

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 December 6, 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. REGULAR MEETING

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

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

1. Minutes

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The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **November 1, 2023**, in the Board of Education office and called to order at **4:00 PM**. The following board members were present: Weiss, Kent, Faul, Makay, and Middaugh. Absent: None.

Kent moved to approve the 11/01/23 draft agenda as presented. Supported by Weiss. Roll call vote. Weiss – yes, Kent – yes, Faul – yes, Makay – yes, and Middaugh – yes. Motion carried.

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

Makay participated in MASB webinars in the month of October. The 2022-23 Financial Audit was presented by Nick West from Maner Costerisan. The Board received department updates from Special Education, Technology Services and Early Childhood along with an update from Superintendent Manson.

Faul made the motion to approve the following resolution:

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.

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

Weiss moved to approve the following resolution:

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.

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

Kent made motion to approve the following resolution:

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.

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

Makay made motion to approve the following resolution:

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

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

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

Weiss made motion to approve the following resolution:

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.

Supported by Kent. Roll call vote. Kent – yes, Makay – yes, Weiss – yes, Faul – 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>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*

Supported by Faul. Voice vote. Motion carried.

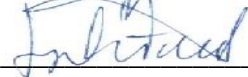
Makay made motion to approve the following resolution:

RESOLVED, that the Board of Education accept the resignations of Sarah Loftus, Teacher Specialist for Visually Impaired, effective 09/29/2023 and Megan Webb, ECSE Teacher, effective 10/20/2023.

Supported by Weiss. Voice vote. Motion carried

Motion by Kent, supported by Makay to adjourn the meeting. Voice vote. Motion carried.
Meeting adjourned at 4:58 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John Faul", is written over a horizontal line.

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

Van Buren Intermediate School District
November

Imprest Fund Vouchers	\$ 1,141,205.05
Payroll Fund Vouchers	4,217,210.48
Purchasing Card Vouchers	80,771.62
EDUSTAFF ACH Payments	10,364.65
	\$ 5,449,551.80

Budget-to-Expenditure Comparison 22-23

November 15, 2023

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	17,989,071	6,036,998	11,952,073	708,903
Special Education	41,926,148	10,773,052	31,153,096	4,949,254
Career Tech Education	15,140,366	4,581,103	10,559,263	1,096,535
Food Service	10,000	0	10,000	3,750
Capital Projects	0	356,050	N/A	(356,050)

Cash Flow Summary

	Ending Balance 9/30/2023	Cash Receipts	Cash Disbursements	Ending Balance 10/31/2023
General	3,051,533	2,480,534	2,851,118	2,680,949
Special Education	12,203,417	961,470	2,681,322	10,483,565
Career Tech Education	13,902,083	113,234	1,104,271	12,911,045
Student Activity Fund	31,173	0	0	31,173
Food Service	11,384	75	0	11,460
Capital Projects	1,510	60,000	59,550	1,960
	29,201,099	3,615,312	6,696,260 *	26,120,151

* 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
November 2023

GENERAL	1,179,295.97
SPECIAL EDUCATION	2,338,416.29
VOCATIONAL EDUCATION	699,498.22
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TC	4,217,210.48

IMPREST VOUCHER SUMMARY
November 2023

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>	<u>TOTAL</u>
General Fund	334,306.74	42,236.31	(11,887.07)	364,655.98
Special Education	422,315.02	19,587.68	5,907.43	447,810.13
Vocational Education	383,544.12	18,706.66	5,979.64	408,230.42
Capital Projects	1,039.17	0.00	0.00	1,039.17
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	240.97	0.00	240.97
TOTAL	1,141,205.05	80,771.62	0.00	1,221,976.67

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

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CONFERENCE ATTENDANCE
Superintendent/Board of Education
December 6, 2023

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
John Faul	April 5-8, 2023	National School Boards Association Conference 2024, New Orleans, LA	\$2565
Kenneth Kent	April 5-8, 2023	National School Boards Association Conference 2024, New Orleans, LA	\$2565
Mary Ann Middaugh	April 5-8, 2023	National School Boards Association Conference 2024, New Orleans, LA	\$2565
Dave Manson	April 5-8, 2023	National School Boards Association Conference 2024, New Orleans, LA	\$2565
Karen Makay	April 5-8, 2023	National School Boards Association Conference 2024, New Orleans, LA	\$2565
John Weiss	April 5-8, 2023	National School Boards Association Conference 2024, New Orleans, LA	\$2565

Post Approval

NAME	DATES	LOCATION	COST

D. Public Comments
II. INFORMATIONAL ITEMS

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Upcoming Events/Key Dates December 2023

12/2	*Holiday Dance @ Conference Center 3:00-5:00p
12/4 to 12/8	VB Tech 10th Grade Visits
12/5	Great Start Family Celebration @ Conference Center 6:00-8:00p
12/6	**December Board Meeting @ Conference Center 4:00p
12/8	SWMRC volunteers putting together Hygiene/Health/Toy bags 11:00-5:00 in the back of the Conference Center
12/9	SWMRC Christmas Basket Event @ Conference Center 10:00-1:00 (Volunteers 8:00-2:00)
12/15	*Holiday Breakfast @ VB Tech, 7:00-10:00a
12/20	**Board Work Session @ Michelle's 8:30a-12:00p
12/20	*Holiday Bazaar & Concert @ LC 12:30-1:30p
1/3	**January Board Meeting @ Conference Center 4:00p

KEY: Informational only

*Board attendance voluntary

**Board attendance requested

A. Board Updates
B. Superintendent Update

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Date: December 6, 2023
To: Board of Education
From: David D. Manson, Superintendent
Subject: **Superintendent Update**

Van Buren County Association of School Boards (VBCASB) Updates: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

The VBCASB meets approximately 3-5 times throughout the school year and consists of one school board representative from each of our local districts. This year, the VBCASB is tackling a number of items including:

- **Sponsoring the Annual Educational Hero awards banquet** which is slated for February 29, 2024. Each school district will be able to honor two award winners and should have plenty of nominations to choose from. Our current list includes 64 nominees from across the county.
- **Providing scholarships to 4 high school seniors** that:
 - Make a positive impact in the school district and community in which they live
 - Volunteer for activities that help the school, students and community
 - Is a true “team player” in a school setting
 - Exhibit an attitude that promotes a positive learning environment that reflects positively on the school district
 - Demonstrate sensitivity to the needs of individual students and community members
- **Planning an upcoming legislative breakfast** during the month of April
- **Disseminating information about the Regional Enhancement Millage renewal** which should bring approximately \$4.5 million per year for special education programs and services to VBISD and our constituent districts
- **Organizing MASB classes** to be offered in person at VBISD
- **Sharing individual district updates** for the benefit of other districts and board members

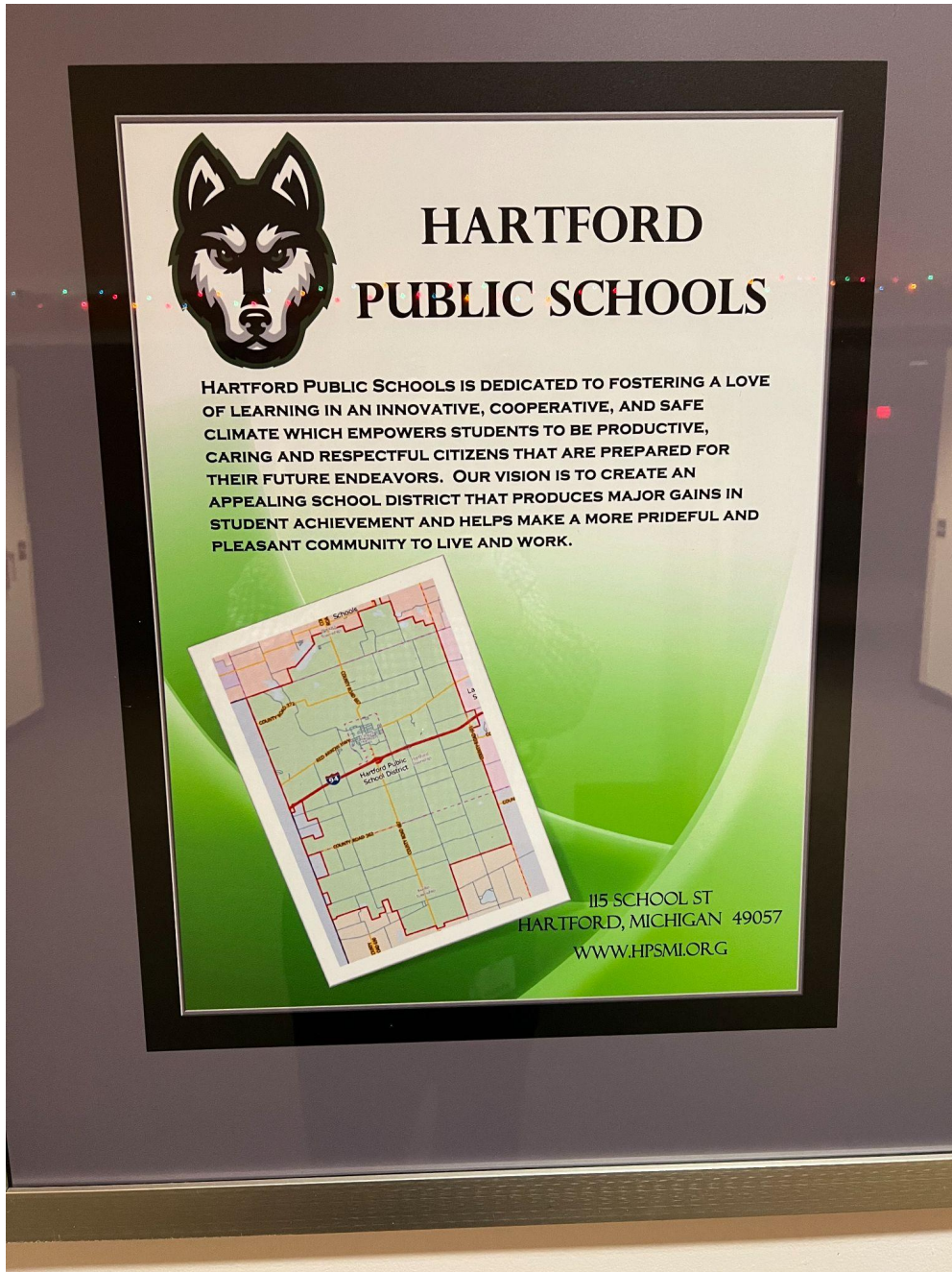
Director of Instructional Services: (Staff Relations, Business & Finance, Instructional Leadership)

VBISD received multiple applications for the Director of Instructional Services vacancy. As a result, 15 minute virtual interviews were held for ten individuals on November 21st. These interviews were designed to narrow down the applicants by allowing the district to connect face-to-face with the candidate rather than simply reviewing the submitted

paperwork. On December 1st, five finalists came to VBISD to meet with a committee for in person interviews. We are hopeful that process will yield a recommendation to the school board.

Local District Posters: (Community Relations, Staff Relations)

After approximately 25 years, the VBISD Conference Center has a new look with revised local district posters featuring school colors, maps and mission statements. All districts are represented on the Conference Center wall and each district received an additional framed poster for their own use. Special thanks to Dawn Blum for completing this project.



C. Department Updates
1. Human Resources

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MEMO

DATE: DECEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: HUMAN RESOURCES UPDATE

HUMAN RESOURCES UPDATE - (Leadership, Communication Skills, Resourcefulness, Creativity, and Innovativeness, Professional Preparation, Decision Maker, Planner and Organizer.)

GENERAL UPDATES:

Michigan Compiled Law (MCL) 388.1619

Legislature recently amended Michigan Compiled Law (MCL) 388.1619. Districts are now required to submit personnel changes within 30 days of hiring, termination, vacancies). This is now in addition to submitting the employment data that we have already been submitting twice a year. Kara Duffy manages REP (Registry of Educational Personnel) and we are confident we have a solid process in place to make these changes now on a monthly basis. She has done an amazing job managing REP and I know she will continue doing great with this additional requirement as well.

MDE and CEPI (Center for Educational Performance and Information) are also reviewing potential updates to REP and reporting procedures based on this change. We are going to continue to watch for updates and we will adjust accordingly.

System Updates

HR went live with the transition of our Payroll Change Forms from Google into our Records system on Monday, November 20. We held quick training sessions the week of November 13 for Directors, Administrators and Secretaries that submit the changes. Everyone has been incredibly accepting of these changes

as well as patient as we work through this together. Change isn't easy, but the cost savings and process efficiencies will make it worth it.

I want to thank Cheryl-Marie Manson for all of the work she put into creating the original google forms that moved us paper to online for the payroll changes. I wasn't here at the time of that change, but I know the amount of work and effort that is needed to make that happen and it's greatly appreciated!

I also want to thank Barb Matthews, Rebecca DePas, Kara Duffy, Jodi Sower, Melissa Nelson, Rhonda Plumley and Shawn Fitzgerald in the Business Office as well. They have been helpful throughout this process with providing input and feedback as well as making adjustments to their work.

Memorandum

Date:	December 2023
To:	VBISD Board of Education
From:	Cheryl-Marie A. Manson <i>Director of Instructional Services</i>
Subject:	Instructional Services Monthly Update



Staff Spotlight



In her second year with the Van Buren Intermediate School District, **Christin McFadyen** stands out as an invaluable mental health clinician at Baseline Middle School in South Haven. Bringing a wealth of experience with a decade in the field, Christin is dedicated to making a positive impact on the lives of young individuals. With a profound passion for her work, she actively engages with students during some of their most challenging years of adolescence. Christin's commitment extends beyond individual counseling, as she spearheads a crucial initiative at Baseline Middle School – training staff in QPR (Question, Persuade, Refer). This program equips educators with essential skills to identify and support students who may be facing mental health challenges, reinforcing a holistic approach to student well-being.

A testament to Christin's impactful work is witnessing the positive transformation of a previously closed-off student. Recently, this student not only opened up about their struggles but also exhibited pride and excitement in implementing a skill they had been working on together. Christin finds fulfillment in facilitating such growth and is dedicated to encouraging continued progress among her students. Additionally, she is actively working on a current goal – establishing a Cognitive Behavioral Therapy (CBT) skills group for students experiencing symptoms of anxiety and depression. This initiative reflects Christin's commitment to providing comprehensive support and fostering resilience among the student body at Baseline Middle School.

In her third impactful year with the Van Buren Intermediate School District, **Tanya Miller**, an esteemed Early Literacy Coach, brings over two decades of experience to her role. Tanya is deeply committed to fostering positive change and equitable outcomes in education, reflecting her passion for literacy development. Her extensive background enriches the educational landscape, and she actively collaborates with district leadership to implement transformative initiatives. Tanya is dedicated to establishing systems and structures that not only enhance the literacy curriculum but also contribute to a more equitable educational environment.



Tanya's enthusiasm for her work is evident in her approach to literacy coaching. She revels in working alongside district leadership, contributing to the establishment of robust systems and structures. Moreover, she plays a pivotal role in building the capacity of educators through effective literacy coaching strategies. Tanya's collaborative efforts align with the district's vision for excellence in education, emphasizing not only the acquisition of literacy skills but also the promotion of equitable opportunities for every student. As she continues to leverage her wealth of experience, Tanya Miller stands as a beacon of expertise and commitment within the Van Buren ISD, shaping the future of literacy education.

Mental Health Highlight

During the recent Michigan Association for School Board Members Conference, Paula Kana'an and Cheryl-Marie Manson had the opportunity to present alongside Scott Hutchins regarding the mental health work that has been done in Van Buren County. Their presentation highlighted the work of creating the department over the last five years as well as the creative use of funding in order to do the prioritized work. They delivered their presentation to a full house and had several questions and members wanting more information. Thank you to John Weiss for encouraging Instructional Services to present.

Project Lean Highlight




In an effort to increase collaboration and emphasize healthy eating, our Regional School Health Coordinator has helped purchase new apparel for our team. This partnership is a great way to promote students that are

healthy, safe, engaged, supported, and challenged.



Instructional Coaching

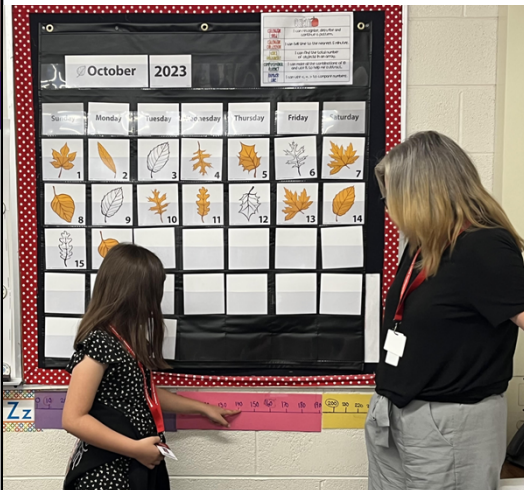
Dedicated emphasis within our Number Corner planning meetings has been directed towards fostering equitable participation, in alignment with Essential Instructional Practice #3. Our discussions revolve around diversifying avenues for student engagement, extending beyond traditional methods of raising hands. We purposefully integrate prompts for gestures, choral responses, turn & talk, and think-pair-shares into our lesson plans, seamlessly incorporating these opportunities where they enhance the learning experience. Notably, these efforts have yielded a discernible uptick in both student engagement and active participation.



Essential 3

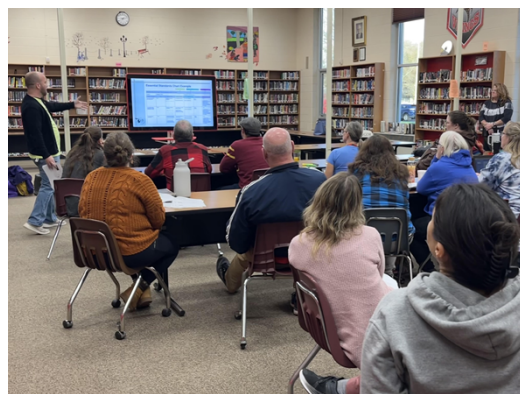
Ensure equitable participation of children in mathematics.

- a. Monitor children's talk and intervene to create space for each child to express ideas by helping some children pause when needed, while encouraging others to contribute, particularly in relation to historical patterns of marginalization.
- b. Use strategies to promote wide participation (e.g., turn-and-talks, fingerplays, clapping or stomping rhythmic patterns, hand signals, soliciting multiple answers and/or strategies).
- c. Use a variety of participation structures (e.g., small groups, independent work, whole group) and representational contexts (e.g., graphs and diagrams, various ways of articulating numbers — verbal, quantity, symbolic, empty number lines, etc.) to support language development and create diverse opportunities for building and showing competence.
- d. Use sentence stems to support children's engagement in mathematical discussions (e.g., "I agree/disagree because..."; "That solution is like/unlike mine because..."; "My answer is different because..."; "We could try..."; "Why did you...?"; "What if...?").
- e. Model listening and communication using
- g. Allow and support children in making choices about mathematical tools and numbers as they work to solve problems. For example, children may use:
 - i. dot dice as opposed to those labeled with written symbols;
 - ii. numbers within one hundred rather than numbers within twenty; and
 - iii. visual representations such as manipulatives (e.g., pattern blocks or Cuisenaire rods) or drawings.
- h. Distribute materials to support equitable engagement in group work using strategies such as:
 - i. ensuring all children have access to task directions;
 - ii. providing enough materials so all children can engage with the task; and
 - iii. at times, strategically limiting materials (e.g., only giving some information to each child in a group) so that group members need to rely on one another while working.
- i. For group work, choose group-worthy tasks that require multiple mathematical abilities and the full engagement of multiple children.





On November 3, Geanice Miller, Rusty Lee, and Amanda Cook delivered a comprehensive presentation to the staff at Bangor Middle School and High School, focusing on the principles of Differentiated Instruction. During the session, educators had the opportunity to review upcoming learning targets and strategically identify approaches to cater to the diverse readiness levels of their students. The discussion extended beyond content differentiation to encompass various facets, including the differentiation of learning products, the process of skill acquisition, and the optimization of the learning environment and social structures. Subsequently, department meetings, guided by district administrators and the expertise of Geanice, Rusty and Amanda further facilitated the implementation of these differentiated instructional strategies.



Essential Standards Chart Example

Building proficiency Demonstrating proficiency Expanding proficiency

Essential Standards Chart: What is it we expect students to learn?						
Grade: 7	Subject: Math	Teacher: Mr. Mathington				
Standard Description	CCSS	Example of Rigor	Prerequisite Skill(s)	Common Assessment(s)	When Taught?	Extension Standards
I can add and subtract linear expressions.	7.EE.1	Simplify the following expression: $3x - 7y - 2z + 9y - x$	I can identify like terms. I can combine like terms.	Exit Ticket (Clipboard) Mid-Level Assessment	Unit 2 Week 2	7.EE.2 I understand that rewriting an expression in different forms in a problem context can shed light on the problem and how the quantities in it are related.
I can expand linear expressions with the distributive property.	7.EE.1	Expand the following expression: $\frac{1}{2}(8x + 12y - 4z)$	I can multiply and divide rational numbers. I understand the difference between a constant and a variable.	Exit Ticket (Clipboard) Mid-Level Assessment	Unit 2 Week 2	7.EE.2 I understand that rewriting an expression in different forms in a problem context can

What Can Teachers Differentiate?



Product



Affect/Learning Environment



GYO Update

Current numbers by district:

<u>District</u>	<u>Total cost impact</u>
Bangor	3 candidates \$143,359.73
Bloomington	13 candidates \$520,910.29
Covert	5 candidates \$251,742.78
Decatur	2 candidates \$258,445.84
Gobles	4 candidates \$169,420.78
Hartford	6 candidates \$277,826.62
Lawrence	4 candidates \$256,445.84
Lawton	11 candidates \$529,375.30
Mattawan	28 candidates \$1,142,896.22
Paw Paw	33 candidates \$1,487,930.33
South Haven	17 candidates \$940,870.55
VBISD	39 candidates \$2,010,181.38



Current numbers by program:

4 candidates	GVSU PK-12 Reading/Literacy Specialist
5 candidates	GVSU Graduate Special Education
2 candidates	GVSU Graduate Teacher Certification- Secondary (6-12)
12 candidates	GVSU School Counseling
38 candidates	WMU BS Elementary Education
17 candidates	WMU BS Early Childhood
36 candidates	WMU MA Literacy Studies
15 candidates	WMU MA in Teaching: Elementary Education
20 candidates	WMU MA Special Education
10 candidates	WMU MA TESOL
6 candidates	WMU Workforce (CTE)

Total money spent so far: \$650,253.21



Memorandum	
Date:	December 6, 2023
To:	VBISD Board of Education
From:	Angie Gutiérrez <i>Administrator of Multilingual and Migrant Services</i>
Subject:	Multilingual/Migrant Services Update



Multilingual Updates:



Dawn Lamas Munoz joined the Multilingual/Migrant department last fall as the ESL/Migrant teacher. Dawn has spent time living in Nicaragua, Japan, and Mexico. She taught Spanish for nine years. She currently serves the students at Lawrence Public Schools. Lawrence currently has over 73 multilingual and migrant students. Dawn earned her Bachelor's degree at Michigan State University and Masters of Arts in Education at Phoenix University. She is currently in the Grow your own program to earn an ESL

endorsement at Western Michigan University. She is also participating in LETRS training through a grant from the Michigan Department of Education. Dawn is always looking at ways to have a positive impact on students and families. She recently assisted at the Migrant Regional meeting by having activities for the children during the meeting. Dawn also brought three high school student volunteers to assist the parents and children during the meeting. We had several children of all different ages attend and it was no small task. This is what students had to say about Mrs. Lamas:

“Mrs.Lamas is always very helpful with everyone and she’s constantly making sure I’m doing okay whether it’s mentally or academically. She’s also very fun to talk to”. -Diana (10th Grade)

“Mrs. Lamas me ayuda a saber muchas cosas y muchas palabras en inglés y con esas palabras puedo entender más el inglés.” - Misael (6th Grade)



Van Buren ISD

We will meet 3 times:
December 19, 2023
February 20th, 2024
May 15th, 2024



MULTILINGUAL FAMILY LITERACY EVENT

TUESDAY
DECEMBER
19

Do you want to teach your children about **their family history and culture**?

Learn about your coat of arms?
Would you like the opportunity to work with your children on a project with support from teachers and staff?



Join us at the Van Buren Conference Center on **December 19th** to get details about this exciting project!

490 S. Paw Paw St. Lawrence, MI

6:00-8:00 Dinner included



Please call or text to reserve your spot:
269-767-0362
Sarita Collins



Multilingual Family Literacy Event planned:

The Multilingual department is planning a series of Multilingual Family Literacy Events. We will host them at the VBISD Conference Center and Covert Public Schools.

The students and caregivers will work together to create a book about their family history. They will bring in different artifacts and write stories about where their family is from, stories about family members, and special traditions their families have together. The books may include pictures, drawings, short stories, poems, songs, and anything else the participant would like to include in this project. These books can be written in their first language,

English, or both. We will have teachers and support staff available to support them with each step of the process.



VBISD 2024 Interpreter Training

This year we will be offering Interpreter Training starting in February and finishing in May. The classes will be held from 3:30-5:00 and we will have a total of six sessions. We have had many of our districts reach out with requests to have competent interpreters trained. We added sessions this year in order to provide specific sessions that focus on interpreting IEPs (Individualized Education Plans/Programming). These meetings can be challenging to interpret. One of the things that makes interpreting at IEP meetings so challenging is the intersect between legal, medical, and educational interpreting. There are also a lot of different acronyms, idiomatic expressions, and specific academic vocabulary that must be interpreted during the meeting. The interpreter must also have the ability to break down these terms for caregivers if they are not familiar with the terms in their first language.

Sarita Collins is recognized as a Certified Community Interpreter and a member of the *American Association of Interpreters and Translators for Education*. Sarita is also an ESL/Migrant teacher for the VBISD and currently serves the students in Decatur Public Schools. We are fortunate to have someone with her knowledge and skill set train our staff on best practices and OCR requirements. We sent out a notification to all of our districts and we hope to have a large group participate in these sessions.

Migrant Updates:

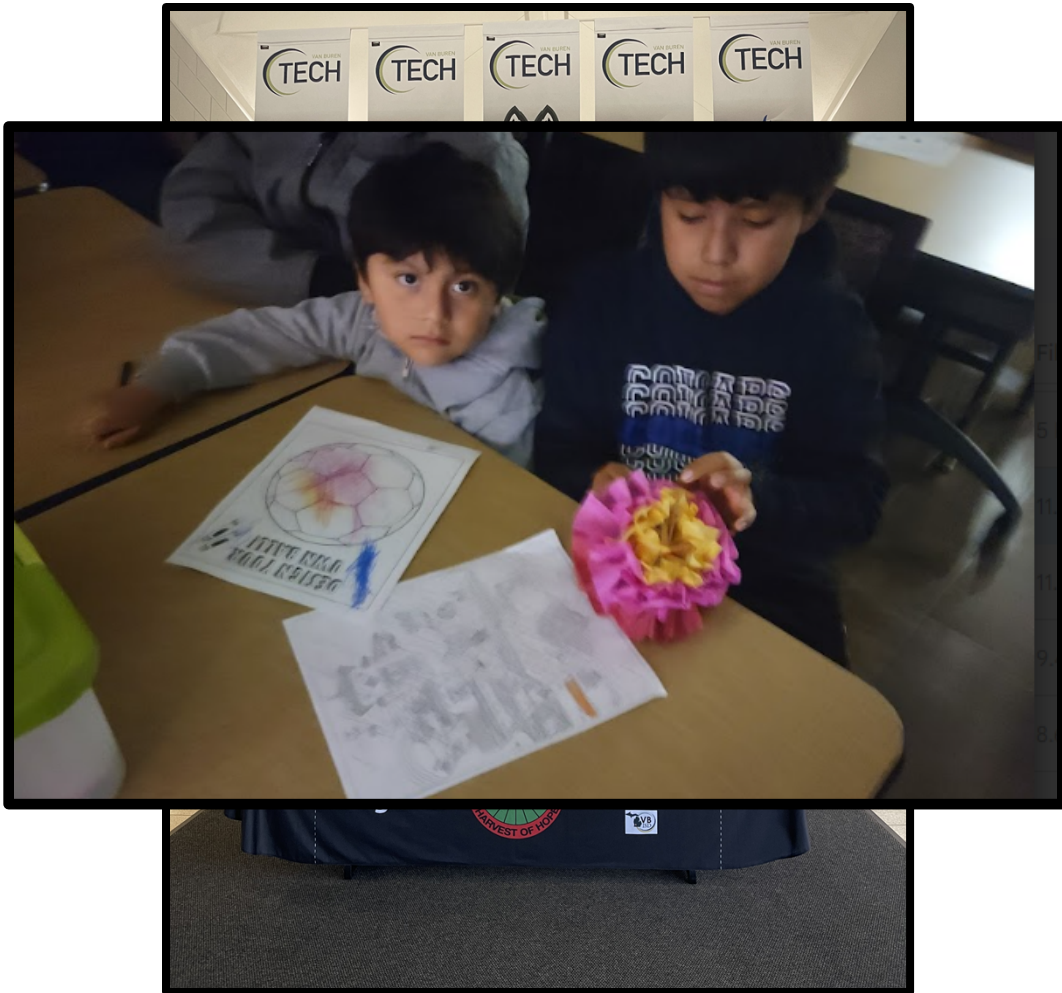


MiMEP Parent Leadership Team (PLT) Gathers Virtually to Discuss Vital Topics and Mental Health Awareness

The recent Parent Leadership Team (PLT) meeting was held on November 9, 2023. The VBISD hosted all the districts in the VBISD Migrant Consortium, Bangor, South Haven, Benton Harbor, Coloma, and Watervliet at VB Tech. This gathering, teleconferenced across the state, brought together representatives from various regions, including Western Michigan Fruit Ridge Regional, Shelby Area, Van Buren ISD, Northwest Education Services, Mid-Michigan Area, and several individual sites. Sarita Collins, Sara Ledesma, and Angie Gutierrez were all part of the PLT Steering Committee. They were all involved in leading different parts of the meeting. The topic of the meeting focused on Mental Health. Our two bilingual Mental Health Clinicians, Daisy Manriquez (Hartford) and Lissette Mira-Amaya attended the meeting and participated in the breakout discussions. Parents left the meeting with different tools and resources to support Mental Health. We also surveyed the parents at our site after the meeting and they would like more discussion on Mental Health and our clinicians offered to attend one of our future meetings to teach some different strategies on dealing with stress. Parents would also like to discuss nutrition, financial literacy, scholarships for students, and the rights of migrant farm workers at our future meetings.









Regional Assistance Grant (1, 2, 5, 10, 13)

The Regional Assistance Grant that the VBISD administers for schools identified as needing Comprehensive Support and Improvement in our service area was submitted on November 29th . The Office of Educational Supports (OES) allocated \$212,645 to the VBISD to support the implementation of the Comprehensive Support and Improvement (CSI) plans for Bangor Career Academy at the Bangor Public Schools and the Michigan Online School. Bangor Career Academy was identified as being in the lowest performing 5% of schools in Michigan. Michigan Online School had a graduation rate of 67% or below determined by the School Index System. District service plans and RAG expenditures for CSI identified schools must be data driven and tied to the root cause of why the school was identified. To ensure a common understanding of the roles and processes of the Office of Educational Support, CSI schools are to develop a plan for implementation, monitoring and adjustment for their RAG activities. Findings of the implementation and monitoring plan and adjustments that were made are to be reviewed with the implementation facilitator from the ISD and a representative from the OES each quarter.



SWMMRC Christmas Basket Event (1, 5, 10, 18)
Preparations are underway for the 23rd Annual Farmworker Christmas Basket Event. Five hundred forty referrals were submitted for baskets; however, when duplicate referrals were culled, 410 households were left on the list. This is the largest number of requests that the Migrant Resource Council has ever received. The group committed to distribute 300 baskets for families with food from the SW Michigan Community Action Agency and toys from Toys for Tots. Monetary donations earmarked for this event are used to provide hygiene items and household items such as

cleaning products.

Food boxes were packed on November 29 th . Toys for each child up to age 15 will be chosen on Friday, December 8 starting at 11 a.m.in the former papermaking area of the Conference Center. Distribution of baskets will be on Saturday, December 9 from 10 until 1. Luckily, the Council had enough funds to cover coffee or hot chocolate and donuts or cookies for those coming inside for vaccines or to have a photo with Santa and Mrs. Claus. Jose and Beth Galaviz will provide music to put everyone in a holiday mood! We welcome volunteers to help with this event on either Friday or Saturday.



English Learner/Multilingual Learner Evaluation Process and Network (1, 2, 8, 10)

Local school districts are supposed to evaluate their English Learner (EL) or Multilingual Learner (ML) programs annually. The legislature established that districts would report on the evaluation of their programs by July 15 on alternate years.

In many, many districts, completing and/or submitting an evaluation of their EL/ML in July is a problem because EL staff are not generally working at that time.

During the past two years, the English Learner Advisory subgroup has been working on an evaluation tool for EL/ML programs. Because it has so many components, MDE consultants with advice from the advisory group decided to roll out the new evaluation tool in multiple stages. This year, MDE is holding three webinars to discuss and understand the first six indicators of the evaluation tool. At the end of this webinar series, districts should have the information needed to complete the evaluation due in July.

As part of our networking efforts to support English Learner/Multilingual teachers, we invited

EL/ML teachers and coordinators from area schools to join us at the Conference Center for the webinar series. Following the webinar, teachers and coordinators exchanged ideas and concerns on meeting the needs of their EL/ML students. We committed to gathering again for the December webinar, reviewing EL/ML handbooks.

MEMO

DATE: DECEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

COLLEGE & CAREER EXPLORATION FAIR

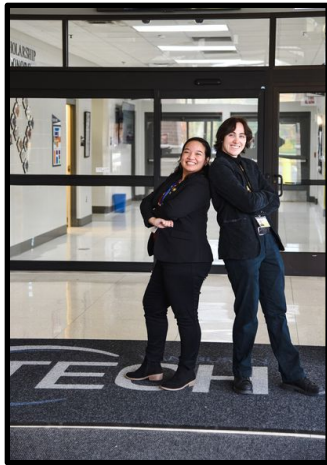
On Tuesday, October 10th, Van Buren Tech hosted its annual College & Career Exploration Overall, where over fifty colleges, universities, and branches of the military participated in the event, which helps students explore options and unlock opportunities for their future. The event was highlighted by an appreciation lunch for our guests, provided by our Culinary Arts program and students. Thank you to all of the colleges, universities and military personnel that came out to support these students in their



future endeavors.

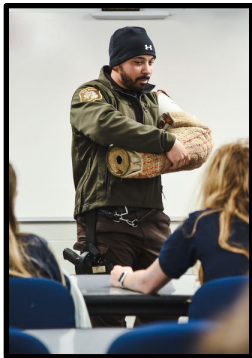
CRIME SCENE INVESTIGATION

On Monday, October 30th, the Law Enforcement program welcomed Western Michigan University students Victor Liell and Jackie Chavarria as guest speakers to the program. Liell and Chavarria are both a part of WMU's Cold Case Program with Michigan State Police (MSP), where they work on solving unsolved cold and missing person cases in Michigan. Liell and Chavarria spoke to Van Buren Tech students about what they do at WMU and the opportunities within the Cold Case department. They discussed the honor of being able to bring closure to families who have suffered the loss of a missing loved one and raved about how it's a "hands-on experience that you can't gain from a textbook" and Liell adds that "it's meaningful work to bring closure to families involved."



LAW ENFORCEMENT K-9 VISITORS

Van Buren Tech's Law Enforcement program recently welcomed the K-9 team from the Van Buren County Sheriff's Office. Members of the team provided students with a great overview of the use of these animals in the Law Enforcement industry. As part of the lesson, students learned about potential uses of K-9s, safety training, K-9 training, and proper handling of the animals. Overall, students were able to gain valuable insight into these canine partners' critical role in maintaining community



safety.

FINANCE, INVESTMENT & TECHNOLOGY FIELD TRIP

On November 14th, students in the Finance, Investment & Technology program traveled to Chicago to visit the Federal Reserve Money Museum, which is referred to as the Money Museum. As students learn about finance, investment, stocks, bonds, and more, it serves as an up close and personal experience with facets of the economy that are typically viewed from a distance. The students were given a presentation from a Federal Reserve employee who educated them on the process of currency in the economy and how the Federal Reserve operates with the banking sector. Additionally, they were able to view the museum pieces that included counterfeit bill identification, inflation and 3 different displays of one million dollars in bills (a giant cube of 1s, a small display of 20s and then a briefcase that ever so perfectly fits 100 dollar bills into a million dollars.). Students also discovered that the building they were in was housing over 44 billion dollars in the vault



only four floors below them. As part of the trip, students also explored the heart of finance in Chicago, learning about the economic history of the city, from Millennium Park to classic Chicago landmarks, to the bustling streets of Chi-town. This field trip gave students a deep dive into the city's economic roots.

HALLOWEEN FESTIVITIES

On October 31st, VB Tech staff and students participated in their annual Halloween costume contest. Students from both the AM & PM groups joined staff with their creative costume ideas.

This year's student and staff winning costumes were as follows:

AM Costume Winners: Bob Ross, Ace Ventura, (Spider Man/Spin)

PM Costume Winners: Quinceanera, The Lorax, Duck Dynasty

Staff Costume Winners: Mr. Clean, The Karen, Morton Salt



GRAPHIC DESIGN MARKETING PARTNERSHIP

Over the course of the 23-24 school year, 2nd year students from the Graphic Design program have been working with Market Van Buren's Executive Director, Zach Morris, on the development of a new logo for their organization. Morris, a former business student at Van Buren Tech, reached out to the Graphic Design program to give students the opportunity to help re-design and inspire a change to what will formerly be known as Market Van Buren. Morris recently visited the program and informed students that Market Van Buren's initiative of increasing wealth and economic opportunity in the area has now expanded to other counties, which has presented a new challenge of rebranding its logo to be inclusive of its new partners. This opportunity allows second-year Graphic Design students the hands-on opportunity and experience of working with local

business professionals, as it pushes them to put their designing abilities to the test. Students will draft their designs and present



them to Morris and his team and they will ultimately select their choice for the new rebranded logo and name.

5. Presentation - Agriculture & Natural Resources Program

III. ACTION ITEMS

A. Approval of Purchase of Cabinetry for Learning Center (**ROLL CALL VOTE**)

42

MEMO

DATE: DECEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: DAVID JOHNSON, FACILITIES & OPERATIONS ADMINISTRATOR
RE: APPROVAL OF CABINETRY FOR LEARNING CENTER

The Van Buren ISD recently solicited competitive bids for cabinetry, including removal and disposal of existing cabinets, countertops, backsplash, plumbing fixtures and installation of new cabinets, countertops, backsplash and plumbing fixtures located at the Bert Goens Learning Center.

One bid was received and opened on December 4th, 2023. After reviewing the proposal, it is recommended that the Van Buren ISD accept the bid from Becht Construction located in Hartford, Michigan for \$69,559.

COMPANY	BASE BID
Becht Construction	\$69,559

RESOLVED, that the Board of Education accept the base bid from Becht Construction for cabinetry at the Bert Goens Learning Center, including removal and disposal of existing cabinets, countertops, backsplash, plumbing fixtures and installation of new cabinets, countertops, backsplash and plumbing fixtures at a cost of \$69,559.

B. Approval of 35a4 Early Literacy Coach Consultant (**ROLL CALL VOTE**)

44

MEMO

Date: December 6, 2023

To: VBISD Board of Education

From: Cheryl-Marie Manson, Director of Instructional Services

Subject: **Approval of Additional Early Literacy Coach/Consultant**

The new Fiscal Year 2023-2024 School Aid Budget includes an additional Section 35a allocation of \$125,000 to VBISD designed for “early literacy coaches at Intermediate School Districts (ISD) to assist teachers in developing and implementing instructional strategies for pupils in grades pre-K to 3 so that pupils are reading at grade level by the end of grade 3. ”

RESOLVED, the VBISD Board of Education approves the posting of an additional Early Literacy Coach/Consultant position.

C. Approval of Early Childhood Programs & Services Nurse (**ROLL
CALL VOTE**)

46

MEMO

DATE: DECEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD
RE: APPROVAL FOR AN EARLY CHILDHOOD PROGRAMS & SERVICES NURSE

BACKGROUND:

The Early Childhood Department serves our county's youngest learners, including students who present with complex learning and medical needs. Historically, our Early On and Early Childhood Special Education programs have relied on support from the nursing staff at the Bert Goens Learning Center to review medical plans, consult with physicians, and train staff.

Over the last few years, we have seen a shift in the level of nursing support needed and a rise in the number of students with complex medical needs throughout the Early Childhood Department. Given these increased needs and for purposes of maintaining safe programs and services, it is necessary to hire a nurse for the Early Childhood Department.

RECOMMENDATION:

RESOLVED that the Board of Education approve the addition of an Early Childhood Programs & Services nurse.

D. Approval of Educator on Loan Temp-Hire (**ROLL CALL VOTE**)

48

DATE: December 6, 2023
TO: Board of Education
FROM: Rebecca DePas, Director of Finance & Operations
SUBJECT: Temporary Hire - Educator on Loan

Recently, Cheryl-Marie Manson accepted the position of Project Manager for the Michigan Association of Administrators of Special Education (MAASE) starting December 1, 2023. MAASE positions have typically been hired as “educators on loan” through Ingham ISD which would result in no transition time for a new Director of Instructional Services.

As a result, MAASE has agreed that VBISD could provide Cheryl-Marie as an “educator on loan” instead of Ingham ISD. As such, Cheryl-Marie will be available part-time to transition a new Director of Instructional Services into the organization through March 31, 2024 before moving full-time as educator on loan for MAASE beginning on April 1, 2024 unless an earlier full-time transition can be made.

By providing MAASE with the “educator on loan” option through July 31, 2024, VBISD will receive full reimbursement of all costs associated with Cheryl-Marie’s work for MAASE and a \$10,000 administrative fee.

RESOLVED, the VBISD Board of Education approves the temporary hire of Cheryl-Marie Manson as an “educator on loan” to serve as the Project Manager for the Michigan Association of Administrators of Special Education through July 31, 2024.

MEMO

DATE: DECEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON SUPERINTENDENT
RE: APPROVAL OF POLICIES – SECOND READING

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

<i>Policy 1540</i>	<i>Administrative Staff Reductions/Recalls - NEW</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	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~~ 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~~ sheriffs 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:

- A 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.
- B 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.
- C 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.
- D 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.
- E 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:

- ~~A~~ 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;
- ~~B~~ 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;
- ~~C~~ 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;
- ~~D~~ 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
- ~~E~~ 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.

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

62

MEMO

DATE: DECEMBER 6, 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>
Samantha Reisterer, ECSE Teacher	\$61,692.00		11/27/2023

<u>Business Office</u>	<u>Salary*</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Kara Weberg, EC Grant Accountant	\$58,000.00**	\$1,000.00	12/19/2023

***Increase to \$62,000 effective 07/01/2024 with an effective/highly effective evaluation*

**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: DECEMBER 6, 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>
Melvin Clark, Automotive Instructor	11/17/2023

RECOMMENDATION

Resolved that the Board of Education accept the resignations/retirements of the staff listed above.

Attachments

IV. OTHER BUSINESS

A. Adjournment

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

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

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