

Agenda of Regular Meeting

The Board of Trustees Van Buren ISD

A Regular meeting of the Board of Trustees of Van Buren ISD will be held December 2, 2020, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

The Board of Education meeting will be held virtually until further notice to comply with the *Michigan Safe Start Plan* and MDHHS Emergency Order under MCL 333.2253. The public is welcome to call into the VBISD Board of Education meetings by dialing the number below at no cost. If you require accommodations to access these meetings, please contact Jeff Mills at jmills@vbisd.org.
Public Phone Number: 415-655-0001

Access code: 157 014 319 0 **Please sure to include the access code.*

I. REGULAR MEETING

- A. Consent Agenda - **(Roll Call Vote)**
 - 1. Minutes

2

The **regular meeting** of the Van Buren Intermediate School District Board of Education was held **in person and virtually** on **November 4, 2020**, in the Board of Education office and called to order at **4:00 PM**. The following members were present in person: Crandall, Weiss, Middaugh, Kent, and Sage. Absent: None.

Kent moved to approve the Consent Agenda (*October 7, 2020 Minutes, Voucher Budget Summary, Imprest Summary, and Payroll Summary*). Supported by Middaugh. Roll call vote: Weiss – yes, Middaugh – yes, Kent – yes, Crandall – yes, and Sage – yes. The motion carried.

Weiss moved to approve the Superintendent/Board travel as presented and shown in Attachment 1. Supported by Kent. Roll call vote. Kent – yes, Weiss – yes, Middaugh – yes, Crandall – yes, and Sage - yes. The motion carried.

The Board reviewed the VBISD Reconfirmation of Extended COVID-19 Learning Plan and public comments were solicited. The 2019-20 financial audit for VBISD was presented by Dave Nielsen of Maner Costerian. Department updates were provided to the Board by Superintendent Mills and department administrators.

Middaugh moved to approve the following resolution:

RESOLVED that the Van Buren Intermediate School District Board of Education approves the Special Education State Aid Note Borrowing \$2,800,000 as shown in Attachment 2.

Weiss supported. Roll call vote. Middaugh – yes, Kent – yes, Crandall – yes, Weiss – yes, and Sage – yes. Motion carried.

Weiss moved to approve the following resolution:

RESOLVED that the Board of Education approves the purchase of the Avigilon Access Control Manager Card Access Solution from Presidio Networked Solutions Group, LLC at a total price of \$29,073.61.

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

Weiss moved to approved the following resolution:

RESOLVED that the Board of Education approves the hiring of Heidi Anson for the position of GSRP Early Childhood Specialist/Supervisor with an annual salary of \$51,400 plus applicable benefits.

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

Middaugh moved to approve the following resolution:

RESOLVED that the VBISD Board of Education approves the posting of the Mental Health Clinician position.

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

Meeting adjourned at 5:30 pm.

Respectfully submitted,



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

CONFERENCE ATTENDANCE

Superintendent/Board of Education

November 4, 2020

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
Mary Ann Middaugh	December 4-6, 2020	2020 MASB Virtual CBA Sessions Online	\$270.00

Post Approval

			COST

SPECIAL EDUCATION STATE AID OPERATING NOTES RESOLUTION

Van Buren Intermediate School District, Michigan (the “Issuer”)

A regular meeting of the board of education of the Issuer (the “Board”) was held in the Board of Education office, within the boundaries of the District, both in person and electronically through remote call in **1-415-655-0001** with identification number **172 790 030 3** on the 4th day of November, 2020, at four o’clock in the p.m. (the “Meeting”)

The Meeting was called to order by **FRANCES SAGE**, President.

Present (In Person): *Crandall, Kent, Weiss, Middaugh, and Sage*

Absent: *NONE*

The following preamble and resolution were offered by Member *Middaugh* and supported by Member *Weiss*:

WHEREAS:

1. Under the terms of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended (“Act 451”), a school district is authorized, either by achieving qualified status as described in Section 303(2) of Act 34, Public Acts of Michigan, 2001, as amended, or upon receiving prior approval of the authorized representative of the Department of Treasury, to borrow money for school operations and issue its notes therefor, pledging for the payment thereof special education monies to be received by it from the state school aid fund, which notes shall be the full faith and credit obligation of the Issuer; and

2. The estimated amount of such state aid appropriations allocated, or to be allocated, to this Issuer for special education operating purposes is \$8,424,531 for fiscal year 2020-2021, of which amount the sum of \$729,797 has been heretofore distributed and received, leaving a balance of \$7,694,734 as the estimated amount remaining to be distributed to the Issuer pursuant to Act 451; and

3. This Issuer has immediate need to borrow the sum of not to exceed Two Million Eight Hundred Thousand Dollars (\$2,800,000) to pay current special education operating expenses for fiscal year 2020-2021; and

4. The principal amount of the notes payable from the undistributed balance of the special education appropriations allocated to this Issuer for said fiscal year which have heretofore been issued and are now outstanding is \$-0-;

5. Five percent (5%) of estimated fiscal year 2019-2020 special education operating expense is \$1,457,377;



6. The process of soliciting bids by publishing a notice of sale in a publication as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, is prohibitively more expensive than negotiating the sale of the Notes (defined below) to a bank or financial institution or obtaining bids through the distribution of a solicitation for bids; and

7. The Issuer has received an offer from TCF National Bank (the “Bank”) to purchase the Notes at an interest rate of one and five tenths percent (1.5%), which offer is attached hereto as Exhibit B.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Issuer shall borrow the sum of not to exceed Two Million Eight Hundred Thousand Dollars (\$2,800,000) or such lesser amount as the Department of Treasury may approve or as reduced by a member of either the administrative staff or the Board of the Issuer, and shall issue its note or notes (the “Notes”) therefor. The Issuer hereby appropriates a sufficient amount of special education state aid to repay the principal of and interest on the Notes. In addition, the full faith and credit of the Issuer is hereby irrevocably pledged for payment of the principal and interest on the Notes, and in case of insufficiency of state aid, the Issuer shall pay the Notes from any funds legally available therefor, and, if necessary, levy taxes on all taxable property in the Issuer for the payment thereof, subject to applicable constitutional and statutory tax rate limitations, all pursuant to Act 451. The pledge of full faith and credit is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

It is hereby declared that said borrowing is necessary for the purpose of securing special education funds for school operations and it is agreed with the purchaser of said Notes that the proceeds thereof will be used exclusively for that purpose.

2. Based upon expense considerations associated with publishing a notice of sale, as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, the Board authorizes the negotiated sale of the Notes to the Bank, and accepts the Bank’s offer, as attached hereto as Exhibit B.

3. Book Entry. If requested by the initial purchaser of the Notes, the ownership of one fully registered note for each maturity, in the aggregate principal amount of such maturity shall be registered in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”). So long as the Notes are in the book entry form only, the Paying Agent shall comply with the terms of the Blanket Issuer Letter of Representations to be entered into between the Issuer and DTC, which provisions shall govern registration, notices and payment, among other things, and which provisions are incorporated herein with the same effect as if fully set forth herein. The Superintendent is hereby authorized and directed to enter into the Blanket Issuer Letter of Representations with DTC in such form as determined by the Superintendent, in consultation with note counsel, to be necessary and appropriate. In the event the Issuer determines that the continuation of the system of book entry only transfer through DTC (or a successor securities depository) is not in the best interest of the DTC participants, beneficial owners of the Notes, or

the Issuer, the Issuer will notify the Paying Agent, whereupon the Paying Agent will notify DTC of the availability through DTC of the note certificates. In such event, the Issuer shall issue and the Paying Agent shall transfer and exchange Notes as requested by DTC of like principal amount, series and maturity, in authorized denominations to the identifiable beneficial owners in replacement of the beneficial interest of such beneficial owners in the Notes, as provided herein.

So long as the book-entry-only system remains in effect, in the event of a partial redemption the Paying Agent will give notice to Cede & Co., as nominee of DTC, only, and only Cede & Co. will be deemed to be a holder of the Notes. DTC is expected to reduce the credit balances of the applicable DTC Participants in respect of the Notes and in turn the DTC Participants are expected to select those Beneficial Owners whose ownership interests are to be extinguished or reduced by such partial redemptions, each by such method as DTC or such DTC Participants, as the case may be, deems fair and appropriate in its sole discretion.

4. Said Notes shall be dated as of November 12, 2020, or the date of delivery, shall bear interest from the date thereof until paid at a rate not exceeding one and five tenths percent (1.5%) per annum on the balance from time to time remaining unpaid, shall be in minimum denominations of \$100,000 or multiples of \$1,000 in excess of \$100,000, shall be payable to the Registered Owner, in lawful money of the United States of America, at such bank or trust company in the State of Michigan as shall be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the State of Michigan or of the Federal Government, and shall be due and payable on March 1, 2021, or such other date as determined by an Authorized Officer (defined below) but subject to the right of the Issuer to pay the same in whole or in part, without penalty, at any time prior to maturity. If more than one note is issued, the Notes shall be numbered serially from 1 upwards, and any such payments made prior to maturity shall be applied to the Notes in direct numerical order. Such Notes may be designated, at the option of the purchaser thereof, as a “Special Education State Aid Note” or “Special Education State Aid Notes”.

5. The form of the Notes shall be in substantially the form set forth and attached hereto as Exhibit A.

6. The Issuer has achieved qualified status under Act 34, Public Acts of Michigan, 2001, as amended.

7. The Notes shall be executed by the President and Secretary of the Board. In the absence of the President, the Superintendent may sign in the place of the President, and in the absence of the Secretary, the Treasurer of the Board may sign in place of the Secretary.

8. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended (the “Code”), necessary to maintain the exemption of interest on the Notes from federal income taxation.

9. The Issuer hereby designates the Notes of this issue as “qualified tax-exempt obligations” for purposes of deduction of interest expense by financial institutions under the provisions of the Code. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which

issue obligations on behalf of the Issuer during calendar year 2020 will not exceed \$10,000,000, excluding only those tax-exempt obligations as permitted by Section 265(b)(3)(C)(ii) of the Code.

10. Within fifteen (15) business days after issuance of the Notes, the Board hereby authorizes and directs the Superintendent to cause to be filed with the Department of Treasury any and all documentation required subsequent to the issuance of the Notes, along with any statutorily required fee.


11. The President, Vice President, Secretary, Treasurer, Superintendent and the Director of Finance & Operations (each an "Authorized Officer") are each further authorized to execute any documents or certificates necessary to complete the transaction. Any of those officers may designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.

12. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.


Ayes: *Middaugh, Kent, Crandall, Weiss, and Sage*

Nays: *NONE*

Resolution declared adopted.


Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Van Buren Intermediate School District, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).


Secretary, Board of Education

RJN/jmw

EXHIBIT A

**UNITED STATES OF AMERICA
STATE OF MICHIGAN
VAN BUREN INTERMEDIATE SCHOOL DISTRICT
SPECIAL EDUCATION STATE AID NOTE**

Rate **Maturity Date** **Date of Original Issue** **CUSIP No.**
November 12, 2020

**REGISTERED OWNER:
PRINCIPAL AMOUNT:**

Van Buren Intermediate School District, State of Michigan (the “Issuer”), for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above on the Maturity Date specified above, with interest thereon from the date hereof until paid at the Rate specified above based on a 360-day year, 30-day month, on presentation and surrender of this note (the “Note”) at _____, Michigan (the “Paying Agent”). This Note is issued in minimum denominations of \$100,000 or multiples of \$1,000 in excess of \$100,000.

This Note is subject to the right of the Issuer to pay the same in whole or in part, without penalty, at any time prior to maturity.

This Note is issued under the provisions of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of providing special education money for school operations for the 2020-2021 fiscal year. The Issuer has pledged for the payment of this Note monies to be received by it from special education state school aid. As additional security the Issuer has pledged the full faith, credit and resources of the Issuer and, in the event of the unavailability or insufficiency of state school aid for any reason, this Note is payable from tax levies within the Issuer's constitutional and statutory limitations or from unencumbered funds of the Issuer. The pledge of the full faith, credit and resources is subordinate to any encumbrances of tax levies pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

The Issuer has designated this Note as a “Qualified Tax-Exempt Obligation” for the purpose of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Note, have been done, exist and have happened in regular and due time and form as required by law, and that the total indebtedness of the Issuer, including this Note, does not exceed any constitutional or statutory limitation.

This Note shall not be deemed a valid and binding obligation of the Issuer in the absence of authentication by manual execution hereof by the authorized signatory of the Paying Agent.

IN WITNESS WHEREOF, Van Buren Intermediate School District, State of Michigan, by its Board of Education, has caused this Note to be signed in the name of the Issuer by its President and Secretary, as of November 12, 2020, and to be manually signed by the authorized signatory of the Paying Agent as of the date set forth below.

Van Buren Intermediate School District
State of Michigan

By Form Only - Not for Execution
President

And Form Only - Not for Execution
Secretary

CERTIFICATE OF AUTHENTICATION

Dated: _____

This Note is one of the Notes described herein.

[NAME OF BANK]

_____, MICHIGAN

PAYING AGENT

By _____

Authorized Signatory

EXHIBIT B



10/27/2020

Van Buren Intermediate School District
490 South Paw Paw Street
Lawrence, Michigan 49064

Thank you for the invitation to bid on a loan in anticipation of State School Aid in the amount up to \$2,800,000 to be repaid on March 1, 2021.

Chemical Bank will make the loan as outlined below.

Amount: \$2,800,000
Interest Rate: 1.5% per annum
Closing date: November 12, 2020
Maturity Date: March 1, 2021

This bid is subject to the following conditions:

- That the loan be exempt from federal and state income tax and further be declared to be a "Qualified Tax-Exempt Obligation" for the purpose of deduction of interest expense by financial institutions;
- That the school district files Form 8038-G and provides a copy to the bank;
- That the loan be structured in accordance with Michigan statutes pertaining to the authority of school districts to borrow;
- That the loan be a general obligation of Van Buren Intermediate Schools, and;
- That the Michigan Department of Treasury approves the loan.

This rate commitment will expire 30 days from the date of this letter unless extended by the bank in writing. The note is subject to prepayment prior to maturity without penalty.

Sincerely yours,

Scott W. Leesch
Scott Leesch, CTP, CPFIM
VP, Municipal Banking
TCF Bank.





Extended COVID-19 Learning Plan

To view the VBISD Extended Continuity Plan in its entirety, click [HERE](#)

Reconfirmation Meeting

Required 30 Days After Initial Plan Approval and Every Month Thereafter

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates

Reconfirmation Meeting for November 2020

Reconfirm instructional delivery method:

Special Education Programs provide face-to-face instruction Monday through Thursday, and remotely on Fridays (select Fridays for the VBISD Early Childhood Program). Per parent request, a fully remote option will be available and programs and services for anything other than fully face-to-face are defined by Individual Contingency Learning Plans.

Students at VB Tech:

In order to maintain social distancing in classrooms and labs, students at Van Buren Tech will be following a hybrid schedule while we remain in Phase IV of the Governor's Safe Start Plan. The specific hybrid schedule being followed consists of two days of in-person instruction, one day of synchronous instruction, and two days of asynchronous instruction.

Reconfirm how instruction will be delivered for each grade level:

VBISD GSRP:

GSRP services are being provided face to face or hybrid only. The days and times of attendance align with the LEAs first grade schedule. All classrooms are providing 4 full days of instruction regardless of model. Remote instruction is provided if a classroom/school is required to close.

VBISD Special Education Early Childhood - 26 years:

Special Education Programs provide face-to-face instruction Monday through Thursday, and remotely on Fridays (select Fridays for the VBISD Early Childhood Program). Per parent request, a fully remote option will be available and programs and services for anything other than fully face-to-face are defined by Individual Contingency Learning Plans.

VB Tech (Grades 10 - 13):

Students at VB Tech:

In order to maintain social distancing in classrooms and labs, students at Van Buren Tech will be following a hybrid schedule while we remain in Phase IV of the Governor's Safe Start Plan. The specific hybrid schedule being followed consists of two days of in-person instruction, one day of synchronous instruction, and two days of asynchronous instruction.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

Document Public Comments:

Review Weekly 2-Way Interaction Rates

October	All Students (<i>percentage of all students who received (2) 2-way interactions each week</i>)
Week 1	(<i>must be reported in percent form</i>) SPECIAL EDUCATION: <ul style="list-style-type: none">• BEC: 80.65%• BGLC: 85.29%• CTC: 89.83% VB TECH: 91.4%
Week 2	SPECIAL EDUCATION: <ul style="list-style-type: none">• BEC: 82.26%• BGLC: 85.44%• CTC: 89.83% VB TECH: 86.3%
Week 3	SPECIAL EDUCATION: <ul style="list-style-type: none">• BEC: 79.03%• BGLC: 86.27%• CTC: 84.75% VB TECH: 83.6%
Week 4	SPECIAL EDUCATION: <ul style="list-style-type: none">• BEC: 79.03%• BGLC: 76.7%• CTC: 71.43% VB TECH: 76.4%

Van Buren Intermediate School District
October 2020

Imprest Fund Vouchers	\$ 1,762,375.25
Payroll Fund Vouchers	3,360,905.96
Purchasing Card Vouchers	59,275.50
EDUSTAFF ACH Payments	<u>14,245.87</u>
	\$ 5,196,802.58

Budget-to-Expenditure Comparison 20-21

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	13,220,880	4,303,153	8,917,727	654,677
Special Education	34,489,773	8,799,428	25,690,345	4,134,236
Vocational Education	15,785,792	3,900,359	11,885,433	2,019,313
Food Service	92,010	55,368	36,642	(20,864)
Capital Projects	2,000,000	671,111	N/A	828,889

Cash Flow Summary

	Ending Balance 9/30/2020	Cash Receipts	Cash Disbursements	Ending Balance 10/31/2020
General	1,660,290	1,135,702	989,635	1,806,357
Special Education	2,481,656	1,605,121	2,918,841	1,167,936
Vocational Education	7,572,545	43,632	1,081,462	6,534,715
Student Activity Fund	33,070	100	0	33,170
Food Service	82,810	47	7,184	75,673
Capital Projects	91	198,443	198,077	457
	<u>11,830,461</u>	<u>2,983,045</u>	<u>5,195,199</u> *	<u>9,618,307</u>

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

PAYROLL SUMMARY
November 2020

GENERAL	787,304.33
SPECIAL EDUCATION	1,955,495.32
VOCATIONAL EDUCATION	618,106.31
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,360,905.96

IMPREST VOUCHER SUMMARY
November 2020

FUND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	186,629.45	28,556.31	(4,005.71)	211,180.05
Special Education	1,078,108.17	21,112.22	8,127.14	1,107,347.53
Vocational Education	287,560.01	9,416.95	(3,411.14)	293,565.82
Capital Projects	198,055.05	0.00	0.00	198,055.05
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	(100.00)	190.02	0.00	90.02
Food Service Fund	11,412.28	0.00	0.00	11,412.28
TOTAL	1,761,664.96	59,275.50	710.29	1,821,650.75

CONFERENCE ATTENDANCE

Superintendent/Board of Education

December 2, 2020

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
John Weiss	December 3-6, 2020	2020 MASB Virtual CBA Sessions Online	\$540.00

Post Approval

			COST



Extended COVID-19 Learning Plan

To view the VBISD Extended Continuity Plan in its entirety, click [HERE](#)

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Agenda:

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- Review weekly 2-way interaction rates

Reconfirmation Meeting for December 2020

Reconfirm instructional delivery method:

Special Education Programs provide face-to-face instruction Monday through Thursday, and remotely on Fridays (select Fridays for the VBISD Early Childhood Program). Per parent request, a fully remote option will be available and programs and services for anything other than fully face-to-face are defined by Individual Contingency Learning Plans.

Students at VB Tech:

In order to maintain social distancing in classrooms and labs, students at Van Buren Tech will be following a hybrid schedule while we remain in Phase IV of the Governor's Safe Start Plan. The specific hybrid schedule being followed consists of two days of in-person instruction, one day of synchronous instruction, and two days of asynchronous instruction.

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Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

Document Public Comments:

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Week 2	SPECIAL EDUCATION: <ul style="list-style-type: none">• BEC: 82.26%• BGLC: 85.44%• CTC: 89.83% VB TECH: 86.3%
Week 3	SPECIAL EDUCATION: <ul style="list-style-type: none">• BEC: 79.03%• BGLC: 86.27%• CTC: 84.75% VB TECH: 83.6%
Week 4	SPECIAL EDUCATION: <ul style="list-style-type: none">• BEC: 79.03%• BGLC: 76.7%• CTC: 71.43% VB TECH: 76.4%

Review Weekly 2-Way Interaction Rates

November	All Students (percentage of all students who received two 2-way interactions each week)
Week 1	(must be reported in percent form) SPECIAL EDUCATION: <ul style="list-style-type: none"> • BEC: 84.1% • BGLC: 91.1% • CTC: 78.7% VB TECH: 79.6%
Week 2	SPECIAL EDUCATION: <ul style="list-style-type: none"> • BEC: 85.5% • BGLC: 74.5% • CTC: 83.6% VB TECH: 78.6%
Week 3	SPECIAL EDUCATION: <ul style="list-style-type: none"> • BEC: 85.5% • BGLC: 72.6% • CTC: 70.5% VB TECH: 83.7%
Week 4	SPECIAL EDUCATION: <ul style="list-style-type: none"> • BEC: 67.8% • BGLC: 75.5% • CTC: 73.8% VB TECH: 86.1%

Administrator Evaluation Guide Reference

- 1 - Leadership
- 2 - Level of Professional Awareness
- 3 - Professional Standards and Ethics
- 4 - Communication Skills
- 5 - Resourcefulness, Creativity, and Innovativeness
- 6 - Personality
- 7 - Demeanor, Appearance, and Style
- 8 - Professional Preparation
- 9 - Decision Maker
- 10-Planner and Organizer
- 11-Supervisor
- 12-Evaluator
- 13-Policy Implementer
- 14-Crisis Manager
- 15-Faculty and Staff Personnel
- 16-School Plant and Facilities
- 17-Student Personnel
- 18-Community Relations
- 19-Fiscal Management
- 20-Student Achievement

E. Public Comments
II. INFORMATIONAL ITEMS
A. Board Updates
B. Superintendent Update

28

Date: December 2, 2020
To: Board of Education
From: Jeffrey C. Mills, Superintendent
Subject: *Superintendent Activities*

Department of Health and Human Services Emergency Order – November 15:

(Governance & Board Relations, Stakeholder Relations, Employee Relations, Operations & Finance, Educational Leadership)

On Sunday evening, November 15, Governor Whitmer and Robert Gordon, Director of the Department of Health and Human Services issued an Emergency Order to limit the number of gatherings and to move all 9-12 high school students to remote learning until December 8th. Based on this order, a number of meetings took place with our administrative team members and the local district superintendents'. Overall, many of the local districts will be going fully remote for K-12 programs with a few of the districts continuing to offer K-8 onsite education for students. For VBISD here is the breakdown:

- Van Buren Tech. – 100% remote until December 8th
- Community Based-Transition Center, Behavioral Education Center, Early On Programs and Bert Goens Learning Center – 100% remote until November 30, then all programs will be on a hybrid model.

As you are aware, once you move to fully remote, this poses a challenge for staff members working in the different buildings we operate. Per a new order on October 14 issued by MIOSHA, all businesses and school systems must have in place certain forms and requirements for staff members needing to work onsite. Attached is a correspondence from Thrun Law Firm regarding guidelines/policy that VBISD will be following during this new order by MIOSHA. I also included this under the action area of the agenda to get formal approval. I will go into more detail at the board meeting.

Market Van Buren – Zoom Meeting – November 19: (Governance & Board Relations, Stakeholder Relations, Employee Relations, Operations & Finance, Educational Leadership)

I am currently on the board of directors for Market Van Buren, which is an organization promoting business development in Van Buren County. Zach Morris is the Executive Director. On Thursday afternoon November 19 a zoom meeting was held titled “Market Van Buren Investors Update & Happy Hour”. The meeting highlighted the accomplishments of local businesses in 2020 and looked ahead to prepare for 2021. A number of presenters addressed the group: Senator Aric Nesbitt, Representative Beth Griffin, and Chris Fisher, Midwest Strategy Group provided an overview of what to

expect from a potential Biden Administration. Overall, it was very well done with much information shared.

Board Work Session: (Governance & Board Relations, Operations & Finance)

On Friday, December 11, starting at 11:30 a.m. the board will hold a VIRTUAL board work session due to the ongoing pandemic and guidance from the Emergency order issued on November 15. A number of items will be discussed including an evaluation update of the Superintendent and detailed reports from different administrators.

Van Buren Intermediate School District

Temporary Remote Work Policy/Guideline for Michigan Occupational Safety and Health Administration (MIOSHA) Compliance

Pursuant to MIOSHA Emergency Rule 5(8), dated October 14, 2020, "The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely." Based upon this obligation, the District establishes the following:

A, "Feasibly" may consider the practicality of remote work based on:

1. The reliability and effectiveness of internet access at the person's residence or location;
2. The duties of the position and the ability to fully perform the work remotely;
3. The need to protect and access confidential student, personnel, and financial information;
4. The need to supervise, direct, or evaluate students or personnel;
5. The need to provide direct, physical services to students such as speech, physical, or occupational therapy;
6. Working conditions outlined in the applicable collective bargaining agreement; and
7. Other relevant factors as determined by the Superintendent or designee.

B. If the District is providing in-person instruction, the following employees may not work remotely, unless required pursuant to Paragraph E below:

1. Professional Staff;
2. Administrators/Supervisors;
3. Bus drivers;
4. Secretaries;
5. Food service employees;
6. Custodians;
7. School nurses;
8. Daycare workers; and
9. Paraprofessionals.

- C. If the District is providing only online instruction, the Superintendent or designee may determine which employee groups can feasibly work remotely to effectively and efficiently perform their job duties and responsibilities, as permitted by law. An employee who is permitted to work remotely by the District may be recalled to in-person work if the District subsequently determines that the employee's work cannot feasibly be performed remotely.
- D. The District may consider the use of remote and on-site duties, when feasible and for short terms (up to ten work days), for teachers who provide the following types of instruction:
1. Physical Education;
 2. Shop;
 3. Music;
 4. Band;
 5. Art;
 6. Pre-School; and
 7. Great Start Readiness Program.
- E. Notwithstanding anything to the contrary in this Policy, a person with a disability may request remote work as a reasonable accommodation for a disability that has been confirmed by a medical practitioner. In such cases, the employer and employee will engage in the interactive process consistent with the Americans with Disabilities Act (ADA) of 1990.
- Granting of remote work as a reasonable accommodation during the COVID-19 pandemic shall be temporary, and does not obligate the District to grant remote work as a continuing reasonable accommodation after the expiration of Emergency Rule 5(8). The determination of whether remote work is a permanent reasonable accommodation for an employee with a disability will be made on a case-by-case basis.
- F. This Policy/Guideline shall not limit the District's ability to determine the method of instruction to students or to provide instruction in the best interest of its students. The Board, Superintendent or his designee has the authority to determine whether students will receive instruction in-person, remotely, or through an alternative method.
- G. This Policy/ Guideline will expire April 14, 2021, unless Emergency Rule 5(8) is otherwise extended, or unless expressly extended by the Board.

Legal authority: MCL 380.11a(3); MIOSHA Emergency Rule 5(8); 42 USC § 12101 et seq.

Date adopted:

C. Department Updates
1. Finance

33

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS
RE: FINANCE & OPERATIONS DEPARTMENT UPDATE

Change to Financial Software (2,5,9,19)

After being on the MiSuite financial accounting system for the last 22 months, we are planning to join in Kalamazoo RESA's consortium with PowerSchool and their eFinance solution. By joining the consortium there will be savings in software licensing fees and installation costs. KRESA will provide Tier I level support and PowerSchool will provide secure cloud hosting. The software products are as follows:

- Unified Administration eFinancePlus (General Ledger, Budgeting, Accounts Payable, Procurement, Accounts Receivable and Invoicing, Cash Receipts, Fixed Assets, Human Resources, Payroll, Position Control, Benefits, Employee Self Service, Time and Attendance, Report Writer, Federal and State Compliance)
- Unified Talent Applicant Tracking, Employee Records, and SchoolSpring Job Board

We are scheduled to make this transition beginning this month with a go live date of July 1, 2021.

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: TOM RICHARDSON, BUSINESS DEVELOPMENT AND PARTNERSHIPS
RE: BUSINESS DEVELOPMENT & PARTNERSHIP UPDATE

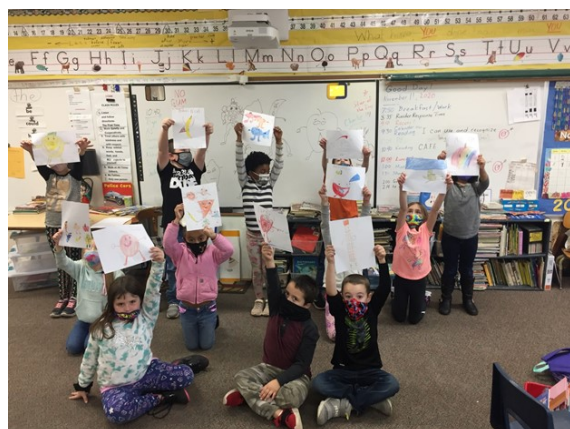
Project LEAN has Reimagined SNAP-Ed Educational Programming During COVID19 (1,2,4,10,18)

Since the onset of the COVID-19 pandemic, the Project LEAN team has had the unprecedented opportunity to rethink and reimagine how we deliver SNAP-Ed programming during the current COVID pandemic. As a team, we realized that we had a unique opportunity to “Reimagine” SNAP-Ed programming to meet the needs of our learners in this new world of COVID.

Following the belief of Former Michigan Governor, Rick Snyder, the Project LEAN team set out to develop a program that could be delivered “any place, any time, and any way”. We knew our students were engaging in 4.5 - 9 hours of screen time a day beyond their school work. We also knew that research showed that children spending time in the outdoors was good for their mental and physical health. Based on what we knew about our students, the Project LEAN team set out to develop a new SNAP-Ed delivery model that would meet the physical and social emotional needs of our learners.

Our traditional in person program was adapted and developed into an engaging interactive virtual presentation that could reach students at home, in school and anywhere they were connected to the digital world. We also took our traditional in class program and delivered it in new outdoor settings that included community garden, community parks and local farms.

Please see images, quick facts, and feedback highlighting our new FY21 Project LEAN program.



Nutrition and Yoga in the Park

Project LEAN Incorporates Learning Standards



Project LEAN in the Garden



Project LEAN's Virtual Puppet Show

Shared Moments from Kalamazoo County Ready 4s

November 18, 2020

Learning about healthy foods with Ms. Marta!



Comment

Download

Powered by Kaymbu



Despite COVID19 Project LEAN students are still food tasting and “Eating the Rainbow”

Project LEAN partners promoting their Project LEAN experience

Project LEAN Quick Stats:

SNAP-Ed Classes Taught: 241 SNAP-Ed Classes Taught

SNAP-Ed Participants Engaged: 2,761 Participants

SNAP-ED Programming Sites: 41 Sites

Head Start Sites: 10 Sites

Community Meetings: 5 Meetings

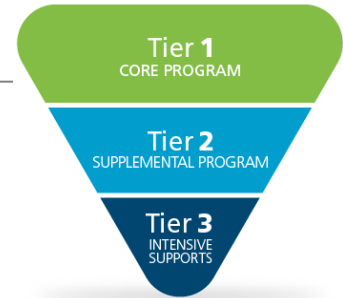
School Based/Parent Meetings: 12 meetings

Project LEAN's Partner Feedback

- ❖ “I thought it was FABULOUS. My principal came down to help me with the settings and he thought so too. I have never seen them so focused lol. Thank you so much. Do you have any openings left if I want to talk you up?” – Teacher feedback on Project LEAN
- ❖ “Ms. M...I freaking Awesome! LOVE Ms. M!” - Principal’s comments about Project LEAN Educator as part of program feedback.
- ❖ “Thank you so much, Ms. M. The Kids LOVE IT! THEY LOVE IT! They really do.” - Head Start Teacher’s thoughts about Project LEAN’s new virtual program
- ❖ We were so excited to hear you talk about ‘Eating the Rainbow’ in your lessons because the students take pride in eating the rainbow now. I keep a blank picture of the rainbow on the fridge and whenever the students eat something that is a color in the rainbow we color it in each day!” – Preschool Teacher
- ❖ A 5th grade student said they made a goal of running/walking every day when they get home from school instead of going straight to the TV or video games after I taught them a lesson about staying physically active and setting goals. (They also said they were able to accomplish that goal every day last week!) – 5th grader sharing healthy stories with Project LEAN Educator
- ❖ “I can’t believe the kids actually tried it! My mind is blown!” - Preschool teacher’s response to children taste testing vegetables
- ❖ “We are so impressed with your lessons! We were very hesitant with how you were planning on engaging our kids through a virtual format, but they were engaged and had a great time week after week.” - Kindergarten teacher

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: CHERYL-MARIE A. MANSON
RE: INSTRUCTIONAL SERVICES UPDATE



Anti-Racism (*Leadership, Professional Standards & Ethics, Decision Maker, Planner & Organizer, Faculty and Staff Personnel, and Student Achievement*)

During the month of November, Instructional Services led a county-wide book study on the book titled “Closing the Achievement Gap Trap: Liberating Mindsets to Effect Change” by Dr. Anthony Muhammad. As part of a series around Anti-Racism, this book shared the history of systemic racism as it pertains to our U.S. educational system and explored the various mindsets which have contributed to the current systems. Participants of the book study discussed strategies for adopting new mindsets which could free educators and students from negative academic performance expectations. We look forward to welcoming Dr. Anthony Muhammad to VBISD on January 18, 2021 with over 1300 Michigan educators.

Early Literacy (*Leadership, Communication Skills, Planner & Organizer, Student Achievement*)

Collaboration and flexibility! Those two words encompass our work throughout this entire school year and will continue to do so. As Early Literacy Coaches, we continue to collaborate with teachers, local coaches, and local administrators both individually, in small groups and with entire staffs. Going back and forth from Remote to In Person instruction has been challenging for educators, but we have used the Goldilocks Principle to maintain the “just right” amount of support. As Coaches, we are working to find the best resources to bring to our teachers and work to align them with classroom instruction. This both saves our teachers time that they would’ve spent on this task and also ensures that research-based practices are still being implemented, regardless of whether schools are Remote or In Person.

Additionally, the following are still occurring in Early Literacy:

- Supporting HIL Cohort A Schools as they transition into Instructional Leadership Teams
- Supporting HIL Cohort B Schools as they continue through the HIL Process
- Participating in Statewide Professional Learning for All ISD Early Literacy Coaches
- Contributing to Statewide Equity work
- Engaging in Statewide Coaching Coordinators & Regional Coaching Coordinators Meetings
- Partaking in the EPIC Study in coordination with Davis Elementary
- Facilitating Early Literacy Network Meetings whose membership includes a Literacy Lead from all elementaries in Van Buren County, as well as representatives from VBISD's ECSE, EC and EL Departments
- Leading timely Round Table Discussions for Early Literacy Network Members

We look forward to meeting the challenges the rest of the 2020-2021 School Year may bring.

MICIP (*Leadership, Policy Implementer, Communication Skills, Planner & Organizer, Student Achievement*)

In October, the annual Continuous Improvement conference was held. Then, earlier this month, the training platform for MICIP was released. In order to ensure that all of our schools had access to this training platform, Jen Bloomfield hosted virtual labs to explain the process, give information around the platform, and answer any questions. She then created a FAQ document to assist schools in getting answers to any remaining questions.

MICIP is currently on target to release the new platform in early January so that schools can begin to complete the improvement plans due on June 30, 2021. Jen will continue to work with schools to troubleshoot any areas of concern through more upcoming virtual labs or by meeting with districts individually.

Mental Health Supports (*Leadership, Professional Standards & Ethics, Communication Skills, Resourcefulness, Creativity and Innovativeness, Student Achievement*)

This pandemic has had a special way of bringing Mental Health to the forefront of minds of both educators and legislators throughout the state. The State of Michigan recently announced an increase in 31n funding, and in addition, Van Buren ISD was recently selected to participate in the federal SAMSHA Project Aware grant through a partnership with the State of Michigan. These additional funding opportunities have allowed us the ability to hire

two new quality candidates that we are excited to welcome to our team in December. These additional clinicians will allow our team to expand services throughout Middle and High Schools across our county. Our Mental Health Clinicians continue providing telehealth services to students, professional development around mental health to area schools, and preparing to host our first Youth Mental Health First Aid event.

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD UPDATES
FROM: TONDA BOOTHBY
RE: ESSA/ESL/TITLE III/MIGRANT EDUCATION

Christmas Baskets for Migrant & Seasonal Farmworkers ***(Leadership, Plan/Organize, Supervise, School Plant & Facilities, Community Relations)***

The drive through Christmas Baskets distribution for migrant and Seasonal Farmworker will be held outside of the VBISD Conference Center from 10-12 on Saturday, December 12. This event is sponsored by the Southwest Michigan Migrant Resource Council which is the largest, and probably the most active, migrant resource council in Michigan. The Council has collected referral forms for families through November 19 from migrant or seasonal farmworkers living in Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph or Van Buren Counties.

Food for the families will be from the Community Action Agency in Benton Harbor. Food boxes will be assembled there during the week of December 6. "Toys for Tots" will deliver toys to the Conference Center on Friday, too. Santa will be outside during the event and will say hello to children and parents alike. While Santa may have magical powers concerning toys, he will set a good example for all by wearing a face mask to protect others from his hearty, "Ho, ho, ho!"

In addition to this event will be a drive through "Flu Shot" clinic. Van Buren DHHS workers will be on hand to provide free flu shots to those who have not received a flu shot this year. They will also have some pediatric vaccines for children.

I reviewed the safety procedures with Chris Truer and Tony Galvan at the Conference Center. Volunteers for this event will be limited to ten (10) people with face masks on and spaced at least 6 feet apart if they are doing any work inside the Conference Center. All volunteers for the event will need to wear face masks, even if they are helping families conduct their "check in" outside or load food outside. Most of the volunteers have helped with other drive through events, and they are already aware of the safety restrictions, but with new regulations due to the increase in COVID-19 cases, we are being particularly vigilant about keeping people apart and safe.

Region 13 Science Olympiad Is Moving Forward ***(Leadership, Communication Skills, Plan/Organize, Supervise, Community Relations)***

Bill Semrau and I surveyed last year's Science Olympiad coaches in our region and they want to move ahead with the tournament for this year. While there are a great many things that are up in the air at this time, the national Science Olympiad organizers have made changes in some of

their events and have developed new guidance for holding competitions. Regional sites will have far more leeway than in previous years. Teams who live in one region can actually compete in another region this year because most of the competition will be done virtually. At this point, we are speaking with director of Region 14 in Berrien County as well as the director of Region 10 which meets at Western Michigan University about working together on some of the event examinations.

Bill Semrau and I are also meeting with administrators from Kalamazoo Valley Community College on the feasibility of using their facility on March 1, 2021. If we can hold a “hybrid” tournament we would have schools come individually and one-at-a-time with their SO teams with the items that they have built for specific events so that the items can be tested under the same conditions for every team. By scheduling schools individually and disinfecting between teams, this will make for a much longer day for the event supervisors than we usually have. If we are unable to use KVCC, we will look for another facility. The last option is to just eliminate the “build” events, but we know that students really enjoy applying what they have learned about science!

We should know more about the number of teams who will be competing with us by the end of December when districts have submitted their team registrations. Because we held our event on March 2 last year, we distributed ribbons, medals and awards to all of our teams, and we need to purchase more for the 2021 tournament. We also anticipate some additional costs for mailing said items after the tournament.

Michigan Migrant Education Program - Identification, Recruitment and Reporting Application *Leadership, Plan/Organize, Supervise, Fiscal Management*

We submitted an application to be an Identification, Recruitment and Reporting Center (IRRC) for the Michigan Migrant Education Program. Of the four components that were listed in the grant application, we applied to be a Statewide IRRC for Region 2 and for five counties in Region 4, which are the same areas that we have recruited for several years. We also applied as the fiscal agent for the Michigan Certificate of Eligibility (COE) Approvers. The total of our grant application was \$238,155. All of the positions outlined in this grant are part time. The positions cover three COE approvers, seven recruiters, and two migrant office staff.

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: HEATHER VISCO
RE: HUMAN RESOURCES UPDATE

Human Resources Update (1,4,8,9,10,15):

COVID-19 Update:

With October 14, 2020, Michigan Occupational Safety and Health Administration (MIOSHA) emergency rules and guidance in response to COVID-19 that was issued, we now must limit in-person work that can feasibly be done remotely. Following the guidance and additional direction from our attorneys, staff will now have to submit a request in writing to their supervisor stating why they need to report in person to their building before going in. Also, we must identify the groups that are not able to do work remotely and have explanations as to why they are not able to work remotely. Lastly, staff working remotely have been asked to fill out a remote work form to ensure that the space they will be working in is safe.

Other Updates:

There are two grants that some staff is now eligible for. The first grant is the Teacher and School Support Staff Grant. This grant is awarded to staff who have worked in the districts for the 2019-2020 school year. The business office and human resources office has been combing through the many submissions to ensure accuracy. There is also an appeals process for staff who believe they are eligible for the grant that we must also take into consideration and respond to. We are to submit all eligible employees by December 16, 2020, to the Michigan Department of Treasury.

Also, new teachers for the 2020-2021 school year are eligible for a Teacher Retention Stipend. This stipend is based on the percentage of pupils determined to be economically disadvantaged in the previous fiscal year. Eligible teachers are identified by the Registry of Educational Personnel (REP) report that we submit twice annually. This is a new stipend for new teachers and we continue to obtain guidance as to who the eligible teachers are.

MEMO
















DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT & DAVE MANSON
RE: SPECIAL EDUCATION UPDATE


Emergency Planning Leadership, Resourcefulness, Decision Maker, Planner & Organizer, Crisis Manager, Faculty & Staff Personnel, Community Relations

Due to local outbreaks and COVID exposure, VBISD Special Education programs moved to a fully remote model on November 16, 2020, through November 30, 2020. The primary reason for this emergency model change was due to an extreme number of staff absences, which made it impossible to provide onsite services. This “pause” allows for quarantines to pass and for staff and students to recover.

A new Emergency Order from the Department of Health and Human Services was announced on Sunday, November 15, 2020. This emergency order further limited gatherings and suspended in-person instruction for students in grades 9-12 through December 8, 2020. However, students eligible for special education are exempted from this order. It is likely that this was decided because many students with disabilities are not benefitting from a fully remote instructional model given their unique needs.

In effort to protect the safety of our students and staff, while still striving to meet student needs, starting on November 30, 2020, the VBISD Special Education Programs are shifting from a four day in-person model to a two day in-person model. Below is a visual representation of the new model.

Groups:	Monday	Tuesday	Wednesday	Thursday	Friday
Group A (M & T)					
Group B (W & Th)					
Group C (Fully Remote)					

Key:  = In-Person Learning

 = Remote Learning

The primary benefit of this 2-day model is that it decreases the “density” of students onsite at the same time. This makes social distancing and other safety precautions easier to implement both in the classroom and on the busses. In addition, decreased density makes it more possible for our programs to remain open even if staff membership is reduced due to absences associated with COVID exposure.



This new model goes into effect on November 30, 2020. While we hope for consistency, the model may need to change again depending on future emergency orders and community spread. If/when community spread slows, the model will be changed to increase the number of days for which instruction is provided in-person.

It is noted that there are exceptions to this model for specific programs that require more frequent in-person instruction and support. These exceptions include the Papermaking Program and Career Readiness, which serves both local and ISD students. Another exception is the Work Experience Program at the Community-based Transition Center and the Vocational Alliance Program at the Bert Goens Learning Center. Both of these programs involve scheduled community or otherwise off-site work-based learning.



Big Changes at the BEC Leadership, Communication Skills, Resourcefulness, Creativity & Innovativeness, Decision Maker, Planner & Organizer, Supervisor, Evaluator, Faculty & Staff Personnel, Student Achievement

The Behavioral Education Center has always been a high quality program for students with the most severe behavioral challenges in our county. Unfortunately, two years ago, the school faced significant difficulties and struggled. We are happy to report that these difficulties have been addressed and the BEC is back on top!

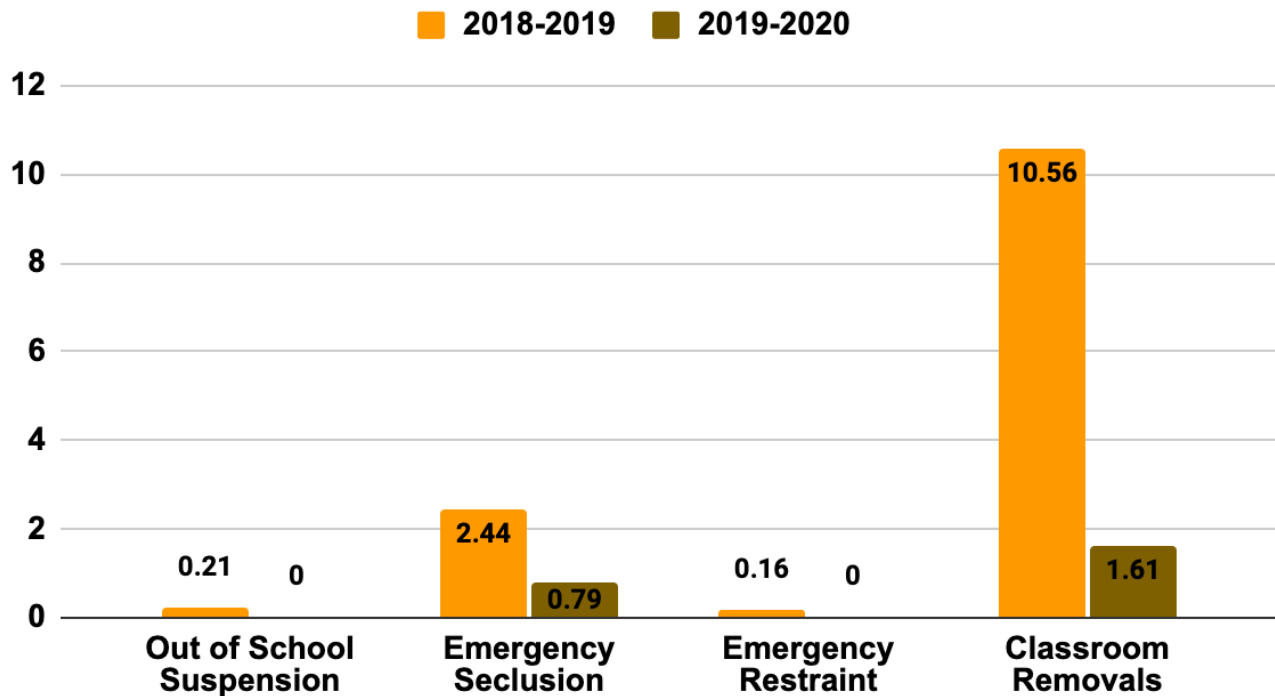
Listed below are the goals we set last year, and a description of how they were achieved.

- Goal 1: Fully Staff the BEC. Over the last several years, there seemed to be at least three to four vacancies at the BEC. During the summer of 2019, there were over 12! By the fall of 2019, all vacancies were filled. Staff leaving the BEC have decreased significantly and with little exception, full staff member status has been maintained since.
- Goal 2: Improve the Culture & Climate at the BEC. In 2019, an overwhelming number of staff reported work-related stress and anxiety. This stress was attributed to intense

student behavior, interpersonal problems at work, and an overwhelming number of demands (paperwork, data collection, curricular issues, etc.). Although our students' needs continue to be demanding, since the change in administration, unnecessary data collection was discontinued, communication was increased, more effective routines were implemented, which resulted in a noticeable improvement of the school culture and climate.

- **Goal 3: Update the Intervention Sequence.** The intervention sequence describes the specific staff response to various forms of student misbehavior. The systems at the BEC are complex due to the nature and severity of student misbehavior, which are further complicated by student histories of trauma and abuse. Until this year, the intervention sequence relied upon authority-based control, which was less effective given shifts in our family structures and society. This school year, the sequence was updated to be based on compassion and trauma-informed techniques. As a result, significant improvements have occurred. Below is a graph that shows these improvements.

BEC Average Daily Rates from 2018 to Present



In summary, we are very proud of these achievements and feel confident that positive things will continue to happen at the BEC!

We are thankful for the fine leadership skills of our new BEC administrative team: Monica Mansfield, BEC Principal and Amanda Chiotti, BEC Assistant Principal, as well as for the hard work and dedication of our BEC staff. Please see attached for a list of the BEC family.



**Behavioral Education Center
Family**

ADMINISTRATION & OFFICE STAFF

Monica Mansfield	Principal	
Amanda Chiotti	Assistant Principal	
Kelly Brinks	Building Secretary	
	Shirley Rigozzi	Receptionist

BEC CLASSROOM STAFF

Sheri James	K-3 Resource Room Teacher	
Sue Carpenter	Instructional Assistant-K-3	
	Laura Roe	Teacher of Elementary EI
Melissa Maya	Instructional Assistant-Early EL	
Jessica Reagan	Instructional Assistant-Early EL	
Deanna McNett	Teacher of Upper Elementary EI	
Ray Gawel	Instructional Assistant-Upper EL	
	Melissa Thompson	Instructional Assistant-Upper EL
	EL	
Deb Bailey Morrow	Teacher of Middle School EI	
	Victoria Kubin	Instructional Assistant-MS
	MS	
Amy Andrus	Middle School Resource Room Teacher	
Rebecca Van Laan	Instructional Assistant -MS	
Nicole Johnson	Instructional Assistant-MS	
Karen Ryder	Resource Room Teacher -Bangor MS	
Katy Carpenter	Instructional Assistant-MS	
Tom Laird	Instructional Assistant-MS	
Julie Boes	Teacher of High School EI	
Pam Kelly	Instructional Assistant-HS	
Jami Clark	Instructional Assistant-HS	
Brianne Killeen	High School Resource Room Teacher	
Kimberly Reynolds	Instructional Assistant-HS	
Amanda Mansfield	Instructional Assistant-HS	
Amanda Baham	Teacher of Bangor HS EI	
Kori Bissenden	Instructional Assistant-HS	
Emma Caldwell	Behavioral Intervention Specialist	
Albert Compton	Behavioral Intervention Specialist	
	Theresa Ward	Individual Student
	Assistant/Driver	
	Sharon Bailey	Mainstream
	Driver/Instructional Assistant	

ITINERANT STAFF

Amber Karrels	School Social Worker for EI Program	
Nichoel Burfield	EI Consultant	
	David Silva	Behavior
	Intervention Specialist	
	Lacey Ferrell	Behavior
	Intervention Specialist	

Michelle Clockman
Speech/Language Therapist
Brooke Camp
Occupational Therapist



MAINTENANCE

Randy Schetlitzki

Building Custodian

Safe Routes to School: Leadership, Resourcefulness, Decision Maker, Planner & Organizer, Community Relations, Fiscal Management

Van Buren ISD and Lawrence Public Schools have been working collaboratively with the Village of Lawrence on the creation of sidewalks connecting the Learning Center to the Lawrence campus. This project has been made possible through the Safe Routes to School grant from the Michigan Fitness Foundation. After approximately 6 years, it appears that the project will begin construction during the 2021 calendar year.



Safe Routes to School

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

VAN BUREN TECH REMOTE LEARNING PLAN (1,3,4,8,10,13,14,15,16,17,18)

Based on the recent epidemic order from the Michigan Department of Health & Human Services (MDHHS), all high schools in Michigan have been forced to transition to a 100% remote learning platform until Wednesday, December 9th. In collaboration with our local school districts, the VB Tech administration decided to continue all VB Tech classes in our current hybrid format. However, rather than attending class at Van Buren Tech two days per week as originally scheduled, students will attend a one hour, virtual class from either 9 am-10 am (AM students) or 1 pm-2 pm (PM Students) using Google Meet. Teachers are using a variety of learning platforms, including Cengage-Mindtap, Google Classroom, Jamboard, FlipGrid, PearDeck, Coursepacks, etc. to help facilitate the learning process. Attendance and grading practices are continuing as normal.

CULINARY PROGRAM THRIVES IN SPITE OF PANDEMIC (1,4,11,18,19,20)



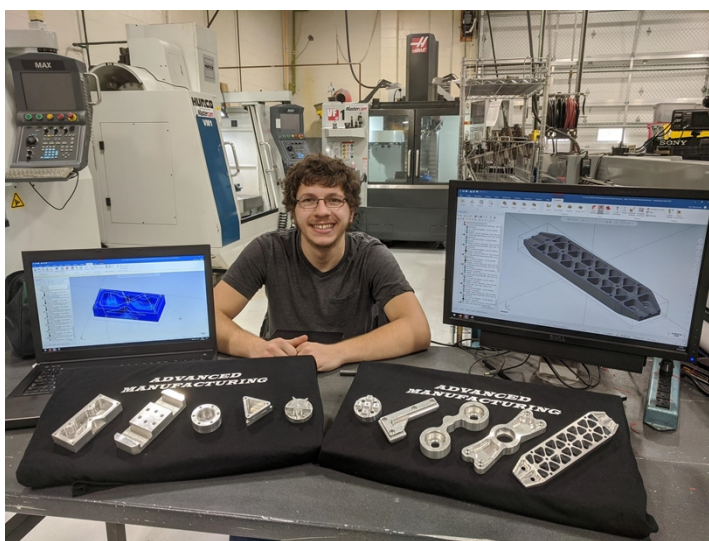
Great things are still going on in order to give students a positive learning experience during these challenging times. VB Tech's Culinary program's returning seniors and Chef Chew participated in the 10th annual *Pumpkin Soiree*. The students made 5 submissions: Pumpkin Cheesecake Pecan Bites, Pumpkin Whipped Cream, Pumpkin Ravioli with Goat Cheese and Brown Butter Sauce & Sage, Sweet Pumpkin Topped Yeast Raised Doughnuts and Pumpkin Soup.

The community could purchase the recipe book with over 30 recipes from area chefs and restaurants. You could also vote for the [People's Choice award online](#).





STUDENT MASTERS TITANS OF CNC ACADEMY (1,4,11,18,19,20)



Advanced Manufacturing student, Neil D (Gobles), showcases all ten of the Titans of CNC Academy parts he finished in the program, earning the distinction as the first high school student Nationwide to become certified for the entire Building Block Series. As a part of this specific training process, Neil has learned how to solid model, program, set up, machine, and inspect each part using Mastercam software. Since completing this accomplishment, Neil has been recognized by Titan himself, and by Mastercam, for his success. In fact, executives at Mastercam recently reached out to his instructor, Gabe Kooyers, about the possibility of doing a success story highlighting Neil, Mr. Kooyers, and the program for incorporating both Titans of CNC and Mastercam into their training.

CYBERPATRIOT COMPETITION (1,4,11,18,19,20)



On Saturday, November 14th, students from the Cyber Security & Computer Network Technology program participated in the first round of their annual Cyber Patriot competition. CyberPatriot's National Youth Cyber Defense Competition challenges teams of high school and middle school students to find and fix cybersecurity vulnerabilities in virtual operating systems. Using a proprietary competition system, teams are scored on how secure they make the system. Top teams advance through the online round of competition, and the best of the best advance to the in-person National Finals Competition. Throughout the competition, each team faces two challenges during their six-hour competition period:

- **Network Security Challenge:** Involves finding and fixing security vulnerabilities in Windows and Linux operating systems.
- **Cisco Networking Challenge:** Consists of an online quiz and a virtual networking exercise based on specific training materials.

This year, 2,834 teams competed globally, including many teams participating from schools on military bases around the world. After 5+ hours of “hacking,” and presenting, VB Tech students were exhausted, but did extremely well, had fun, and

learned a lot. Overall, the AM team finished with 196 points out of 300, for 1,486th place and the PM team finished in the top 25% with 257 points out of 300, for 636th place. Round 2 is scheduled for Saturday, December 12th from 9:00 am to 3:00 pm. We're very proud of the teams. Great job!

CORWIN MEADOWS ANNUAL ASSOCIATION MEETING (1,4,10,13,18)

On Wednesday, November 11th, members of the Corwin Meadows Homeowners Association held their annual organization meeting. Prior to the meeting all residents currently residing in the condominium plat were sent a letter invitation. A small group of homeowners and VB Tech staff met to introduce new members, discuss the history of the subdivision, review building protocols, bylaws, and finances. The group also discussed future building projects and expansion. Feedback from residents in attendance was very positive.

CALENDAR EVENTS

December 1	Virtual Staff Meeting	2:45 pm
December 2	Virtual Administrative Assistants Meeting	1:00 pm
December 2	Virtual School Board Meeting	4:00 pm
December 10th	Anticipated Return to Face-to-Face Instruction	
December 7-11	10th grade visits (Virtual)	
December 17	Virtual Principals Meeting	9:30 am
December 21-Jan 1	No School - Holiday Break	

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB, DIRECTOR OF TECHNOLOGY
RE: TECHNOLOGY SERVICES UPDATE

MiConnect Connectivity Project from MAISA (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

MAISA (Michigan Association of Intermediate School Administrators) was awarded \$25 million for federal grant, PA 0123 Sec. 602 (previously SB690, now identified as “MiConnect”). The MiConnect Connectivity project represents the eligible activities under PA 0123 sec. 602 to (1) increase the number of devices available to students for use at home and at school, (2) expand internet access and connectivity, and (3) support cybersecurity efforts and practices in the implementation of extended Wi-Fi and network access.

MAISA has entrusted the METL (Michigan Education Technology Leaders) group to oversee the program and assist our LEA’s with what is reimbursable and covered. This program includes all K-12 Districts, including ISDs, LEAs, and PSAs...so VBISD will be pursuing these funds as well. The funds are allocated regionally per county and we are working to make sure all funds are used.



Here is a list of eligible expenditures as outlined by the MAISA MiConnect committee, which are not limited to just these items as more decisions are being made for flexibility:

- Network services, e.g., extending Wi-Fi in the parking lots of community anchor institutions including schools and libraries
- Wireless or wireline access, e.g., equipping school buses with cellular or satellite Wi-Fi to provide access in particularly challenged areas or coordinating with service providers to assist low-income families in connecting to existing services where available and appropriate
- Devices, e.g., devices for staff and students including those ordered through a REMC contract for which you applied for MiConnect Device Purchasing Rebate Funds
- Online or digital curriculum
- Cybersecurity efforts and practices

These funds will help offset the costs incurred by our Districts and VBISD for delivering and accessing technology for remote learning. I hope to have figures at our next meeting for how these funds were awarded for our Districts.

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

We held our third virtual county-wide Tech Director meeting of the 2020-21 school year on November 28th, with most Districts in attendance. We have all but 2 Districts represented and over 20 folks linked in via Google Meet.

We covered many topics, including the above mentioned MiConnect program, Data Center migration, E-Rate eligible devices and purchases, and Power School updates from Lisa Thorne.

We also had a great session regarding the newly implemented Executive Order to move High Schools to remote learning until December 8th...which sparked many great ideas and solutions for those Districts that were looking for assistance. Well worth the time and discussion!

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: LISE BLACK, EARLY CARE & EDUCATION
SUBJ: EARLT CARE & EDUCATION UPDATE

Great Start Collaborative (1, 2, 10, 18)

For the past three years, the Collaborative has received funding from the Trusted Advisor Grant. We are currently wrapping up FY 20 services, which primarily focused around connecting with families through both the Talking is Teaching and Great Start in the Community projects.

Beginning in January, we will start work on the FY21 grant. The amount is \$25,000 and goes through November 2021. We will be adding two new focus areas for this round; strengthening families and systems navigation support for families, using the activities listed below:

1. **Love & Logic Class** (strengthening families): we know that children living in strong families have better outcomes. When it comes to child discipline techniques, parents having education and tools in positive models are less likely to resort to strategies that could result in abuse of a child. The Love & Logic model has been well received by families in the past, so the Great Start Parent Coalition asked that we host another session. We expect it to be in early spring, be spread out over 4-6 weeks, and at this point we are planning for a virtual model.
2. **Care Coordination Exploration** (systems navigation): with the grant we will begin a deeper dive with interested partners on what a coordinated system for families to access and be connected to services, might look like. There are several models across the state to look to for ideas. The focus is a single point of contact for families, who then receive information and connections with the services they need (ex. preschool or Early On evaluation, etc.). In order for this system to work, we would need to partner with other agencies (ex. Head Start) and have a plan on how to fund the process down the road.

Great Start Readiness Program (GSRP) (preschool for at-risk children) (1, 3, 9, 10, 13)

When districts are open, the mode of instruction for our GSRP classrooms has been in-person services. But as COVID exposure incidents, and now local district closures have ramped up, we are finding our classrooms needing to shift back and forth between remote and in-person models. In order to support the staff, and ensure that all MDE-GSRP grant requirements are met, we have built out a framework. Each teaching team then builds out their own detailed plans, ensuring that the framework requirements are met. The document can be accessed at this link: [Van Buren ISD GSRP Remote Learning Framework](#)

In order to support the GSRP teaching teams, the Early Childhood Specialists (Mechele Brower and Heidi Anson) are shifting their model of support. The grant requirement is a monthly classroom connection and/or observation visit. Now they are connecting much more frequently (weekly during remote only learning), but for shorter amounts of time. They are attending virtual activities the teachers are having with students and families in order to coach and answer questions. For

teams needing additional help with the technology tools (i.e. Google Meet, or using Google Docs) they can offer 1:1 support meetings.

We have returned to the planning for having GSRP classroom services available directly in the Mattawan district. Their early childhood center building project is back on track and they expect to have services beginning in Fall 2021. Mr. Jay Larner, Assistant Superintendent is now providing the leadership on the process. We will convene next January to decide next steps and begin the detailed work this change will require.

Family Links Home Visiting Program (9, 10, 13)

We are entering our fourth year of using a Continuous Quality Improvement (CQI) model for our home visiting services. Some of our state funding requires we participate, and as the team grows in their capacity for the process, it becomes easier to target areas for change which are meaningful to the staff. Our first cycle this year will be focusing on the process our program uses for addressing the new referrals to the program. Our long-standing assignment process has focused primarily on a geographic distribution model. The result is many referrals for the east side (impacted by Bronson hospital births) and very limited numbers for some of the west side areas. While a geographic model is the most cost effective, it can become overwhelming for some staff, and result in a family not having the opportunity to hear about the larger array of early childhood options available in Van Buren County. The team is currently pushing out their ideas for change, and will begin testing one of them in the new year.

Note: at this time all home visiting services are remote model only. We will review this in mid-December, but expect it to remain this way until after the holiday break.



Family Links enrollee Wade (age 3) and his mother engage in a virtual home visit with their educator Susie Gendron.

III. ACTION ITEMS

A. Approval of Temporary Remote Work Policy/Guideline **(Roll Call Vote)**

65

Date: December 2, 2020
To: Board of Education
From: Jeffrey C. Mills, Superintendent
Subject: *Approval of Temporary Remote Work Policy/Guideline*

Per the new MIOSHA Emergency Rule dated October 14, 2020, and a recommendation from our attorneys' at Thurn Law Firm, they are recommending that school systems adopt a "Temporary Remote Work Policy/Guideline for Michigan Occupational Safety and Health Administration (MIOSHA) Compliance". Attached for your review is a "Temporary" policy/guideline for your review.

Based on the advice from Thrun Law Firm, I am recommending the board approve the resolution below:

RESOLVED, the board of education approves the attached "Temporary" resolution as presented.

Van Buren Intermediate School District

Temporary Remote Work Policy/Guideline for Michigan Occupational Safety and Health Administration (MIOSHA) Compliance

Pursuant to MIOSHA Emergency Rule 5(8), dated October 14, 2020, "The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely." Based upon this obligation, the District establishes the following:

A, "Feasibly" may consider the practicality of remote work based on:

1. The reliability and effectiveness of internet access at the person's residence or location;
2. The duties of the position and the ability to fully perform the work remotely;
3. The need to protect and access confidential student, personnel, and financial information;
4. The need to supervise, direct, or evaluate students or personnel;
5. The need to provide direct, physical services to students such as speech, physical, or occupational therapy;
6. Working conditions outlined in the applicable collective bargaining agreement; and
7. Other relevant factors as determined by the Superintendent or designee.

B. If the District is providing in-person instruction, the following employees may not work remotely, unless required pursuant to Paragraph E below:

1. Professional Staff;
2. Administrators/Supervisors;
3. Bus drivers;
4. Secretaries;
5. Food service employees;
6. Custodians;
7. School nurses;
8. Daycare workers; and
9. Paraprofessionals.

- C. If the District is providing only online instruction, the Superintendent or designee may determine which employee groups can feasibly work remotely to effectively and efficiently perform their job duties and responsibilities, as permitted by law. An employee who is permitted to work remotely by the District may be recalled to in-person work if the District subsequently determines that the employee's work cannot feasibly be performed remotely.
- D. The District may consider the use of remote and on-site duties, when feasible and for short terms (up to ten work days), for teachers who provide the following types of instruction:
1. Physical Education;
 2. Shop;
 3. Music;
 4. Band;
 5. Art;
 6. Pre-School; and
 7. Great Start Readiness Program.
- E. Notwithstanding anything to the contrary in this Policy, a person with a disability may request remote work as a reasonable accommodation for a disability that has been confirmed by a medical practitioner. In such cases, the employer and employee will engage in the interactive process consistent with the Americans with Disabilities Act (ADA) of 1990.
- Granting of remote work as a reasonable accommodation during the COVID-19 pandemic shall be temporary, and does not obligate the District to grant remote work as a continuing reasonable accommodation after the expiration of Emergency Rule 5(8). The determination of whether remote work is a permanent reasonable accommodation for an employee with a disability will be made on a case-by-case basis.
- F. This Policy/Guideline shall not limit the District's ability to determine the method of instruction to students or to provide instruction in the best interest of its students. The Board, Superintendent or his designee has the authority to determine whether students will receive instruction in-person, remotely, or through an alternative method.
- G. This Policy/ Guideline will expire April 14, 2021, unless Emergency Rule 5(8) is otherwise extended, or unless expressly extended by the Board.

Legal authority: MCL 380.11a(3); MIOSHA Emergency Rule 5(8); 42 USC § 12101 et seq.

Date adopted:

B. Approval to Purchase Firewall for District (**Roll Call Vote**)

70

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB, DIRECTOR OF TECHNOLOGY SERVICES
RE: **APPROVAL TO PURCHASE FIREWALL FOR DISTRICT**

BACKGROUND

The current Firewall installed at Van Buren ISD is struggling to keep up with the increased demand for Internet bandwidth due to the increase in remote learning brought about as a result of this COVID-19 pandemic. 10 of our 12 Districts in Van Buren County utilize the VBISD firewall to route their internet traffic, phone service, secure server connectivity, and over all cybersecurity of internal amenities. Because of this need and demand, we are able to utilize the MiConnect Connectivity Program funds through the state to off-set the cost of this device. Since this is \$274,000 regional grant, our local districts have given VBISD approval to use some of their allocation that they will not be using to help support this regional initiative. There is a need to “commit” the MiConnect program funds by December 31, so I am recommending that the board provide approval of the following resolution.

RECOMMENDATION

RESOLVED that the Board of Education approves the purchase of a Firewall from a vetted vendor for an amount not to exceed \$75,000.

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: JEFF MILLS, SUPERINTENDENT
RE: APPROVAL OF EMPLOYMENT FOR NEW STAFF

BACKGROUND:

As approved earlier, two new Mental Health Clinicians have been added to the Instructional Services Department to provide direct mental health support to students. Following is a list of new staff, their position, salary and start date. Copies of resumes and Interview Candidate Selection Forms are attached.

RECOMMENDATION:

<u>Mental Health Clinicians:</u>	<u>Salary:</u>	<u>Start Date:</u>
Travis Wilcox	\$50,182	Dec. 7, 2020
Melissa Galvan	\$53,063	Dec. 7, 2020

**Salary will be prorated due to start date, FTE or, other reasons*

RESOLVED that the Board of Education employ the staff listed above.

Attachments



INTERVIEW CANDIDATE SELECTION

Candidate: Melissa Galvan

Position: Mental Health Clinician

Interview Panel (1st Round):

1. Cheryl-Marie Manson
2. Darcy Munro
3. Geanice Miller
4. Jennifer Bloomfield
5. Janine Loughrin
6. Kelly Tauschek-Hill
7. Lissette Mira-Amaya
8. Melissa Wierenga
9. Stacey Coon-Ballard

Candidate Background:

Melissa Galvan comes to us from Hartford Public Schools, where she has worked a couple years as a Behavior Support Specialist. Prior to working with Hartford Public Schools, she was employed at Riverwood Center as a Wraparound Facilitator, working to provide Mental Health Services to youth and families. Melissa also has experience working as a Foster Care Worker at Bethany Christian Services.

Melissa graduated with her Masters of Social Work through Michigan State University. She is a graduate of Van Buren County Schools and is looking forward to remaining in her own county to help meet the Mental Health needs of students in our community.

Melissa is described as an excellent team player who builds positive relationships with not only her clients, but her colleagues as well. Previous supervisors ensured us that Melissa will be an amazing asset to our team, and we are excited to have her.



INTERVIEW CANDIDATE SELECTION

Candidate: Travis Wilcox

Position: Mental Health Clinician

Interview Panel (1st Round):

1. Cheryl-Marie Manson
2. Darcy Munro
3. Geanice Miller
4. Jennifer Bloomfield
5. Janine Loughrin
6. Kelly Tauschek-Hill
7. Lissette Mira-Amaya
8. Melissa Wierenga
9. Stacey Coon-Ballard

Candidate Background:

Travis Wilcox comes to us with 17 years of experience working in the Mental Health field. Throughout his career, Travis has spent time working with youth and their families, as well as collaborating with the courts, DHS, and area schools. Travis also supervised Kalamazoo's Adventure Group, a group of experiential therapy for adolescent males dealing with Mental Health concerns throughout Kalamazoo. Travis' work with this group was inspirational, as he and his team worked hard to provide a positive experience for adolescents who were unable to excel in traditional clubs or groups.

Travis is known for his strength based approach, as well as his calm demeanor and unique ability to ensure youth feel heard and supported. He holds strengths in positively interacting with others, building community/staff morale, mediating conflict, and seeking equitable resolution.

Travis will be a great addition to our team and our county.

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: CHERYL-MARIE MANSON & DAVE MANSON
RE: APPROVAL OF POSTING FOR MENTAL HEALTH CLINICIAN

BACKGROUND

Given recent increases in 31N funding and the mental health needs of school districts, VBISD has been approached by Lawrence Public Schools and Outlook Academy (Allegan County) about purchasing additional mental health services through VBISD. As a result, we are recommending that VBISD post for an additional mental health clinician that would be fully funded by these districts.

If approved, this position would fall under the general fund area of the budget and is under the professional staff contract.

Therefore, we recommend the board approve the following resolution:

RESOLVED that the VBISD Board of Education approves the posting of a Mental Health Clinician position.

E. Approval of Purchase of Main Street Hallway Furniture for Van Buren
Tech (**Roll Call Vote**)

78

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH
RE: **APPROVAL OF PURCHASE OF MAIN STREET HALLWAY FURNITURE FOR VAN BUREN TECH**

REVIEW

As part of the VB Tech Main Street building expansion project, Van Buren Tech is interested in purchasing furniture to be placed throughout various gathering sites in the hallway.

OVERVIEW

Over the past year, Van Buren Tech has been under construction in connection with the VBISD/Van Buren Cass District Health Department building project. As a part of that project, Van Buren Tech will be adding a new “Main Street” hallway that will connect the three existing hallways in the building. As a part of this project, there will be a need for furniture to be placed throughout they hallway (e.g., cosmetology waiting area, restaurant seating, general hallway seating) for public use. Bids for this project went out on November 18, 2020 under the direction of Tower Pinkster. Bids for this project were opened on Wednesday, November 25, 2020. Three bids were received from the following companies: Trellis, Custer, Inc. and Michigan Office Environments. Bids were compared in three categories: Seating, Tables, and Miscellaneous furniture (i.e., planter boxes). Please see the attached chart for a comparison of the bids.

RESOLUTION

RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, accept the bid and approve the purchase for this project from Custer, Inc. located in Grand Rapids, Michigan for seating in the amount of \$34,909.38 and planter boxes in the amount of \$2,933 and approve the purchase of tables from Michigan Office Environments located in Kalamazoo, Michigan in the amount of \$8,824.63.



Van Buren Tech
Main Street Furniture Bids

PRODUCT	TRELLIS	CUSTER	MICHIGAN OFFICE	BID/RATIONALE
SEATING				
Cafe Chairs	\$5,163.04 \$954.50 Fees*	\$4,392.77 \$424 Installation Fee	\$5,558.18 \$325 Installation Fee	Custer: Cheapest price; same product
Cafe Stools	\$6,781.40 \$799.50 Fees*	\$10,901.80 \$368 Installation Fee	\$8,028.20 \$325 Installation Fee	Custer: Different product design/function; sturdier design
Lounge	\$17,766.69 \$1,566 Fees*	\$17,432.81 \$1,390 Installation Fee	\$17,399.40 \$450 Installation Fee	Custer: Lowest bid on 4/7 lounge seating products; continuity
TOTAL:	\$33,031.13	\$34,909.38	\$32,085.78	
TABLES				
Occasional	\$3,162.56 \$250 Fees*	\$2,936.12 \$260 Installation Fee	\$3,052.24 \$150 Installation Fee	Michigan Office: similar price; comparable quality
Conference Height	\$3,301.20 \$529.50 Fees*	\$5,563.86 \$464 Installation Fee	\$2,163.13 \$250 Installation Fee	Michigan Office: Lowest price; comparable quality
Cafe Bar Height	\$4,411.04 \$529.50 Fees*	\$7,135.26 \$1,250 Installation Fee	\$2,959.26 \$250 Installation Fee	Michigan Office: Lowest price; comparable quality
TOTAL:	\$12,183.80	\$17,609.24	\$8,824.63	
MISCELLANEOUS				
Planter Boxes	\$2,755.80 \$299.25 Fees*	\$2,728.00 \$205 Installation Fee	\$1,563.64 \$325 Installation Fee	Custer: Best quality and design

* Includes Installation & Service Fees

MEMO

DATE: DECEMBER 2, 2020
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS
DIRECTOR OF FINANCE AND OPERATIONS
RE: **APPROVAL OF TAX EXEMPT FINANCING OF SCHOOL BUSES**

Earlier this year, the Board approved the purchase of six (6) new build Thomas school buses. It was the intent of Administration that one bus be purchased with cash and the other 5 buses be financed. We are now asking the Board to approve the following resolution which allows us to solicit bids or negotiate directly with a financial institution to finance the acquisition of the buses for an amount not to exceed \$541,925 at an interest rate not to exceed 5% per annum and a term of 5 years or less. The resolution also allows the Superintendent to execute an installment purchase agreement which will be a qualified tax-exempt obligation.

RESOLVED, the Board of Education approve the tax exempt financing of school buses per the attached resolution and exhibits.

Van Buren Intermediate School District, Michigan (the "Issuer")

A regular meeting of the board of education of the Issuer (the "Board") was held:

- in the _____, within the boundaries of the Issuer,
- electronically through remote call in 1-415-655-0001 with identification number 157 014 319 0__

on the 2nd day of December, 2020, at four o'clock in the p.m. (the "Meeting")

The Meeting was called to order by Frances Sage, President.

Present: Members Weiss, Middaugh, Kent, Crandall, and Sage

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Act No. 99, Public Acts of Michigan, 1933, as amended, authorizes this Board to acquire real or personal property for public purposes through an installment purchase contract; and
2. The Board intends to purchase six (6) 2021 Thomas school buses and related equipment (the "Property") from Hoekstra Transportation, Inc., Grand Rapids, Michigan (the "Vendor"), in an amount not to exceed Six Hundred Fifty Thousand Three Hundred Ten Dollars (\$650,310.00), and to enter into an installment purchase agreement (the "Installment Purchase Agreement") to finance the purchase of the Property; and
3. The outstanding balance of all Issuer purchases of lands, property or equipment for public purposes, to be paid for in installments (i.e., installment purchase agreements, land contracts, leases, etc.), and the taxable value of the real and personal property within the Issuer as of the date hereof are identified in Exhibit A; and
4. This Board desires to solicit bids from financial institutions or negotiate directly with a financial institution to finance all or a portion of the cost of the Property (the successful bidder herein referred to as the "Bank").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Competitive bids for the purchase of the Property, as required by Section 1274 of the School Code of 1976, as amended, have been submitted, and the Board determines that it is in the best interest of the Issuer to accept the bid of the Vendor.
2. The Board determines that it is in the best interest of the Issuer to solicit bids from financial institutions or negotiate directly with a financial institution to finance the acquisition of the Property through an Installment Purchase Agreement among the Issuer, the Bank and the

Vendor for a total amount not to exceed Five Hundred Forty-One Thousand Nine Hundred Twenty-Five Dollars (\$541,925.00) at an interest rate of not to exceed five percent (5%) per annum over a period of not to exceed five (5) years with annual principal and interest payments beginning December 20, 2021, based upon a 360-day year, 30-day month.

3. A member of the administrative staff or Board of the Issuer is authorized to distribute a Solicitation for Bids to financial institutions in substantially the form attached hereto as Exhibit B or negotiate directly with a financial institution and to accept the bid which produces the lowest dollar interest cost to the Issuer within the parameters established by the Board in this Resolution or accept a negotiated offer within the parameters established in this Resolution.

4. The Superintendent of Schools or the President, Vice President, Secretary or Treasurer of the Board shall execute an Installment Purchase Agreement in substantially the form attached hereto as Exhibit C on behalf of the Issuer, and the executed Installment Purchase Agreement shall be delivered to the Bank.

5. The Installment Purchase Agreement may be prepaid in whole or in part at any time without penalty.

6. The Issuer hereby irrevocably pledges to make the principal installments and interest payments on the Installment Purchase Agreement, beginning with the fiscal year 2021-2022 and during each fiscal year for which an operating budget is adopted, the first operating budget obligation within its authorized millage until such time as the principal installments and interest payments have been paid in full.

7. The Issuer hereby pledges its limited tax full faith and credit for the payment of the principal installments and interest payments on the Installment Purchase Agreement, payable from ad valorem taxes which will be levied within the authorized constitutional and statutory operating millage rate available to the Issuer and an irrevocable appropriation of a sufficient amount of taxes will be made each year from said millage rate for the payment of principal installments and interest payments on the Installment Purchase Agreement.

The obligation to pay the principal installments and interest payments will be the limited tax general obligation of the Issuer, and if tax collections are insufficient to pay the principal or interest on the borrowing when due, the Issuer pledges to use any and all other resources available for the payment of principal and interest on the Installment Purchase Agreement.

8. The President, Vice President, Secretary, Treasurer, Superintendent and Director of Finance & Operations are each further authorized to execute any documents or certificates necessary to complete the transaction. Any of those officers may designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.

9. The useful life of the Property is hereby determined to be not less than six (6) years.

10. The Issuer hereby covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code"), that must be satisfied subsequent to the execution of the Installment Purchase Agreement in order that interest thereon be or continue to be excluded from gross income for federal income tax purposes, including the filing of Form 8038-G or 8038-GC with the Internal Revenue Service.

11. The Issuer hereby designates the Installment Purchase Agreement as a “qualified tax-exempt obligation” for purposes of deduction of interest expense by financial institutions under the Code. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on behalf of the Issuer during calendar year 2020 will not exceed \$10,000,000, excluding only those tax-exempt obligations as permitted by Section 265(b)(3)(C)(ii) of the Code.

12. The outstanding balance of all of the Issuer’s contractual agreements for the purchase of real or personal property, exclusive of interest, does not exceed 1.25% of the taxable valuation of real and personal property in the Issuer.

13. The advance payment for the Property is hereby approved, and the monies are authorized to be advanced from monies on hand in the Special Education Fund, which monies will be repaid to the Special Education Fund from the proceeds of the Installment Purchase Agreement when received. The Issuer shall reimburse the Special Education Fund not earlier than the date on which the expenses are paid and not later than the later of:

- (a) the date that is eighteen (18) months after the expenses are paid, or
- (b) the date the Property is placed in service or abandoned, but in no event more than three (3) years after the expenses are paid.

14. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Van Buren Intermediate School District, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board’s minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the “Open Meetings Act” (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

RJN/jmw

EXHIBIT A

1. Total currently outstanding principal balance of all Issuer installment financing contracts (i.e., installment purchase agreements, land contracts, lease purchase agreements, etc.), plus the proposed principal borrowing under this Resolution is: \$0.
2. The Issuer's total 2020 taxable value for all taxable property within the Issuer's geographic boundaries is \$4,235,326,201.

EXHIBIT B
SOLICITATION FOR BIDS

\$541,925.00

VAN BUREN INTERMEDIATE SCHOOL DISTRICT
STATE OF MICHIGAN

INSTALLMENT PURCHASE AGREEMENT
(GENERAL OBLIGATION - LIMITED TAX)

Unconditional and firm bids for the above Installment Purchase Agreement will be received by Van Buren Intermediate School District, Michigan (the “Issuer”) at the administrative offices of the Issuer, 490 South Paw Paw Street, Lawrence, Michigan 49064-9328, on Thursday, the 10th day of December, 2020, until 2:00 o’clock in the p.m., prevailing Eastern Time, at which time and place said bids will be publicly opened and read. Award of the bids will be considered by the Administration on that date.

FAXED BIDS: Bidders may submit signed bids via facsimile transmission to the Issuer at (269) 674-8030, provided that the faxed bids are received prior to the time and date fixed for receipt of bids. Bidders submitting faxed bids bear the full risk of failed or untimely transmission of their bids. Bidders are encouraged to confirm the timely receipt of their full and complete bids by telephoning the Issuer at (269) 674-8091.

INSTALLMENT PURCHASE AGREEMENT DETAILS; INTEREST RATE; PAYING AGENT: The Installment Purchase Agreement will be in the form of an agreement prepared by Thrun Law Firm, P.C., and approved by the Issuer’s Board of Education among Hoekstra Transportation, Inc., Grand Rapids, Michigan (the “Vendor”), the Issuer, and the Bank, dated the date of delivery which is excepted to be not later than December 22, 2020. Annual installments of principal and interest for a period of five (5) years will be due beginning December 20, 2021, based upon a 360-day year, 30-day month. The Installment Purchase Agreement shall bear interest at a rate not exceeding five percent (5%) per annum. If the Bank requires the use of a paying agent for this issue, the paying agent fees, if any, are to be paid by the Bank.

REDEMPTION: The Installment Purchase Agreement may be prepaid in whole or in part at any time without penalty.

PURPOSE AND SECURITY: The Installment Purchase Agreement is issued for the purpose of purchasing six (6) 2021 Thomas school buses and related equipment. The Installment Purchase Agreement is issued under the provisions of Act 99, Public Acts of Michigan, 1933, as amended. The Issuer has pledged the limited tax full faith and credit of the Issuer for the payment of principal and interest on the Installment Purchase Agreement. The Issuer has further pledged to levy sufficient ad valorem taxes within its authorized millage annually, as a first budget obligation, on all taxable property in the Issuer, said levy must be subject to constitutional and statutory tax rate limitations. The Issuer has reserved the right to issue additional installment purchase agreements of equal standing.



AWARD OF INSTALLMENT PURCHASE AGREEMENT: The Installment Purchase Agreement will be awarded to the Bank whose unconditional and firm bid produces the lowest dollar cost to the Issuer. Any and all fees or charges of the Bank must be incorporated into the interest rate. When the delivery date is established, the Bank will provide a payment schedule consistent with the above-referenced details.

TAX MATTERS: The Issuer has covenanted to comply with those requirements of the Internal Revenue Code of 1986, as amended (the "Code"), necessary to continue the exclusion of interest on the Installment Purchase Agreement from gross income for federal income tax purposes. The Issuer has designated the Installment Purchase Agreement as a "QUALIFIED TAX-EXEMPT OBLIGATION" within the meaning of the Code.

LEGAL OPINION: Bids shall be conditioned upon the unqualified approving opinion of Thrun Law Firm, P.C., East Lansing, Michigan, the original of which will be furnished without expense to the Bank upon delivery of the Installment Purchase Agreement.

CERTIFICATE REGARDING "ISSUE PRICE": The Bank will be required to furnish, prior to delivery of the Installment Purchase Agreement, a certificate in a form acceptable to Issuer's counsel as to the "issue price" of the Installment Purchase Agreement within the meaning of Section 1273 of the Code. By submitting a bid, the bidder represents to the Issuer that it intends to hold the Installment Purchase Agreement for its own account with no present intention to reoffer the Installment Purchase Agreement unless the bidder has notified Issuer's counsel, in writing, at least 72 hours before the bid deadline that the bidder intends to reoffer the Installment Purchase Agreement.

BIDDER CERTIFICATION - NOT "IRAN-LINKED BUSINESS": By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act 517, Public Acts of Michigan, 2012; MCL 129.311, et seq.

CLOSING DOCUMENTS: Drafts of all closing documents, including the form of Installment Purchase Agreement and form of legal opinion, may be requested from Thrun Law Firm, P.C. Final closing documents will be in substantially the same form as the drafts provided. Closing documents will not be modified at the request of a bidder, regardless of whether the bidder's proposal is accepted.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

ENVELOPES containing the bids should be plainly marked "Proposal for Installment Purchase Agreement for Van Buren Intermediate School District".

Authorized Officer

EXHIBIT C

**INSTALLMENT PURCHASE AGREEMENT
PART I**

“OBLIGOR” means _____

“VENDOR” means _____

“Property” means _____

“Purchase Price” means \$ _____

“Contract Amount” and “Principal” mean \$ _____

“Maturity Date”, “Principal Installment”, and “Interest Payment” shall have the meanings as described in Attachment A.

“Dated Date” means _____, _____

“Interest Rate” means the interest rates pursuant to Part II of this Installment Purchase Agreement which shall be _____.

The provisions of Part II of this Installment Purchase Agreement are hereby approved and incorporated herein.

PART II

THIS INSTALLMENT PURCHASE AGREEMENT (the “Installment Purchase Agreement”) is dated as of the Dated Date by and between the OBLIGOR, a Michigan municipal corporation, the VENDOR, and _____ (the “BANK”), as assignee of VENDOR or registered assigns. All capitalized terms not defined in Part II shall have the meaning set forth in Part I.

1. Purchase Price, Title and Useful Life. The OBLIGOR agrees to purchase and VENDOR agrees to sell and provide the Property to the OBLIGOR for the Purchase Price. The Purchase Price includes all property, equipment, material, labor, tools, freights, service, cabling and installation. The BANK will pay the Contract Amount to the OBLIGOR in federal funds by wire transfer or other agreed upon method and the OBLIGOR will pay the full Purchase Price including the difference, if any, between the Contract Amount and the Purchase Price to the VENDOR immediately upon the receipt of the Contract Amount and the delivery of the Property to and acceptance of the Property by the OBLIGOR. Upon delivery to and acceptance by the OBLIGOR, title to the Property shall vest in the OBLIGOR. The OBLIGOR shall not sell, assign title to, lease, or obtain further financing with respect to the Property except with the permission of the BANK while Principal remains outstanding under this Installment Purchase Agreement. The OBLIGOR agrees that the useful life of the Property is equal to or longer than the date of the final



payment hereunder. The BANK may pledge this Installment Purchase Agreement as security for any obligation of the BANK.

2. Repayment Provisions. The OBLIGOR agrees to pay to the BANK the Principal in the Principal Installments on the Maturity Dates and interest payments on the unpaid Principal balance from the Dated Date at the Interest Rate on the Interest Payment Dates. The Interest Rate shall be the rate set forth in Part I. Interest shall accrue on the unpaid balance of the Principal from the date hereof at the Interest Rate computed on the basis of a 360-day year, 30-day month.

The Installment Purchase Agreement may be prepaid in whole or in part at any time without penalty.

It is expressly agreed between the VENDOR and the OBLIGOR, and the BANK by acceptance of the assignment of this Installment Purchase Agreement, that the OBLIGOR shall make all payments of principal or interest due hereunder directly to the BANK or to a depository as shall be designated in writing by the BANK. The OBLIGOR further agrees that it will deposit with the BANK, or if so directed shall deposit with said depository, all payments of principal or interest due hereunder in immediately available funds at least one business day before the date on which said principal or interest due hereunder is due or in such other manner or such other time as the BANK shall approve.

3. Incorporation by Reference. The VENDOR agrees to all of the instructions, terms and conditions as outlined in the OBLIGOR'S invitation for bids and the acceptance of the VENDOR'S bid by the OBLIGOR or any other agreement between the OBLIGOR and the VENDOR to purchase the Property (the "Purchase Agreement"). In the event of a conflict in terms between this document and the Purchase Agreement the specific terms of this Installment Purchase Agreement shall govern.

4. Assignment by VENDOR to BANK. The VENDOR hereby irrevocably assigns this Installment Purchase Agreement immediately to the BANK in consideration for payment from the BANK of the Contract Amount. The OBLIGOR hereby consents to that assignment, except with respect to the warranties and other obligations of the VENDOR set forth in Paragraphs 3, 6 and 8 of this Installment Purchase Agreement, all of which shall remain the sole responsibility of the VENDOR and shall not be assignable and the VENDOR hereby acknowledges that all of said warranties and other obligations shall not be assigned and remain the sole responsibility of the VENDOR. The OBLIGOR'S obligation to the BANK is absolute and unconditional and shall remain in full force and effect until the amounts owed hereunder shall have been paid by the OBLIGOR to the BANK and such obligation shall not be affected, modified or impaired upon the happening from time to time of any event, including without limitation any of the following:

a. Any failure of title with respect to the VENDOR'S interest in the Property or the invalidity, enforceability or termination of this Installment Purchase Agreement;

b. The modification or amendment (whether material or otherwise) of any obligation, covenant or agreement set forth in this Installment Purchase Agreement;

c. The voluntary or involuntary liquidation, dissolution, sale or other disposition of all or substantially all of the assets, marshaling of assets and liabilities, receivership, insolvency, bankruptcy, assignment for the benefit of creditors, reorganization, arrangement,

composition with creditors or readjustment or other similar proceedings affecting the VENDOR or any of its assets or any allocation or contest of the validity of this Installment Purchase Agreement, or the disaffirmance of this Installment Purchase Agreement in any such proceedings;

d. To the extent permitted by law, any event or action which would, in the absence of this clause, result in release or discharge by operation of law of the VENDOR from the performance or observation of any obligation, covenant or agreement contained in this Installment Purchase Agreement;

e. The default or failure of the VENDOR fully to perform any of its obligations set forth in this Installment Purchase Agreement or any other agreement; or

f. Any casualty or destruction of the Property.

After payment of the Contract Amount, the BANK shall have no liability for payment of monies to the VENDOR or for the performance of any obligations to the VENDOR. The VENDOR represents and warrants that the assignment of this Installment Purchase Agreement to the BANK does not violate any agreement, contract, or loan agreement to which it is a party and that the Installment Purchase Agreement has been duly executed and delivered by the VENDOR.

5. Limited Tax General Obligation. The obligation of the OBLIGOR to pay Principal Installments and interest payments is a limited tax general obligation subject to applicable constitutional, statutory and charter limitations, if any, on the taxing power of the OBLIGOR. The OBLIGOR shall include in its budget and pay each year, until this Installment Purchase Agreement is paid in full, such sum or sums as may be necessary each year to make payments of the Principal Installments and interest when due.

6. Delivery Date. It is agreed that the VENDOR has delivered or will deliver the Property. If the Property is not delivered simultaneously with the execution of this Installment Purchase Agreement, the VENDOR agrees to deliver the Property as provided in the Purchase Agreement.

7. Tax Covenant. The OBLIGOR covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to delivery of this Installment Purchase Agreement in order that interest thereon be (or continue to be) excluded from gross income for federal income tax purposes. The OBLIGOR has designated this Installment Purchase Agreement as a “qualified tax-exempt obligation” within the meaning of the Internal Revenue Code of 1986, as amended.

8. Warranty. Warranties, if any, with respect to the Property shall not be assigned but shall remain enforceable by the OBLIGOR.

9. Entire Agreement. Except for closing documents delivered in connection with the Installment Purchase Agreement to the BANK, this Installment Purchase Agreement (including the provisions of the Purchase Agreement incorporated by reference in Paragraph 3 above) constitutes the entire agreement of the parties. All other prior or contemporaneous agreements, understandings, representations and statements, oral or written, are hereby terminated.

10. Amendments. Any attempt to modify the term of this Installment Purchase Agreement or of any supporting document shall be ineffectual unless approved in writing by the BANK.

11. Counterparts. This Installment Purchase Agreement may be executed in any number of counterparts and all of said counterparts taken together shall be deemed to constitute one and the same agreement.

VENDOR:

HOEKSTRA TRANSPORTATION, INC.
GRAND RAPIDS, MICHIGAN

OBLIGOR:

VAN BUREN INTERMEDIATE
SCHOOL DISTRICT
STATE OF MICHIGAN

By: _____
Its: _____

By: _____
Its: _____

Approved:

BANK:

(NAME OF BANK)

By: _____

Its: _____



ATTACHMENT A
MATURITY SCHEDULE

MATURITY DATE	PRINCIPAL INSTALLMENT	INTEREST PAYMENT	TOTAL
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TOTAL

IV. OTHER BUSINESS

A. Adjournment

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.