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A. General Information

ISDs serve as a central support system for all public, charter and non-public schools that operate within their district. There are 56 Intermediate School Districts (ISDs) or Regional Education Service Agencies (RESAs) in the state of Michigan. No two are exactly alike. Each bases its work on the specific needs of its constituent public school districts. All offer leadership, programs, and services in the areas of instruction, career and technical education, special education, technology, and business related functions. Berrien RESA serves 13 K-12 school districts, two K-8 school districts, three Public School Academies and 25 non-public schools within Berrien County.

| | FY 2018-2019 | | | |
|--|---------------|--|--|--|
| Total Budget | \$ 53,348,039 | | | |
| Pupil FTEs | 25,698.00 | | | |
| RESA Employees | 341 | | | |
| Constituent Districts, PSAs, Nonpublic Schools | 43 | | | |

B. Travel Information

As ISDs seek to provide leadership, programs and services to their constituents, staff seek out best practices, gain state and national educational perspectives, gather knowledge and skill levels that reflect the latest trends, innovations, and challenges. This requires more travel to conferences and trainings than you would typically experience in a K-12 school district.

| | | | | |
|--|-----------------|------------------|--|--|
| Board Member/Administrator Name -- none exceeded \$3,800 threshold | | | | |
| FY 2019 Total Cost of Air Fare | | | | |
| FY 2019 Total Cost of Overnight Lodging | | | | |
| FY 2019 Total Cost of Car Rental | | | | |
| FY 2019 Total Cost of Meals | | | | |
| <i>Dates</i> | <i>Purposes</i> | <i>Locations</i> | | |
| | | | | |
| | | | | |

C. Contract Information

ISDs occasionally enter into contracts with vendors to perform specific services that would not be cost effective or reasonable for the ISD to provide on its own. ISDs must follow state requirements for seeking competitive bids on some purchases. The Berrien RESA Purchases Subject to Bid policy (Policy #6320) follows the state requirements for competitive bids. During 2019-20, the state required that all purchases of supplies, materials and equipment in excess of \$24,924 and all building construction, addition, renovation or repair in excess of \$24,924 follow competitive bid requirements, except for proprietary items or purchases of supplies or equipment through group co-op purchasing programs which do not require bids or quotes. This policy further outlines the procedures for the development of competitive bids. Below are the contracts required to be reported under this section.

| Subject Matter | Cost | Bid? | Signed by | Position |
|---|----------------|------|-------------|----------------|
| Andrews University | \$411,842.00 | No | Kevin Ivers | Superintendent |
| Berrien County Public Transportation | \$65,252.00 | No | Kevin Ivers | Superintendent |
| Enviro Clean | \$165,203.00 | No | Kevin Ivers | Superintendent |
| EDUStaff Personnel--- Principal-Lighthouse; Transition Spec.; Secretary; CTE consultant | \$761,834.00 | No | Kevin Ivers | Superintendent |
| First Student Transportation | \$3,054,437.00 | No | Kevin Ivers | Superintendent |
| Plante & Moran | \$46,760.00 | No | Kevin Ivers | Superintendent |
| GMB | \$204,405.00 | Yes | Kevin Ivers | Superintendent |
| Miller-Davis | \$3,107,151.00 | Yes | Kevin Ivers | Superintendent |

D. Contract Modification Information

Any contract modifications in excess of \$100,000 or that increased the total obligation to over \$100,000, or any contract modifications that were not competitively bid in excess of \$25,000 or that were not competitively bid and increased the total obligation to over \$25,000 for the 2018-19 school year are detailed below.

| Modification Description | Additional Amount | Revised Total |
|--------------------------|-------------------|---------------|
| None | | |
| | | |

E. Salary, Expense Account, & Supplemental Compensation Information

ISD employees are typically categorized by classification. All classifications are normally established according to demands of the position, level of responsibility, job functions performed, credentials and skills required, etc. Each classification falls into at least one established salary schedule, which takes into account such factors as seniority in position or in similar positions, comparison to similar jobs elsewhere in the community, cost of living factors, etc. In addition, some classifications require travel inside and outside of the ISD, attendance at meetings, and attendance at workshops and conferences. Expenses for these activities are strictly limited in a budget approved annually by the ISD Board of Education.

| Employee | Salary | Exp. Acct. | Reimb. Exp. | Suppl. Comp. |
|---|-----------|------------|-------------|--------------|
| Superintendent | \$188,355 | \$ - | \$ - | \$ - |
| Assistant Superintendent/Chief Academic Officer | \$145,725 | | | |
| Director, Business & Finance | \$101,412 | | | |
| Director, Career & Technical Education | \$108,000 | | | |
| Executive Director, Human Resources | \$118,050 | | | |
| Director, Early Childhood | \$103,998 | | | |
| Director, Administrative & Instructional Technology | \$107,408 | | | |
| Director, General Education | \$107,713 | | | |
| Supervisor, Ancillary Services & Compliance | \$102,733 | | | |
| Supervisor, Ancillary Services & Programs | \$102,733 | | | |
| Supervisor, Autism Spectrum Disorder | \$102,733 | | | |
| Principal | \$102,733 | | | |
| Principal | \$102,733 | | | |

F. Fiber Optic/Cable Equipment & Operating System Software for Fiber Optic/Cable Equipment Networks

Many ISDs utilize fiber networks which benefit students and the community. These high capacity broadband networks interconnect districts, improve the delivery of Internet, instructional, and administrative resources while reducing over-all costs. Through partnerships, ISDs, local schools, county and other governmental units, and Central Police Dispatch (911), have access to fiber wide-area networks that are more affordable for all partners.

| Fund Source | Expenditures for Fiber Optic or Cable Equip. or OS Software |
|-------------|---|
| None | \$ - |

G. Public Relations, Polling, Lobbying, and Legal Services

The 56 intermediate school districts (ISDs) or regional educational service agencies (RESAs) were created by the legislature in 1962 to bring about quality and equitable educational opportunities to students and schools throughout the state. Because public education is funded and regulated by the state and federal government, it is necessary for ISDs to use some resources to fund activities that promote public accountability, research, and government communications. The guiding principle for all activities of this nature is to advocate for the children we serve.

| Vendor | Services | Amount |
|---|----------------|--------------|
| Thrun Law Firm | Legal Services | \$ 2,451.00 |
| Clark Hill, P.L.C. | Legal Services | \$ 17,078.00 |
| Secrest, Wardle, Lynch, Hampton, Truex & Morley | Legal Services | \$ 1,686.00 |

H. IRS Tax Form 1099s in Excess of \$25,000

Cost savings can often be realized by contracting with individuals for limited, specialized projects. For the fiscal year 2019-2020, the following projects and services were accomplished under contracts that exceeded \$25,000:

| Name | Amount | Project(s) | Services |
|------|--------|------------|----------|
| None | | | |

I. Certain ISD Expenditures

Every organization requires leadership. ISDs within the State of Michigan have been charged by the Governor and the Michigan Department of Education to communicate, train, support, and lead educational initiatives defined by the state and federal government. Most recently these include, but are not limited to, the following: No Child Left Behind, high school graduation requirements, the Michigan School Improvement Framework, Common Core and the new Grade Level Content Expectations for the core subjects. ISDs are required by law to meet the individual and specialized needs of students within our region including the areas of Title I, Special Education, and Career and Technical Education. Berrien RESA utilizes the services of several legal firms (see Sec. G) to provide legal advice and to represent it when it is in the best interest of the Agency to do so. Berrien RESA neither employs nor contracts with any individual or agency for the purposes of Polling or Lobbying. The Agency employs a Supervisor for Communications. Approximately 15% of this position constitutes Public Relations.

| | \$ Amount | % of Budget |
|--|----------------|-------------|
| Administrative costs | \$2,527,099.00 | 4.74% |
| Public Relations, surveys, polling, lobbying, legal fees | \$ 14,993.30 | 0.03% |

J. Motor Vehicle Expenses

Because ISDs serve numerous districts, sometimes covering large geographic areas, certain vehicles might be provided for specific transportation needs.

| Motor Vehicles | Purpose |
|------------------------------------|---|
| 2014 Dodge Grand Caravan (T-3) | Delivery of CBI students between instructional & work sites |
| 2016 Ford Pickup truck (T-16) | Buildings & Grounds staff business use |
| 1999 H & H Trailer (T-16A) | Buildings & Grounds staff business use |
| 2016 Ford Pickup (T-29) | Buildings & Grounds staff business use |
| 2010 Dodge Grand Caravan van (T-1) | Delivery of CBI students between instructional & work sites |
| 2013 Dodge Grand Caravan (T-2) | Pool car for Staff business related use |
| 2018 Ford Transit (T-45) | Delivery of CBI students between instructional & work sites |
| 2017 Ford Transit (T-46) | Delivery of CBI students between instructional & work sites |
| 2016 Ford Transit (T-6) | Delivery of CBI students between instructional & work sites |
| 2018 Ford Transit (T-14) | REMC use |
| 1998 Chevy Dump Truck (T-7) | Buildings & Grounds staff business use |
| 2018 Ford Transit (T-12) | Food Service |
| 2008 Ford Van (T-23) | Buildings & Grounds staff business use |
| 2018 Ford Transit (T-48) | Delivery of CBI students between instructional & work sites |
| 2001 Ford E-150 Wagon (T-47) | Delivery of CBI students between instructional & work sites |