

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 September 11, 2024, 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 an accommodation 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 **August 7, 2024**, in the Board of Education office and called to order at **4:01 PM**. The following board members were present: Kent, Weiss, Makay, and Middaugh. Absent: Faul.

Weiss moved to approve the August 7, 2024, draft agenda as presented. Supported by Kent. Roll call vote. Makay – yes, Kent – yes, Weiss - yes, and Middaugh – yes. Motion carried.

Makay moved to approve the Consent Agenda (**July 10, 2024 Minutes; Composite and Summaries August 7, 2024**). Supported by Weiss. Roll call vote: Kent – yes, Weiss – yes, Makay – yes, and Middaugh – yes. Motion carried.

Superintendent Manson gave an update along with the following department updates: Multilingual Migrant Services, Instructional Services, Human Resources, and Career & Technical Education were given to the Board. A presentation on Multilingual Migrant Services was made by Angie Gutierrez.

Weiss made the motion to approve the following resolution:

RESOLVED, that the Board of Education approves a two-year agreement with the VBCEA/VBIEA for the period of September 1, 2024 through August 31, 2026.

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

Makay made the motion to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the following system of bonuses for the 2024-25 school year.

Sign on

- **New VBISD Support Staff employees (VBIESPA)** will receive a \$500 signing bonus if they begin employment with VBISD prior to January 1, 2025 and remain employed by VBISD through June 15, 2025.

Retention

- Beginning August 26, 2024, **all VBISD transportation substitutes** will receive a \$250 bonus after every 50 days of work for the 2024-2025 school year.
- **All VBISD Bus Drivers and Attendants (VBIESPA)** will receive a \$250 bonus if they do not exceed 2 working days off from August 26, 2024 through January 1, 2025.
- **Any VBISD Professional Staff Member (VBIEA) or Salaried Non-Union Staff Member** serving as a substitute for the transportation department will be compensated a flat rate of \$45 per run. Hourly employees will receive their hourly rate.

Referral

- Beginning August 7, 2024, **all VBISD staff** are eligible to receive a \$250 referral bonus **if they refer any individual that begins their employment with VBISD** prior to January 1, 2025 and remains employed by VBISD through June 15, 2025.

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

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

Kent made the motion to approve the following resolution:

RESOLVED that the Board of Education approves a 3% wage increase for VBISD Lead Teachers, a 3.25% increase for Associate Teachers and the addition of the Early Childhood Specialist lane on the VBISD GSRP Professional Staff & Associate Teacher pay scales for the 2024-2025 school year as follows:

2024-2025 GSRP Professional Staff								Lead Teacher:	
182 Days / Early Childhood Specialists (ECS): 187 Days									
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
Bachelor Degree	\$ 40,289	\$ 42,111	\$ 43,931	\$ 45,751	\$ 47,572	\$ 49,393	\$ 51,213	\$ 52,758	
Master Degree	\$ 42,111	\$ 43,931	\$ 45,751	\$ 47,572	\$ 49,393	\$ 51,213	\$ 53,033	\$ 54,578	
Master Degree - ECS	\$ 43,267	\$ 45,137	\$ 47,007	\$ 48,878	\$ 50,750	\$ 52,620	\$ 54,490	\$ 56,077	
<i>*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.</i>									
2024-2025 GSRP Associate Teachers								176 Work/6	
Paid Holidays									
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
CDA	\$ 15.80	\$ 16.18	\$ 16.66	\$ 16.93	\$ 17.33	\$ 17.71	\$ 18.08	\$ 18.39	
Associate Degree	\$ 16.36	\$ 16.74	\$ 17.11	\$ 17.49	\$ 17.88	\$ 18.27	\$ 18.64	\$ 18.94	
<i>*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.</i>									

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

Makay made the motion to approve the following resolution:

RESOLVED, that the Van Buren Intermediate Board of Education approve Kent as delegate and Weiss as alternate delegate to represent the Van Buren Intermediate School District at MASB annual or special meetings for the 2024-2025 school year.

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

Kent made the motion to approve the following resolution:

RESOLVED, that the Board of Education approve two Special Education secretaries to support the Special Education and Early Childhood Departments for 2024-2025 school year.

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

Kent made the motion to approve the following resolution:

RESOLVED, that the Board of Education approves the increase of one day for Speech & Language Pathologist for the 2024-2025 school year.

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

Weiss made the motion to approve the following resolution:

RESOLVED, that the Board of Education accept the base bid from Hi-Tech Electric to purchase the MDP equipment for Van Buren Tech in the amount of **\$76,280**.

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

Makay made the motion to approve the following resolution:

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, approve the purchase of a Precision Measurement Certification Kit from NAPA Automotive for \$43,552.24.

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

Weiss made the motion to approve the following resolution:

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

<u>New Staff</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Julie Combs, Math Coach/Consultant(internal transfer)	\$78,626.00		8/19/2024
Kerri Walvort, Bridge Consultant	\$77,846.00	\$1,500.00	8/19/202
Kristen Hoag, Bridge Consultant	\$78,626.00		8/19/202
Amy Ferrell, Mental Health Clinician	\$40,348.00		8/19/2024
Katherine Ott, Instructor, VB Tech	\$52,715.00		8/19/2024

* Salary may be based on the 23-24 rate
**Salary may be prorated based on start date

Supported by Kent. Voice vote. Motion carried.

Kent made the motion to approve the following resolution:

RESOLVED that the Board of Education accept the resignations/retirements of the staff listed below.

<u>Name</u>	<u>Resignation/Retirement Date</u>
Abigail Voight, Occupational Therapist	6/11/2024
Colton Janecke, Technology	8/2/2024
Amy Faber, Social Worker	8/9/2024

Supported by Makay. Voice vote. Motion carried.

Makay made the motion to adjourn the meeting. Supported by Kent. Voice vote.
Meeting adjourned at 5:32 PM.

Respectfully submitted,



Karen Makay, Board Trustee
Van Buren Intermediate School District
Board of Education, Lawrence, Michigan

VAN BUREN INTERMEDIATE SCHOOL DISTRICT
AUGUST 2024

VOUCHERS

Imprest Fund	2,171,278.39
Payroll Fund	3,574,286.35
Purchasing Cards	79,049.35
EduStaff ACH	18,785.32

PAYROLL SUMMARY

General	1,271,955.27
Special Education	1,772,941.85
Vocational Education	529,389.23
Student Activity Fund	-
Food Service Fund	-
Total	3,574,286.35

IMPREST VOUCHER SUMMARY

FUND	CHECKS	TRAVEL	PURCHASING	TRFS/SALES	TOTAL
General	1,015,190.47	8,726.34	35,527.47	(4,723.73)	1,054,720.55
Special Education	646,965.72	9,561.03	12,867.30	3,166.68	672,560.73
Vocational Education	509,122.20	739.02	30,654.58	1,557.05	542,072.85
Capital Projects	-	-	-	-	-
Food Service	-	-	-	-	-
Student Activity Fund	-	-	-	-	-
Total	2,171,278.39	19,026.39	79,049.35	0.00	2,269,354.13

VAN BUREN INTERMEDIATE SCHOOL DISTRICT
AUGUST 2024

BUDGET TO EXPENDITURE COMPARISON 23-24

FUND	BUDGET	ACTUAL & ENCUMBERED EXPENSES	UNENCUMBERED BALANCE	YEAR TO DATE VARIANCE
General	26,221,227	1,868,837	24,352,390	1,408,816
Special Education	43,256,264	1,868,837	41,387,427	3,538,196
Career Tech Education	17,411,809	1,281,633	16,130,176	894,843
Food Service	10,972	-	10,972	1,372
Capital Projects	-	-	-	-

CASH FLOW SUMMARY

	ENDING BALANCE 06/01/2024	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING BALANCE 7/31/2024
General	4,050,834	1,216,494	1,800,515	3,466,813
Special Education	17,787,537	2,464,866	3,083,004	17,169,399
Career Tech Education	10,971,703	744,731	886,465	10,829,969
Student Activity Fund	33,433	-	-	33,433
Food Service	10,740	-	-	10,740
Capital Projects	-	-	-	-
Total	32,854,248	4,426,091	5,769,984	31,510,355

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

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CONFERENCE ATTENDANCE
Superintendent/Board of Education
September 2024

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
Karen Makay	August 16-18, 2024	2024 MASB Summer Institute Treetops Resort, Gaylord, MI	\$1428
Mary Ann Middaugh	October 24-27, 2024	2024 MASB Annual Leadership Conference Lansing Center, Lansing, MI	\$1985
John Faul	October 24-27, 2024	2024 MASB Annual Leadership Conference Lansing Center, Lansing, MI	\$1985
Kenneth Kent	October 24-27, 2024	2024 MASB Annual Leadership Conference Lansing Center, Lansing, MI	\$2010
John Weiss	October 24-27, 2024	2024 MASB Annual Leadership Conference Lansing Center, Lansing, MI	\$2020

Post Approval

NAME	DATES	LOCATION	COST
Karen Makay	August 16-18, 2024	2024 MASB Summer Institute Treetops Resort, Gaylord, MI	\$1426.20

- D. Communications
- E. Public Comments
- II. INFORMATIONAL ITEMS**
 - A. Board Updates
 - B. Superintendent Update

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Date: September 11, 2024
To: Board of Education
From: David D. Manson, Superintendent
Subject: Superintendent Update

VBISD District Improvement Planning (DIP) Goal: (Governance & Board Relations, Staff Relations, Business & Finance, Instructional Leadership)

Over the past three years, VBISD has focused on an overarching District Improvement Planning (DIP) goal with three supporting goals. We are in the process of measuring the DIP goal one final time and starting the process of creating a new DIP for the next 2-3 year cycle. Here is a snapshot of our current overarching DIP goal and some of the accomplishments related to the supporting goals:

Overarching DIP Goal:

By June 2024, VBISD will improve well-being and belonging by 25% as evidenced by staff perception data.

Supporting Goals:

- 1) Increase staff opportunities designed to address physical, mental and/or social wellness
 - a) Professional learning around mental health and self-care
 - b) Reviewing and revising current suicide policy
 - c) Monthly wellness group meetings reestablished
 - d) Lunch and Learn
 - e) Adopt a Highway continued with more widespread participation
 - f) Financial and support services offered
 - g) New workout wellness space for all to access
 - h) Department committees to cultivate wellness/fun club
 - i) Intentionally planned team events

- 2) Increase interdepartmental communication and collaboration to improve districtwide efficiency and effectiveness
 - a) Cross-collaboration between Emergency Management and all departments related to safety and security
 - b) Early Childhood (GE & SE) merged into one department

- c) IS and CMH on Trails
 - d) Emergency Management and Special Education shared staffing
 - e) Early Childhood chalk talk newsletter, Special Education news & notes, IS newsletter, Professional Learning email, VB Tech Director's Corner
 - f) Reading/Math consultants supporting MCEC
- 3) Decrease redundancy in paperwork processes
- a) Human resources streamlining new hiring processes
 - b) Streamlined enrollment process
 - c) Reduced business office forms
 - d) Combined PD/PF forms
 - e) Transportation moving to tablets
 - f) Utilization of more Google forms to track systemic work

Van Buren Youth Initiative (VBVI) Update: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

The VBVI has established collaborative partnerships across the county and will be kicking off the school year in both South Haven and Paw Paw. The VBVI and Luc's Light started programming on Wednesday, September 4th focusing on a 9-week series that includes guitar lessons and art classes. The VBVI and the South Haven Center for the Arts are slated to begin programming Tuesday, September 24th focusing on visual arts. In addition, the VBVI and the Youth Development Company have set a goal to launch more programming in South Haven on Mondays, Wednesdays, and Thursdays before October 1st.

Thrun Policy Adoption: (Governance & Board Relations, Staff Relations, Business & Finance, Instructional Leadership)

A VBISD administrative team is meeting on a regular basis to customize new board policies for adoption. At this point, the team has completed about 60% of the task and we are hopeful that the policies can be brought to the school board for review at the October board meeting, but definitely no later than the November meeting.

- C. Department Updates
 - 1. Presentation - Special Education
 - 2. Special Education

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MEMO

DATE: SEPTEMBER 11, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE



Special Education Compliance & Results Leadership, Level of Professional Awareness, Professional Standards & Ethics, Communication Skills, Planner & Organizer, Supervisor, Policy Implementer, Community Relations, Student Achievement

Collectively, our county was again rated by MDE as “needing intervention” in terms of compliance with rules and regulations and student level achievement (results). At the board meeting, Laura Thornburg will describe her role as the Administrator for Program Improvement and Accountability and the work she is leading to improve our county’s standing.

Opening Day Program Tours Leadership, Level of Professional Awareness, Creativity & Innovativeness, Planner & Organizer, Faculty & Staff Personnel, School Plant & Facilities

It’s important that new and returning Special Education staff have a good understanding of our center-based programs. Ancillary staff assigned to member districts are expected to understand the level of programming provided at centers compared to that available in member school districts. Program staff are also expected to understand other programs as there are times when students transition between centers.

Given that it’s extremely difficult to find time to visit, bus tours were arranged during the afternoon of opening day, August 20, 2024. Not only did the buses provide transportation for over 200 staff members, it was a good opportunity to meet transportation staff and experience what we expect our students to experience every day. To make the most of the ride, in addition to a driver, each bus had an “entertainer” who provided trivia and fun bus songs in between stops.

Bus assignments were given to staff via a “passport” in the shape of a key. Assignments were strategic in that they grouped program and regional teams so staff could have time to socialize and catch up after the long summer. At each stop, the passport was stamped and then turned in at the end of the day to be entered into a raffle. Ten names were drawn and raffle winners were given a choice between a VBISD Yeti mug and a logo t-shirt.

Opening Day Program Tours (Continued)

In total, four buildings were toured: the Bert Goens Learning Center (BGLC), the Community-based Transition Center (CTC), the Maple Creek Education Center (MCEC), and the Transportation building. The tours at the CTC and BGLC provided participants a chance to learn about the program at informational and demonstration stations. At MCEC and at the Transportation building, mini-presentations were provided in different areas of the buildings. Each site also provided a snack and the bus drivers waived the rule about not eating on the bus! A few pictures from the event are provided below.



Staff Voice Leadership, Level of Professional Awareness, Personality, Faculty & Staff Personnel

Research shows that staff retention, work engagement and satisfaction are more likely to occur when staff have voice and input into decisions. To create more opportunities for staff voice, regularly scheduled office hours will be offered on the third Friday of every month from 7:00 a.m. to 9:00 a.m.

Office hours will be held in Katy Holverstott's office, which is located in the Special Services Center. All staff members regardless of their location or role have been invited to stop in to have a conversation. This could include sharing good news, ideas and concerns.

There is no need to make an appointment or give advance notice to participate in office hours. If multiple people arrive at the same time, a group discussion is possible if all parties agree. If a separate confidential meeting is needed, an appointment may be scheduled. An appointment may also be scheduled if a different date or time is needed.

The [Suggestion Box](#) (an online form) is another new offering and an alternative way to share suggestions, ideas and concerns. Staff may make submissions to the Suggestion Box confidentially.

For Special Education Supervisors, office hours are provided every Monday, in addition to weekly scheduled one-on-one meetings with newer supervisors, weekly meetings with Principals, bi-weekly meetings with Regional Supervisors and monthly meetings with all special education administrators. Providing opportunities for voice is one of the purposes of these meetings. The other purposes include the dissemination of new guidance, technical support and moral support.

New Special Education Resources and Guidance Website Leadership, Level of Professional Awareness, Communication Skills, Planner & Organizer, Faculty & Staff Personnel

Special Education Resources and Guidance has a new website and is available on a password protected section of the vbisd.org webpage at this link: <https://www.vbisd.org/o/se/page/special-education-resources>, with the password, VBISD2024. Below is an image of the opening screen.



New Evaluations Leadership, Level of Professional Awareness, Planner & Organizer, Supervisor, Evaluator, Policy Implementer, Faculty & Staff Personnel, Student Achievement

Michigan Public Acts 224 and 225, approved by Governor Whitmer on November 22, 2023, modified the existing requirements for teacher and administrator evaluation beginning this school year. One of the more significant changes is to the ratings. Previously the categories were: ineffective, minimally effective, effective, highly effective. The new categories were reduced to three and are now: needing support, developing, effective.

This summer the following individuals gathered to update the administrator evaluation tool, which was based on the Charlotte Danielson model.

- Dave Manson, VBISD Superintendent
- Brett Geier, WMU Professor, Department of Educational Leadership
- Yolanda Brunt, Covert Superintendent
- Gretchen Gendron, Former Lawrence Superintendent
- Katy Holverstott, VBISD Director of Special Education
- Susan Reynolds, VBISD Director of Early Childhood
- Melissa Corona, VBISD Director of Instructional Services
- Ryan Williamson, Lawrence Superintendent

Ancillary staff evaluation rubrics, also based on the Charlotte Danielson model, were updated and this fall each ancillary staff community of practice (listed below) will be given the opportunity to review and provide input into the final version.

- Consultant (Bridge Consultants, Consultants for Students who are Deaf & Hard of Hearing, Consultants for Students with Visual Impairments)
- School Psychology & Diagnostic TC
- Occupational Therapy
- Physical Therapy
- School Social Work
- Speech & Language Pathology
- Educational Audiologist

The teacher evaluation tool, called 5D+, was updated by the Center for Educational Leadership. Special Education Department Principals were trained with the new model this summer and will provide training to their staff this fall.

Lastly, a guidance document for all supervisors was developed to ensure compliance as well as a positive and growth-focused evaluation process for all staff.

Supervisor Handbook Leadership, Level of Professional Awareness, Planner & Organizer, Supervisor, Policy Implementer, Faculty & Staff Personnel

Given the complexity of Special Education, the numerous rules and regulations, the various interpretations and applications for both students and staff, it's important to have multiple and detailed guidance documents to share with different groups within the department and across the county.

- 1751 Contracts**
- Bilingual Supports**
- Calendars & Closure**
- District Representation**
- Early Childhood**
- Eligibility**
- ESY**
- Foster Care Guidance**
- Guiding Principles**
- Hiring, Onboarding & Mentoring**
- Homebound/Hospitalized**
- Home School**
- IEE**
- IEP**
- Medicaid**
- MDE Guides**
- Monitoring & Compliance**
- Non-Publics**
- Procedural Checklists**
- Professional Learning**
- Professional Staff Resources**
- Pupil Accounting**
- Record Retention**
- Safety**
- Section 504**
- Staff Contracts**
- Staff Discipline**
- Staff Evaluations**
- Student Discipline**
- Transition (age 14+)**
- School of Choice**
- Supervisor Resources**
- VBISD-Wide Resources**

Many of these documents are stored on the new website described in this report. Many more are stored in a virtual Supervisor Handbook. The Supervisor Handbook, developed three years ago, is organized by topics, A through Z, as pictured to the left. Within each topic are dozens of links. At this time, there are a total of 260 links in the Supervisor Handbook.

Links to MDE and other state agency resources as well as VBISD created resources are included. Recent additions include a new manual for functional behavior assessment and positive behavior support plans, guidance for preventing and addressing staff concerns, regional services roles and responsibilities, evaluation guidance and expectations for communities of practice to name a few.

Another purpose of this handbook is to promote consistency of practice. When procedures are well documented, fidelity of practice is more likely, and given the high rate of turnover, it's not possible to rely entirely on institutional knowledge.

Each summer the Supervisor Handbook is edited and updated. Broken links are repaired, calendar links are updated as well as timeline resources, assignment charts, etc. One such document is the Department of Special Education Administrative Structure. Given the recent changes in this team, this document is provided on the following page for the Board's reference.



VBISD Department of Special Education Administrative Structure 2024-2025

VBISD Director of Special Education Katy Holverstott			
VBISD Administrator of Program Accountability Laura Thornburg			
Programs	Bert Goens Learning Center Greenhouse & Papermaking Adriene Davis, Principal Heather Bureson, Assistant Principal	Regions	Bangor, Wood School, Covert Callie Campbell
			Bloomington & Gobles Amy Paul
	Community-based Transition Center & Home-based Transition Program Melanie Giddings, Principal		Decatur Anna Weber
			Hartford Nancy Ely
	Deaf & Hard of Hearing Program Jodi Carroll, Supervisor		Lawrence & Lawton <input type="checkbox"/> Aaron Tennant
	Maple Creek Education Center Monica Mansfield, Principal		Mattawan Jodi Carroll
Transportation Department Terry Lechenet, Transportation Supervisor Sunny Hudson, Assistant Supervisor Nate Richardson, Assistant Supervisor	Paw Paw Phoenicia Green		
		South Haven Heidi Diaz	

Looking Back to Plan Ahead: Member District Program Participation Leadership, Level of Professional Awareness, Evaluator, School Plant & Facilities, Community Relations, Student Achievement

Below is a chart displaying the number of students per district enrolled at the Maple Creek Education Center (MCEC), the Bert Goens Learning Center (BGLC) and the Community-based Transition Center (CTC).

District	Participation Per District Total Number (Percentage)		
	MCEC	BGLC	CTC
Bangor	6 (11%)	5 (7%)	5 (7%)
Bloomingtondale	3 (6%)	13 (17%)	5 (7%)
Covert	0	0	3 (4%)
Decatur	4 (8%)	4 (5%)	8 (11%)
Gobles	5 (10%)	5 (6%)	3 (4%)
Hartford	6 (11%)	7 (9%)	2 (3%)
Lawrence	2 (4%)	4 (5%)	7 (9%)
Lawton	4 (11%)	9 (12%)	8 (11%)
Mattawan	6 (11%)	11 (14%)	16 (22%)
Paw Paw	12 (23%)	9 (12%)	8 (11%)
South Haven	4 (8%)	10 (13%)	9 (12%)
TOTAL:	52	77	74

Compared to previous years, there has been an increase in participation at the CTC and decreases in participation at the BGLC and the MCEC. These decreases are expected and welcome as they reflect an increase in inclusion and support for students with significant disabilities in their resident school districts. The CTC is the only program for post-secondary students who are working to continue to increase participation by developing additional individualized programming and off-site options.

To increase transparency in service, this chart will be updated and shared with member school district administration on a quarterly basis across the new school year.

Just for Fun

Just for fun, below is a picture of the first day of school at the Community-based Transition Center using a staff member's drone.



MEMO

DATE: SEPTEMBER 11, 2024
TO: BOARD OF EDUCATION
FROM: REBECCA DEPAS, DIRECTOR OF FINANCE & OPERATIONS
RE: FINANCE & OPERATIONS UPDATE

Michigan Retirement Plan Rates (2,8,19):

The Michigan Office of Retirement Services (ORS) administers the following retirement plans for public school employees: a defined benefit plan, two hybrid plans, and a defined contribution plan. There are 8 different benefit structures within the defined benefit plan. They are Basic, Basic 4%, Basic DC Converted, MIP Fixed, MIP Graded, MIP Plus, MIP 7%, MIP DC Converted, Pension Plus, Pension Plus 2, and DC. In addition, ORS administers two retiree healthcare plans. This results in 18 different retirement options that we process through payroll all with varying rates. The following table shows the increase in Employer DB rates for the last few years compared to the year 2012-13 when the Pension Plus came into being.

		Employer DB Contribution Rates							
Benefit Plan	Health Care Plan	2012-13	2020-21	2021-22	2022-23	2023-24	2024-25	Employer DC	Total Cost
Basic / MIP	Subsidy	23.39%	28.21%	28.23%	28.23%	31.34%	31.36%	N/A	31.36%
Basic / MIP	PHF	23.86%	27.35%	27.37%	27.37%	30.09%	30.11%	2.00%	32.11%
Basic / MIP DC Converted	Subsidy	21.89%	21.82%	21.82%	21.82%	22.10%	22.10%	7.00%	29.10%
Basic / MIP DC Converted	PHF	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%	9.00%	29.96%
Pension Plus	Subsidy	24.13%	25.25%	25.31%	25.31%	27.48%	27.52%	1.00%	28.52%
Pension Plus	PHF	23.20%	24.39%	24.45%	24.45%	26.23%	26.27%	3.00%	29.27%
Pension Plus 2	PHF	N/A	27.16%	27.16%	27.16%	27.16%	27.16%	3.00%	30.16%
DC	PHF	20.96%	20.96%	20.96%	20.96%	20.96%	20.96%	9.00%	29.96%

Example: BA-35 MA Teacher Step 13 (Top Step)

Salary:	\$80,199
Retirement:	\$25,150
Health Insurance:	\$21,050
FICA:	\$6,135
W/C:	\$195
 Total:	 \$132,729

Van Buren County Healthcare Consortium Premium Rates (2,8,19):

Since 2011, VBISD has led 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. On average over the past 5 years, the consortium increased 5.3% less than the statewide average.

This year, the VBCHC was recently quoted the highest rate increase the consortium has seen in over 8 years (see below) despite the fact that the consortium moved to a 3 Tier prescription program designed to reduce costs at the start of last year. As a result, the VBCHC will review which medical plans will be offered starting on January 1st to determine if more affordable plans should be considered. Unfortunately, the majority of this financial burden will be pushed to employees because the statewide established hardcap only increased +0.2% from last year.

- +13.7% - Choices Plan
- +13.0% - ABC 1 0% Copay
- +12.2% - ABC 1 10% Copay
- +13.9% - Essentials

ABC 1 - 0% Co-pay			
Year	Premium	Premium	% Increase
2016	496.75	537.16	8.13%
2017	537.16	633.51	17.94%
2018	633.51	647.14	2.15%
2019	647.14	641.34	-0.90%
2020	641.34	654.65	2.08%
2021	654.65	654.82	0.03%
2022	654.82	655.09	0.04%
2023	655.09	692.28	5.68%
2024	692.28	717.85	3.69%
2025	717.85	811.23	13.01%

**Rate History Exclusively for
Van Buren County Consortium**

Renewal Year From	Renewal Year To	Account Percentage Change	Statewide Percentage Change
01/01/2025	12/31/2025	14.0%	13.8%
01/01/2024	12/31/2024	7.1%	4.9%
01/01/2023	12/31/2023	5.7%	7.2%
01/01/2022	12/31/2022	0.4%	3.9%
01/01/2021	12/31/2021	0.3%	4.0%

MEMO

DATE: SEPTEMBER 11, 2024
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

PowerSchool Shared Services (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

The start of the school year is a very stressful time for folks that have to manage the student data within their districts or buildings, but we do our best to help assist and ease this stress. Our PowerSchool Division, led by Lukas Enciso, has been making great strides in assisting our local Districts. Lisa Thorne, Dawn Everett, Pam Manning, April Perry, and Paul George have been working tirelessly with our PowerSchool Shared Services Districts to train administrative and office staff on best practices for managing/entering their data and how to make the start of the school year much less stressful. This great team of individuals has also been holding virtual sessions for office staff to connect and answer any questions they may have.

I have received many great compliments from our local Districts, as well as compliments from many Districts not in our County regarding our customer service and knowledge of PowerSchool. We are excited to assist and provide this very important service for our Districts. I greatly appreciate the Board's support with this group.

Project Compass Task Force - Rural Connectivity Study (Leadership, Planner and Organizer, Professional Preparation, Professional Standards)

I was asked by Merit Networks and local disitRICTS to join a 'Rural Connectivity Task Force' called Project Compass. Project Compass came about by a grant from the USDA to aid communities in crafting strategies for digital equity and broadband infrastructure over the long term. This initiative aims to examine the connectivity of local individuals, businesses, and groups to the internet, the types of devices and technology folks use for internet access, the educational and training requirements they have or need, and the obstacles that prevent internet access to their home or place of business.

The task force consists of a group of stakeholders across the community that will work with Merit to identify the needs of various population segments. Hearing from people that represent residents from areas such as small business, local government, schools and libraries, nonprofits, and faith-based organizations are critical in making sure all voices and interests are represented. This task force meets virtually for one hour every three weeks for the next six months.

As of right now, I am sitting on three separate groups for this study: Covert Township, Hartford Township, and Arlington Township. I look forward to seeing how we can influence connectivity in these underserved areas.

Start of the School Year (Leadership, Planner and Organizer, Professional Preparation, Professional Standards)

The start of the school year is always a stressful time for the technology staff, as well as the organization as a whole. Most of the tickets we are addressing have to do with new printer and phone solutions we installed this summer, as well as student account creations for new students. We have prepared for these questions/issues as they are new solutions and anticipate the change in procedures. We are grateful that staff understand this process and have been giving us graces as we work to correct certain issues or train on the new procedures.

Kudos to the entire Technology Services Department for their hard work and dedication...they are fantastic employees and I have heard many compliments in regards to their hard work and dedication. Thank you for allowing me to build such a great team!





DATE: SEPTEMBER 11, 2024

TO: BOARD OF EDUCATION

FROM: SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD

RE: EARLY CHILDHOOD UPDATE

Early Childhood Department Focus 2024-2025

1. Increase Inclusive Opportunities with Appropriate Supports
2. Reduce Barriers for Families
3. Promote Collaboration & Efficiencies Across the Department

EC Staffing Update *(Focus areas 1 & 3 - Inclusive opportunities with appropriate supports & Promote collaboration and efficiencies)*

Efforts to fully staff our department continue into the fall. An exciting highlight is the addition of five special education program assistant positions. These new team members will support PreK inclusion efforts in our GSRP classrooms.

Early Childhood Team	Vacancies
GSRP	Associate Teacher - 1
Early Childhood Special Education	*Special Education Program Assistants - 5 (GSRP Inclusion Support) EC School Psychologist - 1 EC Speech & Language Pathologist - 1

Back to School Success *(Focus area 3 - Promote collaboration and efficiencies)*

After an amazing time in Paw Paw, the Early Childhood Department met at the Conference Center to kick off our year together. The group offered valuable feedback on newly created VBISD Early Childhood informational materials and took time to consider their personal and team goals for the year. We concluded our time together with some fierce competition in the VBISD Early Childhood Rock, Paper, Scissors Olympics! Ada Darling from our Parents as Teachers - Family Links program won the Gold Medal!



Staff and students are back in action! Our Early Childhood Special Education classrooms held an Open House and welcomed students back on August 26! GSRP is set to hold their Open House on September 6 with students beginning on September 9.

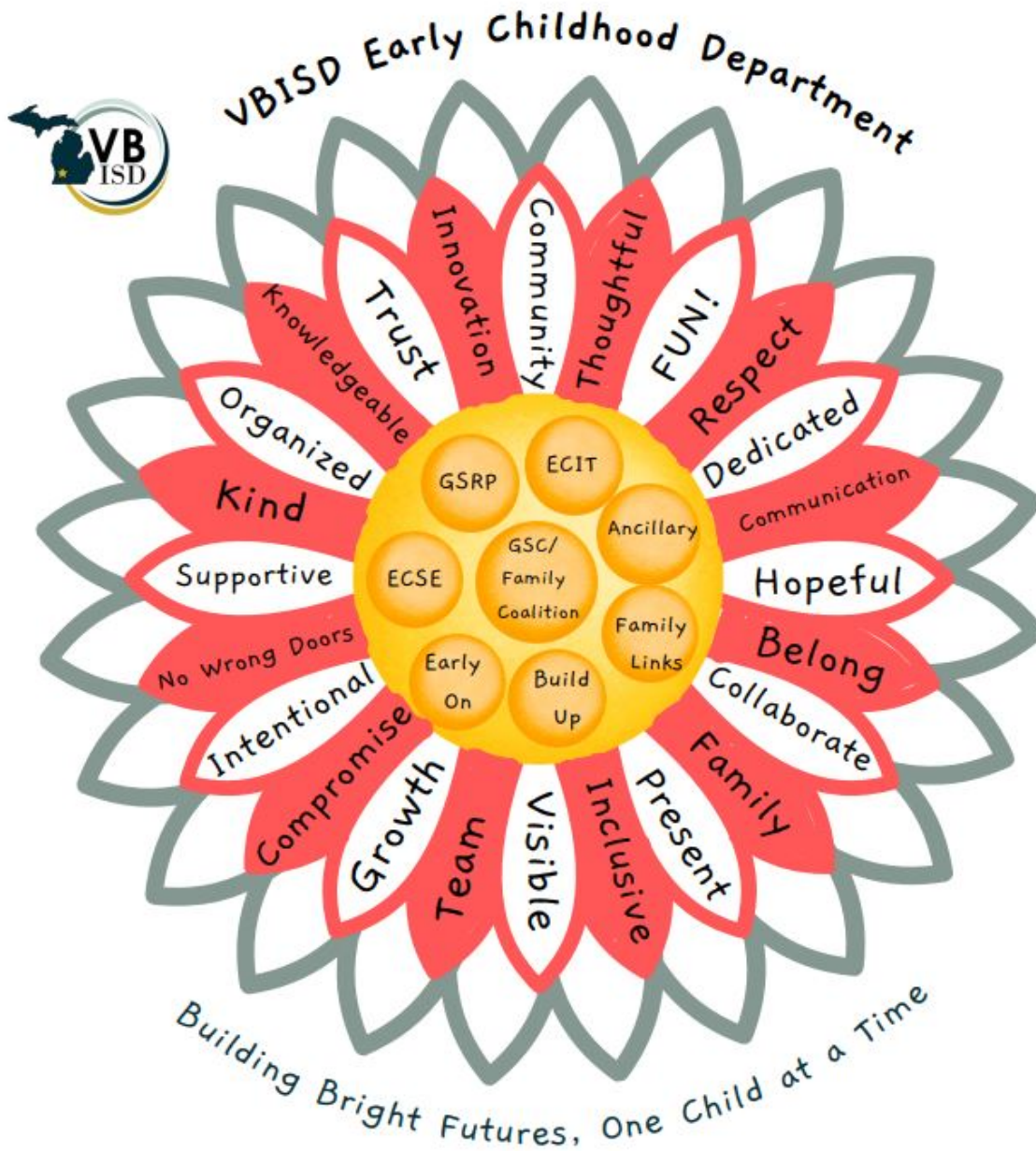
GSRP Enrollment Update *(Focus 1 & 2 - Increase inclusive opportunities with appropriate supports & Reduce barriers for families)*

September 4, 2024

VBISD	Capacity	Assigned <400% FPL	Assigned >401% FPL	Assigned 1755	Total Assigned	Waitlist	Current Openings
Bloomington (additional 2)	18	10			10		8
Covert (additional 4)	20	11		2	13		7
Decatur (additional 4)	20	15	1		16		4
Gobles (additional 4)	40	20	1		21		19
Hartford (additional 3)	51	35	1	2	38		13
Lawrence (additional 4)	20	10	2		12		8
Mattawan (additional 6)	38	24	2	5	31		7
Pullman (additional 4)	20	6		1	7		13
South Haven-Lincoln (add. 4)	20	11		1	12		8
South Haven-Maple Grove (additional 8)	40	25	1	1	27		13
(additional 43) Totals	287	167	8	12	187	0	100
LEA's	Capacity	Assigned <400% FPL	Assigned >401% FPL	Assigned 1755	Total Assigned	Waitlist	Current Openings
Bangor (additional 4)	36	32	1	3	36		0
Lawton (additional 4)	36	29	1	2	32		4
Paw Paw (additional 32)	60	50	6	4	60		0
(additional 40) Totals	132	111	8	9	128	0	4
CBOs	Capacity	Assigned <400% FPL	Assigned >401% FPL	Assigned 1755	Total Assigned	Waitlist	Current Openings
Kid Builders East	20	9	11	1	21		-1
Learn & Grow Childcare LLC	10	5	1		6		4
Trinity Lutheran TLC	20	8	3	1	12		8
Totals	50	22	15	2	39	0	11
Head Start Expanded Blends	Capacity	Assigned <400% FPL	Assigned >401% FPL	Assigned 1755	Total Assigned	Waitlist	Current Openings
Decatur HS Blend	10				0		10
Gobles HS Blend	10				0		10
Paw Paw HS Blend	10				0		10
Mattawan HS Blend	10				0		10
S.H.HS Blend/1	5				0		5
S.H.HS Blend/2	5				0		5
Totals	50	0	0	0	0	0	50
Grand Totals	523	300	31	23	354	0	169
				23			

Early Childhood Leadership Retreat (Focus area 3 - Promote collaboration & efficiencies)

Over the summer, the Early Childhood Leadership team gathered for a day of collaboration, team building and planning. Our theme centered around the concept that we are like a *Mosaic*. While we each have our own speciality and bring our own perspective to the table, when we come together, we are beautiful and strong. Here are some [highlights](#) from our time together.



THE BRIGHT FUTURES VISION
VBISD Early Childhood Programs & Services

Bright futures start at the beginning.

The research is clear: identifying and addressing needs at their onset often lead to better outcomes. The VBISD Bright Futures Vision is to establish a comforting environment that conveys respect and care for families as they access resources and support to ensure their child receives a great start.

**Navigating early childhood services can be challenging.
We're here to help.**

Building Bright Futures, One Child at a Time.
www.helpmegrowvanburen.org

Early Childhood Informational Materials (Focus area 2 - Reduce barriers for families)

PROGRAMS & SERVICES

- ☀ Birth to 5 Years Early Literacy Outreach
- ☀ Comprehensive Evaluation Services (0-5)
- ☀ Early Childhood & Education Task Force
- ☀ Early Childhood Intervention Team
- ☀ Early On
- ☀ Early Childhood Special Education
- ☀ Family Links
- ☀ Great Start Family Coalition
- ☀ Great Start Readiness Program
- ☀ Help Me Grow
- ☀ Inclusion Supports



PROVIDERS

- ☀ Audiologist
- ☀ Consultants for Visually Impaired
- ☀ Consultants for Deaf and Hard of Hearing
- ☀ Early Childhood Teacher Consultant
- ☀ Occupational Therapists
- ☀ Physical Therapists
- ☀ School Nurse
- ☀ School Psychologists
- ☀ School Social Workers
- ☀ Speech and Language Pathologists
- ☀ Supervisors of Early Childhood Services



Van Buren Intermediate School District, 490 S. Paw Paw St. Lawrence, MI 49064

BRIGHT FUTURES

VBISD Early Childhood Programs & Services

Home Visiting Services

Preschool Programs & Services

Birth to Age 5 Special Education Evaluations

Family & Organizational Outreach

VBISD EARLY CHILDHOOD

Building Bright Futures, One Child at a Time.
www.helpmegrowvanburen.org

THE BRIGHT FUTURES VISION:

Bright futures start at the beginning. The research is clear: identifying and addressing needs at their onset often lead to better outcomes. The VBISD Early Childhood Vision is to establish a comforting environment that conveys respect and care for families as they access resources and support to ensure their child receives a great start.

Home Visiting Services

Family Links and **Early On** teams provide family centered in-home services for children birth - 5 years with a focus on parent education, early intervention for developmental delays and health needs, child abuse and neglect prevention, and increasing children's school readiness and success.

Results: Through VBISD's ongoing partnerships and collaboration with surrounding health and service agencies, **over 400 children receive appropriate screening for developmental delays each year.**



Preschool Programs & Services

Our PreK programs and services provide developmentally appropriate, high quality preschool programs for **nearly 500 students** across Van Buren County. This includes providing specialized instruction and interventions for students with Individualized Education Programs (IEPs).

Results: Through recent restructuring and cross training for all VBISD PreK Teams, the continuum of services for our youngest Van Buren County students provides **more inclusive opportunities than ever before.**

Great Start Collaborative

The **Great Start Collaborative** works with schools, community organizations, and families to better connect services and access for families with young children, prenatal to kindergarten entry.

Results: With **over 50 community partners**, the GSC improves utilization of and access to services that support Van Buren's youngest learners including **early literacy, family engagement, sleep safety and resource connection.**

Special Education Evaluation: Birth to Age 5

VBISD's **Early On** and **Build Up Michigan** teams provide comprehensive special education evaluations for children birth - 5 years to determine a need for specialized programs and services. Children and families are seen on site or in the home and spend several hours, over multiple visits, meeting with our multidisciplinary evaluation teams that can include a school psychologist, speech & language pathologist, occupational therapist, special education teacher, audiologist and more.

Results: Every year, **nearly 400 children** in Van Buren County receive comprehensive special education evaluations to determine a need for **specialized programs and services.**

Early Childhood Transition Services

Early Childhood Transition Services support students, families and staff when students transition from Early On to Preschool and then to Kindergarten. This includes ensuring environments are set up for success for all children, including those with specialized needs.

Results: Through intentional planning and commitment to Least Restrictive Environment (LRE), students across the county receive appropriate supports in Prk and Kindergarten. Early Childhood Transition Services provides **structured support for students moving from Early On to PreK in GSRP, Head Start or ECSE and to students transitioning to Kindergarten.**

Ancillary & Consultant Services

Highly trained professionals across areas of expertise are dedicated to supporting preschool students and staff through special education services and consultation to ensure **all children** receive the best preschool experience possible.

Results: Through specialized support, collaboration, and commitment to inclusion, **nearly 100 students with IEPs attend preschool alongside their general education peers.**



Van Buren Intermediate School District. Providing Educational Services for a Better Tomorrow.
Van Buren Intermediate School District, 490 S. Paw Paw St. Lawrence, MI 49064

III. ACTION ITEMS

A. Approval of Van Buren Youth Initiative Subrecipient Agreement
(ROLL CALL VOTE)

41



Date: September 11, 2024

To: VBISD Board of Education

From: David D. Manson, Superintendent

Subject: Approval of Van Buren Youth Initiative - Subrecipient Agreement

VBISD is slated to serve as the fiscal agent for the Van Buren Youth Initiative (VBYI). The majority of funds for this project are coming through Van Buren County via the American Rescue Plan Act (ARPA). In order to obtain and utilize these funds, the county and VBISD must have a subrecipient agreement in place outlining allowable expenditures and necessary requirements.

Based on the review of this agreement, I am recommending that the board approve the following resolution:

RESOLVED, that the Board of Education approves the Van Buren County American Rescue Plan Act (ARPA) Youth Initiative Subrecipient Agreement designed to provide \$950,000 in funding through December 31, 2026.

		July 23 - June 24	July 24 - June 25	July 25 - June 26	July 26 - Dec 26	Totals
1. Personnel Services						
703: Salaries	Local Director	\$ 28,300	\$ 127,200	\$ 130,275	\$ 35,000	\$ 320,775
Personnel Services Total		\$ 28,300	\$ 127,200	\$ 130,275	\$ 35,000	\$ 320,775
2. Supplies						
727: Office Supplies	Office Supplies	\$ 1,000	\$ 1,000	\$ 1,000		\$ 3,000
752: General Supplies	Program Supplies	\$ -	\$ 15,000	\$ 15,000		\$ 30,000
752: General Supplies	Equip & Supplies (\$6,250/instructor)	\$ -	\$ 50,000	\$ 50,000		\$ 100,000
Supplies Total		\$ 1,000	\$ 66,000	\$ 66,000	\$ -	\$ 133,000
3. Other Services and Charges						
801: Professional and Contractual Services	Mental Health Training/Support	\$ -	\$ 9,000	\$ 9,000		\$ 18,000
801: Professional and Contractual Services	Activity Coordinators (\$8K/8 instructors)	\$ -	\$ 64,000	\$ 64,000		\$ 128,000
801: Professional and Contractual Services	Support Staff (Front of House / Showcase)	\$ -	\$ 28,200	\$ 28,200		\$ 56,400
860: Transportation	Transportation	\$ -	\$ 51,400	\$ 51,400		\$ 102,800
880: Advertising	Marketing and Outreach	\$ 500	\$ 5,000	\$ 5,000		\$ 10,500
940: Rent	Building Rent	\$ -	\$ 50,000	\$ 50,000		\$ 100,000
Other Services and Charges Total		\$ 500	\$ 207,600	\$ 207,600	\$ -	\$ 415,700
Indirect		\$ 2,650	\$ 31,200	\$ 43,875	\$ 2,800	\$ 80,525
		\$ 32,450	\$ 432,000	\$ 447,750	\$ 37,800	\$ 950,000

**VAN BUREN COUNTY AMERICAN RESCUE PLAN ACT (ARPA)
YOUTH INITIATIVE AGREEMENT**

This ARPA Subrecipient Agreement ("Agreement") is dated as the 11th day of September 2024 by and between Van Buren County, a body corporate ("County"), and the Van Buren County Intermediate School District, an intermediate school district organized and existing under the laws of the State of Michigan ("Subrecipient").

1. Definitions

Definitions Section:

- A. "*Youth Initiative*" means a program aimed at improving the well-being, education, and opportunities for youth within Van Buren County.
- B. "*Project*" means the activities funded by the Parties under this Agreement.

2. Notice of Federal Contract

The County was awarded federal funds under ARPA and has elected to use a portion of such federal funds to provide contracts as part of the Project (the "ARPA Funds"). This Agreement is considered a contract as defined in 2 CFR § 200.1. As defined by 2 CFR § 200.1 "Contract" means "a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award."

3. Introduction and Purpose

WHEREAS the U.S. Department of the Treasury ("Treasury") has allocated to the County \$950,000 of federal funding from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Funds under CFDA No. 21.027 ("ARPA Funds") under Section 603(b) of the Social Security Act as amended by Section 9901 of the American Rescue Plan Act ("the Act") for the limited purposes identified in the Interagency Agreement ("IAA") between the Treasury and the County and consistent with the Coronavirus State and Local Fiscal Recovery Funds Final Rule ("Final Rule") and Final Rule FAQ ("Final Rule FAQ") and the Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds ("Compliance & Reporting Guidelines"); and

WHEREAS the Act authorizes the County to expend ARPA Funds awarded to the County to inter alia make necessary investments in youth initiatives, including but not limited to after-school tutoring programs aimed at mitigating learning loss, mental health counseling services to address pandemic-related stress and anxiety, and vocational training workshops to equip youth with skills for future employment; and confirms that these activities are authorized ARPA expenditures; and

WHEREAS pursuant to the Act funds under this federal program must be obligated no earlier than March 3, 2021 and no later than December 31, 2024 with final expenditures paid no later than December 31, 2026; and

WHEREAS the Subrecipient entered into the "Van Buren County Youth Initiative Subrecipient Agreement" with the Van Buren County Board of Commissioners (the "Youth Initiative Agreement")

which provides for the implementation of various youth programs and activities that aim to enhance educational, emotional, and personal development opportunities for the youth of Van Buren; and

WHEREAS the County desires to allocate portions of the ARPA Funds awarded to the County to educational institutions for the purpose of supporting the projects and programs set forth in the Youth Initiative Agreement; and

WHEREAS the County and Subrecipient desire to enter into this Agreement so that the County may provide ARPA Funds to the Subrecipient for the implementation of youth programs and activities set forth in the Youth Initiative Agreement as allowed under the IAA and in accordance with the Compliance & Reporting Guidelines.

NOW THEREFORE, in consideration of the foregoing recitals which are incorporated herein by reference and the terms and conditions set forth below, the parties agree as follows:

4. Effective Date and Term

This Agreement shall commence when last executed by all parties hereto (the "Effective Date") and remain in effect until December 31, 2026 (the "Completion Date"). Notwithstanding other provisions of this Agreement, this Agreement will remain in effect until the County determines that the Subrecipient has completed all applicable administrative actions, reporting requirements, and all Project work required by and set forth in this Agreement.

5. Grant of ARPA Funds

The County agrees to provide the Subrecipient a total sum not to exceed \$950,000 ("Grant") to be used for the purposes of funding the Youth Initiative ("the Project") as described in Subrecipient's Youth Initiative Program Agreement identified as Attachment A. Payment under this Subrecipient Agreement shall be limited to activities conducted within Van Buren County, Michigan.

- A. Allowable Expenses:** Allowable expenses shall mean those necessary and proper costs identified in the Subrecipient's Agreement (Attachment A) and approved by the County unless any or all such costs are disallowed by the State of Michigan or Treasury.
 - 1. Program Costs:** Expenses directly related to the implementation and operation of the Youth Initiative, including but not limited to educational materials, program supplies, and costs associated with program activities (e.g. workshops, marketing and outreach, facility rent, and transportation).
 - 2. Personnel Costs:** Salaries and benefits for staff directly involved in the Youth Initiative, provided these costs are reasonable and necessary for the project.
 - 3. Training and Development:** Costs associated with training and professional development for staff members working on the Youth Initiative.
 - 4. Equipment and Technology:** Purchase or rental of equipment and technology necessary for the implementation and operation of the Youth Initiative.

5. **Mental Health Services:** Costs related to providing mental health services to participants, including counseling and therapy sessions.

B. Non-Allowable Expenses:

1. **Administrative Costs:** Administrative costs unrelated to the direct implementation of the Youth Initiative, such as general administrative overhead, office supplies not directly related to the project, and unrelated personnel costs.
2. **Capital Expenditures:** Major capital expenditures such as construction or renovation of buildings, unless specifically approved as part of the project scope.
3. **Non-Program Related Activities:** Any costs not directly related to the Youth Initiative or not necessary for achieving the project's goals.
4. **Duplication of Benefits:** Expenses that duplicate benefits already provided through other federal, state, or local programs or other funding sources.

- C. Expense Verification:** Subrecipient shall provide documentation of all expenses, including invoices, receipts, and payment records, to verify that expenditures are allowable under ARPA guidelines. Subrecipient shall ensure that all expenses are necessary and reasonable for the completion of the Youth Initiative.

6. Expenditure of ARPA Funds

All Grant funds shall be expended on or before the Completion Date. Subrecipient shall expend the Grant in accordance with the requirements of this Grant Agreement. All costs incurred by Subrecipient before the Effective Date are incurred voluntarily at Subrecipient's risk and upon its own credit and expense. However, the County agrees to reimburse appropriate and eligible expenses incurred before the Effective Date provided that such expenses are approved by the County and are in accordance with the provisions of this Agreement.

- A. Use of Funds:** The Grant funds shall be used exclusively for the purposes outlined in Section 5(A) of this Agreement. The Grant funds shall not be used for any purposes outlined in Section 5(B) of this Agreement.

B. Compliance with Federal Regulations:

1. Subrecipient agrees to comply with all federal, state and local laws and all requirements of the IAA, Final Rule, and Compliance & Reporting Guidelines to the extent applicable when disbursing ARPA Funds to Contractors, Vendors or recipients or when seeking reimbursement from the County.
2. The Subrecipient also agrees to comply with all applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) ("Regulations"), including but not limited to the Procurement Standards at 2 CFR 200.317 through 2 CFR 200.327 and to provide documentation of compliance as requested by the County.

3. Subrecipient shall maintain an active System for Award Management (SAM) registration at all times while this Agreement is in effect.
4. Subrecipient agrees to obtain a Unique Entity Identifier (UEI) and provide such Unique Entity Identifier to the County prior to the disbursement of any ARPA Funds.

C. Surplus Funds: The Subrecipient agrees that funds determined by the County to be surplus upon the completion of the Project may be subject to cancellation by the County. The County shall be relieved of any obligation for payments if funds allocated to the County cease to be available for any cause.

8. Commencement and Completion of the Project; Changes

Subrecipient shall complete the Project prior to December 31, 2026. The County must approve in writing all changes to the Project. Such changes will not require a formal amendment to this Agreement so long as they are approved in writing by the County and the total amount of the Grant does not change. Subrecipient shall ensure that all necessary partnerships, staff qualifications, and programmatic requirements for the commencement of the Project have been obtained and are in place.

9. Conditions Precedent to Disbursement of the Grant

The County shall not disburse the Grant until Subrecipient has complied with the following conditions: (a) Subrecipient has submitted all required quarterly progress report information, including financial summaries, program activity updates, and performance metrics for the relevant quarter; (b) work related to the disbursement has been completed; and (c) Subrecipient has reasonably complied with all other terms and conditions of the Grant as required by the County to the County's satisfaction.

10. Matching Funds

In addition to the Grant, Subrecipient may (i) be in the process of obtaining written commitments to receive other funds for the Project; (ii) have written commitments to receive other funds for the Project; or (iii) have already received other funds for the Project (collectively the "Other Funds"). Upon request, Subrecipient shall provide the County with information and documentation in forms acceptable to the County regarding the Other Funds. Such information and documentation shall include, but not be limited to, information concerning Subrecipient's receipt and expenditure of the Other Funds.

11. Disbursement of Grant Funds

After the Effective Date, the County will disburse Grant funds to Subrecipient in quarterly increments as set forth in Attachment C. Subrecipient shall submit a request for payment as directed by the County and consistent with the procedures set forth in the Compliance & Reporting Guidelines. A request for payment shall identify initiatives and work completed and other documentation of expenses as reasonably required by the County.

Requests for payment should be made allowing a minimum of thirty (30) calendar days and a maximum of sixty (60) days to receive the Grant funds. The County shall have the right at any time to request that Subrecipient provide additional reasonable supporting documentation with any request for payment.

Payments shall be made by check or electronic deposit into Subrecipient's bank account, according to a process established by Subrecipient with the County. Subrecipient shall, to the greatest extent possible, set up a separate bank account to receive and hold the ARPA funds apart from all other funds.

The County reserves the right not to disburse any Grant funds if, in the County's determination:

- A.** Subrecipient has failed to supply a material fact in a request for disbursement.
- B.** Subrecipient's disbursement request when combined with all prior disbursement requests exceeds the total amount of the Grant.
- C.** Subrecipient has used any portion of the Grant for uses or activities other than the Project or in a manner inconsistent with the terms and conditions of this Agreement, the Act, the Regulations, and the Compliance & Reporting Guidelines.
- D.** Subrecipient is not performing or completing the Project in a manner satisfactory to the County.
- E.** Subrecipient is in default under any other term or condition contained in this Agreement.

12. Recoupment: Subrecipient acknowledges and agrees that Subrecipient's award and use of the SLFRF funds are subject to recoupment by Treasury and/or the County for the Subrecipient's failure to use the funds for the Project in strict accordance with ARPA, the SLFRF, the Final Rule, the Compliance & Reporting Guidelines and other rules, regulations, and guidance promulgated thereto, and this Agreement.

13. Records, Inspections, and Reports

This section shall survive the term of this Agreement.

A. Records:

- 1.** Subrecipient shall maintain accurate financial management, programmatic, and other records of all transactions relating to the receipt and expenditure of the Grant and administration of the Project (collectively "Records"). The Records shall be in a commercially reasonable form acceptable to the County. Subrecipient shall retain the Records for five (5) years following the date the County approves the Final Report described in Section 13(C)(2) below.
- 2.** Subrecipient shall make its administrative offices, its personnel whether full-time, part-time, consultants, or volunteers, and the Records available to the County for inspection upon 30 days written notice during the term of the Agreement and for a period of five (5) years following the date the County approves the Final Report. The Subrecipient shall

permit the County to perform program monitoring, evaluation, and audit activities as determined to be necessary at the discretion of the County, provided such activities are limited to Project monitoring, establishing completion of the Project, ensuring proper expenditure of grant funds, and Subrecipient is provided fifteen (15) calendar days written notice by the County.

3. Subrecipient shall cause to be maintained for the County's inspection the books, accounts, and records of contractors in connection with the Project for five (5) years past the date of termination of the contractual relationship between the contractor and Subrecipient.

B. Inspections: During the term of this Agreement and for a period of up to two (2) years following the Completion Date, Subrecipient shall permit the County to monitor the Project to ensure that the Project is being carried out in accordance with the terms of this Agreement.

C. Reports:

1. **Interim Progress Reports:** On January 1, April 1, July 1, and October 1 of each year during the term of this Agreement, Subrecipient shall provide the County with interim progress reports in a manner and form determined by the County. The interim progress reports shall contain such information as the County requests, including but not limited to:

a. Financial Summary:

- **Detailed Expenditure Report:** Provide a breakdown of all expenses incurred during the reporting period, categorized by program area.
- **Budget vs. Actual Spending Analysis:** Compare the approved budget with actual expenditures, noting any significant variances and providing explanations where necessary.

b. Program Activity Summary:

- **List of Activities Conducted:** Summarize all program activities completed during the reporting period, categorized by type (e.g., workshops, counseling sessions, educational trips).
- **Participation Statistics:** Provide detailed statistics on participant engagement, including the number of participants in each activity and any demographic breakdowns if applicable.

c. Performance Metrics:

- **Participation Rates:** Report on the number of youth engaged in the program, broken down by activity type.
- **Educational Outcomes:** Summarize improvements in academic performance, school attendance, and skill development.

- **Mental Health Improvements:** Provide data on mental health progress based on participant surveys, counseling feedback, or assessments.

d. Challenges and Solutions:

- **Challenges:** Identify any challenges or obstacles encountered during program implementation.
- **Solutions Implemented:** Describe the strategies or solutions put in place to overcome these challenges.

e. Next Steps:

- **Planned Activities:** Outline the upcoming program activities scheduled for the next reporting period.
- **Expected Outcomes:** Provide projections for anticipated participation, educational, and mental health outcomes for the next period.

2. Final Report: Within forty-five (45) calendar days after Subrecipient completes the Project, Subrecipient shall submit to the County a final report (the "Final Report") in a manner and form to be determined by the County that describes the completed Project, the success of the Project, any problems encountered in completing the Project, and such other information as the County reasonably requires. The Final Report shall also contain:

a. Comprehensive Financial Summary:

- **Detailed Final Expenditure Report:** Provide a comprehensive breakdown of all expenditures, categorized by program area.
- **Budget vs. Actual Reconciliation:** Reconcile the approved budget with actual spending, highlighting any variances and explaining significant discrepancies.

b. Program Outcomes:

- **Summary of Program Activities and Participation:** Offer a concise overview of all program activities conducted, including participation rates across each activity.
- **Performance Metrics Analysis:** Provide a detailed analysis of performance metrics, such as improvements in academic performance, mental health, and skill development.

c. Impact Assessment:

- **Program Impact on Participants and Community:** Analyze the overall impact of the program on participants' outcomes and the broader community, based on collected data.

- **Testimonials and Case Studies:** Include participant testimonials and case studies that illustrate the program's successes and challenges.

d. Lessons Learned:

- **Challenges and Solutions:** Identify specific challenges encountered during program implementation and describe how they were addressed.
- **Recommendations for Future Programs:** Offer recommendations for enhancing future programs, based on the lessons learned during this program cycle.

e. Compliance Documentation:

- **Compliance Summary:** Summarize the program's compliance with the interlocal agreement, ARPA guidelines, and any other relevant regulations.
- **Audit and Review Results:** Report on the outcomes of any audits or external reviews, including findings and corrective actions, if applicable.

D. Additional Documentation: The Grant will not be considered fully closed out until the Final Report has been submitted to and accepted by the County. The County agrees to accept or reject the Final Report within 60 days.

In addition to the requirements set forth above, Subrecipient shall provide the County with such additional records, reports, and other documentation as may be required by the County or the U.S. Department of the Treasury.

Subrecipient shall ensure that each interim progress report is received by the County no later than ten (10) working days after the due date.

E. Confidentiality: The Parties agree that during and after the expiration or termination of this Agreement, neither Party nor any person, firm, corporation, or other entity affiliated with, owned in whole or in part by, employed by, or otherwise connected with the receiving Party shall directly or indirectly, without the express written consent of the disclosing Party, divulge, use, sell, exchange, furnish, give away, or transfer in any way any of the materials or information of the disclosing Party that reasonably should be considered proprietary or confidential or that the disclosing Part disclosing Party has indicated are proprietary or confidential.

14. Default and Remedies; Termination

A default shall consist of: (i) the material breach by Subrecipient of any term, condition, covenant, agreement, or certification contained in this Agreement; (ii) the expenditure of Grant funds for any use other than as provided in the Project Budget or in the approved scope of work for the Project; (iii) the failure to complete the Project by the dates set forth in the Agreement (except in the case of a Force Majeure) or otherwise unsatisfactory performance or completion of the Project; (iv) Subrecipient's bankruptcy, insolvency, or the dissolution or liquidation of Subrecipient's business

organization or assets; (v) the failure by Subrecipient to obtain Other Funds if such failure would significantly impact the Project or the inability of Subrecipient to lawfully expend a significant portion of the Other Funds in concert with the expenditure of the Grant funds hereunder in furtherance of the Project; (vi) a change in Subrecipient's staffing capacity that adversely affects Subrecipient's ability to carry out the Project in the County's sole discretion.

If a default described in this Section 14 occurs, the County shall give Subrecipient written notice of default and Subrecipient shall have thirty (30) calendar days from the date of such notice to cure the default. If Subrecipient has not cured the default to the satisfaction of the County by the conclusion of the 30-day period, this Agreement shall terminate at the end of the 30-day period and the County may demand repayment of the portion of Grant impacted by the non-cured default. Notwithstanding the above, upon the occurrence of a default under this Agreement involving Subrecipient's bankruptcy, insolvency, or the dissolution or liquidation of Subrecipient's business organization or assets, the County's right to terminate this Agreement shall be immediate without a notice and cure period. Notwithstanding the foregoing notice and cure period, in the event that the Treasury requires the repayment of any Grant funds, Subrecipient shall immediately return the Grant funds to the County.

In the event of termination of the Agreement, whether due to default or otherwise:

- A.** The County may withhold disbursement of the portion of the Grant funds impacted by the non-cured default and Subrecipient shall have no right, title, or interest in or to any of the portion of the Grant funds impacted by the non-cured default.
- B.** The County may demand repayment from Subrecipient of any portion of the Grant proceeds that Treasury determines were not expended in accordance with this Agreement and only in the event and to the extent that Treasury requires the County to repay Grant funds.
- C.** In addition to exercising any or all of the rights and remedies contained in this Agreement, the Parties at any time may proceed to protect and enforce all rights available to them by suit in equity, action at law, or by any other appropriate proceedings, all of which shall survive the termination of this Agreement.

15. Subrecipient's Certifications

The Subrecipient certifies that:

- A.** The acceptance of the Grant and the entering into of the Agreement have been duly authorized, executed, and delivered by their respective required authorities and are the valid and legally binding acts and agreements of the Parties.
- B.** The Parties are duly organized and validly existing under the laws of the State of Michigan and have all the requisite power and authority to enter into and carry out the transactions contemplated by this Agreement, including but not limited to legal capacity and authority to own and operate the Project, to enter into contracts, and to otherwise comply with applicable statutes and regulations.

- C. The representations, statements, and other matters contained in the Application are and remain true and complete in all material respects.
- D. Prior to commencement of the Project, Subrecipient will obtain all federal, state, and local government approvals, permits, and licenses that may be required to accomplish the Project and the scope of work.
- E. In the past four (4) years, Subrecipient has not been debarred, suspended, or otherwise been excluded from or been determined to be ineligible for program participation by any federal, state, or local government entity, nor is Subrecipient presently subject to or liable for any civil claims for non-payment with a potential or realized value of \$30,000.00 or more.
- F. Subrecipient shall comply with all applicable laws, regulations, terms, and conditions established by (i) Treasury and the County with respect to the use of Grant funds, including but not limited to those specified in the Act, the Regulations, and the Compliance & Reporting Guidelines, and (ii) other government authorities or third parties with respect to the use of Other Funds. With respect to applicable laws, regulations, terms, and conditions established by the County, this certification is only applicable to those that exist as of the date of this Agreement or those reasonably adopted by the County after the date of this Agreement in order to comply with changes to any laws, rules, regulations, or guidance applicable to the Grant funds.
- G. Subrecipient shall include in all contracts funded by the Grant the provisions required by this Agreement, the Act, the Regulations, and the Compliance & Reporting Guidelines.
- H. Subrecipient will make a certification prohibiting the use of federal funds for lobbying in the form attached as Attachment D.

16. Indemnification

Subrecipient agrees to defend, indemnify, reimburse, and hold the County, its officers, commissioners, officials, employees, agents, volunteers and other representatives ("County Indemnified Parties") harmless from and against any and all claims, injuries, damages, losses, or expenses (whether direct or asserted by a third party), including without limitation personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of property, which are alleged or proven to be caused in whole or in part by an act or omission of the Subrecipient, its officers, directors, employees, and/or agents relating to Subrecipient's performance or failure to perform under this Agreement. This section shall survive the expiration or termination of this Agreement.

A. Limitation of Liability:

NOTWITHSTANDING ANY PROVISION IN THIS AGREEMENT TO THE CONTRARY, UNDER NO CIRCUMSTANCE OR LEGAL THEORY (TORT, CONTRACT, OR OTHERWISE) SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR INDIRECT, EXEMPLARY, SPECIAL, OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF REVENUE, PROFIT, OR USE, OR COST OF CAPITAL OR OF SUBSTITUTE USE OR PERFORMANCE, ARISING UNDER THIS AGREEMENT IRRESPECTIVE OF WHETHER OR NOT SUCH OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

17. Nondiscrimination and Drug and Alcohol-Free Workplace

Subrecipient may not discriminate against and hereby certifies that it prohibits discrimination against and will not discriminate against any person on the basis of race, color, religion, ancestry, creed, or national origin, sex, marital status, physical or mental handicap, sexual orientation, or age in any aspect of its operations. Subrecipient shall comply with applicable federal, state, and local laws regarding discrimination and equal opportunity in employment, including:

- A. Titles VI and VII of the Civil Rights Act of 1964 as amended.
- B. Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 et seq. as amended.
- C. The Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101 et seq. as amended.
- D. Executive Directive 2019-09.
- E. Section 504 of the Rehabilitation Act of 1973 as amended.
- F. Title II of the Americans with Disabilities Act of 1990 as amended.
- G. Subrecipient will comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.) and any related regulations insofar as it is applicable to the Subrecipient.

18. Insurance

A. Insurance Coverage Requirements:

- 1. **General Liability Insurance:** Subrecipient shall maintain, or cause to be maintained, sufficient commercial general liability insurance coverage for the Project. This coverage shall be in force both during and after the completion of the Project to ensure protection against any claims, injuries, damages, losses, or expenses arising from the Project.
- 2. **Specialized Insurance:** If necessary, Subrecipient shall also maintain additional insurance coverage including, but not limited to, comprehensive public liability, property damage liability, builder's risk, and worker's compensation, in the form and amounts required by the County and deemed satisfactory by the County.

B. Proof of Insurance:

- 1. **Contractual Employee Insurance:** Subrecipient shall require any contractual employee involved in the Project to provide proof of insurance coverage for comprehensive public liability, property damage liability, builder's risk, and worker's compensation. This coverage must be in forms and amounts satisfactory to the Subrecipient and the County.
- 2. **ACORD Insurance Certificates:** Prior to the disbursement of the Grant proceeds, and to the extent required by the County, Subrecipient shall submit to the County an ACORD insurance certificate. This certificate must name both the County and the Subrecipient as loss payees and additional insureds, ensuring that they are covered under the

insurance policy. The ACORD insurance certificates must also provide for notification to the County and Subrecipient prior to the cancellation of any Project-related insurance policies.

- 3. Maintenance of Insurance:** Subrecipient shall ensure that all required insurance coverage is maintained throughout the term of the Project and for an appropriate period thereafter as determined by the County to cover any potential claims related to the Project. The Subrecipient shall be responsible for any expenses related to obtaining and maintaining the required insurance coverage. If any changes to the insurance policies are necessary during the term of the Project, Subrecipient shall promptly update the County and provide revised ACORD insurance certificates as applicable.

19. Independent Contractor

Each party under this Agreement shall be, for all purposes, an Independent Contractor. Nothing contained herein shall be deemed to create an association, partnership, joint venture, or a relationship of principal and agent, or employer and employee between the parties. The Subrecipient shall not be, or be deemed to be, or act, or purport to act as an employee, agent, or representative of the County for any purpose. Each party shall be responsible for its own acts and omissions and the acts and omissions of its own employees, agents, and subcontractors.

20. Notices

Any notice desired or required to be given hereunder shall be in writing and shall be deemed received three (3) days after deposit with the U.S. Postal Service, postage fully prepaid, certified mail, return receipt requested, and addressed to the party to which it is intended at its last known address, or to such other person or address as either party shall designate to the other from time to time in manner or by email if mutually agreed.

Subrecipient:

Dave Manson, Superintendent
Van Buren Intermediate School District
490 South Paw Paw St.
Lawrence, MI 49064
dmanson@vbisd.org

Van Buren County:

John Faul, County Administrator
Van Buren County - Administration
219 E. Paw Paw St, Suite 302
Paw Paw, MI 49079
faulj@vanburencountymi.gov

21. Improper Influence

Each party warrants that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each party agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.

22. Conflict of Interest

The elected and appointed officials and employees of the parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest.

23. Time is of the Essence

Time is of the essence in this Agreement.

24. Survival

The provisions of this Agreement that by their sense and purpose should survive expiration or termination of this Agreement shall so survive.

25. Amendment

Other than as set forth in Section 8, this Agreement may not be amended except by a written instrument executed by the County and Subrecipient.

26. Assignment

This Agreement may not be assigned without the prior written approval of the Parties.

27. Entire Agreement

This Agreement, together with the most recent versions of the Subrecipient's proposals and applications for the Grant funds, constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between the parties hereto with respect to the Grant.

28. Governing Law; Venue

The Agreement will be governed in all respects by the laws of the State of Michigan, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Agreement may be instituted and maintained only in a court of competent jurisdiction in Van Buren County, Michigan.

29. Delay Does Not Constitute Waiver

Except as provided herein, no failure or delay of the County to exercise any right, power, or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification, or agreement of any such default or preclude the County from exercising any right, power, or remedy at any later time or times.

30. No Third-Party Beneficiaries

Nothing herein shall or be deemed to create or confer any right, action, or benefit in, to, or on the part of any person or entity that is not a party to this Agreement except for the County Indemnified Parties under Section 16. This provision shall not limit any obligation which either Party has to Treasury in connection with the use of ARPA Funds, including the obligation to provide access to records and cooperate with audits as provided in this Agreement.

31. Severability

In the event that one or more provisions of this Agreement shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect and the invalid provisions shall be deemed deleted.

32. Counterparts

This Agreement may be executed in one or more counterparts, any of which shall be deemed an original but all of which together shall constitute one and the same instrument.

33. Authorization

Each party signing below warrants to the other party that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below.

**VAN BUREN COUNTY INTERMEDIATE
SCHOOL DISTRICT**

**VAN BUREN COUNTY BOARD OF
COMMISSIONERS**

By: Mary Ann Middaugh, Board President

By: Randall Peat, Board Chair

Date: _____

Date: _____

Attachments

Attachment A: Subrecipient's Youth Initiative Program Agreement

Attachment B: Anti-Lobbying Certification

Attachment C: Schedule of Disbursements

Attachment A: Subrecipient's Youth Initiative Program Agreement

Program Overview: The Van Buren Youth Initiative aims to enhance the well-being, education, and future opportunities of youth in Van Buren County. The initiative provides targeted support through afterschool programs, mental health services, and skill-building opportunities, ensuring that all participating youth are empowered to succeed academically, socially, and personally.

Program Activities:

- **Afterschool Programs:** Weekly programs across various topics, that may include home economics, arts, music, STEM, and leadership development. Programs tailored to meet student interests and development needs.
- **Counseling Availability:** Ongoing mental health counseling availability for all participants, with an emphasis on emotional well-being and coping strategies.

Roles and Responsibilities:

- **County's Role:** Oversee program implementation, provide necessary funding through ARPA grants, and ensure proper support and resources are available for the initiative.
- **Subrecipient's Role:** Execute the program, track student progress across activities, and provide regular reports on outcomes related to participation, participant progress, and mental health improvements.

Performance Metrics:

- **Participation Rates:** Regularly measure and track the number of youth participating in each program area (e.g., afterschool activities, counseling activities, trips).
- **Educational Outcomes:** Evaluate student progress through improvements in program attendance and skill acquisition.
- **Mental Health Improvements:** Assess participants' emotional well-being through pre- and post-program surveys, counseling feedback, and behavioral assessments.

Expected Outcomes:

- **Short-Term Goals:**
 - Increase youth participation across afterschool programs and workshops.
 - Enhance youth engagement in educational and personal development activities.
- **Long-Term Goals:**
 - Improve academic performance and foster skill development in key areas such as STEM, the arts, and leadership.
 - Promote mental health and emotional resilience among participants, contributing to long-term well-being and success.

Budget and Financial Plan:

Personnel Services:	\$581,000
Supplies:	\$132,500
Other Services and Charges:	<u>\$236,500</u>
	\$950,000

Attachment B: Anti-Lobbying Certification

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of their knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Agreement Information:

- **Subrecipient Name:** Van Buren County Intermediate School District
- **Federal Award Number:** (Insert Award Number)
- **Federal Program Title:** American Rescue Plan Act (ARPA)
- **CFDA Number:** 21.027

Authorized Signatory: By signing below, the Subrecipient certifies that the statements herein are true, complete, and accurate to the best of their knowledge and belief, and that they will comply with the requirements outlined in this certification.

Authorized Signatory:

Witness:

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Attachment C: Schedule of Disbursements

Quarter	Disbursement Amount
July 1, 2024	
October 1, 2024	
January 1, 2025	
April 1, 2025	
July 1, 2025	
October 1, 2025	
January 1, 2026	
April 1, 2026	
July 1, 2026	
October 1, 2026	
January 1, 2027	

**B. Approval of Additional Day for Speech & Language Pathologist (ROLL
CALL VOTE)**

61

MEMO

DATE: SEPTEMBER 11, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL FOR AN ADDITIONAL SLP DAY**

BACKGROUND:

The Special Education Department is short one Speech and Language Pathologist to serve students at Hartford Public Schools and Gables Public Schools. The current posting is for four days.

Given an unexpected increase of students qualifying for services in Hartford, an additional day per week is requested. It is noted that if an additional day is approved, the open position would be considered five days/full time, which is more attractive to candidates and will hopefully increase the likelihood that this position may be filled soon.

RECOMMENDATION:

RESOLVED that the Board of Education approve one additional Speech and Language day per week, effective immediately.

C. Approval of Sports Medicine Classroom Renovation (**ROLL CALL VOTE**)

63

MEMO

DATE: SEPTEMBER 11, 2024
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH
RE: **APPROVAL OF SPORTS MEDICINE CLASSROOM RENOVATION**

REVIEW

With the addition of a new Sports Medicine program at Van Buren Tech, administration is interested in renovating a classroom that is currently vacant to create a classroom space that is conducive to serving as the classroom for the new Sports Medicine program.

OVERVIEW

To utilize the current space as a Sports Medicine classroom, Van Buren Tech must remove existing equipment, cabinetry, water/gas lines, etc., and redesign the space. Bids went out for this project on Monday, August 19th, and were opened on Tuesday, September 3rd. The following 3 bids were received for this project.

Mugen Construction - \$59,511
Brussee-Brady Inc = \$77,900
Hall Builders - \$105,000

RESOLUTION

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, accept the bid from Mugen Construction for the price of \$59,000 to coordinate and facilitate this renovation project.

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

65

MEMO

DATE: SEPTEMBER 11, 2024
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>New Employee</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Denise Hoffman, Occupational Therapist	\$83,947.00		8/16/2024
Yaritza Pena, EO Speech & Language	\$60,589.21	\$1,500.00	8/28/2024
Brian Simmerman, Adapted PE Teacher	\$80,199.00		8/21/2024
Christine Nondorf, IT Support Specialist	\$35,000.00		8/26/2024
Andrew Davis, RR Teacher	\$45,360.00		8/26/2024
Olivia Dodge, RR Teacher	\$53,768.00		8/21/2024
Lucienne Dreisbach, School Social Worker	\$63,803.00		8/29/2024
Claire Terry, Diagnostic Teacher Consultant	\$59,805.00		9/09/2024
Saul Chorro-Romero, ESL Resource Teacher	\$45,360.00		9/12/2024
Nathaniel Robinson, District Tech Coordinator	\$60,000.00		9/16/2024

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

RECOMMENDATION

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

E. Approval of Staff Resignations/Retirements (**VOICE VOTE**)

67

MEMO

DATE: SEPTEMBER 11, 2024
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>
Amanda Chiotti, MCEC Assistant Principal	8/30/2024

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.