

# Agenda of Regular Meeting

## The Board of Trustees Van Buren ISD

---

A Regular meeting of the Board of Trustees of Van Buren ISD will be held September 1, 2021, beginning at 4:00 PM in the Van Buren Conference Center  
490 S Paw Paw Street  
Lawrence, MI 49064.

A **Regular Meeting** of the Board of Education of Van Buren ISD will be held in person on **Wednesday, September 1, 2021, at 4:00 PM** at the Van Buren Conference Center located at 490 S Paw Paw Street, Lawrence, MI 49064 in compliance with the Michigan Department of Health and Human Services Epidemic Order under MCL 333.2221.

The public is invited to attend the Van Buren Intermediate School District Board of Education meetings. If you require accommodations to access these meetings or would like to provide input or ask questions on any business that will come before the Van Buren Intermediate School District Board of Education at the meeting, please contact Dave Manson, Superintendent at [dmanson@vbisd.org](mailto:dmanson@vbisd.org).

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time

### I. REGULAR MEETING

#### A. Consent Agenda - **(Roll Call Vote)**

##### 1. Minutes

2

A **Special Order of Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **August 4, 2021**, in the Board of Education office and called to order at **4:02 PM**. The following members were present: Middaugh, Kent, Weiss, Crandall, and Sage. Absent: None.

Motion by Crandall to approve the following resolution:

**RESOLVED** that the Board of Education moves to rescind the previously approved resolution dated July 7, 2021, for the election of officers for 2021-22.

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

Motion by Weiss to approve the following resolution:

**RESOLVED**, the Van Buren Intermediate Board of Education approve the election of officers to the Van Buren Intermediate School District Board of Education for 2021-2022 as follows:

President – James Crandall  
Vice-President – Frances Sage  
Treasurer – Mary Ann Middaugh  
Secretary – John Weiss  
Trustee – Kenneth Kent

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

A **Regular meeting** of the Van Buren Intermediate School District Board of Education was called to order at **4:12 PM**. All members are present. Middaugh moved to approve the Consent Agenda (**July 7, 2021 Minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary**). Supported by Kent. Roll call vote: Middaugh – yes, Sage – yes, Weiss – yes, Kent – yes, and Crandall – yes. Motion carried.

Weiss moved to approve the following resolution:

**RESOLVED**, that the Board of Education approve the posting for a Van Buren Tech Marketing Specialist position as a non-union position.

Supported by Middaugh. Voice vote. Motion carried.

Sage moved to approve the following resolution:

**RESOLVED** that the Board of Education accept the resignation of Jackson Callahan effective August 3, 2021.

Supported by Kent. Voice vote. Motion carried.

Kent moved to approve the following resolution.

**RESOLVED** that the Board of Education employ the staff as follows:

<u>Instructional Services PSMs</u>	<u>Salary*</u>	<u>Start Date</u>
Kelly Touchtone ( <i>Mental Health Clinician</i> )	\$54,873	8/23/2021
KaSandra Gonzalez ( <i>Mental Health Clinician</i> )	\$54,873	8/23/2021
<u>Special Education PSM's</u>	<u>Salary*</u>	<u>Start Date</u>
Aubrie Helmus ( <i>SLP</i> )	\$45,154	8/23/2021
<u>Administration</u>	<u>Salary</u>	<u>Start Date</u>
Laura Thornburg ( <i>Regional Supervisor</i> )	\$74,000	8/1/2021

*\*All salaries are based on the 2019-2021 salary schedule.*

Supported by Weiss. Voice vote. Motion carried.

Sage move to approve the following resolution:

**RESOLVED** that the Board of Education approves the salary adjustment of Amanda **Chiotti** from \$73,950 to \$75,500 beginning on August 1, 2021.

Supported by Kent. Voice vote. Motion carried.

Kent moved to approve the following resolution.

**RESOLVED**, the VBISD Board of Education approves a \$250 stipend for individuals providing transportation for the 2021 VBISD summer migrant program.

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

Sage moved to approve the following resolution:

**RESOLVED**, that the Board of Education approve the purchase of one (1) model year 2022 crew cab truck with snowplow from Seelye Ford (Kalamazoo) at a cost of \$42,694.00.

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

Middaugh moved to approve the following resolution:

**RESOLVED** that the Board of Education approve the purchase of the HPE ProLiant DL380 Server configuration from CDWG at a total price not to exceed \$36,700.00.

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

Weiss move to approve the following resolution:

**RESOLVED** that the Board of Education approve the purchase of the MILO Training Systems simulator from FAAC Incorporated at a cost of \$22,295.

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

Middaugh moved to approve the following resolution:

**RESOLVED**, the Board of Education approve to amend the existing contract between Owen Ames Kimball and VBISD for the Bert Goens Learning Center Project to reflect the addition of the Café/Bistro and School Store Remodel Project at Van Buren Tech.

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

Weiss moved to approve the following resolution.

**RESOLVED**, the VBISD Board of Education approves the GSRP pay scale for the 2021-2022 school year as shown below:

**2021-2022 Proposed VBISD Proposed GSRP Payscale**

GSRP Lead Teachers								
182 Days	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Compliance Plan	\$ 34,500							
BA	n/a	\$36,515	\$38,165	\$39,815	\$41,465	\$43,115	\$44,765	\$46,415
MA	n/a	\$38,165	\$39,815	\$41,465	\$43,115	\$44,765	\$46,415	\$48,065

GSRP Associate Teachers								
182 Paid Days (176 Work/6 Paid Holiday)	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Compliance Plan	\$ 12.29							
CDA	n/a	\$13.50	\$13.85	\$14.20	\$14.55	\$14.90	\$15.25	\$15.60
AA	n/a	\$14.00	\$14.35	\$14.70	\$15.05	\$15.40	\$15.75	\$16.10

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

Kent moved to approve the following resolution:

**RESOLVED**, that the Board of Education accepts the bid from John DeNeef Corporation to purchase needed furniture for the Special Services Center at a cost of \$43,966.

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

Motion by Sage to go into closed session for the purpose of discussing negotiations and attorney/client privilege communications. Supported by Middaugh. Roll call vote: Kent - yes, Sage - yes, Middaugh - yes, Weiss - yes and Crandall - yes. Motion carried. Board went into closed session at 5:20 PM.

Middaugh moved to return to open session at 5:58 PM. Supported by Weiss. Roll call vote. Weiss – yes, Sage – yes, Kent – yes, Middaugh – yes and Crandall – yes. Motion carried.

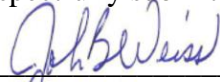
Crandall moved to approve the following resolution:

**RESOLVED**, that the Board of Education approves a one-year agreement with the VBCEA/VBIEA for the period of September 1, 2021 through August 31, 2022.

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

Meeting adjourned at **6:00 PM**.

Respectfully submitted,



---

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

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

7

**Van Buren Intermediate School District**  
**August 2021**

Imprest Fund Vouchers	\$ 795,760.15
Payroll Fund Vouchers	4,225,544.49
Purchasing Card Vouchers	56,712.21
EDUSTAFF ACH Payments	18,506.82
	\$ 5,096,523.67

**Budget-to-Expenditure Comparison 21-22**

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	13,943,534	1,585,517	12,358,017	157,424
Special Education	35,013,412	1,656,614	33,356,799	2,720,063
Vocational Education	14,151,876	1,254,772	12,897,104	514,213
Food Service	125,297	2,569	122,728	13,093
Capital Projects	350,000	105,902	N/A	(62,152)

**Cash Flow Summary**

	Ending Balance 6/30/2021	Cash Receipts	Cash Disbursements	Ending Balance 7/31/2021
General	2,895,215	1,036,910	1,733,577	2,198,548
Special Education	7,519,194	1,418,963	2,831,540	6,106,617
Vocational Education	10,078,116	178,809	861,618	9,395,307
Student Activity Fund	31,900	0	0	31,900
Food Service	88,598	391	224	88,765
Capital Projects	127	202,295	104,527	97,895
	20,613,149	2,837,368	5,531,486 *	17,919,031

\* 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**  
**Aug 2021**

GENERAL	1,348,513.55
SPECIAL EDUCATION	2,215,675.15
VOCATIONAL EDUCATION	661,355.79
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 4,225,544.49

**IMPREST VOUCHER SUMMARY**  
**August 2021**

FUND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	163,766.11	21,996.79	520.15	186,283.05
Special Education	208,321.39	12,242.39	(601.99)	219,961.79
Vocational Education	320,547.87	22,473.03	(1,029.64)	341,991.26
Capital Projects	103,127.29	0.00	0.00	103,127.29
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
Food Service Fund	0.00	0.00	1,108.97	1,108.97
<b>TOTAL</b>	<b>795,762.66</b>	<b>56,712.21</b>	<b>(2.51)</b>	<b>852,472.36</b>



**CONFERENCE ATTENDANCE**

Superintendent/Board of Education

**September 1, 2021**

***Pre-Approval***

NAME	DATES	LOCATION	ESTIMATED COST

***Post Approval***

			COST
John Weiss	August 6-8, 2021	MASB Summer Institute 2021 Virtual Conference	<b>\$630.00</b>
Mary Ann Middaugh	August 6-8, 2021	MASB Summer Institute 2021 Virtual Conference	<b>\$270.00</b>

C. Communications  
D. Public Comments  
II. INFORMATIONAL ITEMS

14

## **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

A. Board Updates  
B. Superintendent Update

16

Date: September 1, 2021  
To: Board of Education  
From: David D. Manson, Superintendent

**Subject: Superintendent Update**

**2021-2022 VBISD Areas of Focus: (Governance & Board Relations, Community Relations, Staff Relations, Instructional Leadership)**

On opening day and during our administrative retreat, three areas of focus were shared throughout the organization for the 2021-22 school year. These include:

- 1) Refocusing on the needs of students first
- 2) Ensuring all processes, systems & programs are efficient and effective
- 3) Making decisions while wearing an equitable lens

It is the intent of the administrative team to stress and highlight these areas throughout the year as we work toward district improvement.

**Business Office Services: (Business & Finance)**

The business office at VBISD continues to work on a transition over to PowerSchool while receiving ongoing requests to support our local districts. As a result, we are assessing whether our current structure needs to be altered to continue providing excellent services to our district and our constituent districts.

**Back to School Backpack Event: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)**

On August 17th, VBISD hosted our annual back to school backpack event thanks to a generous donation from Entergy. This year, we implemented a “drive thru” event and provided approximately 1000 backpacks for our preschool through high school age students. Sally Boothby deserves an extra special “thank you” for the time and effort she contributed to leading this event.

C. Department Updates  
1. Human Resources

18

---

---

**MEMO**

---

---

**DATE:** SEPTEMBER 1, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** HEATHER VISCO  
**RE:** HUMAN RESOURCES UPDATE

---

**Human Resources Update (1,2,3,4,5,8,9,10,13,15,18)**

**COVID-19 update**

Nothing new to update!

**General update**

This month HR has been busy onboarding new staff for VBISD and doing fingerprinting for the locals as well. In August alone we have onboarded 25 new VBISD employees and fingerprinted 121 new employees with 50 of those appointments being last week.

In addition to onboarding, we have been continuing to work with PowerSchool and the implementation of the new system and are eager to work through the capabilities.

Lastly, HR met with program secretaries to showcase the new HR electronic workflow. We are getting closer to “going live”!



---

---

## MEMO

---

---

**DATE:** SEPTEMBER 1, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** BARBARA MATTHEWS  
**RE:** FINANCE & OPERATIONS UPDATE

---

### **Business Office Update (2,5,9,10,19)**

The finishing of our fiscal year and the start of the new school year is keeping everyone busy in the Business Office. We are working on finalizing our 2020-21 fiscal ledgers in preparation for our audit which will occur in September. Payroll personnel staff are busy implementing union contract changes and staff additions into the payroll system. In addition, we are back to preparing templates and attending training for the transition to PowerSchool eFinance which is slated with a go live date of January 1, 2022.

### **Business Office Services (1,2,4,5,19)**

One of our local school districts has inquired about our assistance in processing payroll for them. We are meeting with their Business Manager next week to discuss the various functions we would handle should we enter into an agreement. If an agreement is reached this will result in our processing payroll for three of our local school districts.



---

---

## MEMO

---

---

**DATE: SEPTEMBER 1, 2021**  
**TO: BOARD OF EDUCATION**  
**FROM: TOM RICHARDSON, BUSINESS DEVELOPMENT AND PARTNERSHIPS**  
**RE: BUSINESS DEVELOPMENT/PARTNERSHIPS UPDATE**

---

### **U of M Releases Draft of Second TIPPS Animation Video (1,2,4,10,13,18,19,20)**

Over the past two years, I have had the honor of working the Dr. Todd Herrenkhol, from the University of Michigan's School of Social Work, on the Trauma-Informed Programs and Practices for Schools (TIPPS) initiative that was funded by the Michigan Health Endowment Fund 2 years ago. The TIPPS project is being developed to help school partners build capacity for systems-oriented trauma supports for their K-12 settings.

The new 'draft' animation video is designed to help schools understand the 10 Pillars of the TIPPS framework. In general, the TIPPS initiative translates research and shares strategies that help students realize their potential and become more resilient to the effects of trauma.

More information on the TIPSS program can be found on U of M's new web page. A link to the video will be shared once the final copy is released for public viewing.

TIPPS Webpage

<https://ssw.umich.edu/news/articles/2021/07/22/63060-tipps-trauma-informed-program-and-practices-for-schools-unveils-new-website>

### **SNAP-Ed University FY22 (1,3,4,10,13,19,20)**

On August 19<sup>th</sup> and 20<sup>th</sup> the Project LEAN team and I had the opportunity to attend the Michigan Fitness Foundation's SNAP-Ed University with more than 100 other SNAP-Ed leaders and program managers from around the State. This year's conference was centered around Equity and its impact on the social determinates of health and how to successfully adapt to change in the world of COVID-19.

This year the VBISD's Project LEAN program was recognized with the State's "SNAPPY" award for its innovative use of Prezi to effectively deliver virtual direct education SNAP-Ed program during COVID-19. Congratulations to Klariza Perez, the VBISD Prezi Project Lead, and the rest of the team for their recognition for innovative solutions to meet the needs of our SNAP-Ed constituents.

### **VBISD Project LEAN Team Continues to Deliver SNAP-Ed Programming During the Summer (1,2,4,5,10,11,18,20)**

The Project LEAN team continues to implement effective SNAP-Ed programming despite the COVID pandemic and heat index days in the 90's. Despite these unprecedented times, the kids and staff seem more resilient than ever. In talking with program partners, the kids and families we serve are ecstatic about being able to get out, be active and spend time with family and friends while learning to eat healthy.

Please find below monthly highlights of the Project LEAN Program for July 2021.

## Project LEAN

SNAP-Ed Monthly Highlights – July, 2021

### Project LEAN's Monthly PSE Work

- ❖ Hartford Harding's - Post CX3
- ❖ Hartford Family Dollar - Post CX3
- ❖ Hartford Dollar General - Post CX3
- ❖ Lawrence Dollar General - Post CX3
- ❖ Lawrence Lawson's - Post CX3
- ❖ Lawrence Marathon - Post CX3
- ❖ Covert Dollar General - Pre CX3

### PSE Stories of Success

- ❖ Lawton Elementary School Garden
- ❖ Hartford Library/Community Start-Up Garden
- ❖ Recreation Connection - Kalamazoo Parks and Rec

### Project LEAN Quick Stats:

**SNAP-Ed Classrooms:** 278 SNAP-Ed Classrooms Engaged

**SNAP-Ed Participants Engaged:** 952 Participants

**SNAP-ED Programming Sites:** 17 Sites

**Community Meetings:** 4 Meetings

**School Based/Parent Meetings:** 6 meetings

### Project LEAN's Programming "Quotes" and Testimonials" of the Month

- Hartford Summer Migrant Program: "Teacher told me a 3rd grade student had food in his hand and was asking for a cup, she told him just put it on his tray and he can throw it all away. His face turned sad, and said, " I wanted to take these fruit and vegetable seeds home to plant them" - the teacher got him a cup! She said you are making a difference in their lives. "
- Hartford Summer Migrant: MyGarden lessons in the start-up community garden. We are growing purple lettuce and tomatoes, so we had a salad with these items as well as cucumbers, and blueberries. So many migrant students said they have never had salad before- Wow! As the class was leaving to walk back to the school, one little guy turned around and said, "Thank you vegetable lady, I loved the salad!"
- "That lesson was awesome! The kids will never forget how to do graphing". - Summer program staff referring to the MyGarden Coordinated Plane Math Gardening Lesson.

## Project LEAN in Action!!



### **Hartford Summer Migrant:**

Student Chef's making salsa from all the items we are growing in our start-up community garden. HUGE FUN DAY!!!



### **El Concilio:**

Upper El Students: "I've never tried the foods I tried with you before." Students had the time of their life trying new foods and integrating SNAP-Ed into their academic programming.



**Rec-Connect:**  
Project LEAN gets students moving with the physical activities from the Rec-Connect Program.

JUNE 8TH, 2021

## Lawton Elementary Garden

Presented by: Klariza Perez  
Project LEAN Educator/Coordinator



### Project LEAN

Linking Education, Activity, & Nutrition. We are working together to help make our classrooms, schools, and communities a healthier place to live!



**Adams  
Hardware**

Thank you for the support in growing our beautiful tomatoes!

*We thank you for your donation!*

Please visit your local farm market for fresh produce and delicious baked goods!



Follow on Facebook @ A&A's Little Red Shed Farm Market and Bakery




79202 M 40 Lawton, MI, 49065

PROJECT LEAN: LAWTON ELEMENTARY SUMMER 2021

**Project LEAN collaborates with community partners to build healthier places to live.**



**Highlight:** TRAILS: [Why We're Doing This](#) (video)

Memorandum	
<b>Date:</b> September 1, 2021	 <p><b>INSTRUCTIONAL SERVICES</b></p>
<b>To:</b> VBISD Board of Education	
<b>From:</b> Cheryl-Marie A. Manson <i>Director of Instructional Services</i>	
<b>Subject:</b> Instructional Services Monthly Update	

	<p><b>State Level</b></p> <p><i>(Leadership, Level of Professional Awareness, Resourcefulness, Creativity and Innovativeness, Planner &amp; Organizer)</i></p>
---	--

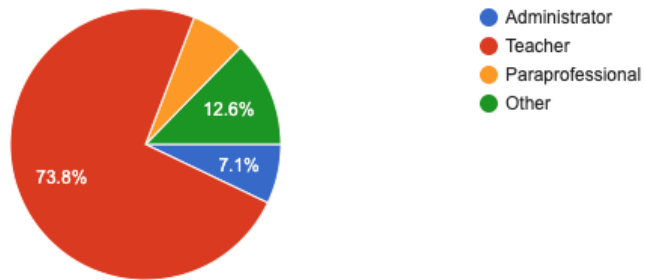
# MIX AND MINGLE 2021

**Equity: ALL Means ALL!**

**Mix and Mingle 2021 is a wrap!** This year's event hosted over 2000 participants with sessions tailored for administrators, teachers, bus drivers, para professionals and more. Feedback charts below. [Comments can be found here.](#)

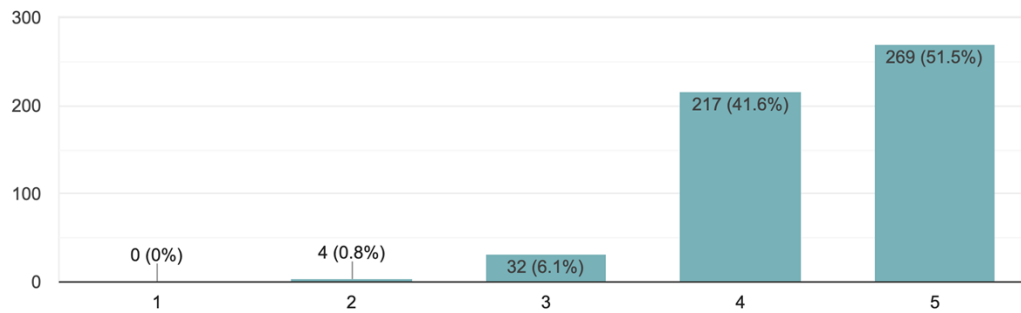
Please indicate your current position.

522 responses



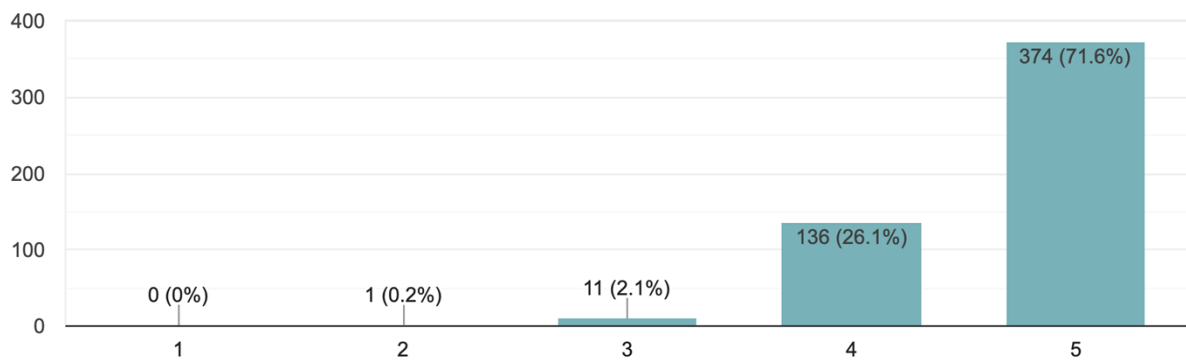
Overall quality/instruction of presenters

522 responses



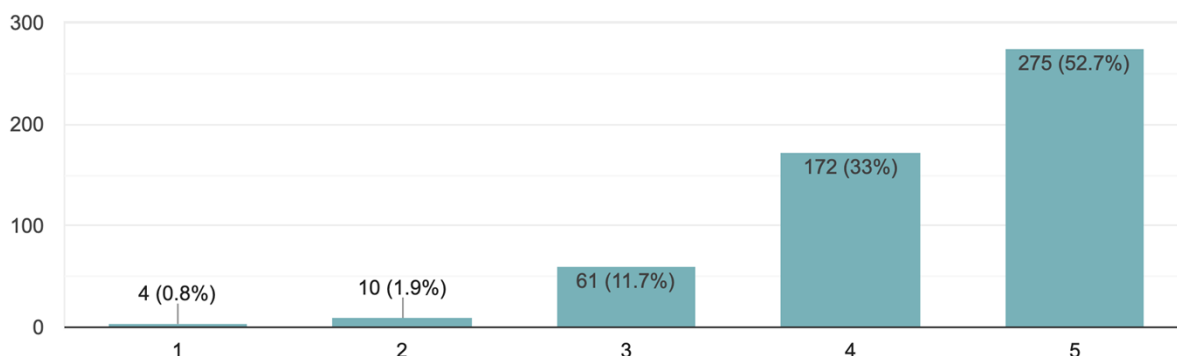
Overall presenters' knowledge of subject matter

522 responses



The information/resources presented will be beneficial in my work.

522 responses



**Literacy:** Although August signals the end of summer, it also launches the beginning of the school year in the world of early literacy. The Advanced Coaching Institute was held in early August for all ISD Literacy Coaches across the state.

Great information was presented by multiple researchers and information in the following areas will be passed along to, and used with, our local teachers, coaches, and administrators.

- Coaching
  - Connecting Coaching with School and District Goals
  - Coaching NOT linked to Evaluations
  - Collecting Coaching Data
- Using the Gradual Release of Responsibility Model
- Vocabulary Instruction
- The Research Behind the Science of Reading Instruction
- The Importance of Going Beyond Diverse Books *Toward* Meaningful Literacy Instruction
- Writing



### County Level

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

**Social Emotional Learning:** Instructional Services will be supporting [Panorama](#), a social emotional screener and support tool for students. [Linked Agreement](#) The role of our team will be to support implementation of the surveys and the review and response to the data.

**Literacy:** By adding a fifth Literacy Coach/Consultant, in addition to the creation of a Secondary ELA Consultant position, we are able to increase services to our locals. These services will include, but not be limited to, the following:

- Continuing coordination with the HIL Facilitator at South Walnut Elementary, Pullman Elementary, Covert Elementary & Redwood Elementary
- Providing Early Childhood with a Half-Time Coach/Consultant
- Facilitating Professional Development the first week back for the following:
  - Early Childhood - Intentional, Interactive Read Alouds
  - Decatur - MS/HS Intervention Launch
  - Hartford - MS/HS Vocabulary work related to MICIP and Disciplinary Literacy Essentials
- Offering [Professional Learning Opportunities](#) around:
  - Writing
  - Helping Teachers Find Joy in Reading Through Identity and Diversity
- Sustaining all supports our schools request including:
  - Individual Coaching Aligned with [MDE's Early Literacy Coaching Model](#)
  - Small Group Professional Development
  - Large Group Professional Development
  - Administrator Support



## Opportunities to See us in Action

[Upcoming Professional Learning](#)



---

## MEMO

---

**DATE:** SEPTEMBER 1, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** KATY HOLVERSTOTT  
**RE:** SPECIAL EDUCATION UPDATE

---

**Mission Possible!** *Leadership, Resourcefulness, Planner & Organizer, School Plant & Facilities, Community Relations, Student Achievement*

During the week of August 7, 2021, the Behavioral Education Center provided “Mission Possible,” a week-long summer camp that provided hands-on, project-based learning experiences with an emphasis on social emotional skill-building and reading & math skill retention.

One of the highlights of the program was the building of a gaga pit. A gaga pit is an octagon shaped court. Players stand inside the pit and hit and roll a ball with their hands to eliminate other players. When players are hit below the waist, they are out, but players can always re-enter the game by catching a ball from the sidelines.

The gaga pit was donated by the family of Frank Schaefer with the help of Zeeland Lumber. The Schaefer family had previously donated an outdoor pavilion and concrete basketball court in memory of Frank Schaefer who had a passion for supporting the students at the BEC.

Below is a picture of the volunteers, staff and students who helped build the new gaga pit.



From left to right, pictured below are the following: Amanda Chiotti (BEC Assistant Principal), Monica Mansfield (BEC Principal) Anne Marie Schaefer (Donor), Lisa (Schaefer) Gonzalez (Donor), and Coach Cliff and Jo Ellen Silverman from Coach Cliff's GaGa Ball Pits (Volunteers).



In addition to the donors described above, appreciation for support from the following is extended:

- Coach Cliff's Gaga Ball Pits for special delivery, assistance with building the pit and providing a "how to play" lesson
- Barber Ford of Holland for their donation
- King Realty of South Haven for their donation
- South Haven Moose Lodge 697 for their donation
- Individuals (too many to list) for monetary donations and Amazon Wish list items

This good news was captured on the front page of the Courier Leader on Thursday, August 19, 2021.

**Opening Day 2021 Leadership, Level of Professional Awareness, Communication Skills, Personality, Planner & Organizer, Policy Implementer, Crisis Manager, Faculty & Staff Personnel, Student Achievement**

Opening Day was held on Monday, August 23, 2021. The Special Education Department theme for the 2021-2022 School Year is one of encouragement: We can do this!



In addition to reviewing initiatives and goals, the Opening Day presentation included the [Return to Learn Guidelines](#) that will guide our decision making with regard to safety procedures based on the transmission rates of COVID. [Special Education Department: Return to Learn FAQ](#) was also shared. This second document, organized in a question and answer format, contains links to all of the policies, procedures and resources pertinent to providing special education services during the pandemic.

Also during opening day we took a few minutes to celebrate our summer school successes as captured by Monica Mansfield, Principal of the BEC. Click the link below to view the five-minute video.

<https://drive.google.com/file/d/1wyvLTdVciug94mXjgYcoux2NQD6HRbV0/view>

**What's in a Name? Leadership, Level of Professional Awareness, Professional Standards & Ethics, Communication Skills, Decision Maker, Planner & Organizer, School Plant & Facilities, Community Relations**

The name of a school shares information about its identity and the identity of the students that belong to that school. As the BEC staff work together with students and families to provide specialized instruction and support for the whole child, they are finding that the name, the Behavioral Education Center, is limiting.

First, while appropriate in terms of identifying an important priority, the staff do so much more. In addition to behavior management and social emotional learning, the program includes rigorous and high quality academic instruction, important life skills, and programming to set the stage for students to achieve their post-secondary goals.

Second, the term “behavior” in all its forms, has a negative connotation. For example, when many people hear the term “behavior” they automatically think “behavior problem.” In this sense, the name, the Behavioral Education Center focuses on the negative.

Third, when a BEC student shares with others the name of their school, they share information about their disability, and that they have “behavior problems.” The answer to the question, “Where do you go to school?” automatically becomes a confession.

With a new name, we believe we can communicate a broader and more positive identity, and better preserve students' dignity. At the October board meeting a new name will be proposed for discussion and approval.

**Special Education Software Systems Specialist *Planner & Organizer, Supervisor, Faculty & Staff Personnel Fiscal Management***

Due to increased advances in technology to manage our student data and special education documentation, there is a need to redefine the role that provides technical analysis, training and monitoring of Power School Special Programs, and associated applications. Specifically, Pam Manning's role, previously called a Special Education Secretary has been redefined as the Special Education Software Systems Specialist. As evident in the description above, Pam's role interacts heavily with our Technology Department, so her office has been moved to VB Tech to provide opportunities for collaboration and communication.





# MEMO

**DATE:** SEPTEMBER 1, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR  
**RE:** CAREER & TECHNICAL EDUCATION BOARD UPDATE

## **VB TECH RETURN TO LEARN PLAN (1,4,8,9,10,11,13,15,16,18)**

The majority of the past month has been spent planning for the start of school. In addition to interviews and staff hirings, The VB Tech administrative team has been working to solidify our Return to School plan. For the 2021-22 school year, students will be back to in-person instruction five days per week and VB Tech will be returning to our Pre-COVID arrival and departure times for all districts. With that said, students and staff will still follow the VBISD Return to Learn Plan guidelines; depending on county-wide COVID transmission rates, protocols pertaining to masking, social distancing, field trips, travel, visitors, and in person meetings will be adjusted accordingly. Over the past few weeks we have been communicating our plan and expectations with students, parents, and local school districts.

[https://docs.google.com/document/d/1KjGyHOHZ0tPIHtY\\_o0UHROXm5TilHqQ2RDk3gZ4VnRY/edit?usp=sharing](https://docs.google.com/document/d/1KjGyHOHZ0tPIHtY_o0UHROXm5TilHqQ2RDk3gZ4VnRY/edit?usp=sharing)

## **2020-21 ANNUAL REPORT (1,4,8,9,10,11,13,15,16,18)**

Throughout this past year, staff at VB Tech have been gathering valuable information and data to help tell the story of the 2020-21 school year. This “year in review” feature will again become an annual report and the information will be shared with multiple stakeholders to not only help keep everyone abreast of events taking place at VB Tech, but will also be utilized as part of our marketing efforts to help showcase the many outstanding things that are occurring on an annual basis. A special thank you goes to the students and staff for all of their hard work during a very trying time.

[https://docs.google.com/presentation/d/1bi93Q-11t-rPcRbJwqwhmaKU5\\_sazem5OHxbrJbExU/edit?usp=sharing](https://docs.google.com/presentation/d/1bi93Q-11t-rPcRbJwqwhmaKU5_sazem5OHxbrJbExU/edit?usp=sharing)

## **DIRECTOR'S CORNER NEWSLETTER (1,4,8,9,10,11,13,15,16,18)**

Each year in mid August, staff receive a Director's Corner newsletter highlighting important information pertaining to the upcoming school year. This year's newsletter contained information regarding the Return to Learn plan, new hirings, calendar, meeting schedules

<https://docs.google.com/document/d/1LU6F-tWqDZ4njagJtL-ii4VT8rKqkOx2mZebaYe95NA/edit?usp=sharing>

## **MAIN ST. CAFE/SCHOOL STORE PROJECT TIMELINES (1,4,8,9,10,11,13,15,16,18)**

Last month I provided an overview of the Main St. Cafe and School Store construction project. Since that time, the project has begun, with Owens, Ames, & Kimball (Project Manager) developing and coordinating the following event timelines. Our goal is to present bid proposals to the Board for approval at the October meeting, to allow for adequate time to receive materials prior to the beginning of construction.

**Specific dates:**

August 19	Advertisement for Café/Store Project
August 26	10 am Pre-bid Conference for Café/Store Project
September 9	1:30 pm Bid Opening for Café/Store Project (Conference Center)
September 13-14	Post-bid interviews (OAK Kalamazoo Office)
December, 2021	Construction Begins
June, 2022	Project Completion

**CALENDAR EVENTS**

Monday, August 31st	<b>No School - Office Staff Report</b>
Tuesday, September 1st	First Student Day
Wednesday, September 2nd	School Board Meeting
Friday, September 3rd	<b>No School - Labor Day Holiday Weekend</b>
Monday, September 6th	<b>No School - Labor Day Holiday Weekend</b>
Thursday, September 9th	Main St. Cafe/School Store Bid Opening
Saturday, September 11th	Patriot Day
Wednesday, September 15th	Regional Counselors Meeting
Thursday, September 16th	Regional Principals Meeting
Thursday, September 17th	CONSTITUTION DAY
Monday, September 20th	VBISD Administrative Team Meeting
Monday, September 27th	Back to School Night Open House
Wednesday, September 29th	VB County Professional Development Day



---

## MEMO

---

**DATE:** SEPTEMBER 1, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAMIAN KOOB  
**RE:** TECHNOLOGY SERVICES BOARD REPORT

---

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

The start of the school year is a very stressful time for folks that have to manage the student data within their districts or buildings, but we do our best to help assist and ease this stress. Lisa Thorne and Kim DeBoom have been working tirelessly with our PowerSchool Shared Services Districts to train administrative and office staff on best practices for managing/entering their data and how to make the start of the school year much less stressful. Lisa has been hosting quite a few review sessions virtually for our PowerSchool Districts to attend...and anyone who wants this personalized service.

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

**Data Center Move** (Leadership, Professional Preparation)

On August 12<sup>th</sup>, a small group from the Technology Services Department worked through the night to move the rest of our server infrastructure from the old server room to the new data center. We were able to get all the servers and fiber lines moved successfully and with minimal downtime. We were also able to patch a few of the servers and perform general maintenance during this scheduled outage...which saves us some time during other parts of the year. We did run into a couple snags, but quick thinking by both Michael Wolfe and Lukas Enciso minimized the downtime further.

I would like to thank Michael and Lukas for their efforts and time for this move. The inconsistent power issues we had been experiencing this summer has caused some issues in the old server room, but now that the servers are in the new data center, the all room UPS and shared generator with the Health Department has already paid dividends. ☺ Again, thank you to the Board for the construction of this new data center and continued support of the Technology Services Department.





---

---

## MEMO

---

---

**DATE:** SEPTEMBER 1, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** LISE BLACK, EARLY CARE & EDUCATION

### **Great Start Collaborative (GSC) & Parent Coalition (PC) (5, 18)**

Parent leadership is a key component of the state grant for the work being done in our Great Start Collaborative (GSC). The focus goes well beyond having a parent join a meeting. We have five official GSC Parent Representatives; offer training support on various levels; have parents representing Van Buren at state level groups; have a process and funding for providing stipends; and include a minimum of two parent-led strategies in our annual work plan.

One of the FY21 parent-led strategies was carried out by GSC Parent Representative Kim in the Bloomingdale community. She worked with a local church and other supporters to hold a Back to School Bash, which included activities and backpacks for students. The GSC helps provide funding for some of the items targeting the younger children. The event attendance included 130 pre-K to high school students, additional infants and toddlers, and almost 90 adults. Other GSC staff were there to connect with those families with younger children, giving them the opportunity to share about GREAT START resources available in the county.



### **Great Start Readiness Program (GSRP) (preschool for at-risk children) (1, 8, 15)**

Enrollment, training, and staff hiring are in full swing. This time of year is especially hectic with enrollment, as many families realize it is time to “apply for preschool”. Sherry Bennett, our GSC Coordinator helped out by hosting a virtual preschool round-up. She had participated in a state work group around this idea of a collaborative GSRP, Head Start, and private childcare team effort to let families know about options. We will plan on doing two or three of these type events next year.

With funds from our GSRP curriculum grant we are in the middle of a five day High Scope training for new staff and those staff that started last year but didn’t get official training due to pandemic barriers. Our “seasoned” staff received a half day in-house training from the VBISD literacy coaches.

At the end of September, we will be offering all the GSCP staff a full day session from High Scope on the curriculum’s approach to problem solving and conflict resolution. While there are many “tools” offered to preschool classrooms on child behavior support, research shows the High Scope method works. The goal of GSRP leadership is to build the capacity of our teachers in this

approach and eliminate the need for multiple “tools”. Both of our early childhood specialists/supervisors received training from the individual trainer that is coming and we are excited for the GSRP staff to learn from her.

### **Family Links Home Visiting (2, 9)**

The home visiting team, led by their new supervisor, is regrouping for the year. The Parents as Teachers (PAT) model has revised expectations on forms required, and this means significant decision making and revisions for the program.

For the most part home visits have returned to in-person. The PAT National is allowing for virtual visits, that are planned and implemented based on model fidelity, to continue to count toward our essential requirements. Each staff person is triaging their enrolled families based on safety for deciding which format to use.



## MEMO

---

DATE: SEPTEMBER 1, 2021  
TO: BOARD OF EDUCATION  
FROM: TONDA BOOTHBY  
RE: ESSA/ESL/TITLE III/MIGRANT EDUCATION UPDATE

**Attracting and Supporting Migrant Workers in Michigan**  
*(Leadership, Plan/Organize, Supervise, Fiscal Management)*

While California, Florida, Texas, Washington and North Carolina are known for having large numbers of migrant farmworkers living in their state, Michigan is also a leading state for employing migrant seasonal farmworkers. A 2013 updated study on the number of migrant farmworkers lists (Michigan's) food and agriculture sector is the state's second-largest industry (Michigan Update Migrant and Seasonal Farmworker Enumeration Profiles Study, 2013).

During the COVID pandemic, the need for migrant farmworkers has not decreased, but the attracting workers to Michigan has become far more challenging. With increased competition for workers in all industries and sectors in Michigan, finding migrant workers has been an issue for local farmers. Having a safe place for the children of migrant farmworkers while their parents work is one reason why programs for migrant children started in Van Buren County by volunteers in various communities. While most of those programs have been replaced by state and federal programs, such as the Migrant Education Program, the need to attract migrant farmworkers has continued.

Seeing instruction taking place easy when visiting the Migrant Education Program during the summer, seeing the work of recruiters and outreach workers in the camp is much more challenging. Outreach workers working with students on instructional lessons usually make their home visits after 7 p.m. When teenagers are working in the packing houses, our migrant program staff generally wait until 9 or later to meet with those students. In addition, our recruiters and outreach staff get materials to students for the upcoming school year. In many cases, those recruiters are helping students get registered for school, sort out the details on class schedules and convey information on bus transportation. Those challenges of connecting students with schools in an area that is not familiar to the families does not just take place in Van Buren County. Our statewide recruiters are traveling to places such as Montague, Ravenna, Fruitport and Fremont to register students. This extra service to families and their children helps the keep workers in Michigan. In many cases, parents and students respond that they receive more help from the Migrant Program in Michigan, than they do in their home state. Michigan Labor and Economic Opportunities group likes to hear that message. They want to make certain that migrant families return to Michigan and have a positive experience here.

Both our Identification and Recruitment Project and local Migrant Education Program network and purchase some items to provide as supplies to migrant families and out-of-school workers such as hand sanitizer, facial tissue for school, crayons, pencils, notebooks, backpacks, and very importantly, books for students! We also set up learning opportunities for both OSY and preschoolers who are not in school. Supporting learning opportunities in Michigan is our goal.

III. ACTION ITEMS

A. Approval of GSRP Salary Adjustments (**Roll Call Vote**)

47

**Date:** September 1, 2021

**To:** VBISD Board of Education

**From:** David D. Manson, Superintendent

**Subject:** **Approval of Great Start Readiness Program (GSRP) Adjustments**

VBISD’s oversight of GSRP has grown steadily over the last 7 years from:

2014-2015	2017-2018	2021-2022 (projected)
4 classrooms	10 classrooms	16 classrooms
8.5 staff members	21.5 staff members	36 staff members
64 students	160 students	256 students

Given this growth and the new funding provided to GSRP, I am recommending administrative increases for Heidi Anson (+\$1,500), Mechele Brower (+\$2,000) and Lise Black (+\$2,500).

**RESOLVED**, the VBISD Board of Education approves the salary increases listed above effective September 6, 2021.



---

---

## MEMO

---

---

**DATE:** SEPTEMBER 1, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON, SUPERINTENDENT  
**RE:** **CERTIFICATION OF DELEGATES FOR MASB 2021**

---

Delegates selected by boards of education across the State will decide MASB's positions on a wide variety of issues affecting education. Delegates for 2020 must be appointed by their respective boards of education and certified by Friday, October 8, 2021.

***RESOLVED***, that the Van Buren Intermediate Board of Education approve one (1) voting delegate and one (1) alternate to represent the Van Buren Intermediate School District at MASB annual or special meetings for the 2021-22 school year.



---

---

## MEMO

---

---

**DATE:** SEPTEMBER 1, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON  
**RE:** APPROVAL OF STAFF RESIGNATIONS

---

### **BACKGROUND**

Attached are the letters of resignation for Beth Baker, Kristen Pratley, Ian Haight, Kim Wood.

### **RECOMMENDATION**

**RESOLVED** that the Board of Education accept the resignation of Beth Baker, Kristen Pratley, Ian Haight, Kim Wood effective for the 2021-22 school year.

Attachment



---

---

**MEMO**

---

---

**DATE:** SEPTEMBER 1, 2021

**TO:** BOARD OF EDUCATION

**FROM:** DAVE MANSON, SUPERINTENDENT

**RE:** **APPROVAL OF EMPLOYMENT FOR NEW STAFF**

---

**BACKGROUND:**

Due to resignations of staff and new positions, several jobs opened up. Following is a list of new staff, their position, salary and start date. Copies of resumes and Interview Candidate Selection Forms are attached.

**RECOMMENDATION:**

<b><u>Instructional Services PSMs</u></b>	<b><u>Salary *</u></b>	<b><u>Start Date</u></b>
Gina Valela ( <i>Mental Health Clinician</i> )	\$53,063	9/7/2021
<b><u>Professional Staff Memebers</u></b>	<b><u>Salary*</u></b>	<b><u>Start Date</u></b>
Sally Raasch ( <i>BEC Teacher</i> )	\$61,169	8/23/2021
Joshua Bridges ( <i>VBTech Instructor</i> )	\$73,755	8/23/2021
Heather Macyauski ( <i>VBTech Instructor</i> )	\$49,449	8/23/2021
Marcus Hamre ( <i>VBTech Instructor</i> )	\$61,049	8/31/2021
<b><u>Administration</u></b>	<b><u>Salary</u></b>	<b><u>Start Date</u></b>
Jayne Bartz	\$50,000	8/19/2021

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

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

Attachments

## 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.