

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 October 4, 2023, 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. Approval of Draft Agenda (**ROLL CALL VOTE**)

B. Consent Agenda - (**ROLL CALL VOTE**)

1. Minutes (September 6, 2023)

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The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **September 6, 2023**, in the Board of Education office and called to order at **4:00 PM**. The following board members were present: Weiss, Kent, Faul, Makay, and Middaugh. Absent: None.

Kent moved to approve the 09/06/23 draft agenda as presented. Supported by Weiss. Roll call vote. Weiss – yes, Kent – yes, Faul – yes, Makay – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve the Consent Agenda (*August 2, 2023 Minutes; Voucher Budget Summary, Imprest and Payroll Summaries*). Supported by Makay. Roll call vote: Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Faul moved to approve the Board/Superintendent Travel for September 2023. Supported by Weiss. Roll call vote. Kent – yes, Weiss – yes, Makay – yes, Faul – yes, and Middaugh – yes. Motion carried. Superintendent Manson gave an update along with the following department updates from Special Education, Technology Services, Finance, and Instructional Services with a presentation from the Human Resources Department by Britani Olds.

Faul made the motion to approve the following resolution:

RESOLVED, that the Van Buren Intermediate Board of Education approve John Weiss as delegate and Kenneth Kent as alternate delegate to represent the Van Buren Intermediate School District at MASB annual or special meetings for the 2023-2024 school year.

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

Makay moved to approve the following resolution:

RESOLVED that the Board of Education approve the position of a new Early Childhood Department Accountant.

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

Weiss made motion to approve the following resolution:

RESOLVED that the Board of Education retroactively approves the addition of four additional days for Jennifer Korinek’s 2022-2023 contract.

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

Kent made motion to approve the following resolution:

RESOLVED that the Board of Education approves an increase from 215 to 220 days for Melanie Giddings’ contract, starting July 1, 2023.

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

Faul made motion to approve the following resolution:

RESOLVED, that the Board of Education approve the employment of the staff as follows:

<u>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Melissa Phillips, AAC Provider	\$78,626.00	\$1,500.00	8/21/2023
*Nathanael Richardson, Asst. Supervisor, Garage	\$63,000.00		8/17/2023
Heather Vaughn, Resource Room Teacher	\$69,664.00	\$1,500.00	8/21/2023
*Phoenicia Green, Regional Supervisor <i>(Internal Transfer)</i>	\$83,000.00		8/17/2023
Amy Jasso, Resource Room Teacher	\$78,626.00	\$1,500.00	8/21/2023
Laurie White, Resource Room Teacher	\$82,301.00		8/21/2023
Jodi Carroll, Regional Supervisor	\$83,000.00		8/21/2023
<u>VB Tech</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
*Josh Fairbanks, Business Finance Instructor	\$51,076.00	\$1,500.00	8/28/2023
<u>Early Childhood</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Jazmin Guzman, GSRP Lead Teacher <i>(Internal Transfer)</i>	\$39,116.00		8/21/2023
Carrie Rondo, GSRP Lead Teacher	\$51,488.00		8/21/2023
<u>Technology</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
*Evan Andres, IT Support Specialist	\$32,000.00		8/17/2023
<u>Instructional Services</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Paula Kana’an, Mental Health Clinician Supervisor <i>(Internal Transfer)</i>	\$87,000		9/05/2023

**Salary may be prorated based on start date*

Supported by Weiss. Voice vote. Motion carried.

Kent made motion to approve the following resolution:

RESOLVED, that the Board of Education accept the resignation and retirements of the staff listed below:

<u>Name</u>	<u>Resignation/Retirement Date</u>
Ken Grinnage, Business Finance Instructor	7/31/2023
Leah Tundevold, BGLC Teacher	7/25/2023
Araceli Wojciechowski, Adult Education	8/13/2023
Kathryn Racette, School Psychologist	8/16/2023
Sharyn Stacy, BGLC Teacher	8/19/2023

Supported by Weiss. Voice vote. Motion carried

Weiss made the motion to accept the retirement and resignation of Barb Matthews, Director of Finance and Operations effective December 31, 2023.

Supported by Kent. Voice vote. Motion carried.

Motion by Weiss, supported by Kent to adjourn the meeting. Voice vote. Motion carried.
Meeting adjourned at 4:54 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John Faul", is written over a horizontal line.

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

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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**Van Buren Intermediate School District
September**

Imprest Fund Vouchers	\$ 1,688,561.88
Payroll Fund Vouchers	3,642,138.81
Purchasing Card Vouchers	66,290.97
EDUSTAFF ACH Payments	7,849.77
	\$ 5,404,841.43

Budget-to-Expenditure Comparision 22-23

September 15, 2023

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	17,989,071	3,128,271	14,860,800	619,452
Special Education	41,926,148	4,736,769	37,189,379	3,997,845
Career Tech Education	15,140,366	2,299,130	12,841,236	855,113
Food Service	10,000	0	10,000	2,083
Capital Projects	0	448,517	N/A	(448,517)

Cash Flow Summary

	Ending Balance 7/31/2023	Cash Receipts	Cash Disbursements	Ending Balance 8/30/2023
General	2,468,241	2,401,264	3,123,284	1,746,222
Special Education	15,145,711	1,632,450	2,142,770	14,635,391
Career Tech Education	15,863,558	361,987	1,184,325	15,041,220
Student Activity Fund	31,173	0	0	31,173
Food Service	11,342	42	0	11,384
Capital Projects	897,716	0	462,851	434,865
	34,417,741	4,395,743	6,913,230 *	31,900,254

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

PAYROLL SUMMARY
September 2023

GENERAL	1,189,937.96
SPECIAL EDUCATION	1,882,936.83
VOCATIONAL EDUCATION	569,264.02
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<u><u>3,642,138.81</u></u>

IMPREST VOUCHER SUMMARY
September 2023

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>	<u>TOTAL</u>
General Fund	380,620.75	24,288.51	(17,417.05)	387,492.21
Special Education	454,001.96	25,190.12	8,281.30	487,473.38
Vocational Education	413,504.61	16,782.34	9,135.75	439,422.70
Capital Projects	440,434.56	0.00	0.00	440,434.56
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
TOTAL	<u><u>1,688,561.88</u></u>	<u><u>66,260.97</u></u>	<u><u>(0.00)</u></u>	<u><u>1,754,822.85</u></u>

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: October 4, 2023
To: Board of Education
From: David D. Manson, Superintendent
Subject: Superintendent Update

Michigan Association of Superintendents and Administrators (MASA) - Fall

Conference: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)



Michigan Association of
Superintendents & Administrators

On September 20-22, I had the opportunity to attend the MASA Fall Conference which is attended by most of the superintendents in the State of Michigan including many of the superintendents from Van Buren County. Many topics were covered during the 2½ day event including these areas:

- Youth mental health
- Cybersecurity risk assessments
- Infrastructure studies
- Expansion of GYO beyond teachers
- GSRP changes and improvements
- Transportation fiscal study
- Improving communication with communities and school boards
- Implications and implementation of PERA (Public Employment Relations Act)
- Legislative updates and panel

Potential Donations: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

We are in the process of reviewing several potential donations designed to benefit students or the organization. These include:

- **Communications Tower at the County Fairgrounds** - This tower includes a propane tank, generator and small building. Currently, VBISD's transportation communications system is the only equipment mounted on the tower because the Sheriff's Office has moved their equipment to a newer location.
- **Dive/Rescue Rig Ambulance** - This rig is a repurposed ambulance that the Sheriff's Office used to mobilize their dive/rescue team. VBISD plans to assess its condition and if the rig can be placed back into service as an ambulance, then use

it for the EMT program. If it is not financially prudent to use it for the EMT program, the Fire Academy will use it as a vehicle extrication response unit.

- **Fire Engine** - The Decatur/Hamilton Fire Department is in the process of trying to donate their reserve fire engine. This fire engine will replace the old South Haven (SHAES) engine and will allow for greater and safer educational opportunities for our fire cadets.
- **Medical Quick Response Unit** - Decatur Quick Response has indicated that they would like to donate their old medical quick response unit. This would be used jointly between the public safety programs as an EMS, Law and Fire heavy rescue unit.

Van Buren County Youth Center - Follow Up: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

On September 12th, I presented a request for use of American Rescue Plan Act (ARPA) funds to create a Van Buren County Youth Center on the east and west sides of the county with a 3 year cost estimate of \$948,191. Following the presentation, the Commissioners unanimously approved the concept. As a result, we are in the process of mobilizing a committee to begin examining next steps. Below is the project cost estimate:

ARPA Grant	Running 1 day/wk - 6-8 hrs	Running 2 days/wk - 12-16 hrs	Running 2 days/wk - 12-16 hrs	
	2024 (12 months)	2025 (12 months)	2026 (12 months)	Total
Local Director	\$45,000	\$52,000	\$55,000	\$152,000
Mental Health Support	\$18,000	\$36,000	\$36,000	\$90,000
Activities Coordinator - Instructor(s)	\$18,000	\$36,000	\$36,000	\$90,000
Additional Personnel Costs	\$15,000	\$20,000	\$20,000	\$55,000
Equipment, Supplies, Instruments	\$45,000	\$30,000	\$30,000	\$105,000
Food, Drink, Meals	\$8,000	\$12,000	\$12,000	\$32,000
Transportation (if provided)	\$10,000	\$20,000	\$20,000	\$50,000
Marketing	\$4,000	\$5,000	\$5,000	\$14,000
Facilities Renovation/Initial Set Up	\$200,000	\$0	\$0	\$200,000
Facilities Care/Maintenance/Repair	\$10,000	\$20,000	\$20,000	\$50,000
Other - Misc. (copies, etc)	\$7,500	\$12,500	\$12,500	\$32,500
Indirect Cost (8.93%)	\$33,934	\$21,745	\$22,012	\$77,691
	\$414,434	\$265,245	\$268,512	\$948,191

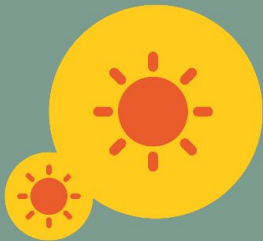
C. Department Updates

1. Presentation - Instructional Services - Grow Your Own Orientation

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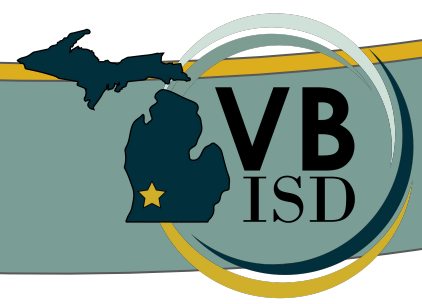


GROWN YOUR OWN EDUCATOR PROGRAM



A collaborative partnership between Western Michigan University and Van Buren Intermediate School District

The journey towards this award:



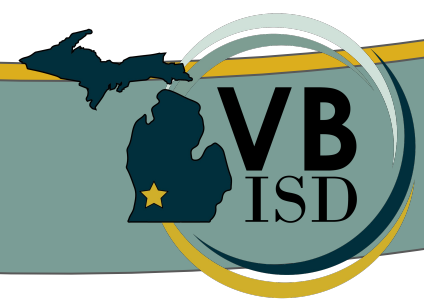
July 2022: WMU met with us to begin conversation about what this could look like.

October 2022: “Talent Together” requested ISDs to join their consortium to apply for the grant as one.

December 2022: MDE GYO grant opened.

January 2023: After many conversations regarding the risks and benefits of applying with Talent Together, VBISD we decided to go alone. By having our own program, we would then have the ability to individually support our candidates along their path. Talent Together only guaranteed us 15-20 spots. (We have close to 200!)

Timeline continued...



January 2023: Grant application was submitted to MDE

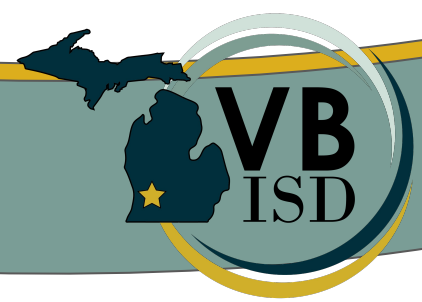
March 2023: We were supposed to hear of the awards, but the timeline was pushed back by MDE

April 2023: Timeline was pushed back again

May 2023: We received official word that we were accepted!

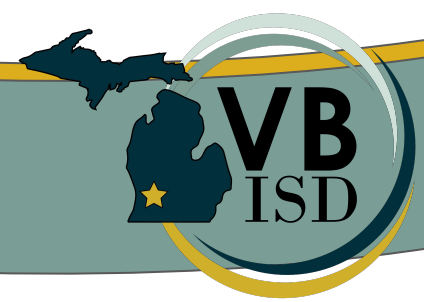
A graphic featuring the word 'Congratulations' in a blue, cursive script font with a white outline and a drop shadow. The text is surrounded by a cloud of small blue dots, resembling confetti or a celebratory burst.

What does the grant award include?



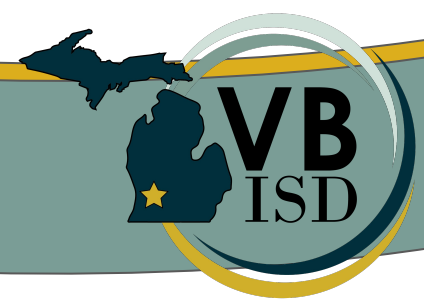
- Tuition and Fees associated with the University
- Required textbooks
- Application fees (if applicable, many are waived)
- Transcript fees
- Michigan Test for Teacher Certification (MTTC)
- Michigan Online Educator Certification (MOECS) fee for initial licensure

Candidate's commitment:



Continue to work in a position with the GYO Participant's current Employer for which the endorsement is required for the length of the Program multiplied by two (2). For example, if the Program takes two (2) years to complete, the GYO Participant is required to work for the District for two (2) years during the Program plus an additional two (2) years following the completion of the Program.

Our commitment:



If a GYO Participant leaves his/her current employment, the GYO Participant must repay the full amount that the ISD paid for GYO Participant to obtain the District-approved endorsement. The cause for leaving can be either voluntary or involuntary. No repayment will be required if GYO Participant remains employed with their current Employer, but is reassigned to a position for which the endorsement is not required.

REQUIRED

**Van Buren Intermediate School District
Tuition Assistance Agreement
Grow Your Own (“GYO”) Program**

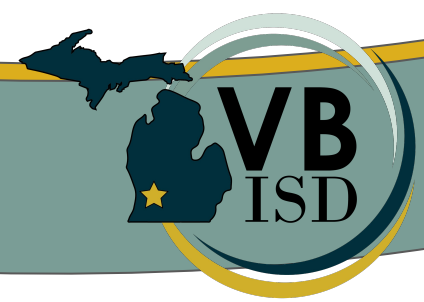
The Van Buren Intermediate School District (“ISD”) and <<FIRST NAME>> <<LAST NAME>> (“GYO Participant”) (collectively, the “Parties”), enter into this Tuition Assistance Agreement (“Agreement”), according to the following:

1. The ISD recognizes the importance of highly trained and skilled staff to meet the emerging needs of Van Buren County and, for that purpose, agrees to provide tuition assistance for GYO Participant.
2. This Agreement is effective upon the ratification by both Parties.
3. The ISD agrees to pay full tuition for approved <<Program Applied for>> courses taken by GYO Participant at <<University>> (“Program”) leading to an ISD-approved endorsement issued by the Michigan Department of Education (“MDE”) (Attachment 1). The

The Tuition Assistance Agreement will be delivered to your preferred email via DocuSign. No payments will be issued without this agreement in place.

DocuSign®

Success Navigators



Jen Bloomfield

jbloomfield@vbisd.org

269-806-9942



- Graduate Special Education
- School Counseling



- MA Teaching: Elementary Education
- MA Special Education
- MA TESOL

Also...

- BS Elementary Education

AT

Hartford, Lawrence, Mattawan, & South Haven

Geanice Miller

gmiller@vbisd.org

269-271-9813



- Early childhood education endorsement (ZS)
- Graduate Teacher Certification-Secondary (6-12)
- PK-12 Reading/Literacy Specialist
- Secondary teaching endorsement



- MA Literacy Studies
- Workforce Education (CTE)

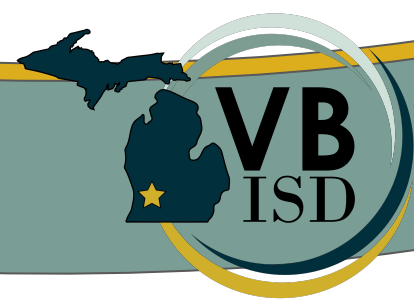
Also...

- BS Elementary Education (3 year)
- WMU Early Childhood Unified Education BK-Gr 3

AT

Bangor, Bloomingdale, Covert, Gobles, Lawton & VBISD

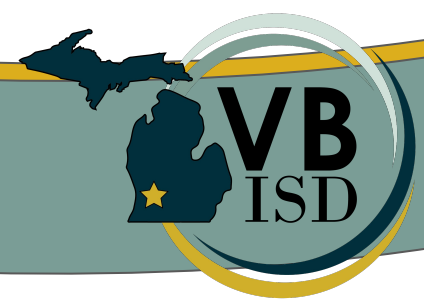
Thankfully, the addition of Julie Combs!



I have always known I wanted to help people and that desire led me to a wonderful career in teaching. I taught kindergarten and first grade for 15 years in South Haven. Last year I realized that I needed to do something more, something bigger, to help my colleagues in the teaching world who are burned out and worn out. The GYO position was created and I thought it would be the perfect opportunity to help do something about a problem causing so many teachers to leave, which is the stress that comes with staff shortages. I know first hand how detrimental it can be to students but also staff to not have fully staffed schools. I am so excited to be a part of this project to “grow” the next wave of teachers and professionals who will make a huge difference in the county. Our students deserve highly qualified teachers and our staff members deserve highly qualified colleagues. I bring first hand knowledge of what teachers go through everyday to this position and have enjoyed being able to relate to our candidates on a personal level. I am also a proud WMU alumni so it has been fun to help build the next class of Broncos!



Current #s



Started classes over the Summer 2023:

WMU 10 candidates

Currently enrolled this Fall semester:

WMU 92 candidates

GVSU 14 candidates

Currently enrolled for the Winter/Spring semester:

WMU 35 candidates

GVSU 10 candidates

Currently enrolled for the Summer 2 2024 semester:

WMU 8 candidates

Total enrolled in the program: 170 candidates!

Future Impact:

41 staff members across the county will graduate with a Bachelor of Science in Elementary Education!!!

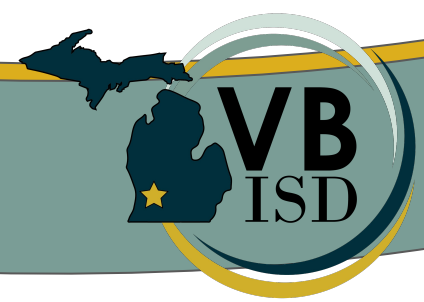
22 will graduate with a Bachelor of Science in Early Childhood

25 will add a Special Education endorsement to their certificate

11 will add a TESOL (ESL) endorsement to their certificate

12 will graduate with a Master of Education in School Counseling

Current Candidate Stories/Whys



I think Jen Bloomfield, and Julie have been doing a fantastic job of helping us all navigate this new program that is helping those of us in the program reach our goals and dreams. There hasn't been a question that I haven't gotten answered. I am proud to be a part of this program.

- Jessica, South Haven, WMU BS Elementary Ed

My experience so far has been wonderful. What I like the most is the continuous support given. Everyone involved in this Grant and to make it happen has been more than helpful and willing to do what it takes to help me be successful, and for that I am forever grateful for this opportunity.

- Jazmin, VBISD, WMU Early Childhood Unified

I am at the point in my career where I am ready to take the next step to continue my education and get my masters. As a teacher and a mother of two young kids in daycare without this program I wouldn't be able to afford going back to college at this time. Furthering my education would have been put on hold.

- Kristin, Hartford, MA Literacy Studies

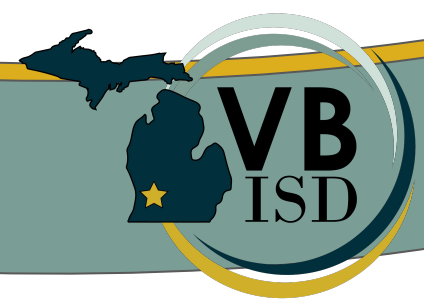
It's been a blessing, everyone and everything so far has been excellent. I am learning so much that I am truly blessed.

- Crystal, Paw Paw, MAT: Elementary Education

When asked what is a goal... "To stay focused and finally get the education I deserve so I can teach and grow the minds of our future leaders".

- Valerie, South Haven, BA Elementary Education

Current Candidate Stories/Whys



I have been a long-term and building substitute teacher for around five years, after I left my previous career path in college sports. I fell in love with teaching and this is a wonderful path that allows me to become a full-time teacher without having to put myself into debt or leave my current position.

- Lindsey, Mattawan, Graduate Teacher Certification- Secondary 6-12

I'm truly thankful and humbled by the opportunity you've provided for me. I have every intention of using this opportunity to become a source of pride for my district.

- Renee, VBISD, BS Elementary Ed

Being a teacher has always been my dream, but was always just out of reach. This program made it possible.

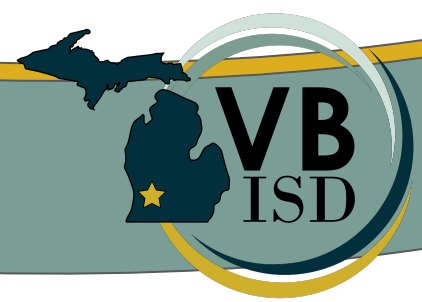
- Jeanette, Covert, BS Elementary Ed (55+)

I took 15 years off from teaching to stay home with my kids. When I came back as a para I realized that Special Ed was where I wanted to be. I wanted to be a Special Ed teacher, but going back to school to get the credentials and proper certification was out of reach for financial reasons, I couldn't possibly go back to school and take on personal student debt when I already had one of my children in college and three more not far behind. The GYO program opened a door that I thought was closed forever. GYO has give me the opportunity to dream bigger and a path forward on that dream.

As a result of being in this program, I applied for and accepted a Special Ed teaching position this year. Without this program, Mattawan would have started the school year short at least one Special Ed teacher, and I wouldn't have had the opportunity, or confidence, to apply for the job.

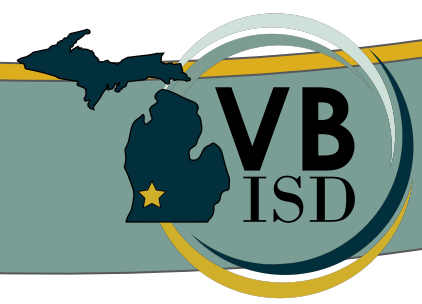
- Olivia, Mattawan, MA Special Education

Waiting List



24 VB county staff members are on the waiting list excited to start classes when a spot opens for them!





What does “navigation” sound like?

MEMO

DATE: OCTOBER 4, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: HUMAN RESOURCES UPDATE

HUMAN RESOURCES UPDATE - (Leadership, Communication Skills, Resourcefulness, Creativity, and Innovativeness, Professional Preparation, Decision Maker, Planner and Organizer.)

GENERAL UPDATES:



After many months of planning and preparation we hosted our day and a half of new hire orientation on Thursday, August 17 and Friday, August 18, 2023. There were a total of 42 new hires that attended new hire orientation! The day and a half was packed with information including information about each department, fun facts and ISD history, building tours, HR system/topics, scavenger hunt and more. The feedback throughout the orientation from the new hires who attended was overwhelmingly positive. I did send each of them an email with the presentations and the information that was reviewed as well as a survey to give them an opportunity to provide additional feedback. Some of the best parts of new hire orientation based on responses from the survey were, the warm welcome from the superintendent, directors and administrators, getting an overview of each department to help grasp the bigger picture of the ISD and the building tours. Some of the feedback on potential improvements could be to condense to a full day vs. a day and a half orientation and possibly having their laptops to bookmark some of the systems as they were following along with the presentations. Our goal is to continue to enhance the new hire orientation so that it provides the best possible experience for our new hires. We want to make sure they feel well equipped to successfully begin their new role within our organization.

Huge shout out to the team that worked so hard to make this successful!

Memorandum	
Date:	October 4, 2023
To:	VBISD Board of Education
From:	Angie Gutiérrez <i>Administrator of Multilingual and Migrant Services</i>
Subject:	Multilingual/Migrant Services Update



Multilingual Updates:

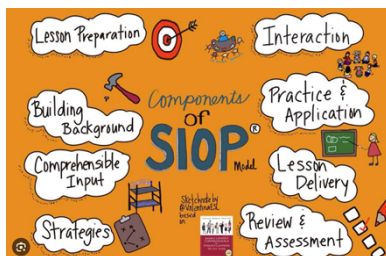


Dr. Carlos Cortes joined the Multilingual/Migrant department as the new ESL/Migrant teacher. He will be serving the students at the Mattawan Consolidated School District. Mattawan currently has over 40 multilingual and migrant students. Dr. Cortes earned his bachelors and masters in Political Science and his doctorate in Educational Leadership at Western Michigan University. He will be participating in the “Grow your own” program to earn an ESL endorsement and teaching certificate this January at Western. He has worked the past thirty years as an associate professor and department director at the Interamerican University in Puerto Rico. He also was a director of a non-profit organization, LYLOS that focused on developing software, workshops, and training for teachers in Puerto Rico and Central America. Dr. Cortes recently relocated back to Kalamazoo and is excited to use his expertise to serve the hispanic community and work with the students, families, staff, and community in Mattawan. We are excited to welcome him to the VBISD familia!



This fall two of our ESL/Migrant resource teachers have led parent engagement meetings in two of our consortium districts. Sarita Collins had a meeting on August 16th with families from Decatur and Dawn Lamas met with families in Lawrence on September 21st. The meeting in Decatur was specifically for high school students and parents. Sarita Collins discussed graduation requirements, opportunities that students have in high school such as Van

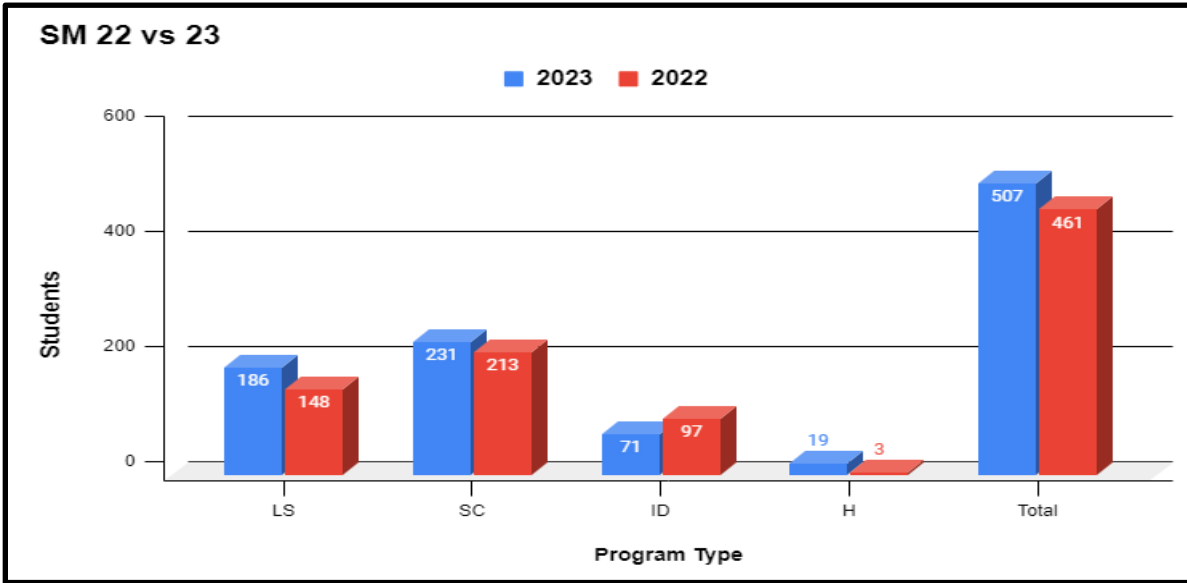
Buren Tech, Dual enrollment, Early College, Biliteracy Seal, and CLEP testing. They also discussed FAFSA and scholarships that students can apply for as they prepare for college. Sarita discussed the upcoming school calendar, chromebook distribution, and transportation. During the meeting at Lawrence Sara Ledesma our Migrant Home/School Liaison met with our Migrant families for the first half of the meeting to discuss any questions or concerns the families had from the migrant summer programming. She also gave them a list of different resources the families could utilize in the community. Dawn led the rest of the meeting in which all the families of the multilingual learners attended. They focused on explaining the WIDA assessment that our multilingual learners take each spring, looking over the scores, and explaining the “why” behind the assessment. Families were also assisted in setting up their access to Power School and how to utilize the application on their personal devices.



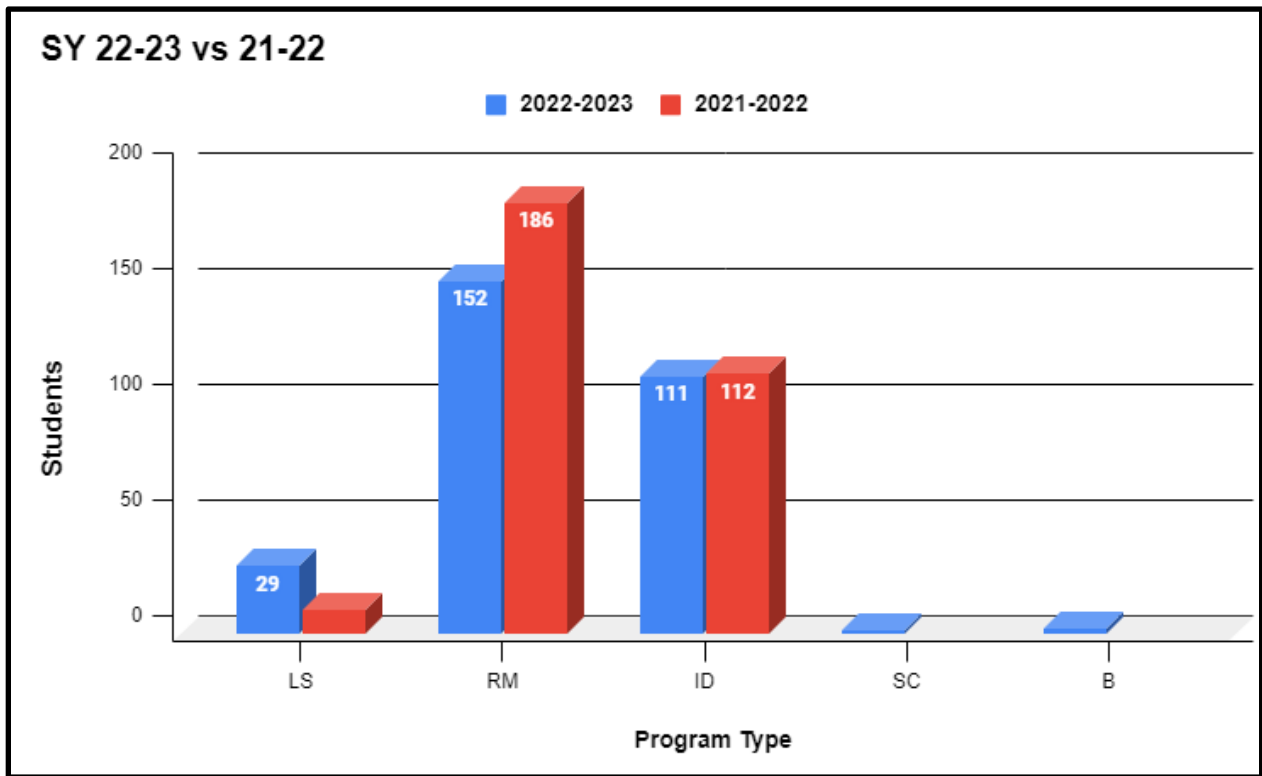
Laura Kronk and Zenia Gutiérrez have led two days of training on SIOP (Sheltered Instruction Observation Protocol) for teachers, paraprofessionals, and administrators. The training took place September 14th and the 28th. This protocol gives instructional staff strategies that can begin using right away with multilingual students. There is also an emphasis on building academic vocabulary. One teacher from South Haven came back on

September 28th and shared that she is already implementing different strategies and more specifically implementing Language Objectives in her classroom in South Haven. She was so excited about the impact on her students that she is sharing it during a PD next week in South Haven! The eight components the protocol focuses on are: Lesson Preparation, Building Background, Comprehensible Input, Strategies, Interaction, Practice and Application, Lesson Delivery, and Review and Assessment. The training is very interactive and research based.

SM 2023			SM 2022		
Program Type	Percentage	Students	Program Type	Percentage	Students
LS	36.69%	186	LS	32.10%	148
SC	45.56%	231	SC	46.20%	213
ID	14.00%	71	ID	21.04%	97
H	3.75%	19	H	0.65%	3
Total		507	Total		461



SY 2022-2023			SY 2021-2022		
Program Type	Percentage	Students	Program Type	Percentage	Students
LS	9.83%	29	LS	3.25%	10
RM	51.53%	152	RM	60.39%	186
ID	37.63%	111	ID	36.36%	112
SC	0.34%	1			
B	0.68%	2			
Total		295	Total		308





Sara Ledesma was invited by the Michigan State Identification and Recruitment Center to attend the National IDRC Recruiter Invitational in Clearwater, FL on September 13th and 14th. This was the first conference that was designed for only recruiters.

These are some of the topics that were discussed: General sessions: Identifying, Planning, and addressing needs in recruitment for MEP

- Areas of concentration for identification of H2A (contracted workers) and OSY(out-of-school youth)
- Hearing strategic ideas from different States which might help others to improve recruitment efforts
- Medical /Health concerns that affect our farmworkers who are exposed to extreme heat/sun, and how to educate and support them with flyers with information on “Heat Stress' ' with helpful resources (cooling rags, hydration drinks etc)
- Proper use and navigation of the Regulatory Guidance Manual for correctly identifying and recruiting qualified migrant children
- Techniques, and Strategies for creating effective yearly IDR plans
- Collaborating and connecting with recruiters from bordering states

Using Data to Create IDR maps and manage your IDR area

- Creating local and regional maps with specific data and Identifiers
- Navigating data simplified by utilizing filters and downloading data to spreadsheets
- Learn to import useful data from other resources available to support recruiting in your local and regional areas
- Showing/ explaining how to determine what areas are in need of frequent visits to save time



necteam

Hispanic Heritage Month

National Hispanic Heritage month is celebrated in the United States from September 15 to October 15. The histories, cultures and contributions of ancestors from Spain, Mexico, Central and South America are acknowledged and celebrated. This year two communities in Van Buren County held parades and celebrations on September 16th to kick off the beginning of Hispanic Heritage month.

Community members in Hartford led by Christina Mireles and Angelica Mireles canvassed local businesses to raise funds and support for celebrating Hispanic Heritage. Grand marshals for the parade were former VBISD employee, Margarito Colegio and his wife, Ester. Margarito and Ester were longtime residents of Hartford. Colegio was both a teacher and recruiter in the VBISD Migrant and Bilingual Programs. Ester provided childcare for numerous children in Hartford. Colegio and Ester were both active in the community and schools and were previously named as national representatives of the Parent-Teacher Association. Their daughters, Laura and Diana, followed in their father's footsteps becoming teachers and working in the VBISD Migrant and Multilingual Learner Programs.



Covert



Celebration





Regional Assistance Grant

Each state is required to run its federal school accountability system to fulfill the Elementary and Secondary Education Act (ESEA) of 1965, as amended by Every Student Succeeds Act (ESSA) of 2015. Based on the Michigan School Index system results, the Bangor Career Academy at the Bangor Public Schools and the Michigan Online School were both identified for Comprehensive Support and Improvement (CSI). Both CSI schools are eligible to receive support from the Office of Educational Supports due to being alternative education or virtual schools in the bottom 5%, with a graduation rate of 67% or below. The support to these schools is supposed to correspond to the reason that the school was identified. Both schools submitted CSI plans to correct the reason why they were identified, and their plans have been approved by the Office of Educational Supports (OES).

VBISD will also coordinate and support services with other MDE offices to address the needs of these schools. OES is providing approximately \$212,645 to the VBISD to support the schools as they implement their CSI plans. Tonda Boothby will be working with the schools to develop Regional Assistance Grant (RAG) service plans and a comprehensive budget that reflects data-based decisions and a root cause analysis of CSI stats and systemic issues affecting student outcomes. RAG funds can be used for more activities and staff services than in previous years. However, all budget items must data-driven or identified as the root cause of an obstacle to student achievement and/or graduation rates and must connect to and align with the district-level RAG service plan. The applications for the RAG grant and District Service Plan will open in October and need to be submitted by November 29, 2023 for an obligation date of July 1, 2023.



Science Olympiad Region 13

Michigan Science Olympiad has been undergoing several changes this year due to the continued decline in the number of schools participating in this annual event. Our Region 13 has been one of the larger regionals in terms of number of participating teams. Our tournament was held during the week at Kalamazoo Valley Community College (KVCC) and most of our coaches were also event supervisors. We rarely had any complaints about how events were run because our event supervisors were used to middle school and high school students. However, when Michigan had an incentive buy-out in 2010 to encourage teachers to retire, many veteran teachers who normally coached extra curricular school activities were not replaced with teachers who had the time or interest in coaching extra curricular activities. Science Olympiad is particularly challenging with its twenty-three highly technical events that change each year. Nonetheless, Region 13 continued to have good participation with 27 teams and 15 alternate teams which is three times more school teams in our region than in neighboring regions in Berrien County or Region 10 sponsored by Western Michigan University.

In 2022, we were not able to return to KVCC due to COVID safety restrictions. We were able to participate alongside the Region 10 teams at WMU although the two regions were scored separately. Although many students were not available for a Saturday competition, our coaches appreciated that most events were supervised by professors or students from WMU. In 2023, our coaches voted to be at WMU again because our coaches would not have to supervise events.

With a statewide decline of schools participating in Science Olympiad, the Michigan Science Olympiad board decided to redistrict the state. Region 13 and Region 10 are now combined and led by the science department at WMU. Western will also host the state tournament for Michigan in late April, 2024 because Michigan State University will host the National Science Olympiad tournament in late May, 2024. After forty years of Van Buren ISD being involved



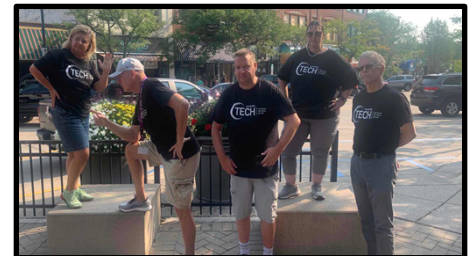
with schools in Van Buren, Cass and St. Joseph schools, our Region 13 has been dissolved. The State Director and Tonda notified the coaches of this change.

MEMO

DATE: OCTOBER 4, 2023
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

OPENING DAY SCAVENGER HUNT (1,2,4,5,8,10,15)

Van Buren Tech's incredible staff kicked off the week with a little team building...and a little bit of competition! In the midst of professional development and gearing up for the first day of the new school year, staff participated in an exciting scavenger hunt around South Haven, MI. Through the [#letsroam](#) app, teams uploaded their challenge photos for points. Brace yourselves for a dose of laughter...some teams got creative with their photos for bonus points.





CAMP KIDWELL STUDENT TRAINING - CADET & EMT (1,4,5,11,15,17)

The Cadet Teacher and EMT programs started off the year by traveling to Camp Kidwell for some offsite learning activities. While the event, in part, focused on team

building and its heightened importance to those who work in these specific industries, each program also used this experience to develop specific skills for their students. Specifically, Sheri Johnsen, Cadet Teacher Instructor, used the day to provide students with the opportunity to take on various leadership roles that are essential to being a classroom teacher. In addition, Mrs. Johnsen used the activity as a way to expose students to exponential learning and provide them with an opportunity to reflect on that learning. JC Robertson, EMT Instructor, used the experience to expose students to the importance and difficulty of working under pressure and communicating under stress and fear. As part of the day, students participated in a combination of team-building exercises, including both low ropes and high ropes activities.



61i FUNDS (1,2,4,5,8,9,10,11,15,16,19)

During the 2022-23 school year, Van Buren Tech was approved for 2 rounds of 61i grant funding, totaling \$652,437.31 (\$100,000 in Round 1 and \$552,437.31 in Round 2). Grant funds must be utilized for activities related to three categories:

CTE Staff Recruitment, CTE Staff Retention, and CTE Staff Professional Development. As a part of our application, VB Tech was approved to use 61i funds for the following initiatives:

- ACA costs for teachers
- ACA costs for support staff
- Costs related to CTE teachers continuing education
- Teacher recognition program rewards
- Staff Appreciation/Wellness Lounge design & build process
- Exercise space for CTE staff
- PD related to teaching pedagogy
- PD related to Perkins V competencies & credentials
- Costs of maintaining industry & CTE teacher certifications
- New CTE teacher signing bonuses
- New CTE teacher equipment bonuses
- CTE staff student loan forgiveness
- CTE marketing
- Gifts & food for CTE Awareness Month & Teacher Appreciation Week
- Food for various PD events



To help coordinate and organize expenditures related to this grant, Van Buren Tech is utilizing the following 61i application. Vb Tech staff interested in taking advantage of any of these initiatives have been asked to complete the application for each proposed activity. Funds need to be spent by September 30, 2024.

61i Application

REAL MEN WEAR PINK CAMPAIGN (1,2,3,4,5,6,7,9,10,18)

In partnership with WSJM (94.9) and The Coast (98.3), Van Buren Tech is participating in the 2023 Real Men Wear Pink Promotional Awareness Campaign to raise awareness about the importance of early detection of breast cancer. As part of the program, the radio stations conducted audio/visual recordings of community leaders encouraging listeners to wear pink. Throughout the month of October, each of the two stations will air a minimum of 250 sixty second messages from community leaders asking listeners to wear pink in support of the program. In exchange for our participation, VB Tech will also be mentioned in 30 commercials throughout the month of October and our logo will be included on Real Men Wear Pink posters distributed to partner businesses and the radio station websites.



BACK TO SCHOOL OPEN HOUSE (1,4,5,8,10,11,13,16,18,19)

On Monday, September 25th, Van Buren Tech hosted their annual ***“Back to School Night”*** Open House event. Current students and their families were invited to meet and interact with VB Tech staff, and to tour the programs and the building in general. Overall, the evening was a huge success, with nearly 500 people in attendance. Students and their families were able to get valuable information from staff, meet with instructors, see students work, tour the facilities, and enjoy Hot Dogs & Hamburgers prepared by the **Culinary Arts & Catering Management** program staff and students.



CTE

LEGISLATIVE ADVOCACY DAY (1,2,4,5,6,7,8,10,18)

On Wednesday, September, 20th, CTE Directors from around the State of Michigan hosted State Representatives and Senators for the 3rd annual CTE Legislative Advocacy Day event. The event, aimed at strengthening collaborative efforts between CTE leaders and legislators, was held in the Mackinaw Room of the Anderson House Office Building. Jenny Geno, Executive Director of CTE - Saginaw ISD, myself, and Diana Allard - Executive Director of CTE - Genesee ISD delivered the following presentation to provide a comprehensive summary of how CTE programs operate throughout the State. As part of the event, Lieutenant Governor, Garlin Gilchrist, spoke to the group, sharing his support and vision for CTE going forward.

<https://docs.google.com/presentation/d/10QU240WM5Ig8i7Ueo6CHbq1GdD9oT2N6nhCRADorQ9I/edit?usp=sharing>



COMPREHENSIVE LOCAL NEEDS ASSESSMENT (1,2,4,8,10,13,18)

During the 2023-24 school year, Van Buren Tech will be completing a Comprehensive Local Needs Assessment (CLNA) as mandated by the Federal Perkins V (the Strengthening Career and Technical Education for the 21st Century Act) legislation. This new requirement, which needs to be conducted and updated every two years, is designed as the foundation of Perkins V implementation at the Region level—taking an in-depth look at the Regions entire local CTE system and identifying areas where targeted improvements can lead to increased opportunities for student success. To implement the CLNA, consortia must evaluate, in consultation with a wide range of stakeholders, how the overall CTE offerings measure:

- Performance on federal accountability indicators
- Alignment to labor market needs
- Size, scope, and quality of programs offered
- Progress toward implementing programs and programs of study
- Recruitment, retention, and training of faculty and staff
- Progress toward improving access and equity

This CLNA process is designed to translate the law into concrete, actionable steps for conducting a rigorous CLNA that meets Perkins V requirements.

MEMO

DATE: October 4, 2023
TO: BOARD OF EDUCATION
FROM: SUSAN REYNOLDS
RE: EARLY CHILDHOOD UPDATE



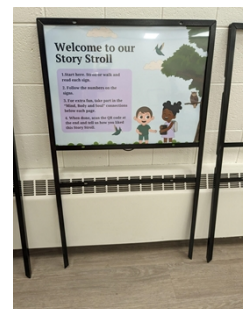
Staffing

The Early Childhood Department continues to search for qualified candidates to help ensure our youngest learners get the best start possible. We have had a lot of movement over the summer as districts and individuals finalize their needs and make moves. We have posted for positions to help with our goal of providing quality inclusive opportunities for preschoolers. Below is the latest update for the Early Childhood Department:

- **GSRP:** All Lead Teachers, Associate Teachers, and Floater positions have been filled. We are discussing options to help mitigate the impact of having a very limited number of substitutes.
- **Early Childhood Special Education:** All teaching and program assistant positions have been filled for our ECSE programs. We are searching for four Specialized Program Assistants to help bridge the gap between our ECSE and GSRP classrooms. These individuals will assist with inclusive opportunities for students and support staff across the department. We have also posted for a program assistant position to assist with subbing needs across the county.
- **Early On:** We found an Occupational Therapist to fill our most recent vacancy.
- **Early Childhood Department:** We are seeking an Accountant to assist with early childhood federal/state grants compliance and budget requirements.

Great Start Collaborative

- Members of the Van Buren Great Start Collaborative have been working since spring to develop a Story Stroll lending library to allow people to enjoy a good read while walking. The goal is to promote literacy and health outcomes. The team brought together staff from Bronson Healthcare, Van Buren District Library, Van Buren Great Start Collaborative, Van Buren Community Mental Health Authority, Van Buren ISD, South Haven Memorial Library, and SafeKids Greater South Haven. The first Story Stroll installation was built in late August and is due to premiere at the Lawrence Branch Library in September. This first Story Stroll is bilingual and features healthy movement prompts. Future books will cover healthy eating and emotional support. The Van Buren District Library will house the "books" so that other community groups and schools can check them out.



- (Pictured on "Story Stroll team with finished pages" include from left to right:
Sherry Bennett, Great Start Collaborative; Elissa Zimmer, Van Buren District Library; Isabel Hinton, Bronson Healthcare; Chris Flood, Bronson Healthcare; Ashley Walker, Van Buren Community Mental Health; and Michelle Dudycha, Great Start Family Coalition



GSRP Grant Services

- Enrollment is continuing with new applicants every day. We've been able to assign 314 students to our GSRP classrooms, which is 93.5% of the goal. We will continue pushing recruitment efforts, especially for the northern districts (Bloomingdale, Gobles, and Bangor) which are at lower numbers.
- For the past three years, Tri-County Head Start has partnered with GSRP by running GSRP-Head Start Blends. These blended classrooms receive half-day funding from the GSRP grant and the remainder from the Head Start grant. This year, Tri-County Head Start has agreed to expand to five locations with the potential of serving 50 students. New classrooms will be located in Decatur, Gobles, Hartford, Mattawan and Paw Paw. We are excited for this expansion as it helps the VBISD move closer to the legislated goal of having 30% of our slots in CBOs (Community-Based Organizations).

PreK for All: Opportunity for Input

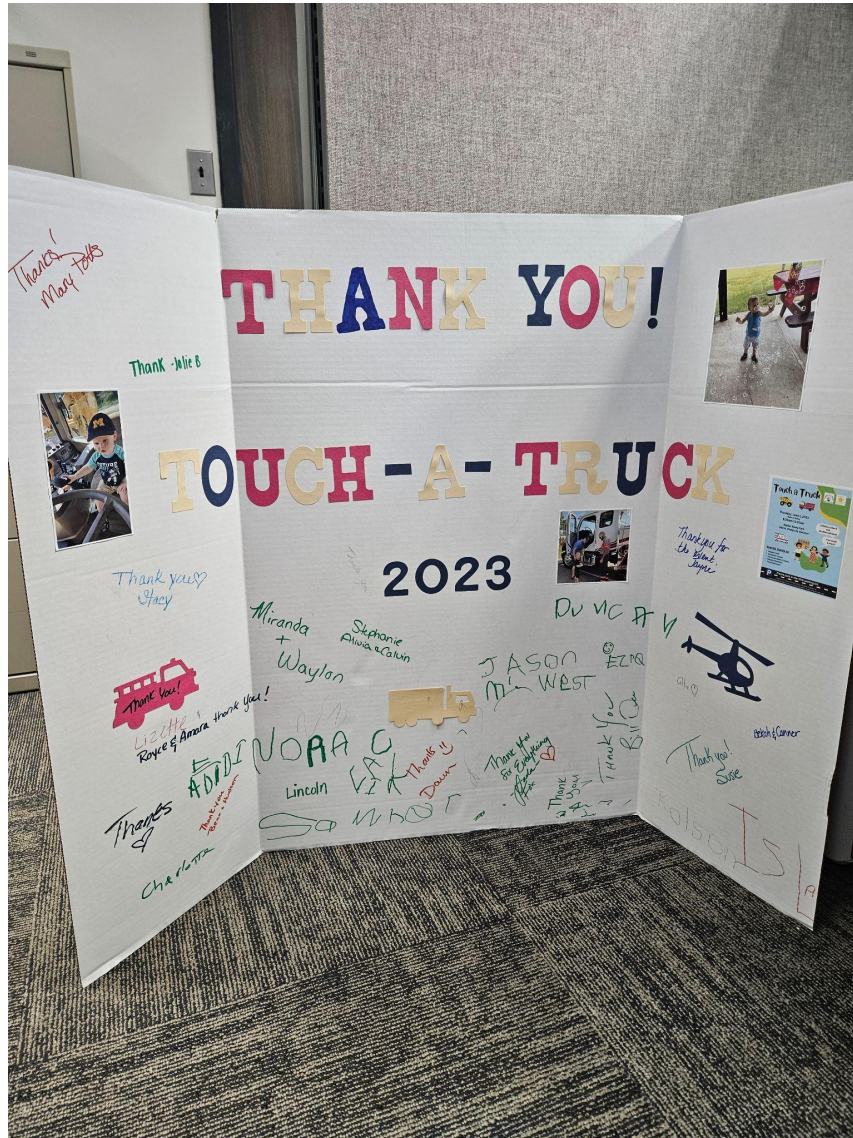
- Governor Whitmer has proposed a goal of providing free preschool to all of Michigan's 110,000 four-year-olds by 2027. With the support of the W.K. Kellogg Foundation and The Kresge Foundation, the Governor's office has assembled a PreK for All Action Team to inform how the state will achieve this goal. They are asking for input from a broad array of stakeholders to begin collecting information via a quick survey. The ISDs are being looked at as key players in this process and are asked about specifically in the survey questions found at <https://miprek4all.org/>

Kids Count Data 2023

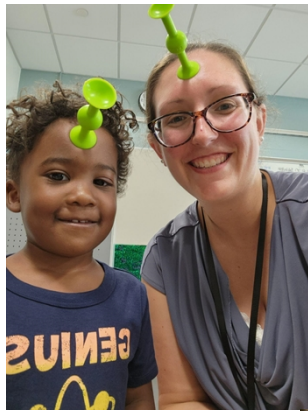
- [Van Buren County Data](#)

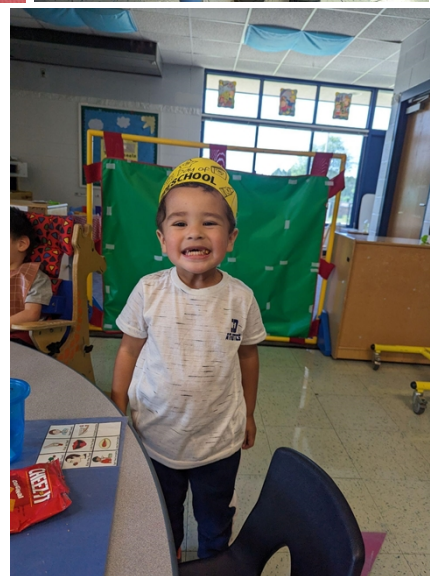
Touch a Truck - Great Start Collaborative & Family Links program

- Thank You to the VBISD Board of Education and the ISD for supporting the Touch a Truck event! We had over 66 families in attendance on June 1st.



Back to School 2023 - Students are back!





III. ACTION ITEMS

A. Approval for Additional Home-Based Special Education
Teacher (**ROLL CALL VOTE**)

56

MEMO

DATE: OCTOBER 4, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
**RE: APPROVAL FOR ADDITIONAL HOME-BASED SPECIAL EDUCATION
TEACHER**

BACKGROUND:

The Special Education Department provides home-based instruction to eligible students who do not have the skills or stamina to participate in a school or community setting. For over 10 years, the caseload was managed by one Special Education Teacher. Over the last few years, the number of students needing this service has increased. In addition, the frequency and duration of the services needed to satisfy the requirements of a Free and Appropriate Public Education has increased; therefore, in order to meet the needs of students in Van Buren County, a second Home-based Special Education Teacher is needed.

RECOMMENDATION:

RESOLVED that the Board of Education approve the addition of a second Home-based Special Education Teacher.

B. Approval of Amendment to Tuition Assistance Plan (**ROLL CALL VOTE**)

58

MEMO

DATE: OCTOBER 4, 2023
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS, DIRECTOR OF FINANCE AND OPERATIONS
RE: **APPROVAL OF AMENDMENT TO TUITION ASSISTANCE PLAN**

Earlier this year the School Board adopted a tuition assistance plan that permits employees who meet certain parameters to receive the first \$5,250 of reimbursements for tuition and books tax free. We recently became aware of a law change that allows employers to include payments for student loans in their tuition assistance plans, thus making these employer payments towards student loans eligible for tax free treatment. This change in the law is only available until December 31, 2025.

As we currently have grants that allow us to assist staff in paying off their student loans, we would like to amend our current tuition assistance plan to include language for employer payments for student loans.

RESOLVED, the VBISD Board of Education approves amending the Van Buren Intermediate School District Tuition Assistance Plan to include student loan forgiveness as presented in the attached plan document with an effective date of October 4, 2023.



Van Buren Intermediate School District

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VAN BUREN INTERMEDIATE SCHOOL DISTRICT TUITION ASSISTANCE PLAN

Effective October 4, 2023

Introduction

Because we value the professional and personal development of our employees, the District has adopted the following plan pertaining to reimbursement for certain educational expenses. The District offers two pathways for reimbursement. The District will pay educational benefits out of grant funds or its General or Special Revenue Fund assets. The District does not maintain a special fund to cover the benefits. The Board reserves the right to change or discontinue this tuition assistance program at any time without notice. Should the Plan end, the District will reimburse all courses in process prior to termination, but it will not reimburse any classes that begin after Plan termination and notification. The Grant Funded Pathway prohibits payments to those individuals in the highly compensated group when such payments violate the discrimination clause as set forth in Internal Revenue Code Section 127(b)(3). This Plan prohibits the District from offering eligible employees a choice between educational assistance and other compensation.

Grant Funded Pathway

As grant funds become available in the District and allow for educational assistance, employees may be eligible for:

- \$10,000 maximum tuition reimbursement per calendar year unless another limit is specified in the grant.
 - Covers tuition, fees and books
 - Covers student loan forgiveness. (Available through December 31st, 2025 unless extended by law.) The grant must specifically state it can be used for student loan forgiveness.
 - Doesn't cover meals, lodging, transportation or parking fees, tools or supplies that can be used or kept after the course.
- Employees will have to complete an application form within required timelines as specified in the grant funded tuition reimbursement announcement. Employees must meet the qualifications below:
 - Are an active full-time or part-time employee
 - Must be rated Highly Effective/Effective or in Good Standing at the time of application unless the grant is awarded for purposes related to performance improvement. Exceptions may be made for an employee new to the District.
 - Tuition reimbursements must align with career goals at VBISD or current position and/or job responsibilities. In accordance with Internal Revenue Code, the first \$5,250 of reimbursement per year for qualified educational programs will be tax-free. Should lawmakers enact an increase or



Van Buren Intermediate School District

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decrease to the \$5,250 ceiling, this Plan automatically adopts the new ceiling on its effective date. Tuition reimbursement over \$5,250 per calendar year may be taxable unless certain requirements are met.

- Maintains or improves skills required by the District, including refresher courses and courses dealing with current developments in the employee's profession and
 - Meets the requirements of any applicable law or regulation or any expressed requirements imposed by the District for bona fide business reasons as a condition to the employee's continued employment, status or rate of compensation.
- Tuition reimbursement amount will be based upon the grant amount awarded and the number of approved applications submitted.
 - Upon completion of the course(s) with a passing grade of C or better, the employee must submit her/his grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to Human Resources for the approved course(s) within 30 days of the course end date.
 - In limited circumstances determined by Human Resources, tuition and related costs may be paid directly to the educational institution. In these cases, if the employee does not pass the course with C or better or remain employed during the semester enrolled they will be required to pay back the total amount advanced.

Non-Grant Funded Pathway

Only Administrators working toward the achievement of their certification required for their position or designed to enhance their skills may be eligible for:

- A \$4,000 maximum reimbursement per calendar year
 - Covers tuition or fees
 - Doesn't cover meals, lodging, transportation or parking, tools or supplies that can be used or kept after the course.
- Administrators will have to complete an application form. Administrators must meet the qualifications below:
 - Be an active full-time employee
 - Must be rated Highly Effective/Effective or in Good Standing at the time of application. Exceptions may be made for an employee new to the District.
 - Tuition reimbursements must align with required certification for their current position and/or job responsibilities. The tuition reimbursement may be taxable unless certain requirements are met. The education:



Van Buren Intermediate School District

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- Maintains or improves skills required by the District, including refresher courses and courses dealing with current developments in the employee's profession and
 - Meets the requirements of any applicable law or regulation or any expressed requirements imposed by the District for bona fide business reasons as a condition to the employee's continued employment, status or rate of compensation.
-
- Upon completion of the course(s) with a passing grade of C or better, the employee must submit her/his grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to Human Resources for the approved course(s) within 30 days of the course end date.
 - In limited circumstances determined by Human Resources, tuition and related costs may be paid directly to the educational institution. In these cases, if the employee does not pass the course with C or better or remain employed during the semester enrolled they will be required to pay back the total amount advanced.

DATE: October 4, 2023
TO: Board of Education
FROM: David D. Manson, Superintendent
SUBJECT: Director of Finance and Operations

Given Barb Matthews pending retirement at the end of December, I am recommending that the Board of Education approve the hiring of Rebecca (Drake) DePas as her replacement. This approval would put into place a shared decision-making model for the month of November followed by a mentoring model for the month of December to ensure there is a seamless transition of finance and operations services.

RESOLVED, the VBISD Board of Education approves the hiring of Rebecca (Drake) DePas as the new Director of Finance and Operations effective November 1, 2023.

D. Approval of Updated Cell Phone Reimbursement Agreement (**ROLL
CALL VOTE**)

65

Date: October 4, 2023

To: VBISD Board of Education

From: Dave Manson, Superintendent

Subject: Updated Cell Phone Reimbursement Agreement

Last year, VBISD adopted a new cell phone reimbursement agreement. After using the agreement for the past year, it was determined that the agreement needed some more specificity. As a result, an updated cell phone reimbursement agreement has been developed for consideration by the board (significant changes are outlined in **RED**).

RESOLVED, the VBISD Board of Education adopts the following updated cell phone reimbursement agreement.



Cell Phone Reimbursement Agreement

revised October 4, 2023

VBISD recognizes that the performance of certain job responsibilities requires an employee to conduct business through the use of an employee's personal cellular phone. As a result, VBISD has developed a reimbursement plan that is reasonably calculated as to not exceed expenses the employee actually incurred and is not intended to substitute for a portion of the employee's regular wages. This reimbursement is a non-taxable fringe benefit to the employee.

Reimbursement Plan

To be eligible for the reimbursement, an employee must meet one of the following eligibility requirements:

- The employee needs to be accessible outside of scheduled or normal working hours (24/7) where time-sensitive decisions/notifications are necessary (\$50/month).

OR

- The employee's assignment is one in which they meet at least one of the following criteria throughout the work day(\$30/month):
 - The employee provides services in student homes or in community settings on a regular basis.
 - The employee frequently travels across the county, oftentimes on a daily basis, so that a predictable schedule is not feasible
 - The employee regularly transports students without access to a transportation communication system

Administrative Approval

District administrators and department directors are responsible for identifying employees who meet the eligibility requirements. The need for reimbursement should be reviewed **prior to the start of each school year** to determine if the existing plan should be continued, changed or discontinued. The reimbursement is neither permanent nor guaranteed, and VBISD reserves the right to modify or cancel the reimbursement plan, or deny any requests. **Reimbursement is discontinued in July and August unless the employee is scheduled to work during the majority of those months.**

In exchange for the reimbursement, employees are expected to carry and respond to their cell phone in a timely manner throughout the work day. The administration reserves the right to ask for verification of cell phone use. Reimbursements can be revoked for employees who are unable to meet these expectations or eligibility requirements.

Certification

By signing below, the Employee and Director certify that the selected eligibility requirements exist:

Employee Name

Employee Signature

Director Name

Director Signature

Department

Effective Date

E. Approval of Employment of Staff (**VOICE VOTE**)

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MEMO

DATE: OCTOBER 4, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR
RE: APPROVAL OF EMPLOYMENT OF NEW STAFF

BACKGROUND

Following is a list of new staff, their position, salary and start date. Copies of resumes are attached.

<u>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Elisabeth Dewey, School Social Worker	\$64,359.00	\$1,500.00	10/09/2023
Jodi Johnson, Speech & Language Path	\$47,326.00	\$1,500.00	09/25/2023
Laurie Arboreal, Speech & Language Path	\$49,292.00		11/06/2023

<u>VB Tech</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Melvin Clark, Automotive Instructor	\$54,781.00	\$1,000.00	09/07/2023

<u>Instructional Services</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Crystal Hughes, Mental Health Clinician	\$59,050.00		10/09/2023

<u>ESL</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Carlos Cortes, ESL/Migrant Teacher	\$65,209.00		09/20/2023

**Salary may be prorated based on start date*

RECOMMENDATION

Resolved that the Board of Education approve the employment of the staff listed above.

MEMO

DATE: OCTOBER 4, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: STAFF RETIREMENTS/RESIGNATIONS

BACKGROUND

Following is a list of retirements and resignations. Copies of letters are attached.

<u>Name</u>	<u>Resignation/Retirement Date</u>
Josh Hamelink, IT Support Specialist	09/15/2023

RECOMMENDATION

Resolved that the Board of Education accept the resignation and retirements of the staff listed above.

Attachments

IV. OTHER BUSINESS

A. Adjournment

1. Motion to Adjourn Meeting (**VOICE VOTE**)

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.