five years provided we continue to meet the essential requirements. VBISD Parents as Teachers - Family Links will be honored at the 2024 National Parents as Teachers Conference in San Diego! Information below was just one piece of data provided during the application process and highlights the 22-23 program year as another success in our quest to obtain this national endorsement.



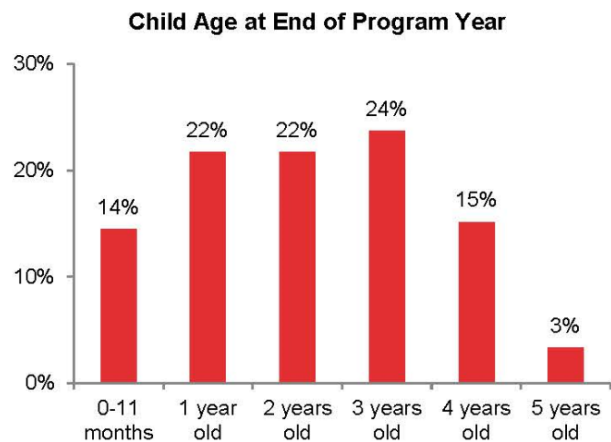
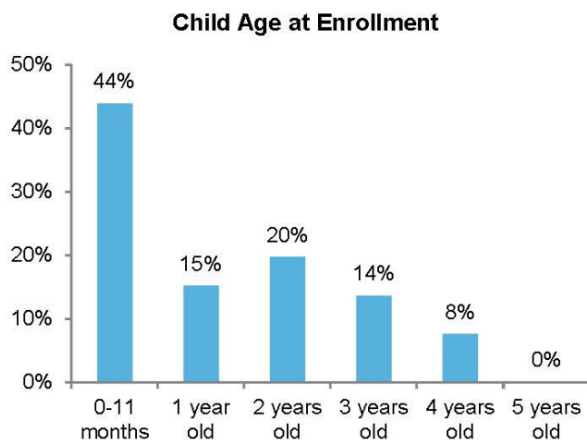
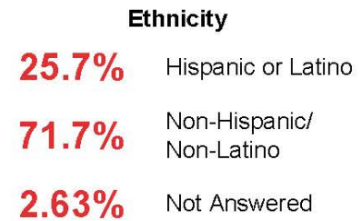


Parents as Teachers is an evidence-based parent education and family engagement model serving families throughout pregnancy until their child enters kindergarten. Below is a summary of services that were provided by PAT Affiliate: [4267]

Population Reach



- American Indian/Alaskan Native
- Asian
- Black or African American
- Native Hawaiian/Other Pacific Islander
- White
- Multi-racial
- Other
- Not Answered



● 4.4% Enrolled Prenatally

Accuracy of the data presented in this report is contingent upon the accuracy of APR data submitted by affiliates.

Program Services and Impact

Personal Visits

1,532



Group Connections

Average # of group connections per affiliate = **32**

13 enrolled families attended

Immunizations

84%



of 19–35 month olds reported up-to-date

Family-Centered Assessment



Developmental Screening



Health Review



Goals Documented



6 referred this program year for further assessment based on screening/review

53 Potential delays/concerns identified

Resource Connections



2 received follow-up services this program year

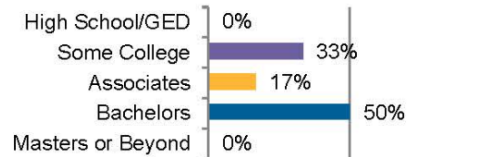
Developmental **34**
 Social-emotional **13**
 Hearing **2**
 Vision **1**
 Physical Health **3**

Parent Educators

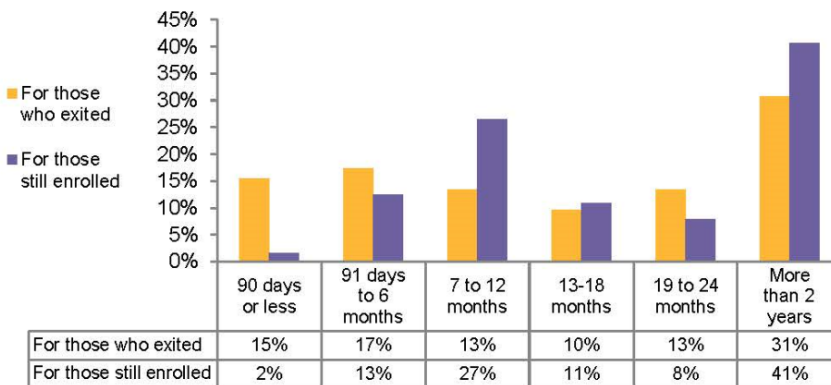


Total **6**
 Full-Time **6**
 Part-time **0**

Parent Educator Level of Education



Length of Time Enrolled in Program



Waitlist and Family Retention

77% Family Retention Rate

81% Family Retention Rate (excluding families who moved out of service area)

0 Families on waitlist

NOTE: Retention rates are based on one year of data.

Accuracy of the data presented in this report is contingent upon the accuracy of APR data submitted by affiliates.

III. ACTION ITEMS

A. Approval of Purchase of Four 10 Passenger Vans (**ROLL CALL VOTE**)

34

MEMO

DATE: NOVEMBER 1, 2023
TO: BOARD OF EDUCATION
FROM: TERRY LECHENET, TRANSPORTATION SUPERVISOR
**RE: APPROVAL OF PURCHASE OF FOUR MODEL YEAR 2023
10-PASSENGER VEHICLES**

We recently solicited competitive bids for the purchase of four model year 2023 10-passenger vehicles. The vehicles will be used to transport students and will replace some of our aging vehicles in the fleet.

We received two bids for four model year 2023 Ford Transit 350 XL AWD Vans as follows:

Tapper Ford	\$259,428
Hoekstra Transportation	\$314,560

We are recommending that the bid from Tapper Ford be accepted.

RESOLVED, that the Board of Education accepted the bid from Tapper Ford to purchase four model year 2023 10-passenger vehicles at a cost of \$259,428.

B. Approval of Purchase of One Ten Passenger Wheelchair Accessible Van
(ROLL CALL VOTE)

36

MEMO

DATE: NOVEMBER 1, 2023
TO: BOARD OF EDUCATION
FROM: TERRY LECHENET, TRANSPORTATION SUPERVISOR
RE: APPROVAL OF PURCHASE OF ONE MODEL YEAR 2023 10-PASSENGER LIFT VEHICLE

We recently solicited competitive bids for the purchase of one model year 2023 10-passenger lift vehicle. The vehicle will be used to transport students and will replace van #50 of our aging vehicles in the fleet.

We received two bids for one model year 2023 Ford Transit 350 XL AWD Lift Van as follows:

Tapper Ford	\$82,599
Hoekstra Transportation	\$90,306

We are recommending that the bid from Tapper Ford be accepted.

RESOLVED, that the Board of Education accepted the bid from Tapper Ford to purchase one model year 2023 10-passenger lift vehicle at a cost of \$82,599.

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

38

MEMO

DATE: NOVEMBER 1, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
**RE: APPROVAL OF AMENDED AUTHORIZED SIGNATURES FOR
DISTRIBUTION OF DISTRICT FUNDS**

The School Code requires that the Board of Education designate the persons 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. Due to staff changes, we are recommending changes to the authorized signatories for distribution of district funds.

THEREFORE, BE IT RESOLVED, the following employee, Rebecca DePas is 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 effective November 1, 2023, and,

FURTHER RESOLVED, effective January 1, 2024, Barbara Matthews is hereby removed as an authorized signatory for Van Buren Intermediate School District.

D. Approval of Policies - First Reading (**ROLL CALL VOTE**)

40

MEMO

DATE: NOVEMBER 1, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON SUPERINTENDENT
RE: APPROVAL OF POLICIES – FIRST READING

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

<i>Policy 1540</i>	<i>Administrative Staff Reductions/Recalls - NEW</i>
<i>Policy 2370.01</i>	<i>Online Blended Learning Program - Revised</i>
<i>Policy 7217</i>	<i>Weapons - Revised</i>
<i>Policy 7540.03</i>	<i>Student Technology Acceptable Use & Safety – Revised</i>
<i>Policy 8305</i>	<i>Information Security – Revised</i>
<i>Policy 8531</i>	<i>Free and Reduced Meals - Revised</i>

Book Policy Manual
Section Board Review 38.1
Title ADMINISTRATIVE STAFF REDUCTIONS/RECALLS
Code po1540
Status First reading
Last Reviewed November 1, 2023

New Policy - Vol. 38, No. 1

1540 - ADMINISTRATIVE STAFF REDUCTIONS/RECALLS

It is the policy of this Board of Education that all personnel decisions shall be based on retaining effective administrators in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. Length of service or tenure status may only be considered when all other factors are considered equal amongst the potentially affected administrators.

The effectiveness of administrators shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code.

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Legal PA 102, 2011
M.C.L. 380.1248

Book	Policy Manual
Section	Board Review 38.1
Title	ONLINE/BLENDED LEARNING PROGRAM Revised
Code	po2370.01
Status	First reading
Adopted	December 3, 2014
Last Reviewed	November 1, 2023

Revised Policy - Vol. 38, No. 1

2370.01 - ONLINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in online or blended learning courses. The purpose of the program is to make instruction available to eligible students using online and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

1. **Online Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District shall offer a program for students in K through twelve (12).

The District may offer a full-time or part-time program for grades nine (9) through twelve (12) students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

- ~~1. Students eligible for the District online/blended learning program must meet at least one (1) of the following conditions:

 - ~~a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.~~
 - ~~b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.~~~~
- ~~2. Only students enrolled in grades six (6) through twelve (12) are eligible to enroll in an Online Learning course. Students in grades K through five (5) are only eligible to participate in Blended Learning Courses.~~

D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one (1) of the following:
 - a. Online Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.

- b. Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
 - c. Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to two (2) online courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18), except that permission shall not be required if the course is being provided as permitted by M.C.L. 388.1621f(14), which allows a district to provide online instruction for not more than fifteen (15) days per school year under specific circumstances.
 3. A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:
 - a. The District has determined that it is in the best interest of the student.
 - b. The student agrees with the recommendation of the District.
 4. The District will provide two (2) or fewer courses per semester in grades K through five (5) and one (1) or more courses per semester in grades six (6) through twelve (12). If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-0- B shall be followed and seat time waivers obtained.
 5. An eligible student may enroll in an online course published in the District online course syllabus, as described in section 8 below, or the State-wide catalog of online courses maintained by the Michigan Virtual University virtual university.
 6. The District may deny a student enrollment in an online course if any of the following apply, as determined by the District:
 - a. The student is enrolled in any of grades K to five (5).
 - b. The student has previously gained the credits provided from the completion of the online course.
 - c. The online course is not capable of generating academic credit.
 - d. The online course is inconsistent with the remaining graduation requirements or career interests of the student.
 - e. The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.
 - f. The online course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student in finding to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
 - g. The cost of the virtual course causes the District to exceed the target foundation allowance percentage.
 - h. The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student who is newly enrolled in the District.
 - i. If a student is denied enrollment in an online course by the District, the student may appeal the denial by submitting a letter to the Michigan Department of Education. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Michigan Department of Education shall respond to the appeal within five (5) days after it is received. If the Michigan Department of Education determines that the denial of enrollment does not meet one (1) or more of the reasons specified in this subsection 4(E).vi., the District shall allow the student to enroll in the online course.
 7. An online learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
 8. If a student successfully completes an online course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the online course title as it appears in the online course syllabus.
 9. The enrollment of a student in one (1) or more online courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

E. ~~Nonresident Applicants~~

1. ~~The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.~~

2. If the number of nonresident applicants eligible for acceptance in an online course does not exceed the capacity of the District to provide the online course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the online course, the District shall use a random draw system.
- 4+ The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.

F. Requirements Specific to Online Learning Courses

To offer an online course, the District must:

1. Provide the Michigan Virtual University virtual university with the course syllabus in a form and method prescribed by the Michigan Virtual University virtual university for inclusion in a State-wide online course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the online courses offered by the District, as described in section 8, and a link to the State-wide catalog of online courses maintained by the Michigan Virtual University virtual university.
- 3+ Assign to each student a teacher of record.
4. Offer the online course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

G. Online Course Syllabus

The District must publish an online course syllabus for each online course offered. The online course syllabus must include:

1. An alignment document showing how the course meets applicable State academic standards addressed in an online course.
2. Online course content outline.
3. Online course required assessments.
4. Online course prerequisites.
5. Expectations for actual teacher contact time with the online learning student and other student-to-teacher communications.
6. Academic support available to the online learning student.
7. Online course learning outcomes and objectives.
- 8+ Name of the institution or organization providing the online content.
9. Name of the institution or organization providing the teacher of record online instructor.
- 10+ The course titles assigned by the provider and the course titles and course codes from the National Center for Education Statistics school codes for the exchange of data.
11. Number of eligible nonresident students that will be accepted by the District in the online course. This may include limiting enrollment to students enrolled in the District.
12. Results of the online course quality review using the guidelines and model review process published by the Michigan Virtual University virtual university.

M.C.L. 388.1621f
 Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f
 Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1622f

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M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f

Book	Policy Manual
Section	Board Review 38.1
Title	Revised WEAPONS
Code	po7217
Status	First reading
Adopted	October 2, 1996
Last Revised	December 2, 2015
Last Reviewed	November 1, 2023

Revised Policy - Vol. 38, No. 1

7217 - WEAPONS

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

Federal law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air, and gas-powered ~~guns~~ guns; (whether loaded or unloaded), that will expel a BB, pellet, or paintball, paint balls knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

The following are the exceptions to this policy:

- A. (x) weapons under the control of law enforcement personnel;
- B. () items approved by a principal as part of a class or individual presentation under adult supervision if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- C. () theatrical props that do not meet the definition of "weapon" above, used in appropriate settings;
- D. (x) starter pistols used in appropriate sporting events;
- E. () firearms that are lawfully stored inside a locked vehicle in school parking areas, if the District adopts appropriate safeguards to provide for student safety. ~~[END OF OPTIONS]~~

These restrictions shall not apply in the following circumstances to persons who are also properly licensed to carry a concealed weapon:

- A. A parent or legal guardian of a student of the school may carry a concealed weapon while in a vehicle on school property, if the parent or legal guardians/he is dropping the student off at the school or picking up the student from the school, school and any person may carry a concealed weapon solely in the parking lot.
- B. A county corrections officer, a member of a Sheriff's posse, a police or sheriff's reserve or auxiliary officer, or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises, a court officer, or a parole, probation, or corrections officer or absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.
- C. A retired police or law enforcement officer, a retired Federal law enforcement officer, or a retired State court judge, a retired corrections officer of a county sheriff's department, if that individual has received county sheriff approved weapons training, or a retired parole, probation, or corrections officer or retired absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.

The Superintendent shall take the necessary steps to prosecute for a violation of the Weapon-Free School Zone.

Michigan Gun Owners, Inc. v. Ann Arbor Public Schools
Michigan Open Carry, Inc. v. Clio Area School District

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Legal

18 U.S.C. 922

M.C.L. 28.425o, 123.1101, 750.222

20 U.S.C. 4141(g)

Michigan Gun Owners, Inc. v. Ann Arbor Public Schools

Michigan Open Carry, Inc. v. Clio Area School District

Book	Policy Manual
Section	Vol. 38, No. 1 - September 2023
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY - Revised
Code	po7540.03
Status	First reading
Adopted	July 11, 2001
Last Revised	May 2, 2023
Last Reviewed	November 1, 2023

Revised Policy - Vol. 38, No. 1

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or **Director of Technology** _____ may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

~~[-]~~ Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs. ~~[-END OF OPTION]~~

All students who use District Information & Technology Resources (and their parents if they are minors) must sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures (↔) including, but not limited to, the use of multi-factored authentication for which they have been trained ~~[-END OF OPTION]~~. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

~~[-]~~ Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. (↔) Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps. ~~[-END OF OPTION]~~

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~[-NOTE: If language about social media is added to Policy 7540, it is recommended that the following optional language be added to this policy.]~~

~~[-]~~ Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. ~~[-END OF OPTION]~~

~~[-]~~ Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- +** **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- +** **Data Analysis:** AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- +** **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- +** **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- +** **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

[END OF OPTION]

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and _____ the Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Cross References
po5500

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	P.L. 110-385, Title II, Protecting Children in the 21st Century Act
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6777, 9134 (2003)
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
	47 C.F.R. 54.500 - 54.523
Cross References	po5500 - STUDENT CONDUCT

Book	Policy Manual
Section	Vol. 38, No. 1 - September 2023
Title	Technical Correction INFORMATION SECURITY
Code	po8305
Status	First reading
Adopted	June 7, 2017
Last Revised	May 2, 2023
Last Reviewed	November 1, 2023

Technical Correction - Vol. 38, No. 1

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This data/information may be in hard copy or digital format and may be stored in the District or offsite with a third party provider.

~~Data/Information~~ Data/information collected by the District shall be classified as Confidential, Controlled, or Published. ~~Data/Information~~ Data/information will be considered Controlled until identified otherwise.

Protecting District Information & Technology Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Information & Technology Resources (as defined in Bylaw 0100).

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the data/information is protected and preserved. Board members, administrators, and all District staff members (↔), as well as contractors, vendors, and their employees, ~~[END OF OPTION]~~ granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Information & Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to them, or how they apply to them, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is charged with developing procedures that can be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require staff members to participate in training related to the internal controls applicable to the data/information that they collect and have access to and for which they are responsible for the security protocols.

Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of District Information & Technology Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or its related administrative guidelines may be disciplined, up to and including termination of employment and/or referral to law enforcement. Students who violate this Policy and/or its related administrative guidelines will be disciplined, up to and including expulsion and/or referral to law enforcement. (↔) Contractors/vendors who violate this Policy and/or its related administrative guidelines may face termination of their business relationships with and/or legal action by the District. ~~[END OF OPTION]~~ Parents and visitors who violate this Policy and/or its related administrative guidelines may be denied access to the District's Information & Technology Resources.

The Superintendent shall conduct (↔) an annual (↔) a periodic ~~[END OF OPTION]~~ assessment of risk related to the access to and security of the data/information collected and retained by the District.

Cross References
po0100

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Cross
References

po0100 - DEFINITIONS

Book	Policy Manual
Section	Vol. 38, No. 1 - September 2023
Title	FREE AND REDUCED-PRICE MEALS Revised
Code	po8531
Status	First reading
Adopted	February 23, 1996
Last Reviewed	November 1, 2023

Revised Policy - Vol. 38, No. 1

8531 - FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with ~~[]~~ breakfast and ~~[END OF OPTION]~~ lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

[DRAFTING NOTE: M.C.L. 388.1630d requires districts who receive funding to provide free school lunch and breakfast under that statute to implement a policy relating to the following. Therefore, the following option is recommended for districts that intend to apply for such funds.]

~~[]~~ Parents or guardians will be required to fill out relevant information to determine student eligibility for Federal free or reduced-cost meal reimbursement rates and CEP eligibility determinations.

The Board designates the ~~()~~ Superintendent ~~()~~ ~~[END OF OPTION]~~ school principals to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall ~~()~~ annually ~~()~~ twice a year ~~[END OF OPTION]~~ notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school ~~()~~ and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals ~~[END OF OPTION]~~.

[DRAFTING NOTE: This section is NOT optional for districts who receive funding under M.C.L. 388.1631k]

However, in accordance with the provisions outlined in State Aid Section 31k, this procedure prohibits:

- ~~[]~~ the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to wear a wristband or handstamp;
- ~~[]~~ the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;
- ~~[]~~ the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative meal payment balance;
- ~~[]~~ communicating directly with a student about a student meal debt unless the District has attempted to contact, but has been unsuccessful in communicating with, a student's parent or legal guardian through telephone, mail, and email; and
- ~~[]~~ discussing a negative meal payment balance with a student in the presence of other students.

M.C.L. 380.1272 et seq.
 M.C.L. 388.1630d
 M.C.L. 388.1631k
 42 U.S.C. 1751 et seq.
 42 U.S.C. 1771 et seq.

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M.C.L. 388.1630d

M.C.L. 388.1631k

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

MEMO

DATE: NOVEMBER 1, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON SUPERINTENDENT
RE: APPOINTMENT OF REINSTATEMENT COMMITTEE

Under board policy po5610, in matters dealing with reinstatement from expulsion, the Board of Education shall appoint a committee to review all pertinent information related to the petition for reinstatement and provide the Board with a recommendation.

RESOLVED, the VBISD Board of Education grants the Superintendent the authority to appoint a committee designed to review all of the information concerning the circumstances of expulsion and any factors mitigating for or against the reinstatement.

MEMO

DATE: NOVEMBER 1, 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>Early Childhood</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Alexis Kelly, Occupational Therapist	\$57,926.00	\$1,500.00	10/16/2023
<u>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Mariela Contreras-Barajas, SSW	\$59,050.00	\$1,500.00	11/6/2023

**Salary may be prorated based on start date*

RECOMMENDATION

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

MEMO

DATE: NOVEMBER 1, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: **APPROVAL OF 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>
Sarah Loftus, Teacher Specialist for Visually Impaired	09/29/2023
Megan Webb, ECSE Teacher	10/20/2023

RECOMMENDATION

RESOLVED, that the Board of Education accept the resignations of the staff listed above.

IV. OTHER BUSINESS

A. Adjournment

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

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

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