

## INSTRUCTIONS

Cells are protected in this spreadsheet. Please provide information in the unshaded cells only.

If additional rows are needed to enter information in a particular area, the sheet can be unprotected and rows can be copied and inserted.

If you unprotect the sheet to insert rows, please protect the sheet when finished.

Rename the tab "ISD NAME" to your district's name.

### ADDITIONAL INSTRUCTIONS TO CREATE A WEBPAGE

1. To create a webpage of this spreadsheet, select the area from the lower right to the upper left.
2. From the file menu select "Save As Web Page".
3. Select the SAVE SELECTION OPTION and name your page.
4. Review the web page you have just saved. You may want to use the alternate version of this spreadsheet.

**Berrien RESA -- 2020-2021**

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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 2020-2021			
Total Budget	\$ 55,706,573			
Pupil FTEs	24,587.68			
RESA Employees	333			
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 \$4,200 threshold				
FY 2021 Total Cost of Air Fare				
FY 2021 Total Cost of Overnight Lodging				
FY 2021 Total Cost of Car Rental				
FY 2021 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 2020-21, the state required that all purchases of supplies, materials and equipment in excess of \$25,288 and all building construction, addition, renovation or repair in excess of \$25,288 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	\$194,832.00	No	Kevin Ivers	Superintendent
Enviro Clean	\$192,906.00	No	Kevin Ivers	Superintendent
EDUStaff Personnel--- Principal-Lighthouse; Transition Spec.; Secretary; CTE consultant	\$539,648.67	No	Kevin Ivers	Superintendent
First Student Transportation	\$2,656,623.00	No	Kevin Ivers	Superintendent
Plante & Moran	\$43,000.00	No	Kevin Ivers	Superintendent
GMB	\$124,711.00	Yes	Kevin Ivers	Superintendent
Miller-Davis	\$2,878,481.00	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	\$185,000	\$ -	\$ -	\$ -
Assistant Superintendent/Chief Academic Officer	\$128,075			
Director, Business & Finance	\$101,412			
Director, Special Education	\$118,601			
Executive Director, Human Resources	\$118,050			
Director, Early Childhood	\$103,998			
Director, Administrative & Instructional Technology	\$107,408			
Supervisor, Ancillary Services & Compliance	\$102,733			
Supervisor, Birth to 3 Services	\$87,019			
Supervisor, Autism Spectrum Disorder	\$102,733			
Principal LEC	\$101,964			
Principal BLC	\$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	\$ 9,033.00
Clark Hill, P.L.C.	Legal Services	\$ 26,424.92
Secrest, Wardle, Lynch, Hampton, Truex & Morley	Legal Services	\$ 1,586.00
Karoub & Associates	Lobbying Services	\$ 21,850.00
Calhoun ISD	Lobbying Services	\$ 2,750.00

**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.

	\$ Amount	% of Budget
Administrative costs	\$2,221,907.00	3.99%

**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
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
2015 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
1990 Chevy One Ton Van (T12)	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