

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 February 9, 2022, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

Van Buren ISD is 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.

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

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A **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **January 5, 2022**, in the Board of Education office and called to order at **3:06 PM**. Members Present: Kent, Middaugh, Sage, and Weiss. Members Absent: None. Middaugh moved to approve the Consent Agenda (*December 1, 2021 Minutes; December 8, 2021 Board Work Session Minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary*). Supported by Weiss. Roll call vote: Kent – yes, Weiss – yes, Middaugh – yes, and Sage – yes. Motion carried.

Middaugh moved to approve Superintendent/Board Travel as presented and shown in Attachment 1. Supported by Kent. Roll call vote: Middaugh – yes, Weiss – yes, Kent – yes, and Sage – yes. Motion carried.

Board members Middaugh and Weiss helped pack holiday baskets for Migrant families on December 10, 2021, sponsored by the Southwest Michigan Migrant Resource Council.

Weiss made the motion to approve the following resolution:

RESOLVED, that the Board of Education approves the non-union pay adjustments and other items as follows:

- 1) Increasing GSRP Associate Teachers by .50 per step. This change keeps this group in alignment with the recent support staff increase and will be covered by increased funding in GSRP. This group remains one of the most difficult positions to fill and retain in the organization (Attachment 2).
- 2) Our current secretarial scale needs restructuring to keep up with market conditions and the important roles that VBISD secretaries play in our day-to-day functioning. For example, we currently have a category labeled as “clerk” but have not hired anyone in this category for years. Given this, I hope to suggest a restructured pay structure for 2022-2023. In the meantime, I would like to recommend a \$300 stipend as a mid-year bonus for this group of individuals. This stipend is smaller than the increase given to the support staff recently but helps make up for the difference given to professional and support staff at the beginning of the year (2.4% v 2%).
- 3) All of the VBISD team members have seen a significant increase in their workloads as a result of the pandemic and staff shortages, but perhaps none as significant as the transportation and custodial. Therefore, I am recommending the following adjustments:

- a) Terry Lechenet & Randy Hood - \$1,750 salary adjustment, due to the addition of Lawrence Public Schools, covering for staff shortages and increased mechanic services.
- b) Karen King & Judy Allison - \$1,750 stipend, due to the addition of Lawrence Public Schools & covering for staff shortages.
- c) Randy Olds - \$1,750 salary adjustment, for working on multiple building projects, ongoing COVID cleaning, and covering for staff shortages
- 4) The conversion from our current financial system to PowerSchool has been and continues to be a huge undertaking. As a result, I am recommending a one-time stipend of \$750 for Rhonda Plumley & Shawn Fitzgerald, a one-time stipend of \$500 for Barb Matthews & Matthew Murphy-DuBay, and a one-time stipend of \$250 for Carol Grant & Julie Zantello.
- 5) Approve an increase in the days for Diana Stump (not to exceed 15 days)
- 6) The current top step for Professional Staff Members is \$77,202 per year for 187 days (\$413/day). Grant the Superintendent the ability to make pay adjustments up to \$413 per day to administrators who supervise Professional Staff Members.
- 7) Technology Services report for staff adjustments (Attachment 3).

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

Kent made the motion to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the posting of an accounting supervisor.

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

Middaugh made the motion to approve the following resolution:

RESOLVED that the Board of Education approves the Technology Department to post for the two positions needed at Gobles Public Schools.

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

Kent made the motion to approve the following resolution:

RESOLVED, that the Board of Education approves the following policies as presented for second reading:

Policy 0100	<i>Bylaw Definitions – Revised</i>
Policy 167.3	<i>Bylaw – Public Participation at Board Meeting – Revised</i>
Policy 3120	<i>Employment of Professional Staff – Revised</i>
Policy 4120	<i>Employment of Support Staff – Revised</i>
Policy 5722	<i>School-Sponsored Publicatigns and Productions - NEW</i>

Policy 6114 *Cost Principles- Spending Federal Funds – NEW*
Policy 6152 *Student Fees, Fines, and Supplies - Revised*
Policy 7450 *Property Inventory-Revised*
Policy 8310 *Public Records– Revised*
Policy 8320 *Personnel Files - Revised*
Policy 8330 *Student Records – Revised*

Supported by Weiss. Voice Vote. Motion carried.

Weiss made the motion to approve the following resolution:

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

<u>GSRP</u>	<u>Salary</u>	<u>Start Date</u>
Lesley Bryant	\$34,500*	01/03/2022
Destiny Dullock	\$38,165*	01/03/2022

**Salary may be prorated based on start date*

Supported by Middaugh. Voice Vote. Motion carried.

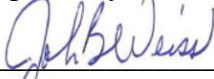
Middaugh made the motion to approve the following resolution:

RESOLVED that the Board of Education accept the resignations of Amy Wotring effective 11/30/2021 and Jeff Wyrkent effective 1/21/2022.

Supported by Weiss. Voice Vote. Motion carried.

Meeting adjourned at **3:59 PM**.

Respectfully submitted,



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

CONFERENCE ATTENDANCE

Superintendent/Board of Education

January 5, 2022

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
John Weiss	April 1-4, 2022	NSBA 2022 Conference April 1-4, 2022 San Diego, CA	\$2800

Post Approval

			COST

Staff Member:	Title:	Salary	Hours	Days	Hourly Rate	Proposed Salary Adj.	Hourly Rate Increase
Daniel Grimm	District Technology Coordinator	\$66,089.00	7.50	260	\$33.89	\$71,025.00	\$2.53
Ryan Cox	District Technology Coordinator	\$55,055.00	7.50	260	\$28.23	\$61,000.00	\$3.05
Michael Wolfe	IT Support Specialist	\$49,463.00	7.50	260	\$25.37	\$59,000.00	\$4.89
Andrew Barnes	District Technology Coordinator	\$45,000.00	7.50	260	\$23.08	\$49,000.00	\$2.05

Staff Promotions to Districts

District	Previous Staff Member	Contracted Salary	New Staff Member	Proposed Salary for New Staff
Paw Paw Public Schools	Ian Haight	\$72,792.00	Dan Grimm	\$71,025
Lawton/Decatur (Combined)	Dan Grimm	\$64,000.00	Ryan Cox	\$61,000
Lawrence Public Schools	Ryan Cox	\$54,000.00	Andrew Barnes	\$49,000

Contract Services for Server/Network Hosting

District:	VBISD Staff Member	Current Salary	Proposed
Hartford PS	Michael Wolfe	\$7,560.00	
Lawrence PS	Michael Wolfe	\$7,560.00	
Decatur PS	Michael Wolfe	\$7,560.00	
Bangor PS	Michael Wolfe	\$7,560.00	
Lawton CS	Michael Wolfe	\$7,560.00	
Bloomington PS	Michael Wolfe	\$7,560.00	
Paw Paw PS	Michael Wolfe	\$7,560.00	
Covert PS	Michael Wolfe	\$7,560.00	\$59,000.00
		\$60,480.00	\$49,463.00

GSRP Associate Teachers

	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Compliance Plan	\$ 12.29	N/A						
Proposed Increase	\$ 0.50							
New Wage	\$ 12.79							

	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
CDA Certification	n/a	\$ 13.50	\$ 13.85	\$ 14.20	\$ 14.55	\$ 14.90	\$ 15.25	\$ 15.60
Proposed Increase		\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
New Wage		\$ 14.00	\$ 14.35	\$ 14.70	\$ 15.05	\$ 15.40	\$ 15.75	\$ 16.10

	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
AA Degree	n/a	\$ 14.00	\$ 14.35	\$ 14.70	\$ 15.05	\$ 15.40	\$ 15.75	\$ 16.10
Proposed Increase		\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
New Wage		\$ 14.50	\$ 14.85	\$ 15.20	\$ 15.55	\$ 15.90	\$ 16.25	\$ 16.60

Staff	18
Daily Hrs.	8
Total Hrs./day	144
Increase/hr	\$ 0.50
Daily Cost	\$ 72.00
Contract Days	182
Total Wages	\$ 13,104.00
Benefits	\$ 9,424.00
Prjoect Cost	\$ 22,528.00

A Special Meeting of the Van Buren Intermediate School District Board of Education was held on **January 21, 2022** in the Superintendent's office at the Van Buren Conference Center in Lawrence and called to order at **3:01 P.M.** The following members were present: Middaugh, Weiss, Kent, and Sage. Absent: None. Superintendent Dave Manson was also present.

Board members and Superintendent reviewed and discussed the 10 candidate applications received for the board of education vacancy.

Motion made by Middaugh to approve the following resolution:

RESOLVED that the Board of Education select the following candidates for interviews on Tuesday, January 25, 2022 for the Board of Education vacancy.

- *Annette Crandall (Lawrence)*
- *Phil Kenreich (South Haven)*
- *Abel Munoz (Bangor)*
- *John Faul (Mattawan)*
- *Paula Sipes (Gobles)*
- *Paul Hamre (Lawton)*

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

It was moved to adjourn at **3:48 P.M.**

Respectfully submitted,



John Weiss, Secretary
Van Buren Intermediate Board
Of Education, Lawrence, Michigan

A Special Meeting of the Van Buren Intermediate School District Board of Education was held on **January 25, 2022** in the Superintendent's office at the Van Buren Conference Center in Lawrence and called to order at **12:01 P.M.** The following members were present: Middaugh, Weiss, Kent, and Sage. Absent: None. Superintendent Dave Manson was also present.

Board conducted six (6) interviews for the board of education vacancy.

It was moved to adjourn at **3:10 P.M.**

Respectfully submitted,



John Weiss, Secretary
Van Buren Intermediate Board
Of Education, Lawrence, Michigan

A Special Meeting of the Van Buren Intermediate School District Board of Education was held on **January 26, 2022**, in the Superintendent's office at the Van Buren Conference Center in Lawrence and called to order at **1:00 P.M.** The following members were present: Middaugh, Weiss, Kent, and Sage. Absent: None. Superintendent Dave Manson and John Faul were also present.

Kent made the motion to approve the following resolution:

RESOLVED, that the Board of Education moves to approve the appointment of **John Faul from Mattawan** to fill the vacant board seat for the Van Buren Intermediate School District Board of Education for the remainder of the term expiring June 30, 2023.

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

John Faul took the oath of office and was sworn in as a member of the Van Buren Intermediate School Board of Education.

Weiss made the motion to approve the following resolution:

RESOLVED, that the Board of Education moves to approve the reorganization of the 2021-22 Board of Education officers as follows for the remainder of the school year:

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

Supported by Kent. Roll Call Vote. Weiss – yes, Faul – yes, Kent – yes, Middaugh – yes, and Sage – yes. Motion carried.

Faul made the motion to go into closed session for the purpose of attorney/client privilege and personnel issues. Supported by Sage. Roll call vote. Kent – yes, Weiss – yes, Sage – yes, Faul – yes, and Middaugh – yes. Motion carried. Board entered closed session at 1:07 pm.

Board returned to open session at 1:36 pm.

Weiss made the motion to approve the following resolution:

RESOLVED, that the Board of Education approves the separation agreement between Tom Richardson and Van Buren Intermediate School District.

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

It was moved to adjourn at **1:38 P.M.**

Respectfully submitted,

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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Van Buren Intermediate School District
January 2022

Imprest Fund Vouchers	\$ 672,690.99
Payroll Fund Vouchers	4,695,894.52
Purchasing Card Vouchers	45,851.81
EDUSTAFF ACH Payments	13,224.29
	\$ 5,427,661.61

Budget-to-Expenditure Comparison 21-22

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	13,384,937	7,350,140	6,034,797	(99,966)
Special Education	37,024,404	13,654,993	23,369,411	6,399,892
Vocational Education	12,780,600	5,481,428	7,299,172	1,441,397
Food Service	103,755	43,077	60,678	13,123
Capital Projects	0	184,453	N/A	(184,453)

Cash Flow Summary

	Ending Balance 11/30/2021	Cash Receipts	Cash Disbursements	Ending Balance 12/31/2021
General	1,263,601	896,401	1,408,752	751,250
Special Education	3,351,968	829,220	3,211,449	969,739
Vocational Education	5,870,044	232,407	1,075,260	5,027,191
Student Activity Fund	33,045	641	66	33,620
Food Service	69,350	391	3,093	66,648
Capital Projects	(0)	5,000,000	0	5,000,000
	10,588,008	6,959,061	5,698,621 *	11,848,448

* 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

IMPREST VOUCHER SUMMARY
January 2022

FUND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	99,817.66	18,457.04	(9,888.20)	108,386.50
Special Education	462,112.28	18,113.92	5,303.41	485,529.61
Vocational Education	108,584.77	9,280.85	4,994.68	122,860.30
Capital Projects	0.00	0.00	0.00	0.00
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
Food Service Fund	1,766.39	0.00	0.00	1,766.39
TOTAL	672,281.10	45,851.81	409.89	718,542.80

PAYROLL SUMMARY
Jan 2022

GENERAL	1,253,233.37
SPECIAL EDUCATION	2,577,677.78
VOCATIONAL EDUCATION	864,983.37
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 4,695,894.52

B. Board/Superintendent Travel (**Roll Call Vote**)

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CONFERENCE ATTENDANCE*Superintendent/Board of Education***February 2, 2022*****Pre-Approval***

NAME	DATES	LOCATION	ESTIMATED COST
Kenneth Kent	February 25-27, 2022	MASB Winter Institute Virtual Conference/CBA Classes	\$630.00
John Weiss	February 25-27, 2022	MASB Winter Institute Virtual Conference/CBA Classes	\$270.00

Post Approval

			COST
Dave Manson	January 17-20, 2022	MAISA Mid-Winter Conference Amway Grand Plaza Grand Rapids, Michigan	\$775.96

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

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

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Date: February 2, 2022
 To: Board of Education
 From: David D. Manson, Superintendent
 Subject: **Superintendent Update**

MASA Mid-Winter Conference: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)



I would like to thank the school board for allowing me to attend the MASA Mid-Winter conference in Grand Rapids on January 19-21. It was a pleasure to reconnect with colleagues in person rather than virtually. During the conference, I was able to focus on several important topics including: Legislative & Economic forecasts, Understanding Millage Proposals & the Headlee Rollback, Exploring Solutions for Educator Shortages including Transportation, Understanding Novi’s Beyond Equity Framework, and MESSA’s New Wellness Initiatives.

Great Job Awards and Helping Hands Awards: (Staff Relations)

On behalf of the school board and our associations, it was a pleasure to distribute 25 Great Job Awards and 3 Helping Hands awards to a wide variety of VBISD staff on January 17th. Overall, we received 42 nominations focusing on embodying the VBISD mission statement, building community, promoting inclusivity, demonstrating leadership qualities and significantly exceeding job duties.

Great Job Award Winners

Support Staff Winners	Professional Staff Winners	Non-Union Winners
Brianna Surdell	Becky Spettel	Daisy Manriquez
Holly McCoy	Carrie Olson	Julie Zantello
Rachel Deiss	Chris Garzella	Abby DeVisser
Toni Vasquez	Laure Roe	Kevin Wanko

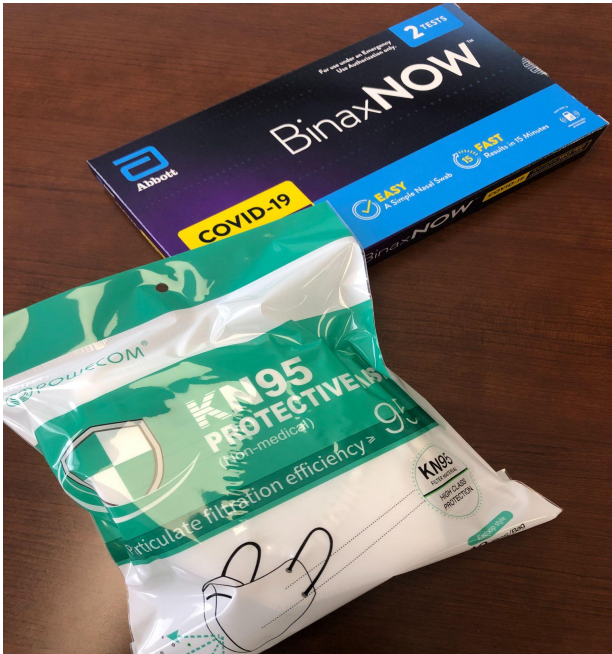
Joyce Grgurich	Melissa Wierenga	Renee Hostetler
Julie Merchant	Susie Schierbeck	Melissa Nelson
Miguel Llerena	Annette Leep	Karen King
Susan Carpenter	Paula Kana'an	
Vinee Lloyd		
Sharon Vitek		

Helping Hands Award Winners

Support Staff Winner	Professional Staff Winner	Non-Union Winner
Dave Haluch	Amy Widenhofer	Kimberly Robertson

Masks and Test Kits Available: Community Relations, Staff Relations, Business & Finance)

Recently, VBISD connected with St. Joseph County ISD to partner on the provision of COVID test kits and KN96 masks for students and staff. Staff members and families are benefiting from utilizing these resources free of charge as VBISD continues to try and protect our communities from the pandemic.



C. Department Updates
1. Finance

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MEMO

DATE: FEBRUARY 2, 2022
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS
RE: FINANCE & OPERATIONS DEPARTMENT UPDATE

Business Office Update (2, 5, 10, 18, 19)


January was a very busy month for the Business Office. Even with a few snow days added to the month, the Business office accomplished a lot. We filed the usual quarterly payroll reports, issued and filed W-2 for 4 school districts, and reviewed and filed our 1099 Forms. Our biggest undertaking was the “going live” on the new eFinance software. This changeover in software was more challenging than prior software changes but I am proud to say that our payrolls were completed and staff were paid on time! We are still working on learning and setting up some other areas of the software and although we run into daily challenges, we keep moving forward.

We were surprised to learn when we returned to work after the holiday break that that due to the changeover to eFinance, the software we use for a paperless account payable workflow was modified. We quickly learned about the changes and met with users to update them on the changes. Meetings were also held for secretaries and administrators to train them in the use of eFinance.

We were notified in January of some upcoming staffing changes. Heather Visco accepted a new job and resigned her position effective January 28, 2022. The two individuals in the Business Office who handle our routine processes, such as accounts payable, cash receipts, internal transfers, billings, etc. announced their upcoming retirements in February and March. We are seeking applicants for all of these positions.

I also attended virtually MSBO’s Financial Strategies two-day conference. The conference covered topics pertinent to today’s economy and the federal grants that have been created since COVID began.

Memorandum	
Date:	February 2021
To:	VBISD Board of Education
From:	Cheryl-Marie A. Manson <i>Director of Instructional Services</i>
Subject:	Instructional Services Monthly Update



INSTRUCTIONAL SERVICES

	<p>State Level</p> <p><i>(Leadership, Level of Professional Awareness, Resourcefulness, Creativity and Innovativeness, Planner & Organizer)</i></p>
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Literacy:

Currently, four literacy coaches/consultants are enrolled in [LETRS Training](#). This training is being provided and fully funded by 35a(10) grant funds from Michigan Department of Education. This training supports the second guiding principle and the second goal of Michigan’s Top 10 Strategic Education Plan. Throughout this professional learning, educators will explore the science of reading and experience deep learning around language acquisition and evidence-based reading instruction to accelerate learning outcomes. Knowledge acquired from this training will be used while working with teachers and administrators when coaching and consulting in buildings.

Math:

The SWMiSTEM Network met on Jan. 17 to discuss [6 Characteristics of a great STEM Lesson](#) and the possibility of sharing expertise/offerings with the region. The network would like to gather PL offerings for Fall 2022 so that schools can plan for them while planning next year’s calendars and setting MICIP Goals.

The [Early Mathematics Task Force](#) met on Jan. 20 for a study of [Essential Instructional Practices in Early Mathematics: Practice #1](#). The EMTF is continuing to develop professional learning opportunities that build readiness and capacity for teachers, administrators, and math coaches.

MTSS & Continuous Improvement:

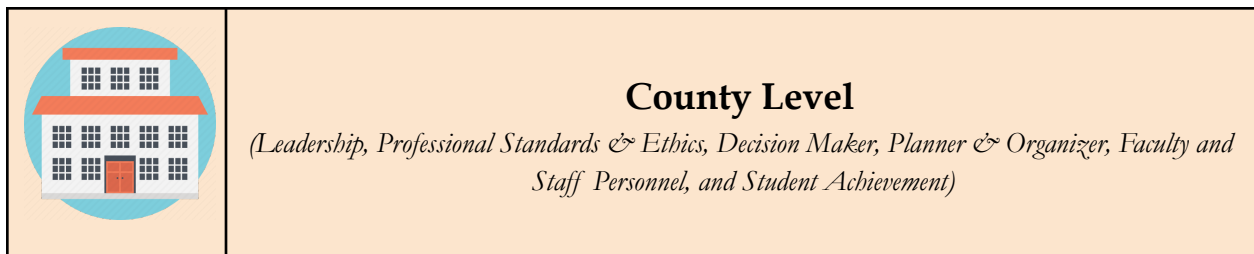
MDE is again offering a four-part MICIP Collaboration Series enabling participants to engage with colleagues across the state, as well as with their own district teams, in the MICIP process.

The intent of this series is to address the variation in readiness and capacity to engage in continuous improvement work. The series provides choices as to where to onboard with learning and provides collaborative opportunities.

We will be attending this series along with several of our local districts.

Social Emotional Learning:

Through our work with the MDE Community of Practice, we continue to analyze Social Emotional Learning from a schoolwide perspective, and are focusing on increasing adult Social Emotional Learning skills with our educators.



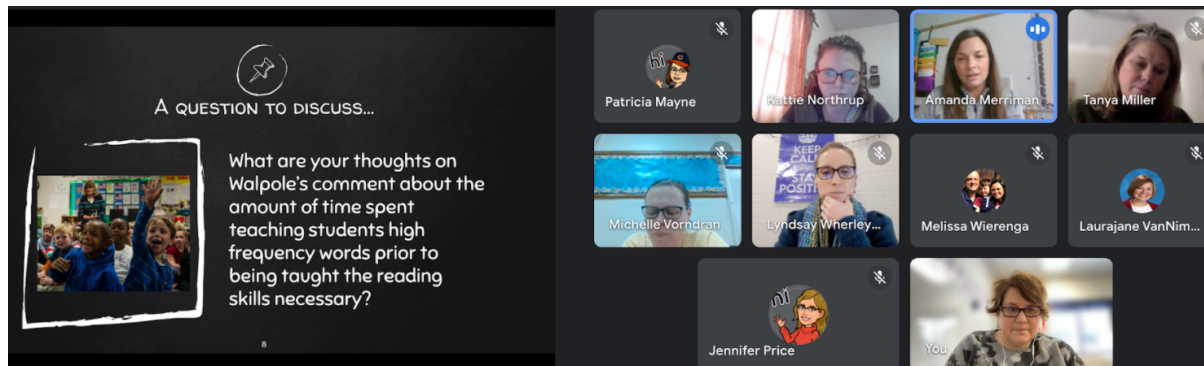
Literacy:

In January, the Instructional Services Department spent time with Dr. Meghan Block during which learning around Writing Instruction remained the focus. We will be taking this learning from Dr. Block and using it to help determine best next steps around Writing as we continue to review frameworks and observe different programming currently in place in local buildings.

Also, this past month, optional roundtable discussions around the following topics took place:

- Daily Five and CAFE
- High-Frequency Word Instruction
- Writing Pathways

Pictured below is a screenshot from the High-Frequency Word Instruction optional roundtable held on Friday, January 14th.



Math: In January, the Van Buren County Math Leadership Network (VBCMLN) met to wrap up the discussions around [Essential Instructional Practices in Early Mathematics](#). These meetings have created an opportunity for interventionists, coaches, and administrators to display and share the great wealth of expertise they have regarding how young children grasp mathematical concepts.

Secondary mathematics educators are being invited to join the next series of meetings, during which we will launch a study of the [Essential Practices for Literacy Instruction in the Secondary Mathematics Classroom](#)

MTSS & Continuous Improvement:

Schools have been busy administering benchmark assessments, semester exams, and common formative assessments. They will review their data and make adjustments to instruction as necessary. Schools will continue to address “What is Working” and “What Needs to Work Better” in order to support effective instruction and increase student achievement.

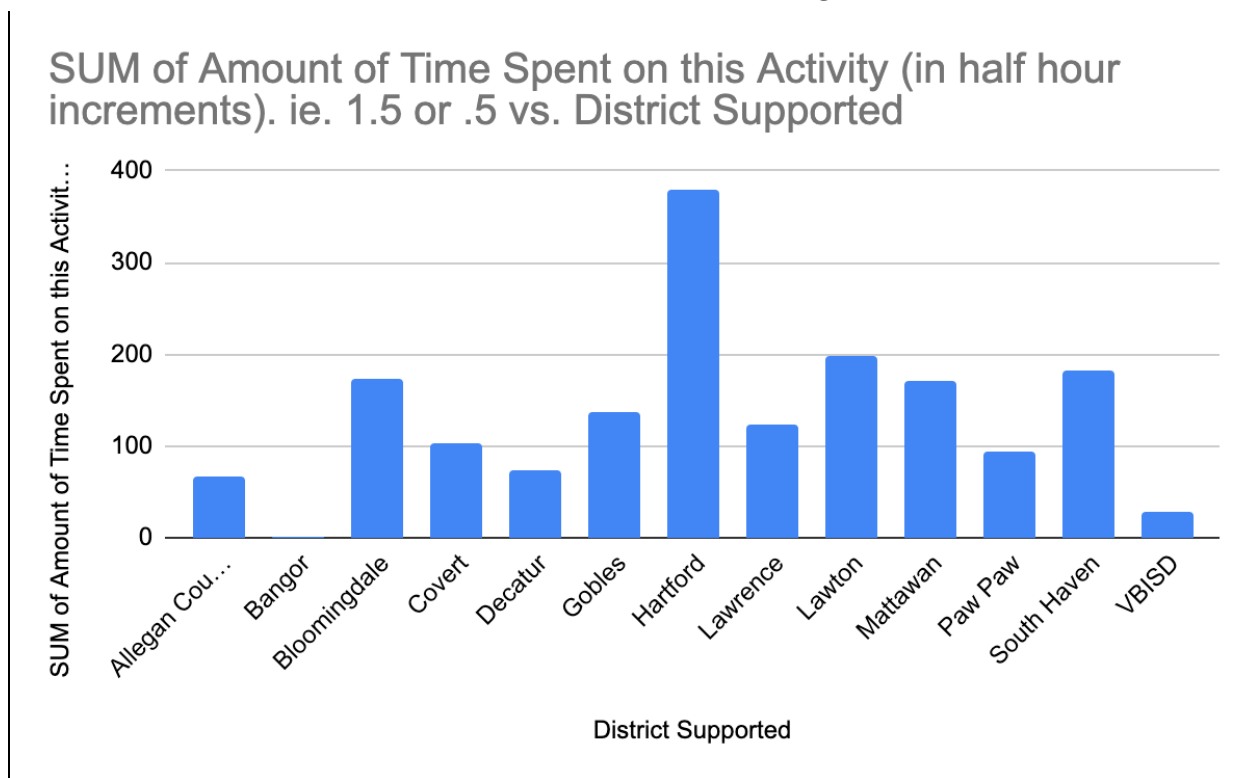
Social Emotional Learning:


We hosted our 4th SEL Championship Series this month, with about forty participants in attendance. During our time together, we discussed a variety of community building procedures that could be easily implemented at the classroom level. One of the group’s favorites was the [Snowball Toss](#), which can also be used with staff.

Mental Health:

This month our Mental Health Clinicians had the opportunity to meet with Gary Brown and discuss our Student Threat Assessment Process. Many of the clinicians have been invited to join threat assessment teams within their locals.

The data below is a summary of hours spent by MHC working around the Student Threat Assessment Process with locals for November 1, 2021 through December 31, 2021.





Building Level

(Leadership, Professional Standards & Ethics, Faculty and Staff Personnel, and Student Achievement)

Literacy:

Supporting teachers as they relaunch expectations for Daily 5 and CAFE following Christmas Break has been a focus. It’s particularly important to spend time on this as we also mix in Snow Days. Modeling and co-teaching has been critical to this work, as well as providing resources to teachers around it.

Please check out the [Promising Practices Website](#) to see one of our local schools featured. Redwood Elementary in Hartford has [one of the four practices](#) that this site, which is provided by a partnership with MDE and MAISA, is currently promoting. Their work

around [increasing student motivation](#) to read was, and continues to be, a true collaboration with the ISD.

Math:

During Covert Elementary's PLC on Jan. 11, the meeting began with a discussion of why the [Essential Instructional Practices in Early Mathematics](#) exist. [From Lagging to Leading URGENCY IN THE NUMBERS: The Case for Early Mathematics](#) was used to support this work.

Many individual and grade level coaching cycles have begun in buildings. Staff meetings have been used to introduce coaching and the survey pictured below has been used as a more detailed invitation to coaching.

Van Buren ISD Math Support Menu

Name: _____

Email: _____

Grade: _____

This curriculum has too much. Where do I even start?

How do I know if my kids have learned the skill? How do I use this info to plan what's next?

What should be on my clipboard and how do I use it?

What are the Essential Instructional Practices for Math?

What number sense relationships should my kids know and what routines should I be using for my grade level?

How can I improve basic fact fluency without using timed tests?

I'm scared to make math more hands on, but I really want to try. OR What could I do with these manipulatives?

How can I get my kids to talk about math more during class?

I'm not sure what I need. I just know math can be more fun than this! I want to get away from my document camera and so many papers.

Other:

Suggestions for in case we go to virtual.

Reach out anytime at acook@vbsd.org!

Social Emotional Learning (SEL):

This month we had the opportunity to attend Gobles K-12 Professional Development, providing TRAILS SEL coaching to all teaching staff. The purpose was to increase teachers' level of comfort with TRAILS SEL Materials and Lessons, as well as to familiarize staff with the importance of Schoolwide SEL. The training was well received and their staff will be moving towards implementation in all classrooms.

Mental Health:

Professional development around strategies to use in supporting our LGBTQIA+ students took place in several school districts this past month. Additionally, we are working schedule a collaborative meeting with Bronson Pediatrics to provide an overview of services our clinician's offer within our schools.

MEMO

DATE: FEBRUARY 2, 2022
TO: BOARD UPDATES
FROM: TONDA BOOTHBY
RE: ESSA/ESL/TITLE III/MIGRANT EDUCATION

Challenge for Region 13 Science Olympiad

(Leadership, Plan/Organize, Supervise, Fiscal Management)

In 2021 when adults were just starting to be vaccinated for COVID-19, our Region 13 (Cass, St. Joseph and Van Buren Counties) Science Olympiad schools joined those in Region 14, (Berrien County) and we held all of our events online. Some events were adjusted so that they worked better online, such as Write It/Do It which was replaced by Write It/CAD It. All of our events were held after school hours over three days. Most events operated well except for connectivity problems.

This year, the regional directors for Science Olympiad met monthly to provide more assistance to coaches and preparing for regional tournaments. Bill Semrau and I reached out to leaders at Kalamazoo Valley Community College early in the fall to schedule our tournament there, just as we have been doing for the past 37 years. KVCC staff proposed several restrictions, but in general everything sounded doable for our coaches and approximately 350-500 Science Olympiad students. We currently have ten primary and five alternate teams registered for Division B and twelve primary and six alternate teams registered for Division C; most of the teams are in Van Buren County.

On January 11, KVCC administrators met with us, and regretfully denied our request to use their campus for our tournament. Knowing that many students love Science Olympiad for the events that require “building” skills, we proposed having districts come to KVCC one at a time to take part in just the “build” events. KVCC leaders were more agreeable to this idea, but the number of student in the building at one time would be very small, but KVCC staff would still disinfect between groups of students. The schedule for the day would limit students to participating in just one event.

Bill and I shared this information with our coaches and solicited feedback from them about other options. We also reached out to other regions about combining tournaments and to other sites about using their facilities. Region 10 uses Western Michigan University on Saturday, March 19, but most of our coaches do not want to participate on Saturday. We are working with the newly hired Region 10 director at WMU on other options available there during their spring break. Meanwhile, KVCC plans to allow two school districts with all of their teams to be in their building long enough at one time so that students could participate in more than one “build” event.

We anticipate having closure on our plans during this week. We also learned that eleven of the fourteen regions in Michigan are holding their tournaments in person and following CDC guidance.

Preparing for WIDA Assessments

(Leadership, Plan/Organize, Supervise)

The testing window for English learners in Michigan opens on February 7 and runs until March 23. Michigan is part of the WIDA consortium which requires that all the people who administer the WIDA assessment complete an annual training. Unlike most state assessments, WIDA requires each test administrator to achieve annual certification requirements for each test being administered, which can be up to five different trainings and certificates. Each certificate requires a passing score of 80% or higher.

With new staff assisting with WIDA testing, I provided training to staff from Hartford and Bloomingdale.

Grant Applications

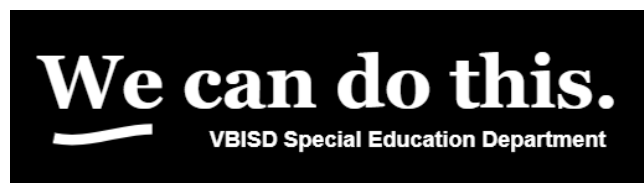
(Leadership, Plan/Organize, Supervise, Fiscal Management)

Normally, applying for any of the federal grants takes place in June. This school year, the Michigan Department of Education has been trying to unite their grant funding process with their Continuous Improvement Process, so the June 30 deadline to lock in funding on July 1, 2021 was delayed until later in the year. After several delays to the new grant system, MDE decided to use the older system for funding and the new system for how schools in a district would distribute federal funds when it has more than one building that serves the same grade level, such as districts with two K-5 elementary schools.

The final due date was January 24 for an obligation date of July 1, 2021. I submitted the Title I-C grant for Migrant Education which was \$362,845 for the School Year Program. The Title III allocation for English Language Acquisition was for \$55,594. We also received the approval letter to operate the 2022 Migrant Statewide Identification and Recruitment program for \$190,000.

MEMO

DATE: FEBRUARY 2, 2022
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE



Student Achievement Progress Report Leadership, Level of Professional Awareness, Supervisor, Evaluator, Policy Implementer, Student Achievement

The School Aid Act (Public Act 48 of 2021, Section 98b) for the 2021-2022 school year requires that all schools develop and track progress towards educational goals and share this progress with their Board of Education. Consistent with this requirement, student data in the areas of reading and math achievement from the Behavioral Education Center, the Bert Goens Learning Center, and the Early Childhood Special Education Program will be shared at the February Board meeting.

Data will include progress across each grade level and across student demographics. It is also required that the mode of instruction be reported. Across all VBISD programs, our mode of instruction is 100 percent in-person.

NEW News & Notes Leadership, Communication Skills, Resourcefulness, Creativity & Innovativeness, Personality, Faculty & Staff Personnel

Increasing communication is one of the suggestions identified in a recent staff survey. This makes sense given the amount of change and the fact that it's easy to feel disconnected during the pandemic. To increase communication of special education-specific information, the first [VBISD SE Department: News & Notes](#) was launched in January, 2022.

News and Notes, authored by Katy Holverstott, will be provided on a monthly basis and will include information about upcoming events, professional learning opportunities, and other field-related news.

Also included in the newsletter is a link to the [Good News Jamboard](#). Jamboard is a Google product that serves as an interactive whiteboard to be used for online collaborating and sharing. The purpose of our Jamboard is to encourage staff to reflect on what's going well and to acknowledge and appreciate one another by contributing good news, kudos, appreciations and other things that make us smile. To the right is a page from the Good News Jamboard.



School Social Worker Position Needed *Leadership, Level of Professional Awareness, Decision Maker, Faculty & Staff Personnel*



In November 2021, the addition of a School Social Worker position was proposed and approved by the Board contingent upon [Section 31o funding](#). Unfortunately, despite our best attempts to make an exception, only local school districts (no ISDs) may apply for 31o funding. Due to the fact that we are short on School Social Work service in four school districts, and that a new position would provide an increase in school social work service for five of our 11 school districts, approval for this increase, without the 31o funding, is requested.

General Supervision System Grant *Leadership, Level of Professional Awareness, Communication Skills, Evaluator, Policy Implementer, Community Relations, Student Achievement*

The General Supervision System Grant (GSSG) is issued on an annual basis to Intermediate School Districts contingent upon an approved plan to support special education compliance across the county. The GSSG provides partial funding for two positions: the VBISD Administrator of Accountability & Program Improvement and the VBISD Behavior Consultant.

To the right is a graphic detailing the components of General Supervision. This year's goals cover several components as this focus is on the use of suspension and expulsion to manage behavior. This metric was chosen given the preponderance of data that links these practices with an increase in crime, drug abuse, low academic achievement, drop out rates, as well as well documented racial and gender disparities in which students of color are far more likely than white children to be suspended, and boys compared to girls are much more likely to be suspended.



The GSSG mid-year progress report shows the county is meeting expectations with regard to reducing suspensions and expulsions overall, but falling short on goals set to reduce suspensions of male students, Hispanic students and African American students.

VBISD activities to support improvement in this area include the following: (a) making member or local data and information more accessible via Behavior Discipline Portraits, (b) targeted professional learning in the area of equity and alternatives to suspension and expulsion, and (c) data collection training.

For a video with more information about the GSSG, please click on the following link: [VBISD General Supervision Systems Grant](#).

MEMO

DATE: FEBRUARY 2, 2022
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

STUDENT ORGANIZATIONS UPDATE

BPA RESULTS

On January 11th - 14th, eighty-six students from Van Buren Tech's Commercial Design, Cyber Security & Computer Network Technology, Finance Investment & Technology and the Software Engineering programs participated in the Business Professionals of America (BPA) Region 1 Leadership Conference. Due to weather, most events were virtual, however, 22 events were judged in-person at Davenport University in Grand Rapids, Michigan. Overall, there were 450 students from high schools and career centers throughout southwest Michigan competing in over 80 events. We are extremely proud of all VB Tech participants and excited to announce that 19 students received 27 awards in 8 different events, including 3 first place finishers. Events included Advanced Accounting, Computer Programming, and Computer Security. Based on their performance, these 19 students are now eligible to participate in the State BPA competition. Great job to students and staff!

DECA RESULTS

Seven students from the Van Buren Tech Marketing/Entrepreneurship program recently participated in the annual District 3 DECA competition at Western Michigan University. A total of 625 students from 17 Michigan schools competed in 28 events, each consisting of a written exam and a role play presentation. 2 VB Tech students earned medals for their performances (Xitlali A. - Bloomingdale - Professional Selling Event; Julian C. - Mattawan - Restaurant & Food Service Management Event) and will be advancing on to the State DECA Competition.



FIRST ROBOTICS CHALLENGE REVEAL

Staff and students from the Van Buren Tech FIRST Robotics team recently took part in the annual FIRST Robotics “game reveal”, where the year’s unique robotics challenge is released to the public. This year’s challenge, Rapid React, requires teams to design and build their robot to not only score their cargo balls in autonomous mode, but also work collaboratively with alliance partners to score additional cargo balls and traverse the rungs of their hangar. Students from the STEM Manufacturing programs have already begun brainstorming ideas and building prototypes for this year’s robot and challenge. Regional competitions will take place in March, 2022. Good luck!

<https://www.youtube.com/watch?v=LgniEjI9cCM>

SUCCESSFUL GRANT APPLICATIONS

CHILDCARE STABILIZATION GRANT

Melissa Tepool, Play & Learn Preschool Director, recently was awarded a Michigan Department of Education Childcare Stabilization Grant for \$30,870. Per the grant, monies can be used to stabilize operations, cover unexpected costs due to the pandemic, and provide bonuses to childcare professionals. The preschool is looking to utilize some of these funds to upgrade certain areas of the preschool and is exploring the idea of using some funds to reimburse parents for tuition paid throughout the school year.

MICHIGAN INDUSTRIAL TECHNOLOGY EDUCATION SOCIETY (MITES) GRANT

Josh Bridges, Engineering & Architectural Design Instructor, was recently awarded a MITES educational technology grant that included two 3-D printers. With the addition of these printers, students are able to bring their ideas from the concept stage to the production stage. Students work with Engineering software to convert ideas to 3 dimensional designs, where they can then be printed as products or used as prototypes for further product development.



MICHIGAN AFTER-SCHOOL PARTNERSHIP GRANT

Sheri Johnsen, Cadet Teacher Academy instructor, was recently awarded a Career & Technical Education After-School

Partnership reimbursement grant from the Office of Career & Technical Education. The grant is designed to help reimburse teacher educators for supplies and curriculum materials needed to prepare aspiring teachers for the career field. As part of the grant, recipients are required to purchase specific items for the classroom or utilize funds for additional curriculum materials if the program already possesses the identified materials.

STUDENT EXCELLENCE

Van Buren Tech recently recognized their first “Students of the Quarter” cohort for the 2021-22 school year. Overall, 10 students (5 AM/5 PM) were selected by an administrative panel after being nominated by their instructors for the award. The 2021-22 Students of the Quarter for Quarter 1 are as follows:

AM

- Descenya R. - Dental Occupations (Hartford High School)
- Morgan H. - Cadet Teacher Academy (Decatur High School)
- Joselyn B. - Emergency Medical Technician (Lawton High School)
- Caleb T. - Advanced Manufacturing (Paw Paw High School)
- Jakobe M. - Cyber Security (Lawton High School)

PM

- Noah E. - Advanced Manufacturing (Lawton High School)
- Kaylee G. - Emergency Medical Technician (Gobles High School)
- Anthony G. - Agriculture & Natural Resources (Watervliet High School)
- Madryn H. - Cyber Security (Bloomington High School)
- Sarah A. - Patient Care (Dowagiac Union High School)

Selected students are showcased on the Student Excellence wall in the front lobby just outside of the office. Their picture, name, and school affiliation will remain on display until the 2nd quarter winners are chosen, after which their picture will remain on the Student Excellent Board in the section titled, "Previous Winners." At the end of 2021-22 school year, 2 students (1AM, 1 PM) will be selected from the previous winners as the "Student of the Year" and their picture and profile will remain on display until the next Student of the Year is chosen at the end of the 2022-23 school year. Great job students!



CHARLES RIVER PARTNERSHIP

Over the past few months, Van Buren Tech has been working closely with leadership from Charles River Laboratories International Inc. in Mattawan to develop a partnership. The ultimate goal is to create a structure that would allow students to tap into the vast amount of career development, work-based learning, and employment resources available at Charles River, while also providing Charles River with access to potential future employees. After exchanging tours of both facilities, administration and staff from several programs at Van Buren Tech have been meeting virtually with members of various

departments at Charles River to discuss opportunities for guest lectures, field trips, job shadows, etc. A Charles River career fair is tentatively being planned at Van Buren Tech for the end of the school year. We are extremely excited about the student, program, and center benefits connected to this partnership!

CALENDAR EVENTS

February 2	Virtual Staff Meeting
February 3	Virtual Administrative Assistants Meeting
February 3	Virtual School Board Meeting
February 10	Spring Count Day
February 15	½ AM Staff Professional Development / ½ PM Students
February 17	Regional Counselors Meeting
February 18	Principals Meeting

MEMO

DATE: FEBRUARY 2, 2022
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

Conference Center Technology Update (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

The Audio/Visual equipment in the conference rooms of the Conference Center have been the topic of discussion for a few years from patrons and staff, so we as an administration group came together and chose to explore what the cost and landscape would look like if went through a major refresh. The current equipment has served its purpose for any years, but as time, technology, and needs change, we feel so does the equipment in the conference rooms. There are many options available now that would simplify the configuration of the room and user experience, while increasing the performance and appeal of these spaces.

I asked a technology consulting firm to come in and perform a walk-through with me and Lukas Enciso to give us an honest evaluation of what we have and the trending solutions that are being installed now in like spaces. I also had a couple vendors who install these solutions perform a walk-through with me as well to gather some info. We are gathering some pricing and configurations for a committee to assist with the update of this space. Once we gather some details and have an idea in place, I will update the Board on the progress and configuration.

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

We held our monthly County Tech Coordinator meeting on January 12th, with all but two Districts represented. Meeting notes were taken and shared to keep everyone updated.

We covered many topics, including a presentation from representatives at the Center for Internet Security (CIS), a division of Homeland Security. Dan Grimm had reached out to CIS to see if they would be willing to talk to our county coordinators, which they were happy to do so. The discussion focused on the free services CIS performs for public entities, including K12 districts, such as deep Internet traffic inspection for malicious attacks and firewall penetration testing. Firewall penetration testing involves CIS performing a malicious attack on our network to see if they can find a whole into our internal network like ‘bad actors’ would and also give us a report of what is accessible and how to help patch it. This is something we are strongly looking at doing...but there is always a caveat to this type of testing as this may ‘break’ programs we have running smoothly. We are always looking to make sure our network and data are as secure as we can make them, so this is something we’ll be taking a very deep dive into.

We also discussed E-Rate eligible devices and had updates from Lisa Thorne on PowerSchool, Kim DeBoom on the MiDataHub and MiCIP process, and Lukas Enciso on PowerSchool Special Programs and device purchasing.

This is a very cordial group willing to share ideas and ask for assistance/recommendations. I appreciate the collaboration we have between all the Districts within the county. Most Districts utilize the same or very similar solutions, which helps with our talks and discussions. I'm appreciative of these folks and our conversations.

National Future of Education Technology Conference (Leadership, Professional Standards and Ethics, Communication Skills, Planner and Organizer, Professional Preparation, Community Relations)



I was very fortunate to attend the National Future of Education Technology Conference (FETC) in Orlando, Florida the week of January 24th. The Future of Education Technology Conference (FETC) is known in the educational technology world to gather the most dynamic and innovative education

leaders and professionals from around the world for an intensive, highly collaborative exploration of new technologies, best practices and pressing issues. During this conference, I was able to engage with some great leaders and pioneers who are leading the charge in classrooms, schools and entire districts.

A couple of the sessions that I attended included hearing from Keynote Speaker, Shawn Achor on the 'Power of positive education'. This session focused on how happiness is the key to success, not success being the key to happiness. It was a common sense focus on thinking about education in a reverse engineered sort of way. I also attended a session involving a panel of Tech Directors, Coordinators, and Instructional Development leaders from very large Districts in Florida and California and how they were able to successfully implement tech strategies as a result of the pandemic. I'm happy to report that many of their strategies were also implemented by VBISD and our locals. 😊 It's great to see we are on the leading edge with others around the country.

I greatly appreciate the Board and Mr. Manson's commitment to our professional development and the opportunity to attend this conference. Thank you!

MEMO

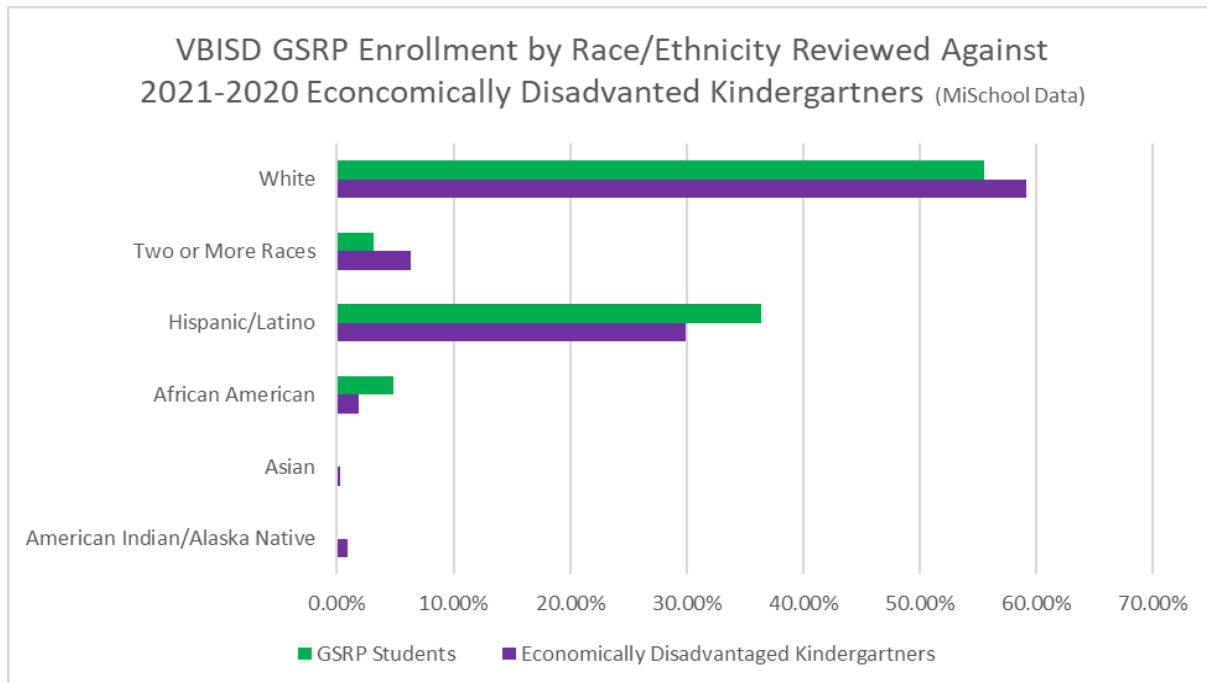
DATE: FEBRUARY 2, 2022
TO: BOARD OF EDUCATION
FROM: LISE BLACK, EARLY CARE & EDUCATION
SUBJ: EARLY CARE & EDUCATION UPDATE

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

We are beginning the process of planning for the 2022-2023 GSRP enrollment. We have a centralized enrollment process out of the Early Care & Education office for all 21 GSRP classrooms. We also coordinate with Tri-County Head Start for the two GSRP blends and the most appropriate placement of all eligible children.

Part of the process includes review of our current enrollment data to answer the question ***“are we reaching the right students in our enrollment outreach?”***. At our March countywide School Readiness Advisory meeting we will ask attendees to review select data to help answer that question.

One piece of the data is shown below. This chart looks at the race/ethnicity of the current GSRP cohort as compared with the LEA kindergartners who qualify for free/reduced lunch. The two sets of data aren't exactly apples for apples, but it does offer a big picture look with the data schools collect. An initial review looks like we are on track, but for the March meeting we will break this out at the LEA level to make sure. We will also have data on enrollment numbers, family incomes, multi-language learners, and students with disabilities as we make the final decisions on both enrollment outreach and goals for possible expansion with currently available federal funds.



VBISD's Staff Support for Families (18)

The VBISD staff have a long tradition of donating to a fund to help program families. Initially the money all went through the Family Links home visiting team to distribute, but the last several years we have distributed through the Early Care & Education, VB Tech, and Special Education programs.



This year's donations purchased (34) \$10 gas cards and each of the point people will find families or VB Tech students that could use the support to get to appointments or transportation to school. A card acknowledging the process will be included. We are thankful for this opportunity to spread a little post-holiday cheer. Special thanks to Melissa Nelson for taking over the collection process and sending out thank you notes to all those that donated.

Great Start Collaborative (GSC) & Family Links Home Visiting (5, 10, 15)

In December we submitted an application for a one-time MDE grant to support "Community Eligibility & Enrollment" for families with young children. Sherry Bennett, GSC Coordinator took the lead, with Jayne Bartz, Home Visiting Supervisor the support role to gather partners and get the grant written. We were notified in January that we were one of eleven ISD/RESAs that received the \$30,000 award. This grant will help us take a giant leap forward in creating our "one stop shop" where families can get information and connections for services that give Van Buren's children a GREAT START. We are very excited to have this opportunity for both the training that will be received and the funding to purchase a data base and promotional services for the work.

On a community level our GSC leadership works collaboratively with many other agencies and programs to strengthen services for families. These efforts include projects both big and small. One recent example was the spreading of the word to partners to get their updated information to the agency contact who was updating the lapsed Van Buren County Resource Guide. Now that the printing is complete, we have picked up almost 1,000 copies to distribute through the Great Start Parent Coalition projects, GSRP programs, Early On, and Family Links Home Visiting. ***We have a copy for all ISD Board Members and are happy to get you more if you have a place you feel would benefit from them.***

We are now in our thirteenth year of the Great Start Collaborative grant. While changes have happened, one steadfast requirement has been that we have a process, support, and leadership for a Van Buren Great Start Parent Coalition (VB-GSPC) . The last several years the leadership has come through our contracted parent liaison Angela Dickerson. She continues to refine and adjust the work, with the goal of reaching all families with young children to both share information but also secure input and leadership into the strategic work of the GSC. At our January meeting she created a visual update for our collaborative partners on the 2021 work of the VB-GSPC. ***I have attached that document to my report.***

VAN BUREN GREAT START PARENT COALITION OUTREACH



Core GSPC Members

11 core GSPC parents.
7 parents that regularly attended GSPC meetings before the pandemic are not interested in virtual meetings.

Meeting Attendance

FY21: 44 caregivers
Typically 4-5 parents/mtg
Love & Logic: 35
(not included in FY21 #) 10 parents attended GSPC workshops following L&L workshop

Parent Trusted Advisors

Maegen Richardson*
Michelle Dudycha*
Veronica Wolf
Alicia Agullion
Kim Stafford
Bianca Nash-Miot
*Contracted Trusted Advisor

Parent Feedback

Community Concerns @ every meeting
Workshop topics
Surveys

Email & Texting Lists

Email list: 883 subscribers
Bright By Text: 42 subscribers

Social Media Engagement

Facebook: 784 Likes
849 Followers
Instagram: 109 Followers
Twitter: 70 Followers
(Facebook used most for communicating)

Workshops, Meetings and Events

34 GSPC sponsored meetings, workshops & cafes held in FY21 included:

- Parent Cafe's & Parent Chats
- 6 week Parenting with Love and Logic workshop
- Money Matters & Financial Literacy workshops
- Strengthening Families Series
- Preschool round up
- Greenhouse family field trip
- Let's Talk About Numbers! Math Box workshops

Events in the Community:

- Literacy events
- Back to School events
- Library events



III. ACTION ITEMS

A. Approval of Additional Authorized Signatures for District Funds (**ROLL
CALL VOTE**)

50

MEMO

DATE: FEBRUARY 9, 2022
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: APPROVAL OF ADDITIONAL AUTHORIZED SIGNATURE FOR
DISTRIBUTION OF DISTRICT FUNDS FOR 2021-2022 SCHOOL
YEAR

On January 26, 2022 a special meeting was held and approved the reorganization of board officers, naming John Weiss as Treasurer for the remainder of the 2021-2022 school year. Therefore, I am recommending the following resolution be passed.

RESOLVED, the board of education approves adding John Weiss as an authorized signature to sign checks written on accounts of the Van Buren Intermediate School District and electronic means using the automatic clearing house (ACH) system as outlined in Board Policy 6144.01.

B. Approval of Program Name Change for Behavioral Education Center (**ROLL CALL VOTE**)

52

MEMO

DATE: FEBRUARY 9, 2022

TO: BOARD OF EDUCATION

FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION

**RE: APPROVAL OF PROGRAM NAME CHANGE FOR THE BEHAVIORAL
EDUCATION CENTER**

BACKGROUND:

The Special Education Department has requested that the “Behavioral Education Center” be renamed to be the “Maple Creek Education Center,” to provide a more neutral name that does not identify the disability of the attending students. If approved, the program would spend the remainder of this school year transitioning to the new name with full implementation by September, 2022.

RECOMMENDATION:

RESOLVED that the Board of Education approve the name, “**Maple Creek Education Center**” for the self-contained program formerly known as the “Behavioral Education Center” effective September 2022.

C. Approval for Additional School Social Worker (**ROLL CALL VOTE**)

54

MEMO

DATE: FEBRUARY 9, 2022
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL OF ADDITIONAL SCHOOL SOCIAL WORKER**

BACKGROUND:

Due to a School Social Work service shortage (per the ancillary allocation chart) and an increase in demand for School Social Work services, the VBISD is in need of an additional full-time (five days per week) School Social Worker.

RECOMMENDATION:

RESOLVED that the Board of Education hire an additional full-time School Social Worker.

D. Approval of Salary Adjustments for Transportation Supervisor and Bus
Garage Supervisor (**ROLL CALL VOTE**)

56

MEMO

DATE: FEBRUARY 9, 2022
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: APPROVAL OF TRANSPORTATION SUPERVISOR AND BUS GARAGE SUPERVISOR SALARY ADJUSTMENTS

BACKGROUND:

The VBISD Transportation Department has taken on more responsibilities including, but not limited to, providing full transportation services to Lawrence Public Schools, providing bus maintenance to five-member school districts, and providing driver's training to staff in all member school districts.

This has resulted in additional duties for the Transportation Supervisor, Terry Lechenet and the Bus Garage Supervisor, Randy Hood. Given this, it is appropriate that additional compensation be provided.

RECOMMENDATION:

RESOLVED that the Board of Education approve increase in annual salary for **Terry Lechenet** to \$77,000 and **Randy Hood** to \$60,000 beginning on February 7, 2022.

E. Approval for Van Buren Tech Preschool Staff Bonuses (**ROLL CALL VOTE**)

58

MEMO

DATE: FEBRUARY 9, 2022
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CAREER & EDUCATION
RE: **APPROVAL OF PRESCHOOL STAFF BONUSES**

BACKGROUND

The Michigan Department of Education recently released the opportunity for Childcare providers to apply for the Child Care Stabilization Grant (CSG), designed to provide financial relief to Child Care providers. Per the grant, funds are available to stabilize operations, cover unexpected costs due to the pandemic, and provide bonuses to childcare professionals. Play & Learn Preschool Director, Melissa Tepoch, applied and was recently awarded \$30,875 to help cover costs listed above

RESOLVED, the Board of Education approve a \$1,000 bonus for Melissa Tepoch, Preschool Director, a \$1,000 bonus for Pam Adams, Preschool Assistant, and a \$500 bonus for Jadyne Emery, VB Tech Work-Based Learning student employee, per the Michigan Department of Education Childcare Stabilization Grant.

F. Approval of Cosmetology Lab Construction Renovation Project (**ROLL
CALL VOTE**)

60

MEMO

DATE: FEBRUARY 9, 2022
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CAREER & EDUCATION
RE: **APPROVAL OF COSMETOLOGY LAB CONSTRUCTION RENOVATION PROJECT**

BACKGROUND:

Over the past several years, VB Tech has been upgrading facilities, classroom and lab spaces throughout the building. Prior to the COVID 19 Pandemic, VB Tech Administration worked with architects from C2AE to create a Cosmetology Lab renovation design that was put on hold due to the pandemic and the Main St. hallway build. Now that Main St. hallway is complete, discussions have resumed regarding the renovation project. The most recent cost estimate for the project is \$1,123,088 and an additional \$210,173 to replace the existing air handler unit in that area in order to accommodate the new space.

RECOMMENDATION

RESOLVED that the Board of Education approve Owens, Ames, and Kimball as the construction manager for the renovation of the Van Buren Tech Cosmetology Lab Construction Renovation Project, estimated to total \$1,333,241.

MEMO

DATE: FEBRUARY 9, 2022
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:

<u>Professional Staff</u>	<u>Salary</u>	<u>Start Date</u>
Lawrence Jackson	\$64,030*	1/26/2022
Kathleen Van Alst	\$68,638*	02/07/2022
Melinda Wolf	\$68,638*	02/28/2022

**Salary may be prorated based on start date*

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

Attachments

MEMO

DATE: FEBRUARY 9, 2022
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON
RE: APPROVAL OF STAFF RESIGNATIONS AND RETIREMENTS

BACKGROUND

Attached are the letters of resignation for Heather Visco and Andrew Adriance.

RECOMMENDATION

RESOLVED that the Board of Education accept the resignations of Heather Visco effective 01/28/2022 and Andrew Adriance effective 1/19/2022.

Attachment(s)

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.